



# Village of Marwayne

## Agenda

Regular Village Council Meeting  
Monday, June 22, 2020 @ 7:00 PM  
Zoom Video Conferencing

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	Page
1 CALL TO ORDER	
2 ADOPTION OF AGENDA	
2.1 June 22nd, 2020 Regular Village Council Meeting	
<b>Be it resolved that the June 22nd, 2020 Regular Village Council Meeting Agenda be approved as presented.</b>	
3 ADOPTION OF MINUTES	
3.1 June 8th, 2020 Regular Village of Marwayne Council Meeting	4 - 8
<b>Be it resolved that the June 8th, 2020 Regular Village Council Meeting Minutes be approved as presented.</b>	
4 DELEGATIONS	
4.1 Elisa Stamatakis on behalf of V3 Group of Companies - Municipal Development Plan	
5 PUBLIC HEARING	
5.1 7:15 PM Bylaw 578-20 Land Use Bylaw Amendments	9 - 91
<b>Be it resolved that the Village of Marwayne give second reading to Bylaw No. 578-20, being a bylaw to regulate land use within the Village of Marwayne.</b>	
<b>Be it resolved that the Village of Marwayne introduce for third reading Bylaw No. 578-20, being a bylaw to regulate land use within the Village of Marwayne.</b>	
<b>Be it resolved that the Village of Marwayne give third and final reading to Bylaw No. 578-20, being a bylaw to regulate land use within the Village of Marwayne.</b>	
5.2 7:30 PM Bylaw 579-20 Municipal Development Plan	92 - 137
<b>Be it resolved that the Village of Marwayne give second reading to Bylaw No. 579-20, being a bylaw to adopt the Municipal Development Plan for the Village of Marwayne.</b>	
<b>Be it resolved that the Village of Marwayne introduce for third reading Bylaw No. 579-20, being a bylaw to adopt the Municipal Development</b>	

**Plan for the Village of Marwayne.**

**Be it resolved that the Village of Marwayne give third and final reading to Bylaw No. 579-20, being a bylaw to adopt the Municipal Development Plan for the Village of Marwayne.**

6 KEY STRATEGY: ADDRESSING SERVICE NEEDS

6.1 Lead Management Plan 138 - 139

**Be it resolved that the Lead Management Plan prepared by the Villages Regional Water Operator be received as information.**

7 KEY STRATEGY: SAFE & CARING COMMUNITY

7.1 Food Bank 140 - 141

**Be it resolved that the Village of Marwayne offer free advertising to the local food bank to encourage volunteerism and donations.**

7.2 Tree Maintenance Proposal 142 - 146

**Be it resolved that the Village of Marwayne direct administration to move forward with the implementation of the Tree Maintenance Proposal prepared by Lloyd's Limb Service.**

8 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

8.1 Walking Trail Project Award for Phase 1 147 - 155

**Be it resolved that the Village of Marwayne engage \_\_\_\_\_ to complete Phase 1 of the Walking Trail Project.**

9 KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

9.1 ATCO Streetlight LED Conversion 156

**Be it resolved that the Village of Marwayne proceed with the ATCO Energy conversion project of all non-invested street lights to invested LED street lights.**

10 ADMINISTRATIVE REPORTS

10.1 Councillor Reports

**Be it resolved that the Councillor Reports be received as information.**

10.2 Chief Administrative Officer Report 157 - 167

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

11	FINANCIAL	
11.1	Monthly Financial Report	168 - 169
	<b>Be it resolved that the June 2020 Monthly Financial Report be received as information.</b>	
11.2	Cheque Distribution Report	170
	<b>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.</b>	
12	CORRESPONDENCE	
12.1	2020 Gas Tax Fund Allocation Letter	171
	<b>Be it resolved that the June 10th 2020 Gas Tax Fund Allocation Letter be received as information.</b>	
12.2	Municipal Governance during the COVID-19 Pandemic Frequently Asked Questions	172 - 204
	<b>Be it resolved that the June 12th, 2020 Municipal Governance during the COVID-19 Pandemic Frequently Asked Questions Document be received as information.</b>	
13	CONFIDENTIAL	
13.1	FOIP Section 24 (1) Advice from Officials - Personnel	
14	SETTING OF THE NEXT MEETING	
14.1	July and August 2020 Meeting Dates	
	<b>Be it resolved that the next Regular Village Council Meetings be held on July 13th and August 10th at 7:00 p.m. via Zoom Video Conferencing.</b>	
15	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 June 8<sup>th</sup>, 2020  
Commencing at 7:00 PM via Zoom Video Conferencing

**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 June 8<sup>th</sup>, 2020 Village of Marwayne Council Meeting to order at 7:00 p.m. with all members in attendance except Councillor T. Lawrence.

**2. ADOPTION OF AGENDA**

**June 8<sup>th</sup>, 2020 Regular Council Meeting Agenda**

**2020-06-01**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the June 8<sup>th</sup>, 2020 Regular Village of Marwayne Council Meeting Agenda be approved with the following additions as presented:

- Golf Cart Operation in Park; and
- Lawnmower Operation Downtown.

**CARRIED**

*Councillor T. Lawrence joined the June 8<sup>th</sup>, 2020 Regular Village of Marwayne Council Meeting at 7:05 p.m.*

**3. ADOPTION OF MINUTES**

**May 25<sup>th</sup>, 2020 Regular Council Meeting Minutes**

**2020-06-02**

**Moved By Councillor C. Neureuter**

Be it resolved that the May 25<sup>th</sup>, 2020 Village of Marwayne Council Meeting Minutes be approved as presented.

**CARRIED**

**4. PUBLIC HEARING**

**June 22<sup>nd</sup>, 2020 Municipal Development Plan (MDP) and Land Use Bylaw (LUB) Amendments**

**2020-06-03**

**Moved By Councillor R. McDonald**

Be it resolved that the Village of Marwayne schedule a public hearing for Bylaw No. 579-20, being the Village's Municipal Development Plan on June 22<sup>nd</sup>, 2020 at 7:15 p.m. and a public hearing for Bylaw No. 578-20, being amendments to the Village's Land Use Bylaw on June 22<sup>nd</sup>, 2020 at 7:30 p.m. via Zoom Video Conferencing.

**CARRIED**



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**5. KEY STRATEGY: ADDRESSING SERVICE NEEDS**

**Public Works Foreman Report**

**2020-06-04**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Public Works Foreman Report be received as information.

**CARRIED**

**Regional Water Operator Report**

**2020-06-05**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Regional Water Operator Report be received as information.

**CARRIED**

**6. KEY STRATEGY: PLANNING FOR GROWTH & CHANGE**

**May 27<sup>th</sup>, 2020 Letter from Conoco Phillips**

**2020-06-06**

**Moved By Councillor R. McDonald**

Be it resolved that the May 27<sup>th</sup>, 2020 Letter from Conoco Phillips be received as information.

**CARRIED**

**7. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE**

**Water Well Decommissioning**

**2020-06-07**

**Moved By Councillor C. Neureuter**

Be it resolved that the Water Well Decommissioning Update be received as information.

**CARRIED**

**FCM Asset Management Grant Funding Opportunity**

**2020-06-07**

**Moved By Councillor C. Neureuter**

Be it resolved that the Village of Marwayne direct administration to submit an application under the Federation of Canadian Municipalities Asset Management Program to conduct the following activities in order to advance the Village's Asset Management Program:

- Asset Assessment;
- Further Development of Asset Management Plans, Policies and Strategies;
- Training, Organizational Development and Knowledge Transfer; and



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- Implementation of DOT ALL Asset Capital Planning and Asset Management Solution Software.

Be it further resolved that the Village of Marwayne commit \$5000 from its 2020 budget towards the cost of this Asset Management Initiative.

**CARRIED**

**8. ADMINISTRATIVE REPORTS**

**Councillor Reports**

**2020-06-08**

**Moved By Councillor T. Lawrence**

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

- May 26<sup>th</sup>, 2020 Vermilion River Regional Waste Management Services Commission Meeting Minutes

**CARRIED**

**Chief Administrative Officer Report**

**2020-06-09**

**Moved By Councillor T. Lawrence**

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

**CARRIED**

**9. FINANCE**

**Cheque Distribution Report**

**2020-06-10**

**Moved By Councillor T. Lawrence**

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**

**May 2020 Utility Bill Report**

**2020-06-11**

**Moved By Councillor R. McDonald**

Be it resolved that the May 2020 Utility Bill Report be received as information.

**CARRIED**



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**10. CORRESPONDENCE**

**Municipal Governance during the COVID-19 Pandemic  
Frequently Asked Questions**

**2020-06-12**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the May 29<sup>th</sup>, 2020 Municipal Governance during the COVID-19 Pandemic Frequently Asked Questions be received as information.

**CARRIED**

**Elected Officials Education Program Course Offerings**

**2020-06-13**

**Moved By Councillor C. Neureuter**

Be it resolved that the Elected Officials Education Program Course Offerings be received as information.

**CARRIED**

**11. CONFIDENTIAL ITEMS**

**2019-06-15**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Council of the Village of Marwayne move into a closed session under FOIP Section 24 (1) – Advice from Officials at 8:24 p.m. with all members in attendance.

**FOIP Section 24 (1) – Advice from Officials – Bylaw Offence**

**2019-06-16**

**Moved By Councillor R. McDonald**

Be it resolved that the Council for the Village of Marwayne return to a regular session at 8:29 p.m. with all members in attendance.

**CARRIED**

**2019-06-17**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Council for the Village of Marwayne deny the appeal and uphold the conditions of Municipal Bylaw Tag #2020-01.

**CARRIED**

**12. NEXT MEETING**

**June 22<sup>nd</sup>, 2020 via Zoom Video Conferencing**

**13. ADJOURNMENT**

Being that the June 8<sup>th</sup>, 2020 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:32 p.m.



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**Approved this 22<sup>nd</sup> day of June 2020.**

\_\_\_\_\_  
Cheryle Eikeland, Mayor

\_\_\_\_\_  
Shannon Harrower, CAO

DRAFT





# VILLAGE OF MARWAYNE

## LAND USE BYLAW

### BYLAW 572-19

Date Adopted: June 25<sup>th</sup>, 2019  
Date Last Amended: **[insert date of bylaw 578-20 adoption]**





Village of Marwayne **LAND USE BYLAW**  
Bylaw No. 572-19

**VILLAGE OF MARWAYNE  
PROVINCE OF ALBERTA**

**BYLAW No. 578 - 20  
A BYLAW TO REGULATE LAND USE WITHIN THE VILLAGE OF MARWAYNE**

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**PURSUANT** to the Municipal Government Act, R.S.A. 2018, as amended, the Council of the Village of Marwayne duly assembled, hereby enacts as follows:

**REPEALING EXISTING CONTROLS**

Bylaw No. 523-13, and its amendments are hereby repealed.

**DATE OF COMMENCEMENT**

This Bylaw comes into effect upon the date of it finally being passed.

READ A FIRST TIME this 13<sup>th</sup> of May 2019.

AND ADVERTISED was done in accordance with Municipal Government Act Section 606, appearing in the Meridian Booster of June 6<sup>th</sup> & 13<sup>th</sup>, 2019 and the Voices of the Village June 2019 newsletter.

PUBLIC HEARING HELD on the 25<sup>th</sup> of June 2019.

READ A SECOND TIME this 25<sup>th</sup> of June 2019.

READ A THIRD TIME this 25<sup>th</sup> of June 2019.

SIGNED by the Mayor and Administrator this 25<sup>th</sup> of June 2019.

\_\_\_\_\_  
*Mayor*

\_\_\_\_\_  
*Chief Administration Officer*



Village of Marwayne **LAND USE BYLAW**  
Bylaw No. 572-19

## AMENDMENTS

REVISION NO.	DATE	BYLAW NO.	DESCRIPTION
Rev 1	23-Mar-20	578-20	<ul style="list-style-type: none"> <li>▪ Adding “Animal Breeding and Boarding” as a discretionary use in the Urban Reserve and Industrial Districts.</li> <li>▪ Adding “Animal Breeding and Boarding” as a definition in the glossary.</li> <li>▪ Redistricting titled properties: Plan 0840395 Block 17 Lot 1; Plan 5426CL Block (A); and Railway Plan 4999CL Right of Way in Township 52 Range 3 West of the 4<sup>th</sup> Meridian from Industrial District to Institutional District.</li> </ul>



Village of Marwayne **LAND USE BYLAW**  
Bylaw No. 572-19



Village of Marwayne **LAND USE BYLAW**  
Bylaw No. 572-19

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LIFE FROM ALL ANGLES



Village of Marwayne **LAND USE BYLAW**  
Bylaw No. 572-19

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LIFE FROM ALL ANGLES

section 1

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# General





# Section 1 General

## 1.1 TITLE

The title of this Bylaw shall be the Land Use Bylaw of the Village of Marwayne.

## 1.2 PURPOSE

The purpose of this Bylaw is to prohibit or regulate and control the use and development of land and buildings within the *municipality* to achieve the orderly economic development of land, and for that purpose amongst other things:

- (1) to divide the *municipality* into districts;
- (2) to prescribe and regulate for each district the purposes for which land and buildings may be used;
- (3) to establish a method of making decisions on applications for *development permits*;
- (4) to provide the manner in which notice of the issuance of a *development permit* is to be given; and
- (5) to establish the number of *dwelling units* permitted on a *parcel of land*.

## 1.3 ESTABLISHMENT OF DISTRICTS

(1) For the purpose of this Bylaw, the Village of Marwayne is divided into the following Districts:

<b>R1</b> SINGLE DWELLING RESIDENTIAL	<b>ER</b> ENVIRONMENT RESERVE DISTRICT
<b>R2</b> MULTI-UNIT RESIDENTIAL	<b>M</b> INDUSTRIAL DISTRICT
<b>C</b> HIGHWAY COMMERCIAL DISTRICT	<b>I</b> INSTITUTIONAL DISTRICT
<b>VC</b> VILLAGE CENTRE DISTRICT	<b>UR</b> URBAN RESERVE DISTRICT

- (2) The boundaries of the districts listed in 1.3(1) are as delineated on the Land Use District Map, being Schedule A hereto.
- (3) Where uncertainty exists as to the boundaries of Districts as shown on the Land Use District Map, the following rules shall apply:

Rule 1. Where a boundary of the District is shown as following a *road*, lane, or water course, it shall be deemed to follow the centre line thereof.





- Rule 2. Where a boundary of the District is shown as approximately following a *parcel of land* line, it shall be deemed to follow the *parcel of land* line.
- (4) Where the application of the above rules does not determine the exact location of the boundary of a District, the *Council* either on its motion or upon written application being made to it by any person requesting the determination of the exact location of the boundary, shall fix the portion of the District boundary in doubt or dispute in a manner consistent with the provisions of this Bylaw and the degree of detail as to measurements and directions as the circumstances may require.
- (5) After the *Council* has fixed a District boundary pursuant to the provisions of 1.3(4), the portion of the boundary so fixed shall not be thereafter be altered except by an amendment of this Bylaw.
- (6) The development authority shall maintain a list of *Council's* decisions with respect to boundaries or portions thereof fixed by *Council*.

**1.4 ESTABLISHMENT OF LAND USE DISTRICT REGULATIONS**

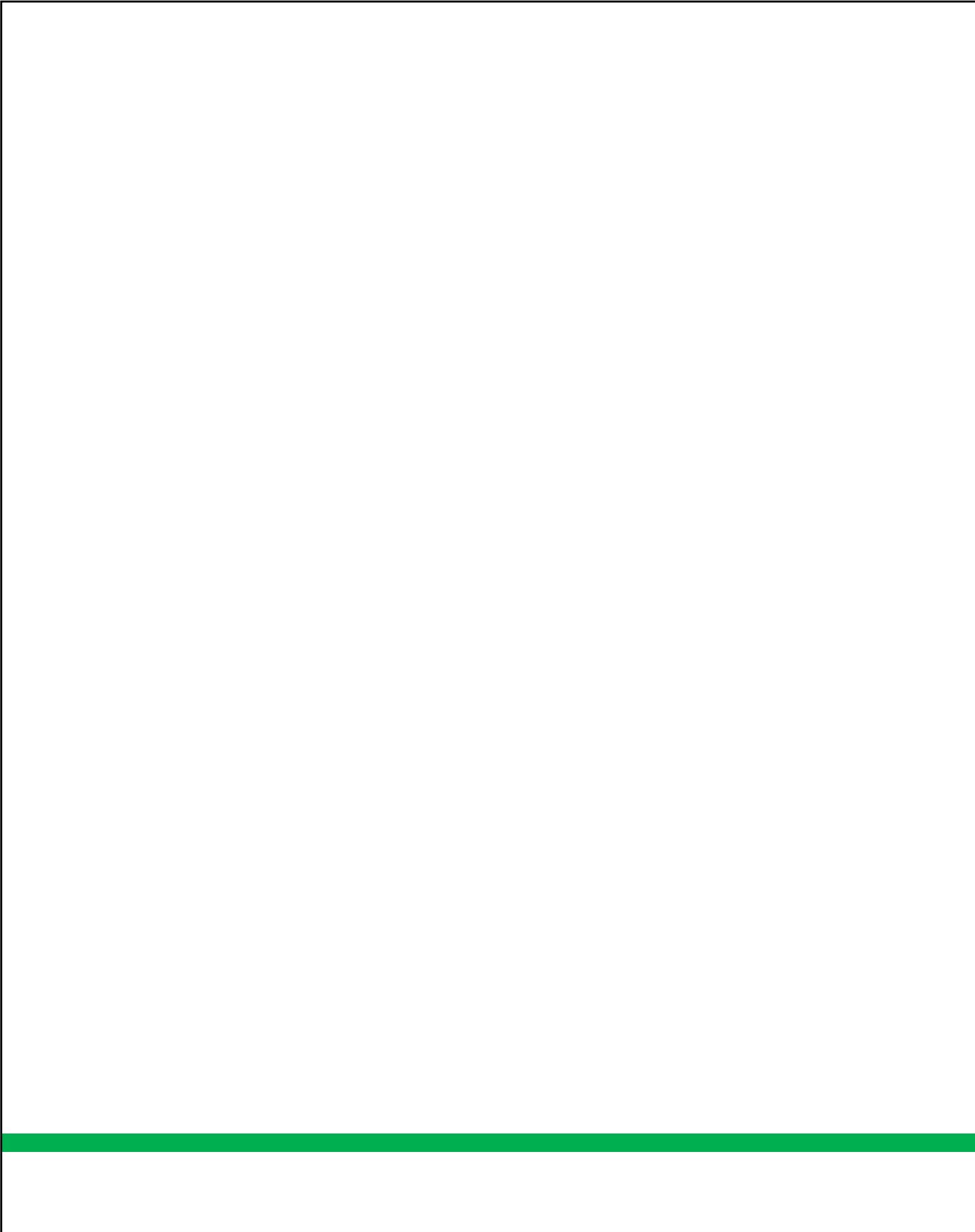
Land Use District regulations shall be as set forth in Sections 4, 5, 6, 7 and Schedule A of this Bylaw, and which may be amended as part of changes made to this Bylaw.

**1.5 COMPLIANCE WITH OTHER LEGISLATION**

Notwithstanding that a development permit may not be required in certain instances under this Bylaw, in no way does this exempt the applicant from complying with:

- (1) Other requirements for approval by municipal Bylaw, the Act, conditions, any other instrument affecting building or land, or other applicable regulation;
- (2) Any easement, covenant, agreement, or contract affecting the development; and
- (3) Requirements of the Alberta Safety Codes Act, and any regulations, including the Alberta Building Code.

The provisions and regulations of this Bylaw do not exempt any person from complying with the provisions or regulation of any other municipal, provincial, or federal statute.



section 2

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# Agencies



## Section 2 Agencies

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### 2.1 DEVELOPMENT AUTHORITY

- (1) For the purposes of this Bylaw, the development authority shall be the person or persons appointed to be the development authority pursuant to the *municipality's* Development Authority Bylaw.
- (2) The development authority shall perform such duties and responsibilities that are specified in this Bylaw.
- (3) The development authority shall keep and maintain for the inspection of the public during all reasonable hours, a copy of this Bylaw and all amendments thereto; keep a register of all applications for development, including the decisions thereof and the reasons therefore.
- (4) For the purposes of Section 542 of the Act, the development authority is hereby declared to be the designated officer.

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### 2.2 SUBDIVISION AND DEVELOPMENT APPEAL BOARD

The Subdivision and Development Appeal Board (*SDAB*) established by the *municipality's* Subdivision and Development Appeal Board Bylaw shall perform such duties as are specified in Section 9 of this Bylaw.

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### 2.3 REFERRALS OF DEVELOPMENT APPLICATIONS

The development authority may refer any development permit application to an external agency for their review and comment. The following is a description of mandatory referrals to external agencies:

- (1) Crown land development: When the *municipality* receives a development permit application that is to be located on Crown land or near a regionally significant or *natural area*, a copy of the development permit application shall be forwarded to the appropriate government department for comment and recommendations;
- (2) Provincial highway network: The applicant shall be required to obtain an approval from Alberta Transportation, in the following circumstances:
  - (a) Subdivision or Area Structure Plan applications within 1.6km (1.0 miles) of a provincial highway;
  - (b) Development permit applications within 300m (0.19 miles) of a provincial highway; and
  - (c) Development permit applications within 800m (0.5 miles) of a provincial highway intersection with another public *road*.



- (3) Critical wildlife, vegetation, and physical environments: To support the preservation of land that is identified or determined by the *municipality* to be a critical wildlife habitat, vegetative area, or physical environment or both, the development authority may refer any development permit application that may adversely affect the subject or adjacent property to the appropriate government department for comments and recommendations;
- (4) Alberta Energy Regulator (AER): The applicant shall be required to obtain approval from the AER for developments that fall within the setback distances for sour wells, pipelines, and facilities;
- (5) Alberta Environment and Parks (AEP): The applicant may be required to obtain an approval from AEP and/or Fisheries and Oceans Canada, subject to location of the subject property, at the discretion of Development Authority. All environmental audits and Environmental Impact Assessments shall be referred to AEP for review and comment;
- (6) Alberta Health: The applicant may be required to obtain an approval from Alberta Health, subject to location of the subject property, at the discretion of development authority; and
- (7) Inter-municipal referrals: The development authority may refer an application for subdivision, development permit, and rezoning to the adjacent *municipality*.
- (8) ATCO: The applicant may be required to obtain approval from ATCO through a crossing and proximity agreement.
- (9) At the discretion of the development authority, interested person(s) may be provided with an opportunity to make representation on the application as part of the development permit application review process.



section 3

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**Development  
Permits, Rules &  
Procedures**



## Section 3 **Development Permits, Rules & Procedures**

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### **3.1 CONTROL OF DEVELOPMENT**

No development, other than that designated in Section 3.2, shall be undertaken within the *municipality* unless a development permit has been issued.

For development that requires a development permit, the development authority has authority to approve development permit applications based on provisions outlined in Section 3.4.

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### **3.2 DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT**

The following development shall not require a development permit:

- (1) The carrying out of works of maintenance or repair to any building, provided that such works do not include structural alterations or major works of renovation that would require a building permit.
- (2) The completion of a building which was lawfully under construction at the date of the approval of this Bylaw, provided that the building is completed in accordance with the terms of any permit granted, and provided that the building is completed within a period of twelve (12) months from the said date of the approval of this Bylaw.
- (3) The use of any such buildings as referred to in 3.2(2) for the purpose for which construction was commenced.
- (4) The erection, construction, maintenance, improvement or alteration of gates, fences, walls or other means of enclosure that does not exceed 1.85m (6.1ft) in height, provided that the erection, construction, or maintenance, improvement or alteration does not contravene with any other provision of this Bylaw. This does not apply to a corner parcel or lot lines adjacent to roadways;
- (5) A temporary building, the sole purpose of which is incidental to the erection or alteration of a building, for which a permit has been issued under this Bylaw.
- (6) The maintenance and repair of public works, services and utilities carried out by or on behalf of federal, provincial and municipal public authorities on land which is publicly owned or controlled.
- (7) An *accessory building* or structure in a Residential District with a gross floor area of under 9.3m<sup>2</sup> (100ft<sup>2</sup>), unless the *accessory building* or structure does not satisfy the regulations indicated in Section 4.6.





- (8) Landscaping where the proposed grades will not adversely affect the subject or adjacent parcels of land, including the *hard-surfacing* of part of a *parcel of land* in a Residential District for the purposes of providing vehicular access from a *road* to an attached or detached garage or carport.
- (9) The demolition or removal of any gates, fences, walls, or *accessory buildings*.

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### 3.3 NON-CONFORMING BUILDINGS AND USES

- (1) In accordance with Section 643 of the Act, if a development permit has been issued on or before the day which this Bylaw or an amendment to this Bylaw comes into force, and the Bylaw would make the development for which the permit was issued a *non-conforming use* or a *non-conforming building*, the development permit continues to be in effect in spite of the coming into force of the Bylaw.
- (2) A *non-conforming use* of land or a building may be continued, but if that use is discontinued for a period of six (6) consecutive months or more, any future use of the land or building must conform with this Bylaw, unless otherwise granted by the development authority in accordance with Section 3.7.
- (3) A *non-conforming use* of part of a *parcel of land* may not be exceeded or transferred in whole or in part to any other part of the *parcel of land* and no additional buildings may be constructed upon the *parcel of land* while the *non-conforming use* continues, unless otherwise granted by the development authority in accordance with Section 3.7.
- (4) A *non-conforming building* may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered except:
  - (a) to make it a conforming building;
  - (b) for the routine maintenance of the building, if the development authority considers it necessary; or
  - (c) in accordance with the powers possessed by the development authority pursuant to the Act and Section 3.7 of this Bylaw to approve a development permit notwithstanding any non-compliance with the regulations of this Bylaw.
- (5) If a *non-conforming building* is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with this Bylaw, unless otherwise granted by the development authority in accordance with Section 3.7.
- (6) The use of land or the use of a building is not affected by a change of ownership, tenancy, or occupancy of the land or building.



**3.4 PERMISSION FOR DEVELOPMENT**

- (1) An application for a development permit shall be made to the development authority in writing, in the form required by the development authority, and shall be accompanied by:
  - (a) a completed development permit application form;
  - (b) a *site* plan drawn to scale showing the legal description; the *front, rear, and side yards*, if any; any provision for off-street loading and vehicle parking; and access and egress points to the *site*;
  - (c) a statement of the proposed uses; and
  - (d) a statement of ownership of the land and the interest of the applicant therein.
  
- (2) Each application for a development permit shall be accompanied by a fee as established by bylaw of *Council*.
  
- (3) The development authority may also require additional information in order to assess the conformity of a proposed development with this Bylaw before consideration of the development permit application shall commence. Such information may include:
  - (a) design plans and working drawings, including elevations;
  - (b) *site* plans showing the proposed:
    - (i) location and position of structures on the *parcel of land*, including any signs,
    - (ii) location and number of parking spaces, exits, entries, and drives,
    - (iii) location of an access to garbage storage areas, and
    - (iv) landscape plan of the entire *site* which shall also show intended fencing and surfacing for drives and parking areas;
  - (c) information on the nature of the business being carried out;
  - (d) environmental assessment reports;
  - (e) traffic impact assessments; and
  - (f) in the case of the placement of an already constructed or partially constructed building on a *parcel of land*, information relating to the age and condition of the building and its compatibility with the District in which it is to be located, including photographs of the building in its current state and situation and of the area in which it is to be located.

**3.5 DECISION MAKING**

- (1) In accordance with Section 683.1 of the Act, the development authority shall within (twenty) 20 days of receipt of a development permit application determine if it is complete, unless an extension is agreed upon between the applicant and the development authority.



- (2) If the application is deemed complete, the development authority shall acknowledge to the applicant that the application is complete within (twenty) 20 days through written notice. If no notification is provided by the development authority, the application is deemed to be complete.
- (3) If the application is deemed incomplete, the development authority must notify the applicant within (twenty) 20 days through written notice, provide information on the outstanding documents, and timeframe for which the outstanding documents must be received by the development authority. If the outstanding documents are not received within the defined timeframe, the application is deemed to be refused and a notice outlining the reasons will be issued by the development authority.
- (4) In making a decision, the development authority may approve the application unconditionally, approve the application subject to those conditions considered appropriate, approve the application permanently or for a limited period of time, or refuse the application.
- (5) The development authority may require that as a condition of issuing a development permit, the applicant enters into an agreement to construct or pay for the construction of *roads*, pedestrian walkways or parking areas which serve the development or which connect the walkway with another walkway system that serves or is proposed to serve an adjacent development. The development authority may also seek as part of the development permit to install or pay for the installation of public utilities other than telecommunications systems or works, to pay an off-site levy, and/or to give security to ensure that the terms of the agreement noted herein are carried out.

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**3.6 REFUSAL OF A DEVELOPMENT PERMIT**

- (1) In the case where an application for a development permit has been refused pursuant to this Section or ultimately after appeal pursuant to Section 9 of this Bylaw, the development authority may or may not, at their sole discretion, accept the submission of another application for a permit on the same *parcel of land* and for the same or similar use by the same or any other applicant for six (6) months after the date of the refusal.
- (2) An application for a development permit shall be deemed to be refused when a decision thereon is not made by the development authority within forty (40) days after a complete application has been accepted by the development authority, unless agreed to by the applicant to extend the timeframe. The person claiming to be affected may appeal in writing as provided for in Section 9 of this Bylaw, as though they have received a refusal at the end of the forty (40) day period specified in this provision.

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**3.7 VARIANCE PROVISIONS**

- (1) In accordance with Section 640(6) of the Act, the development authority may approve an application for a development permit even though the proposed development does not comply with the regulations of this Bylaw, or if the development is to be a rebuilding, an enlargement,



- an addition, or a structural alteration of a *non-conforming building*, if, in the opinion of the development authority:
- (a) the proposed development would not:
    - (i) unduly interfere with the amenities of the neighbourhood; or
    - (ii) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; and
  - (b) the proposed development conforms with the use prescribed for that land or building in this Bylaw.
- (2) When making a decision on a variance permit application, the development authority may consider the following as it relates to the application, where applicable:
- (a) For variance of subdivisions regulations:
    - (i) The compatibility of the subdivision with respect to adjacent parcels and the neighbourhood; and
    - (ii) The impact on infrastructure and servicing;
  - (b) For variance on land use regulations:
    - (i) The impact of noise;
    - (ii) The impact of odor;
    - (iii) The impact of the loss of sunlight on adjacent parcels;
    - (iv) The impact on an adjoining neighbour's privacy;
    - (v) The impact of pedestrian and vehicular traffic;
    - (vi) The impact on public infrastructure;
    - (vii) The impact on servicing;
    - (viii) The impact of the building or structure in relation to how it fits with the surrounding community;
    - (ix) The impact of operating hours;
    - (x) The impact of exterior lighting on adjacent properties; and
    - (xi) The impact of vibrations.

**3.8 NOTICE OF A DEVELOPMENT PERMIT**

- (1) A decision of the development authority on an application for a development permit shall be given in writing and a copy of it sent to the applicant.



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**3.9 REFUSAL OF A DEVELOPMENT PERMIT**

- (1) When the development authority refuses an application for a development permit, the decision shall contain reasons for the refusal.

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**3.10 DEVELOPMENT PERMITS AND NOTICES**

- (1) A permit granted pursuant to this Section does not come into effect until twenty-one (21) days after the date a decision or development permit is publicized as described in 3.10(3). Any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant.
- (2) Where an appeal is made pursuant to Section 9 of this Bylaw, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit has been confirmed, modified or nullified thereby.
- (3) The development authority, in its sole discretion, may cause a notice of decision to be:
  - (a) Published in a newspaper circulating in the area; or
  - (b) Published on the County website; or
  - (c) Be mailed directly to the adjacent landowners; or
  - (d) Do all of the above;
  - (e) Given by a method provided for in a separate Bylaw.
- (4) Further to 3.10(3), the development authority may provide further notice if determined necessary.
- (5) Notwithstanding 3.10(1) and 3.10(3), when a development permit is issued for a *permitted use* and no variance or relaxation of the regulations of this Bylaw has been granted, there shall be no notice of the decision given by the development authority and the development permit comes into effect on the day after it is granted.

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**3.11 VALIDITY OF DEVELOPMENT PERMITS**

- (1) A development permit is invalid when:
  - (a) A time limit, established as a condition of the development permit, has elapsed or expired;
  - (b) The permit has been suspended or cancelled pursuant to Section 3.12;
  - (c) If the development authorized by a permit is not commenced within twelve (12) months from the date of the issue of the development permit and carried out with reasonable diligence, the permit is deemed to be void, unless an extension to this period is granted by the development authority.



**3.12 WITHDRAWAL, SUSPENSION OR CANCELLATION OF PERMITS**

The development authority may suspend or cancel the notice of decision or the development permit by notice, in writing, to the holder of the permit if, after a development permit has been issued, the development authority becomes aware that:

- (1) The application for the development contains a misrepresentation;
- (2) Facts concerning the application or the development were not disclosed which should have been disclosed at the time the application was considered;
- (3) The development permit was issued in error;
- (4) The conditions of development approval are not complied with in a satisfactory manner; or
- (5) If a person fails to comply with a Stop Order under Section 645 of the Act, the development authority may suspend or cancel any existing development permit by notice, in writing, to the holder of the permit.

section 4

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# General Provisions



## Section 4 **General Provisions**

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### 4.1 **PLANS OF SUBDIVISION**

Where the development of land involves a subdivision of land, a condition of issuing a development permit will be to require that the development permit cannot be acted upon until the subdivision has been registered at the Land Titles Office.

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### 4.2 **DWELLING UNITS ON A PARCEL OF LAND**

No permit shall be granted for the erection of more than one (1) stand-alone *dwelling unit* and a secondary suite on a single *parcel of land* unless the *dwelling units* are located within a *duplex, row housing* or an *apartment*.

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### 4.3 **SITE CONDITIONS**

- (1) Outdoor Storage
  - (a) In all Districts, the outdoor storage of goods, machinery, building materials, waste materials, and other items are to be screened by fences, hedges or buildings, as required by the development authority and may be a condition of the development permit.
- (2) Buffer Strip
  - (a) A minimum buffer strip of 23m (75ft) shall be preserved from the top of the bank of any river, creek, watercourse or waterbody. No structures of any kind shall be permitted within this strip. The development authority may require a soil analysis, and additional setbacks may be required at their sole discretion.
- (3) Stormwater
  - (a) Generally speaking, to meet Alberta regulations for stormwater management, the pre-development flow must match the post-development flow. Stormwater runoff shall not cross another person's property without written consent from the *owners* affected.
- (4) Excavation
  - (a) No person shall commence or continue the removal of more than 25m<sup>3</sup> or an area of greater than 250m<sup>2</sup> of topsoil without first obtaining a development permit.

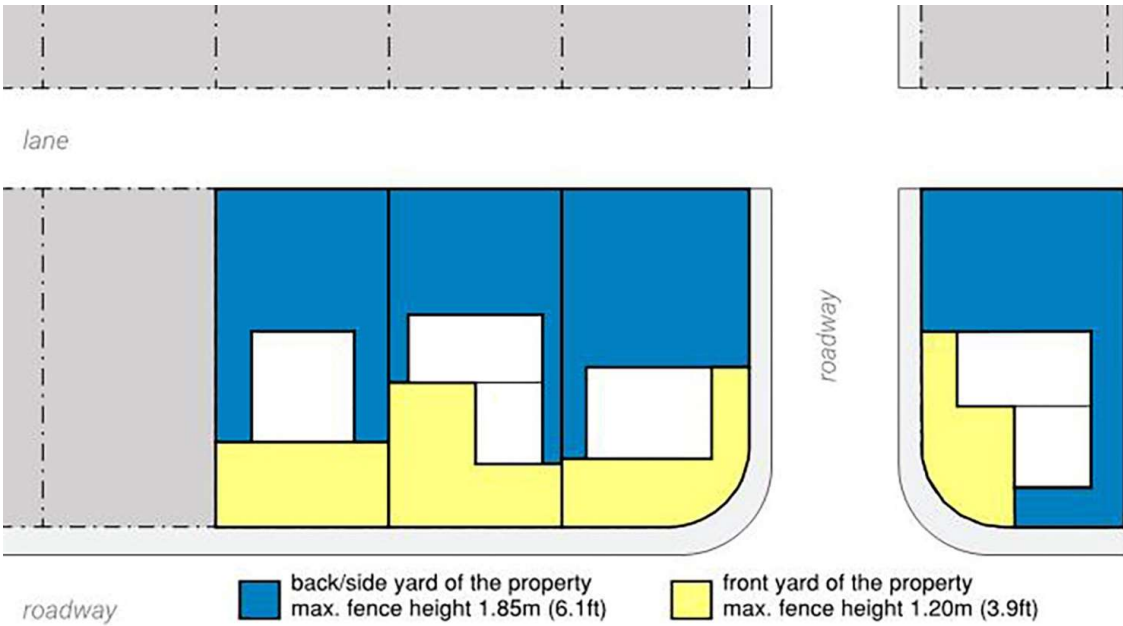




4.4 FENCES AND WALLS

- (1) On an interior site in any Residential District, the height of a fence, wall, or gate shall not exceed:
  - (a) 1.20m (3.9ft) for the portion of the fence, wall or gate located in the front yard; and
  - (b) 1.85m (6.1ft) in all other yards.
- (2) On a corner parcel in any Residential District, the height of the fence, wall or gate shall not exceed:
  - (a) 1.20m (3.9ft) for the portion of the fence, wall or gate located in the front yard;
  - (b) 1.85m (6.1ft) for the portion of the fence, wall or gate situated between the flanking side lot line and the foremost side of façade of the principal structure, and extending from the front lot line to the rear lot line; and
  - (c) 1.85m (6.1ft) in all other yards.

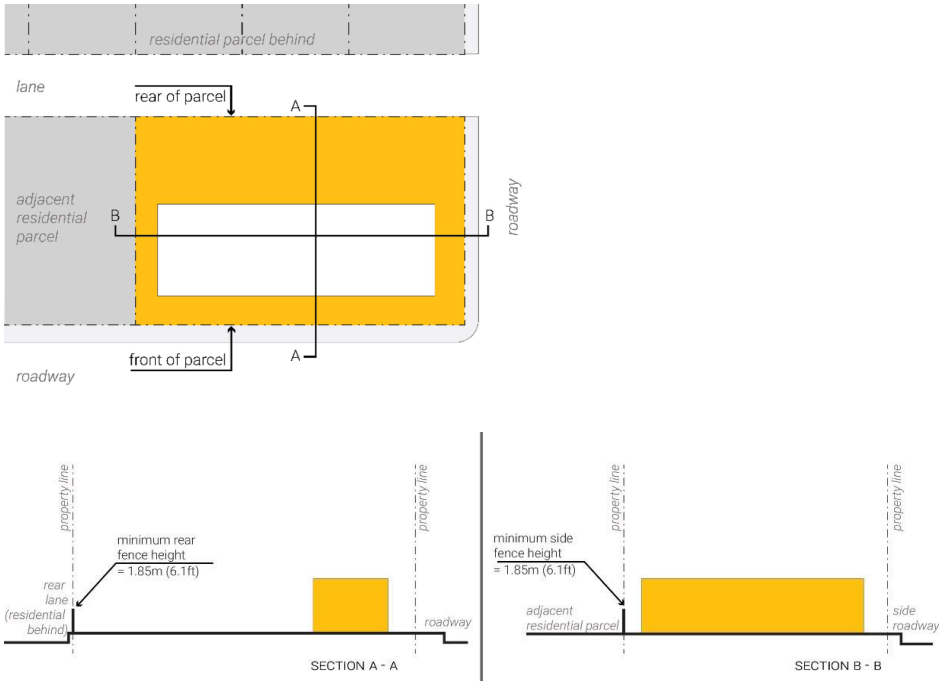
▼ Figure 1: Residential Fence, Wall, and Gate Diagram



- (3) All commercial developments shall provide, to the satisfaction of the development authority, a solid fence of not less than 1.85m (6.1ft) in height along any side or rear lines adjacent to any Residential District which cannot be seen through.

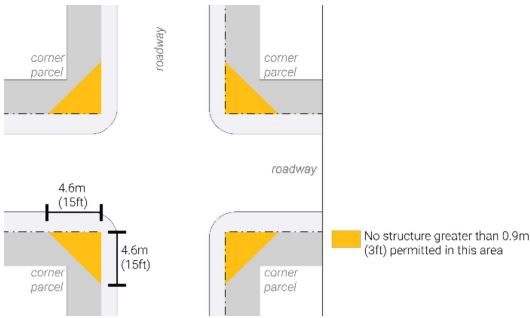


▼ Figure 2 Commercial Development Fences Diagram



- (4) On *corner sites* in all Districts other than Residential Districts, no fence, wall, tree, bush, structure or thing more than 0.9m (3.0ft) in height shall be erected, placed or maintained within the triangular area formed by the intersecting *road* or highway lines and a straight-line joining points of the *road* 4.6m (15.0ft) from their intersection.

▼ Figure 3: Corner Lot Setback Area

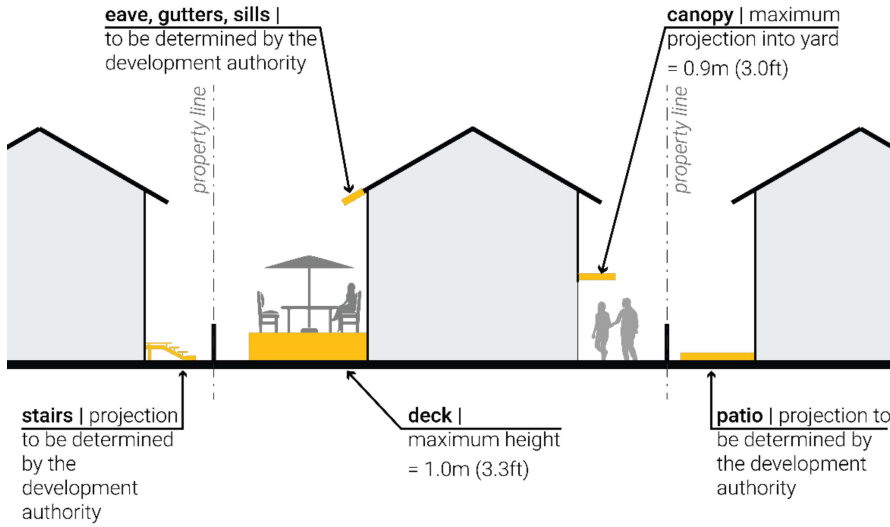




4.5 PROJECTION INTO YARDS

- (1) Except for fences as noted in Section 4.4, no building or structure shall be located or project into a required *front yard* in any Residential District without obtaining a variance approval from the development authority.
- (2) If fireplaces or balconies are developed as part of a *dwelling, yard* requirements shall be measured from the leading edge of the fireplace or balcony.
- (3) The following features may project into a required *yard*:
  - (a) steps, eaves, gutters, sills, and *patios* or other similar projections, with the amount of the projection to be allowed by the development authority;
  - (b) decks, not exceeding 1.0m (3.3ft) in height, with the amount of the projection to be allowed by the development authority;
  - (c) canopies over entrances to buildings provided such projections are cantilevered and do not exceed 0.9m (3.0ft) in length; and
- (d) any other feature which, in the opinion of the development authority, are similar to the foregoing.

▼ Figure 4: Projection Into Yards Diagram

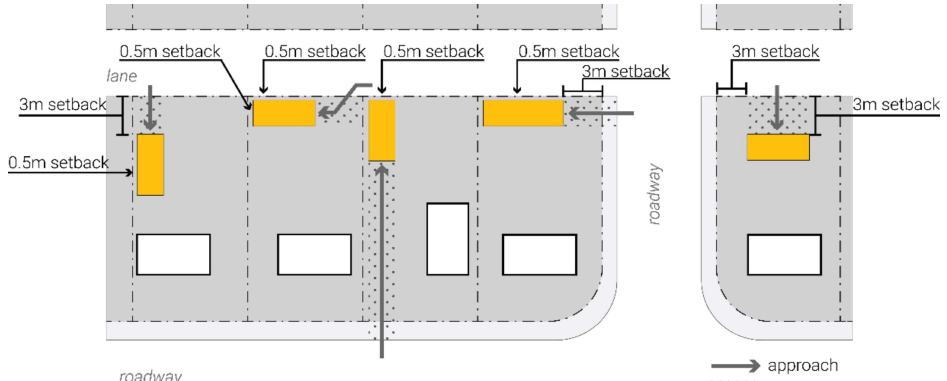




**4.6 ACCESSORY BUILDINGS**

- (1) An *accessory building* shall not be used as a *dwelling* without obtaining approval from the development authority.
- (2) *Accessory buildings* other than fences shall be located such that the minimum distances shown on Figure 6 between the *accessory buildings* and *main buildings*, *lot lines*, and other buildings, structures, and uses are provided.

▼ **Figure 5: Accessory Building Setback and Driveway Approach**



- (3) No *accessory buildings* or structures, unless outlined in Section 4.4 and 4.5, shall be located in the *front yard*.
- (4) Where a structure is attached to the *main building* on a *parcel of land* by a roof, an open or enclosed structure, a floor or a foundation, it is to be considered a part of the *main building* and is not an *accessory building*.
- (5) The total area of all *accessory buildings* on a *parcel of land* shall not exceed 12% of the area of the *parcel of land*.

**4.7 HISTORICAL AND ARCHAEOLOGICAL SITES**

Historical sites or archaeological sites identified pursuant to the Alberta Historical Resources Act shall be protected in accordance with that Act, unless approval for their removal or relocation is approved by the Province.

**4.8 SIGNS**

- (1) A sign shall only be allowed provided that it is accessory to a development which is allowed pursuant to this Bylaw, and located on the same site as the development to which it is accessory.
- (2) Notwithstanding Section 4.8(1) above, signs shall not be allowed in Residential Districts, except for a sign accessory to a *home occupation*, as described in Section 5.1(3)(c) of this Bylaw.



**4.9 OFF-STREET VEHICULAR PARKING**

When any new development is proposed, including a change of use of existing development, or when any existing development is, in the opinion of the development authority, substantially enlarged or increased in capacity, off-street vehicular parking shall be provided in accordance with the following:

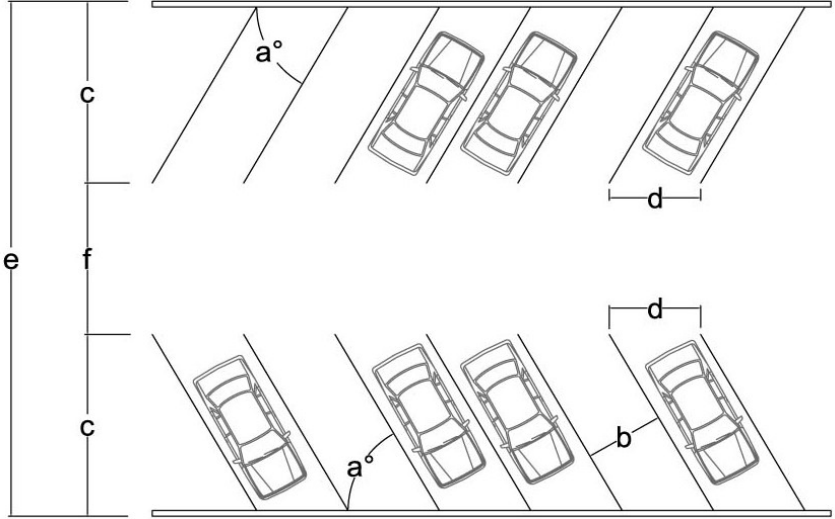
- (1) Location and Standards of Off-Street Vehicular Parking
  - (a) All off-street vehicular parking areas and accessory off-street parking areas:
    - (i) shall not be located within 1.0m (3.3ft) of a lot boundary line common to the lot and to a road or highway;
    - (ii) shall be constructed so that adequate access to, and exit from each parking space is provided at all times by means of maneuvering aisles designed to the satisfaction of the development authority; and
    - (iii) shall have necessary curb cuts located to the satisfaction of the development authority.
  - (b) Parking spaces for the disabled:
    - (i) shall be provided in accordance with the Alberta Building Code;
    - (ii) shall be visibly designated as a parking space for the disabled using signage in accordance with Provincial Legislation; and
    - (iii) shall be included in the calculation of the minimum parking requirement.
  - (c) All off-street vehicular parking spaces shall conform to the requirements outlined in Table A.

**▼ Table A: Minimum Parking Standards**

A	B	C	D	E	F
Parking Angle in Degrees	Width of Space	Depth of Space Perpendicular to Aisle	Width of Space Parallel to Aisle	Overall depth	Width of Maneuvering Aisle (each direction)
0°	3.05m (10.0ft)	3.05m (10.0ft)	7.01m (23.0ft)	8.99m (29.5ft)	3.96m (13.0ft)
30°	3.05m (10.0ft)	5.00m (16.4ft)	6.00m (19.7ft)	14.00m (46.0ft)	3.96m (13.0ft)
45°	3.05m (10.0ft)	6.10m (20.0ft)	3.96m (13.0ft)	14.94m (49.0ft)	3.96m (13.0ft)
60°	3.05m (10.0ft)	6.10m (20.0ft)	3.05m (10.0ft)	17.98m (59.0ft)	6.10m (20.0ft)
90°	3.05m (10.0ft)	6.10m (20.0ft)	3.05m (10.0ft)	17.98m (59.0ft)	7.01m (23.0ft)



▼ **Figure 6 : Parking Standards Diagram**



- (2) Surfacing and Drainage
  - (a) Every off-street vehicular parking space provided, and the access thereto, shall be *hard surfaced* if the access is from a *road*, highway, or lane which is *hard surfaced*.
  - (b) Off-street vehicular parking areas must be paved or of a gravel mixture as approved by the development authority.
  
- (3) Required Number of Off-Street Vehicular Parking Spaces
  - (a) The minimum number of off-street vehicular parking spaces required for each development, including parking spaces for the disabled, shall be calculated from Table B.
  - (b) In the case of a use not specifically listed in Table B, the required number of off-street vehicular parking spaces shall be as required by the development authority.
  - (c) In the case of the multiple use of a *lot*, the development authority shall calculate the number of off-street vehicular parking spaces required for each individual use, and the total shall be deemed to be the required parking for the *lot*.
  - (d) Where the total number of off-street vehicular parking spaces is determined by reference to a unit such as the number of seats or *floor area*, the next higher whole number shall be required where the calculation results in a fractional number of off-street vehicular parking spaces.
  - (e) The development authority may waive the requirement for off-street vehicular parking spaces in the VC District if the development is to occupy an existing or infill building in the VC District.



▼ **Table B: Number of Off-Street Parking Spaces**

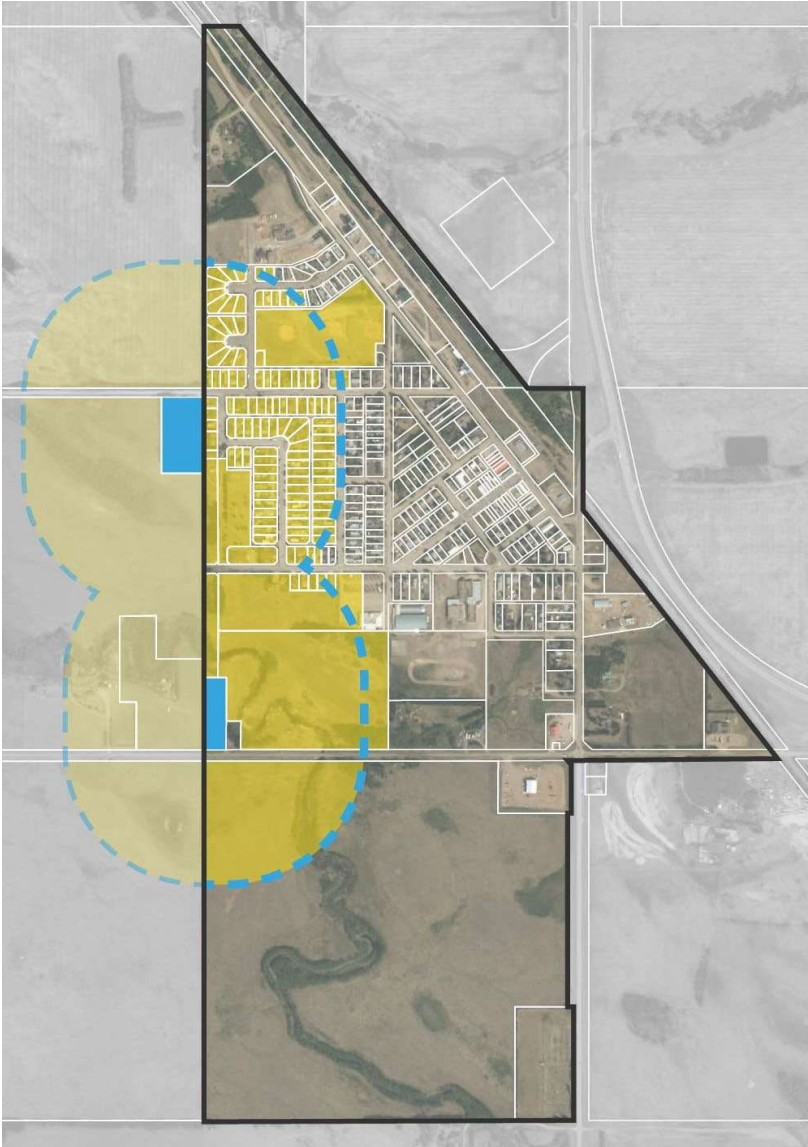
Use of Building or Development	Minimum Number of Parking Spaces
<b><i>Residential Uses</i></b>	
Single detached <i>dwelling</i> s, <i>duplexes</i> , and <i>manufactured homes</i>	1 per <i>dwelling unit</i>
<i>Apartments</i> and <i>row housing</i>	1 per <i>dwelling unit</i>
<i>Basement suites</i>	1 per basement suite
Boarding and lodging houses	1 per sleeping unit
<i>Major home occupations</i>	As required by the development authority
<i>Manufactured home parks</i>	1 per stall, plus 1 additional space as visiting parking for every 4 stalls
<i>Dwelling units</i> in commercial buildings	1 per <i>dwelling unit</i>
<b><i>Commercial Uses</i></b>	
Neighbourhood convenience stores	1 per 39.9m <sup>2</sup> (430ft <sup>2</sup> ) of floor area
Shopping centres	1 per 39.9m <sup>2</sup> (430ft <sup>2</sup> ) of floor area
Other retail and person service shops, banks, and offices	1 per 39.9m <sup>2</sup> (430ft <sup>2</sup> ) of floor area
Eating and drinking establishments	1 per 5 seating spaces
Hotels, motor hotels, and motels	1 per rentable unit
<b><i>Hospitals and Similar Uses</i></b>	
Hospitals, nursing homes, and <i>group homes</i>	1 for every 3 beds
Senior citizen homes and lodges	1 for every 3 beds and 1 per resident staff
<b><i>Places of Public Assembly</i></b>	
Auditoriums, places of worship, halls, clubs, theaters, and entertainment establishments	To the satisfaction of the development authority, but not less than 1 per 20 seating spaces
<b><i>Schools</i></b>	
Elementary and junior high schools	1.4 spaces per classroom
Senior high schools	1.4 spaces per classroom, plus 1 per every 12 students
<b><i>Industrial Uses</i></b>	
All industries	1 parking space per 100m <sup>2</sup> (1076.39ft <sup>2</sup> ) of floor area

## 4.10 NON-OPERATING LANDFILL

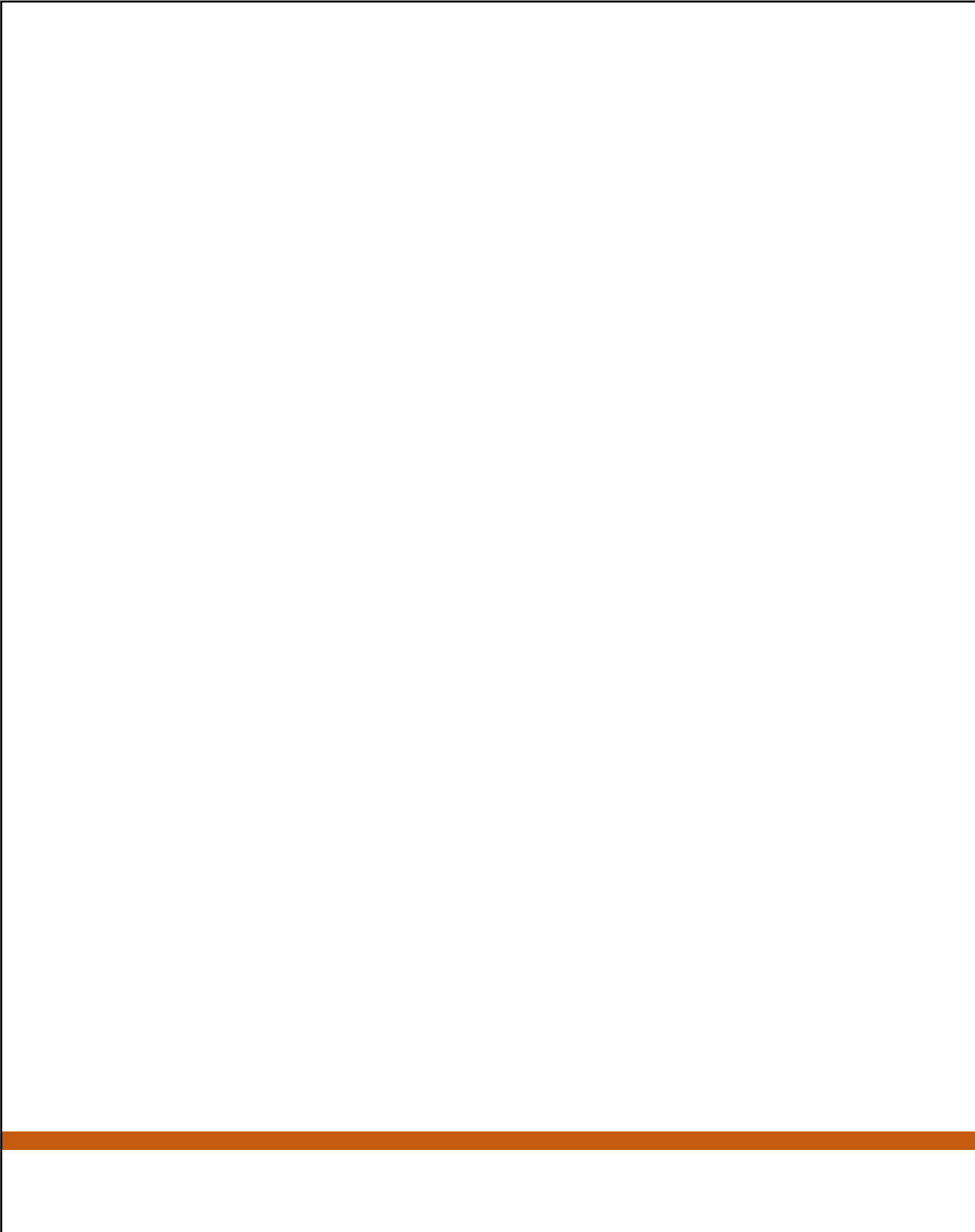
Any residential, school, hospital or food establishment that is developed or altered and is located within 300m of a landfill as indicated on Figure 8. will be required to seek a landfill variance in accordance with Section 3.7. Approval of the variance will be coordinated by the Village of Marwayne with Alberta Environment and Parks.



▼ **Figure 7: Non – Operating Landfill Setback Areas**







section 5

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# Special Provisions



## Section 5 **Special Provisions**

### 5.1 HOME OCCUPATIONS

- (1) All development permits issued for *home occupations* shall be revocable at any time by the development authority, if, in its opinion, the use is or has become detrimental to the amenities of the neighbourhood in which it is located.
- (2) *Home occupation* shall comply with the following regulations:
  - (a) There shall not be pedestrian or vehicular traffic or parking in excess of that which is characteristic of the District in which the *home occupation* is located;
  - (b) The number of non-resident employees or business partners working on-site shall not exceed two (2) at any time;
  - (c) Storage related to the business activity shall not be stored outside;
  - (d) The *home occupation* shall not be allowed if, in the opinion of the development authority, such use would be more appropriately located in a Commercial or an Industrial District having regard for the overall compatibility of the use with the residential character of the area.
  - (e) The *home occupation* shall not create any nuisance by way of noise, dust, odour, or smoke, or anything of an offensive or objectionable nature.
  - (f) A *home occupation* shall not change the principal character or external appearance of the *dwelling* involved, nor use more than 20% or 30.7m<sup>2</sup> (330ft<sup>2</sup>), whichever is less, of the *dwelling unit* for business usage. Except as noted in Section 5.1(2)(g) herein, there shall be no exterior signage, display or advertisement, but there may be a limited volume of on-premises sales.
  - (g) Notwithstanding any other provisions of this Bylaw to the contrary, a *dwelling* in which a *home occupation* is located may have one (1) fascia sign placed on the *dwelling*, providing that the sign does not exceed 0.28m<sup>2</sup> (3.0ft<sup>2</sup>) in area.
  - (h) When a development permit is issued for a *home occupation*, such permit shall be terminated should the applicant vacate the property for which the permit has been issued.

### 5.2 MOBILE HOMES

- (1) *Mobile homes* shall comply with Canadian Standards Association Certification or obtain building Certification from a Building Inspector approved by the Province of Alberta.
- (2) All accessory structures, such as patios, porches, additions, and skirtings, shall be
  - (a) designed and erected as to harmonize with the *mobile homes*;
  - (b) considered as part of the *main building*; and



- (c) erected only after obtaining a Development Permit.
- (3) A *mobile home* shall be skirted from the floor level to the ground level.
- (4) No *accessory building* or use, other than parking spaces, shall be located in the *front yard* of a *mobile home* stall.
- (5) The hitch and wheels are to be removed from the *mobile home* and the *mobile home* is to be securely fastened by tie downs or other means to a foundation.

**5.3 CANNABIS PRODUCTION, DISTRIBUTION AND SALES**

- (1) The location of any facilities related to *cannabis* as defined in the Cannabis Act (Canada) shall maintain a minimum distance of 100m (328ft) from the parcel of the facility to:
  - (a) a provincial health care facility, or a boundary of the *parcel of land* on which the facility is located; or
  - (b) a building containing a school or a boundary of the *parcel of land* which the facility is located; or
  - (c) the boundary of any *parcel of land* that is designated as a school reserve or municipal and school reserve as defined under the Act.
- (2) The development authority may ask for proof that facilities related to *cannabis* meet the required setbacks indicated in Section 5.4(1).
- (3) The *cannabis* facility shall comply with the Alberta Gaming and Liquor Commission’s policies, and all provincial and federal regulations.

**5.4 PET KEEPING AND ANIMAL BREEDING AND /OR BOARDING FACILITIES**

- (1) No fur bearing animals, fowl, livestock other than small domestic pets such as cats and dogs may be permitted within the Residential Districts.
- (2) No livestock, whether or not the keeping of such livestock is considered to be confined feeding operation for which neither an approval nor a registration is required pursuant to the Agricultural Operations Practices Act, other than small domestic pets such as cats and dogs, may be allowed in any Residential District.
- (3) The keeping of more than three (3) dogs on any *lot*, whether the dogs are being bred or boarded, shall be allowed at the discretion of the Development Authority only in those Districts where animal breeding and/or boarding facilities are listed as discretionary use in this Bylaw.

Further, the maximum number of domestic pets to be kept on-site in each of the above Districts shall be in accordance with the Animal Control Bylaw.

section 6

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# Subdivision Process



## Section 6 **Subdivision Process**

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### 6.1 **REQUIREMENTS FOR SUBDIVISION APPLICATIONS**

- (1) The applicant shall be responsible for the following:
  - (a) All applicable fees;
  - (b) Payment of any Off-site Development Levy or Connection Fees; and
  - (c) All legal, engineering, related to the application and approval of the proposed subdivision.

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### 6.2 **SUBDIVISION APPLICATION REQUIREMENTS**

The Subdivision Authority may require the applicant to provide plans, studies, or reports or any or all of them to assist in the evaluation of the proposal. Any proposed subdivision that is within 300m of the non-acting landfills indicated in Figure 8 that are intended for residential, school or health purposes will be required to seek a variance in accordance with Sections 3.7 and 4.11 prior to approval.

Notwithstanding the above, the applicant may be required to obtain approvals from provincial agencies.

The applicant must provide at a minimum the following information:

- (1) A completed application for subdivision;
- (2) A legible hand drawn tentative plan for a subdivision of up to four (4) parcels;
- (3) A tentative plan prepared by an Alberta Land Surveyor for a subdivision of more than four (4) parcels;
- (4) Current Certificate of Title dated less than fourteen (14) days before the application date;
- (5) An administration fee as set by the Schedule of Fees Bylaw; and
- (6) Any other information deemed necessary by the Subdivision Authority.

If the Subdivision Authority determines that the application is complete, a subdivision complete application letter will be issued to the applicant within twenty (20) days of the decision. The Subdivision Authority must make a decision within sixty (60) days of the subdivision application deemed complete.



**6.3 DECISION ON SUBDIVISION APPLICATIONS**

An applicant for subdivision may appeal a decision from the Subdivision Authority to the SDAB or MGB in accordance with the Act.

**6.4 SUBDIVISION APPROVAL CONDITIONS**

- (1) The Subdivision Authority may amend, remove or add to any of the conditions listed within this section as needed on a case-by-case basis.
- (2) All subdivision conditions must be fulfilled within twelve (12) months of date of subdivision approval, unless an extension is granted as per Section 657(6) of the Act.
- (3) The applicant shall enter into a development agreement, in a form satisfactory to the Village, to do any or all of the things referenced in Section 655(1)(b) of the Act. This development agreement may include, but is not limited to:
  - (a) Water;
  - (b) Sewage disposal;
  - (c) Drainage;
  - (d) Electric power;
  - (e) Waste management;
  - (f) Telecommunications;
  - (g) Subdivision entrance signs;
  - (h) Street names and rural addressing; and
  - (i) Provisions that the Village must approve all infrastructure, signage, street names, and rural addressing prior to installation or plan endorsement.
- (4) Pursuant to Section 662(1) of the Act, *road* widening adjoining all municipal *road* allowances may be required and may be registered through a caveat or *road* plan.

**6.5 RESERVE LANDS**

The applicant for subdivision must provide where required lands for municipal and school reserve, recreational reserve, *public utility* lots, and rights of way, or money in lieu up to a maximum of 10% of the property rate, in accordance with the Act and the Municipal Development Plan.



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**6.6 PLAN OF SUBDIVISION**

The applicant shall prepare and present to Subdivision Authority a plan of subdivision that:

- (1) Complies with Section 657 of the Act;
- (2) Complies with the Land Titles Act, RSA 2000, c. L-4 as amended;
- (3) Is acceptable in all respects to the Registrar of the Land Titles Office of Alberta;
- (4) Shows the boundaries of the proposed subdivision, including all approaches; and
- (5) Shows any required reserve lands or *public utility* lots.

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**6.7 ENDORSEMENT**

The plan of subdivision shall not be endorsed by the Subdivision Authority if there are any outstanding:

- (1) Property taxes on the property of the proposed subdivision;
- (2) Compensation of the items outlined in Section 6.1;
- (3) Approvals, pursuant to Section 6.4 and 6.5;
- (4) Required statutory approvals.



section 7

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# Land Use Districts



## Section 7 Land Use Districts

▼ **Table C: Land Use Districts, Permitted and Discretionary Uses**

P = Permitted Uses, D = Discretionary Uses								
<i>Use</i>	<i>R1</i>	<i>R2</i>	<i>C</i>	<i>VC</i>	<i>ER</i>	<i>M</i>	<i>I</i>	<i>UR</i>
Accessory buildings and uses	P	P	P	P		P	P	P
Animal breeding and boarding						D		D
Any strictly temporary use or building which in the opinion of the development authority will not prejudice the possibility of conveniently and economically subdividing or developing the area in the future								D
Apartment building		P						
Auctioneering establishments			D			D		
Automobile, light truck, and recreational vehicle sales and service			P			P		
Banks				P				
Basement suite	D	D						
Bed and breakfast	D	D						
Bowling alleys			D	D		P		
Buildings and uses accessory to discretionary uses			D			P		
Cannabis lounge			D	D		P		
Cannabis production and distribution			D			P		
Cannabis retail sales			D	D		P		
Cannabis retail stores			D			P		
Cemeteries							D	
Child care facilities	D	D					D	
Clinics			D	P		P		
Clubs and lodges			D	D		P	D	
Coin laundries				P				
Commercial schools			D	D		P		
Community hall							P	
Dance hall			D	D		P		
Day home	D	D						
Dry cleaners			P					
Duplex dwelling	D	P						
Dwelling units in a building used for any of the above mentioned permitted or discretionary uses				D				
Dwellings located above the ground floor				P				
Farming and cultivation of land, but not including confined feeding operations of any type								P
Frozen food lockers			D	D		P		
Funeral parlours			D			P		
Group home		D					P	
Heavier industrial uses which may produce nuisances such as noise, odour, dust, smoke, gas, toxins, etc. that in the opinion of the development authority are compatible with the proposed industrial site						D		



P = Permitted Uses, D = Discretionary Uses								
Use	R1	R2	C	VC	ER	M	I	UR
Home occupation	D	D						D
Hospitals							P	
Hotels			P	D		P		
Household appliance sales and repair			P					
Light industrial use			D			P		
Manufactured home	D	D						
Manufactured home park		D						
Mixed-use building		D		P				
Mobile home		D						
Modular home	D	D						
Motels			P			P		
Municipal uses that are not restricted and are compatible with an industrial area						D		
Offices				P				
Other uses which, in the opinion of the development authority, are similar to the above mentioned permitted and discretionary uses			D	D		D	D	
Outdoor amenities for public use					D			
Outdoor recreation facilities					D			
Parking lots			D			P		
Parks	P	P			P			
Parks, playground, recreation areas, and similar public or quasi-public buildings and uses							P	
Parks, plazas, and public gather places				P				
Personal service shops				P				
Place of Worship	D	D					P	
Public or quasi-public buildings and uses				D				
Public use	D	D						
Public utilities			D			P	D	D
Recreational uses							D	
Rentable unit			D					
Restaurants			D	P		P		
Retail stores			D	P		P		
Row housing		P						
Schools							P	
Semi - detached dwelling	P	P						
Service stations and gas bars			P			P		
Service establishments						P		
Sidewalk café as an accessory use				P				
Single detached dwelling	P	P						
Single detached dwelling on exiting parcels only								P
Storage and/or sale of building supplies, lumber, farm machinery, fertilizer, bulk oil, and propane gas			D			P		
Tailoring and shoe repair shops				P				



P = Permitted Uses, D = Discretionary Uses								
<i>Use</i>	<i>R1</i>	<i>R2</i>	<i>C</i>	<i>VC</i>	<i>ER</i>	<i>M</i>	<i>I</i>	<i>UR</i>
Theatres			D	D		P		
Trails					P			
Veterinary clinics			D	D		P		
Warehousing; storage and distribution of raw materials, processed or manufactured goods						P		
Wholesale warehouses			D			P		



**7.1 R1 – SINGLE DWELLING RESIDENTIAL DISTRICT**

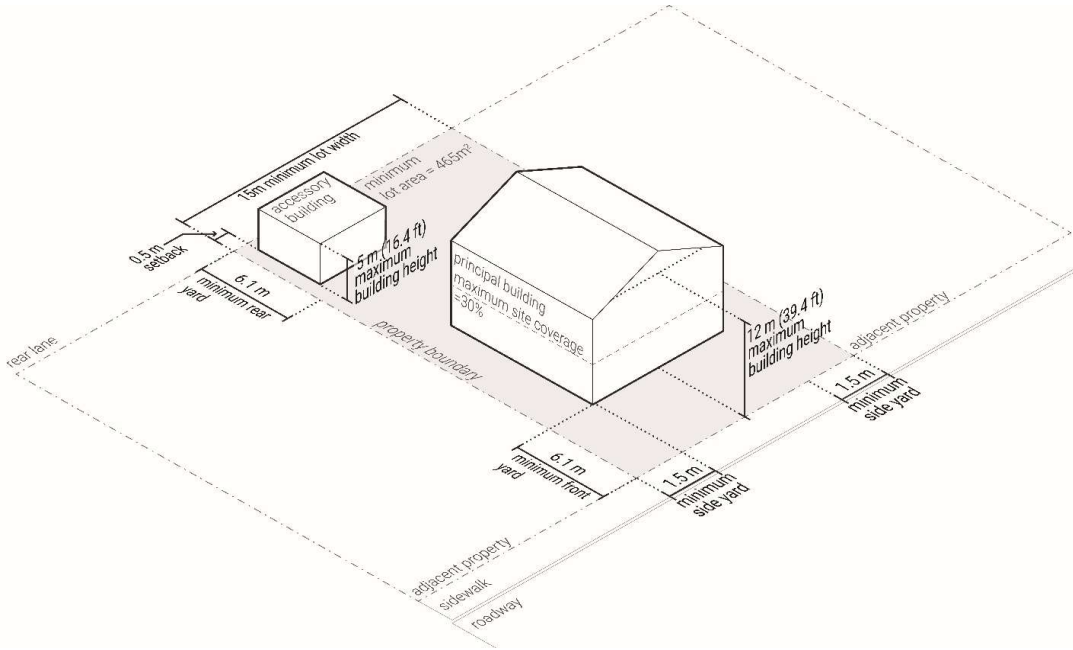
The general purpose of this District is to allow development of low-density residential development in the form of *single detached dwellings*, with provisions for complementary uses such as *semi-detached dwellings*.

- (1) Permitted Uses
  - (a) *Accessory Buildings or Uses*
  - (b) *Parks*
  - (c) *Semi-Detached Dwelling*
  - (d) *Single Detached Dwelling*
- (2) Discretionary Uses
  - (a) *Basement Suite*
  - (b) *Bed and Breakfast*
  - (c) *Child Care Facilities*
  - (d) *Day Home*
  - (e) *Duplex Dwelling*
  - (f) *Home Occupation*
  - (g) *Manufactured Home*
  - (h) *Mobile Home*
  - (i) *Modular Home*
  - (j) *Place of Worship*
  - (k) *Public Use*
- (3) In relation to Discretionary Activities the following are what the development authority will assess to determine if the permit should be issued:
  - (a) Whether the building is of a scale and size to complement the surrounding neighbourhood;
  - (b) The potential impact of traffic generated by the activity;
  - (c) The potential impact on the privacy and enjoyment of adjoining residents arising through potential hours of operation, noise or odors generated from the site.



(4) Regulation	Provision
(a) Lot area (minimum)	465m <sup>2</sup> (5,000ft <sup>2</sup> )
(b) Lot width (minimum)	15m (50ft)
(c) Front yard (minimum)	6.1m (20ft)
(d) Rear yard (minimum)	6.1m (20ft)
(e) Side yard (minimum)	
for all lots more than 15m (50ft) in width	1.5m (5ft)
on corner sites abutting roads	4.5m (10ft)
(f) Building Heights (maximum)	
principal building	12m (39.4ft)
accessory building	5m (16.4ft)
(g) Site coverage (maximum)	
principal building	30%
accessory building	10%

▼ Figure 8 : R1 – Residential District Diagram





**7.2 R2 – MULTI-UNIT RESIDENTIAL DISTRICT**

The general purpose of this District is to allow development of medium and higher density residential development.

- |   |  |
|---|--|
| <p>(1) Permitted Uses</p> <ul style="list-style-type: none"> <li>(a) <i>Accessory Buildings or Uses</i></li> <li>(b) <i>Apartment Building</i></li> <li>(c) <i>Duplex Dwelling</i></li> <li>(d) <i>Parks</i></li> <li>(e) <i>Row Housing</i></li> <li>(f) <i>Semi-Detached Dwelling</i></li> <li>(g) <i>Single-Detached Dwelling</i></li> </ul> | <p>(2) Discretionary Uses</p> <ul style="list-style-type: none"> <li>(a) <i>Basement Suite</i></li> <li>(b) <i>Bed and Breakfast</i></li> <li>(c) <i>Child Care Facilities</i></li> <li>(d) <i>Day Home</i></li> <li>(e) <i>Group home</i></li> <li>(f) <i>Home Occupation</i></li> <li>(g) <i>Manufactured Home</i></li> <li>(h) <i>Manufactured Home Park</i></li> <li>(i) <i>Mixed-use Building</i></li> <li>(j) <i>Mobile Home</i></li> <li>(k) <i>Modular Home</i></li> <li>(l) <i>Place of Worship</i></li> <li>(m) <i>Public Use</i></li> </ul> |
|---|--|

(3) Regulation	Provision
(a) Lot area (minimum)	
<i>for row housing</i>	150m <sup>2</sup> (1,620ft <sup>2</sup> )
<i>for apartments</i>	604m <sup>2</sup> (6,500ft <sup>2</sup> )
<i>for all other uses</i>	465m <sup>2</sup> (5,000ft <sup>2</sup> )
(b) Lot width (minimum)	
<i>for row housing</i>	3.7m (12ft)
<i>for all other uses</i>	15m (50ft)
(c) Front yard (minimum)	6.1m (20ft)
(d) Rear yard (minimum)	
<i>for apartments</i>	7.6m (25ft)
<i>for all other uses</i>	6.1m (20ft)
(e) Side yard (minimum)	
<i>for apartments</i>	4.6m (15ft)
<i>for all other uses</i>	1.5m (5ft)

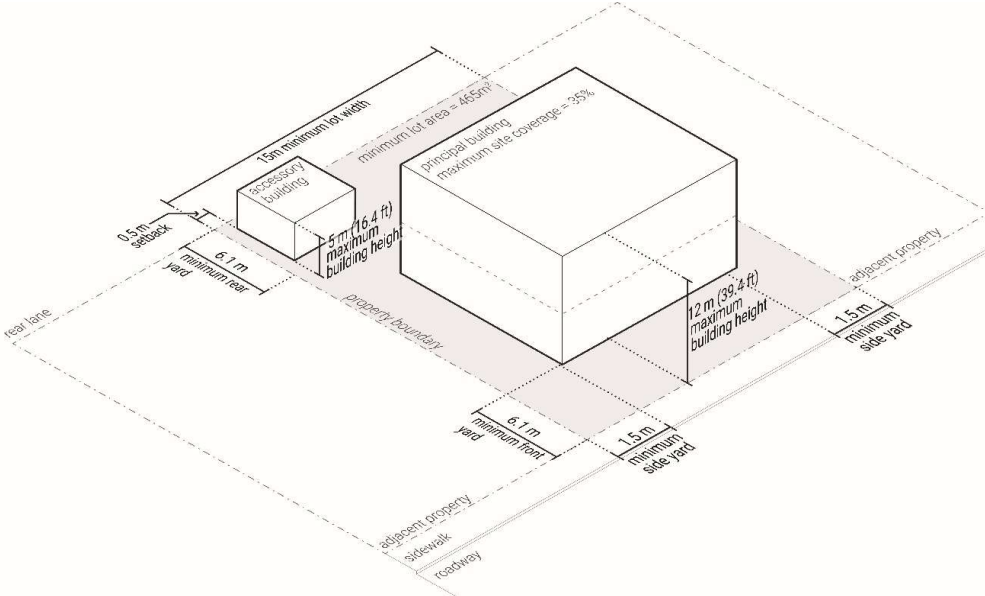


(f) Building Heights (maximum)	
<i>principal building</i>	12m (39.4ft), three (3) storeys
<i>accessory building</i>	5m (16.4ft)
(g) Site coverage (maximum)	
<i>principal building</i>	35%
<i>accessory building</i>	15%
(4) Additional <i>apartment</i> regulations	Provision
(a) Minimum <i>floor area</i>	
<i>bachelor dwelling unit</i>	41.8m <sup>2</sup> (450ft <sup>2</sup> )
<i>one (1) bedroom dwelling unit</i>	46.5m <sup>2</sup> (500ft <sup>2</sup> )
<i>two (2) bedroom dwelling unit</i>	55.7m <sup>2</sup> (600ft <sup>2</sup> )
<i>three (3) or more bedroom dwelling unit</i>	65m <sup>2</sup> (700ft <sup>2</sup> )
(b) Minimum lot size per suite	
<i>bachelor dwelling unit</i>	74.3m <sup>2</sup> (800ft <sup>2</sup> )
<i>one (1) bedroom dwelling unit</i>	97.5m <sup>2</sup> (1,050ft <sup>2</sup> )
<i>two (2) or more bedroom dwelling unit</i>	134.7m <sup>2</sup> (1,450ft <sup>2</sup> )
(c) Maximum building height	13.7m (45.0ft) or three (3) storeys, which ever is shorter
(d) Maximum <i>lot coverage</i>	30%
(e) Minimum yards	
<i>side</i>	4.6m or 40% of the building height, whichever is greater
(5) Additional <i>row house</i> regulations	Provision
(a) Maximum density	16 <i>dwelling units</i> per site acre
(b) Minimum yards	same as for <i>single detached dwellings</i> , except that no <i>side yard</i> shall be less than 3.0m (10ft) where <i>side yards</i> are provided and <i>side yards</i> adjacent to roads on <i>corner sites</i> be a minimum of 4.6m (15ft)
(c) Each unit shall have an outdoor living area, the depth of which shall be a minimum of 7.6m (25ft). Within this area shall be a privacy zone with a minimum depth of 4.6m (15.0ft) contained by a fence a minimum of 1.5m (5ft)	

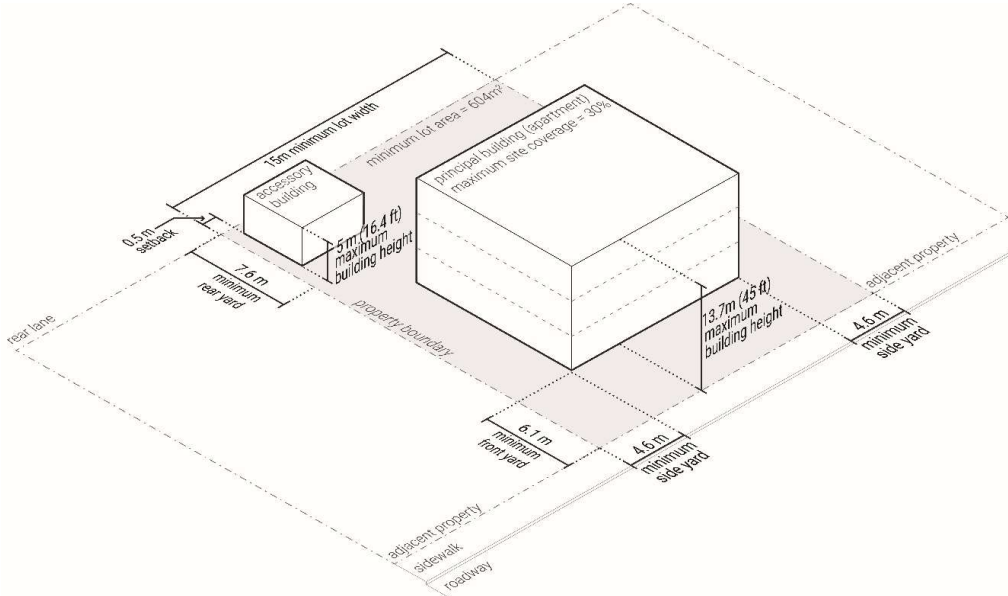




▼ Figure 9 : R2 – Multi-Unit Residential District (Typical)



▼ Figure 10 : R2 – Multi-Unit Residential District (apartment)





**7.3 C – HIGHWAY COMMERCIAL DISTRICT**

The general purpose of this District is to permit vehicle-oriented commercial development appropriate for the *municipality*. Highway commercial uses are located away from the central business core of the *municipality*, on larger lots with better highway access and visibility.

(1) **Permitted Uses**

- (a) Accessory buildings and uses
- (b) Automobile, light truck, and recreational vehicle sales
- (c) Dry cleaners
- (d) Hotels
- (e) Household appliance sales and repair
- (f) Motels
- (g) Service stations and bars

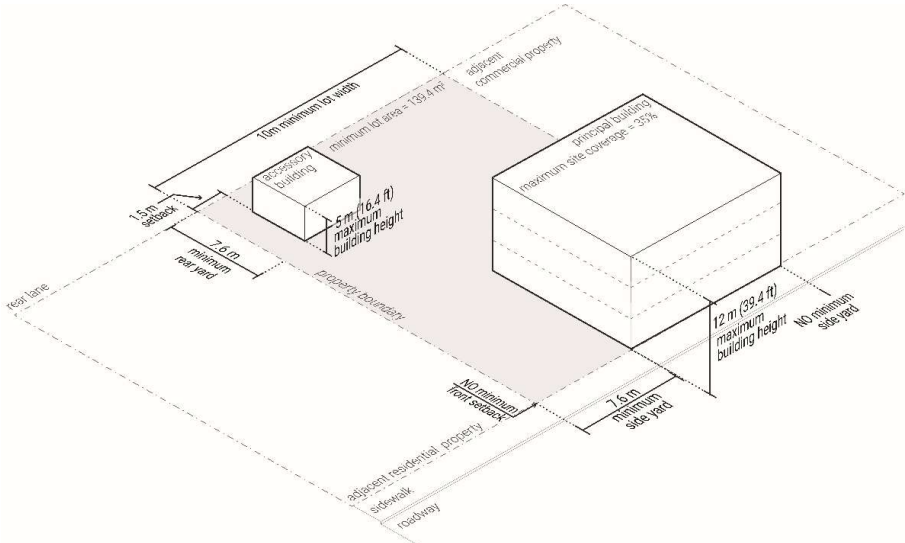
(2) **Discretionary Uses**

- (a) Auctioneering establishments
- (b) Bowling alleys
- (c) Buildings and uses accessory to discretionary uses
- (d) *Cannabis lounge*
- (e) *Cannabis production and distribution*
- (f) *Cannabis retail sales*
- (g) *Cannabis retail stores*
- (h) Clinics
- (i) Clubs and lodges
- (j) Commercial schools
- (k) Dance halls
- (l) Frozen food lockers
- (m) Funeral parlours
- (n) Light-industrial uses
- (o) Other uses which, in the opinion of the development authority, are similar to the above mentioned permitted and discretionary uses
- (p) Parking lots
- (q) Public utilities
- (r) Rentable unit
- (s) Restaurants
- (t) Retail stores
- (u) Storage and/or sale of building supplies, lumber, farm machinery, fertilizer, bulk oil, and propane gas
- (v) Theatres
- (w) Veterinary clinics
- (x) Wholesale warehouses



(3) Regulation	Provision
(a) Lot area (minimum)	139.4m <sup>2</sup> (1,500ft <sup>2</sup> )
(b) Lot width (minimum)	10m (32.8ft)
(c) Front yard (minimum)	None, except where the development authority may deem it necessary to conform with existing development
(d) Rear yard (minimum)	7.6m (25ft)
(e) Side yard (minimum)	
if adjoining a Commercial District	None
if adjoining a Residential District	7.6m (25ft)
(f) Building Heights (maximum)	
principal building	12m (39.4ft), three (3) storeys
accessory building	5m (16.4ft)
(g) Site coverage (maximum)	
principal building	35%
accessory building	15%
(h) No use shall be established that may, in the opinion of the development authority, become obnoxious by way of noise, odour, dust, or fumes.	
(i) Notwithstanding any other provision of this Bylaw to the contrary, development of a <i>single detached dwelling</i> on Block D, Plan 8094ET shall be allowed only as the residence of the <i>owner</i> or operator of a use listed as a permitted or a discretionary use in 7.3(1) or 7.3(2) above. The regulations for the <i>dwelling</i> shall be as indicated for <i>single detached dwellings</i> in the Residential (R1) District in Section 7.1.	

▼ Figure 11: C – Commercial District





7.4 VC – VILLAGE CENTRE DISTRICT

The purpose of the Village Centre district is to promote the development of a pedestrian-accessible, commercial-service district in which a variety of retail, commercial, office, civic, and residential uses are permitted. The Village Centre district is intended to discourage the development of separate off-street parking facilities for each individual use.

<p>(1) Permitted Uses</p> <hr/> <ul style="list-style-type: none"> <li>(a) Accessory buildings and uses</li> <li>(b) Banks</li> <li>(c) Clinics</li> <li>(d) Coin laundries</li> <li>(e) Dry cleaners</li> <li>(f) <i>Dwellings</i> located above the ground floor</li> <li>(g) <i>Mixed-use</i> buildings</li> <li>(h) Offices</li> <li>(i) Parks, plazas, public gathering places</li> <li>(j) Personal service shops</li> <li>(k) Restaurants</li> <li>(l) Retail stores</li> <li>(m) <i>Sidewalk Café</i> as an <i>accessory use</i></li> <li>(n) Tailoring and shoe repair shops</li> </ul> <hr/>	<p>(2) Discretionary Uses</p> <hr/> <ul style="list-style-type: none"> <li>(a) Bowling alleys</li> <li>(b) <i>Cannabis lounge</i></li> <li>(c) <i>Cannabis retail sales</i></li> <li>(d) <i>Cannabis retail store</i></li> <li>(e) Clubs and lodges</li> <li>(f) Commercial schools</li> <li>(g) Dance halls</li> <li>(h) <i>Dwelling units</i> in a building used for any of the above mentioned <i>permitted or discretionary uses</i></li> <li>(i) Frozen food lockers</li> <li>(j) Funeral parlours</li> <li>(k) Hotels</li> <li>(l) Other uses which, in the opinion of the development authority, are similar to the above mentioned permitted and discretionary uses</li> <li>(m) Public or quasi-public buildings and uses</li> <li>(n) Theatres</li> <li>(o) Veterinary clinics</li> </ul> <hr/>
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<p>(3) Regulation</p> <hr/> <ul style="list-style-type: none"> <li>(a) Maximum building height</li> </ul> <hr/> <ul style="list-style-type: none"> <li>(b) Minimum building setback requirements, except as otherwise specified herein, shall be: <ul style="list-style-type: none"> <li>(i) <i>Front yard (minimum)</i></li> </ul> </li> </ul> <hr/>	<p>Provision</p> <hr/> <p>12m (39.4ft). In all cases, the maximum height shall include all rooftop appurtenances, architectural features, skylights, or other such roof mounted building amenities.</p> <hr/> <p>Zero, except where the Village may deem it unnecessary considering existing development.</p> <hr/>
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	Onsite parking shall not be located at the front of any site in Village Commercial.
(ii) Rear yard (minimum)	None. If the rear line is adjacent to a Residential District, the minimum rear yard shall be 2.0m (6.6ft).
(iii) Side yard (minimum)	None. If the side line is adjacent to a Residential District, the minimum side yard shall be 2.0m (6.6ft).
(iv) Awnings, canopies, and projecting signs	Shall not be deemed in violation of setback requirements, provided that awning signs project no further than 1.5m (5ft) into the right-of-way and they are at least 2.6m (8.5ft) above the surface of any sidewalk.

- (c) Sidewalk Café are encouraged in public spaces to enhance the vitality of the street while maintaining pedestrian flow and safety standards.
  - (i) Sidewalk café shall be located adjacent to an existing business and shall be considered an accessory use.
  - (ii) The operator of a sidewalk café must carry a minimum of \$500,000 liability insurance.
  - (iii) A minimum clear passage way of not less than 1.5m (4.9ft) for pedestrians shall be maintained between the café and the curb or any physical obstructions.
  - (iv) Sidewalk cafe will be designed to have an open appearance with a defined edge such as a railing, fence, row of planters or pots.
  - (v) Perimeter fences around an outdoor café shall not be more than 1m (3.3ft) high.
  - (vi) The sidewalk café operator shall maintain the sidewalk café area and the immediately adjacent area in a clean and safe condition at all times.
  - (vii) If applicable, applications will be forwarded to Alberta Health Services and Alberta Gaming and Liquor Commission.
- (d) Renovations, alterations, and additions to existing buildings and all new development in the Village Centre District shall be in accordance with the Marwayne Downtown Historic Area Design Guidelines set out in Schedule B.



**7.5 M – INDUSTRIAL DISTRICT**

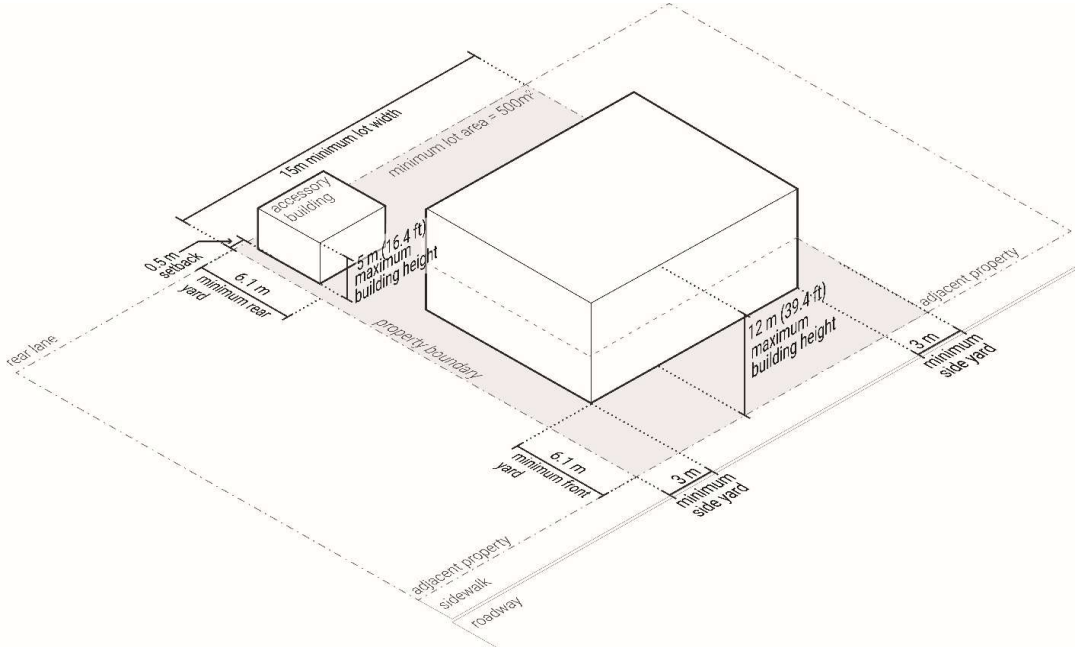
The general purpose of this District is to provide for manufacturing, processing, assembly, distribution, service, and repair uses. Any industrial use that may produce excessive nuisances (noise, vibration, smoke, dust, odour, toxins, radiation, fire and explosive hazards) will be discretionary, and the development authority has the ability to prescribe development regulations around discretionary industrial uses.

- |  |  |
|--|--|
| <p>(1) <b>Permitted Uses</b></p> <ul style="list-style-type: none"> <li>(a) All uses listed as permitted or discretionary uses in the C District</li> <li>(b) <i>Cannabis production and distribution</i></li> <li>(c) <i>Light industrial uses</i></li> <li>(d) Servicing establishments</li> </ul> | <p>(2) <b>Discretionary Uses</b></p> <ul style="list-style-type: none"> <li>(a) <i>Animal breeding and boarding</i></li> <li>(b) <i>Cannabis retail sales</i></li> <li>(c) Heavier industrial uses that may produce nuisances such as noise, odour, dust, smoke, gas, toxins, etc., that in the opinion of the development authority are compatible with the proposed industrial site</li> <li>(d) Municipal uses that are not restrictive and are compatible with an industrial area</li> <li>(e) Other uses which, in the opinion of the development authority, are similar to the above mentioned permitted and discretionary uses</li> </ul> |
|--|--|

(3) Regulation	Provision
(a) Lot area (minimum)	500m <sup>2</sup> (5,382ft <sup>2</sup> )
(b) <i>Front yard</i> (minimum)	6.1m (20ft)
(c) <i>Rear yard</i> (minimum)	6.1m (20ft)
(d) <i>Side yard</i> (minimum)	3m (10ft)
(e) Building Heights (maximum)	12m (39.4ft)
(f) Site coverage (maximum)	60%



▼ Figure 12: M - Industrial District





**7.6 I – INSTITUTIONAL DISTRICT**

The general purpose of this District is to provide for the development of public uses and recreational facilities.

(1) Permitted Uses

- (a) Accessory buildings and uses
- (b) Community halls
- (c) *Group homes*
- (d) Hospitals
- (e) Parks, playgrounds, recreation areas, and other similar public or quasi-public buildings and uses
- (f) *Places of Worship*
- (g) Schools

(2) Discretionary Uses

- (a) Cemeteries
- (b) *Childcare facilities*
- (c) Clubs and lodges
- (d) Other uses which, in the opinion of the development authority, are similar to the above mentioned permitted and discretionary uses
- (e) *Public utilities*
- (f) Recreational uses

(3) Regulations

- (a) All regulations shall follow those in the Commercial District, described in Section 7.3(3).





**7.7 UR – URBAN RESERVE DISTRICT**

The general purpose of this District is to provide reserve land for future urban expansion, while permitting the continuation of existing agricultural or recreation land uses.

(1) **Permitted Uses**

- (a) *Accessory buildings and uses*
- (b) Farming, cultivation of land, but not including confined feeding and operations of any type
- (c) Parks
- (d) *Single detached dwellings* on existing parcels only

(2) **Discretionary Uses**

- (a) *Animal breeding and boarding*
- (b) Any strictly temporary use or building which in the opinion of the development authority will not prejudice the possibility of conveniently and economically subdividing or developing the area in the future
- (c) *Home occupation*
- (d) Public utilities

(3) **Regulations**

- (a) No subdivision or development other than for the above uses shall take place until an Area Structure Plan and redistricting has been adopted by *Council* in accordance with the requirements of the *Act*.
- (b) *Home occupations* shall comply with the provisions of Section 5.1.
- (c) The establishment of a *dwelling* or *accessory building* shall comply with the setback provisions under the R1 District, described in Section 7.1.



**7.8 ER – ENVIRONMENTAL RESERVE DISTRICT**

The general purpose of this District is to protect the existing natural features from being encroached on by development, and to provide residents with public access to the areas districted as Environmental Reserve.

- (1) **Permitted Uses**
  - (a) Parks
  - (b) Trails
- (2) **Discretionary Uses**
  - (a) Outdoor amenities for public use
  - (b) Outdoor recreation facilities
- (3) **Regulations**
  - (a) All regulations shall be as required by the development authority.

section 8

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# Enforcement



## Section 8 Enforcement

### 8.1 ENFORCEMENT AND STOP ORDERS

- (1) Where a development authority finds that a development or use of land or buildings is not in accordance with
  - (a) the *Act* or the regulations made thereunder, or
  - (b) a development permit or subdivision approval, or
  - (c) this Bylaw,

the development authority may, by notice in writing, order the *owner*, the person in possession of the land or buildings, or the person responsible for the contravention, or all or any of them to:

  - (d) stop the development or use of the land or buildings in whole or in part as directed by the notice, and/or
  - (e) demolish, remove or replace the development, and/or
  - (f) take such other measures as are specified in the notice so that the development or use of the land or buildings is in accordance with the *Act*, the regulations made thereunder, a development permit, subdivision approval or this Bylaw, as the case may be.
- (2) Where a person fails or refuses to comply with an order directed to them under Section 8.1(1) or an order of the *SDAB* within the time specified, the development authority may, in accordance with Section 542 of the *Act*, enter upon the land or building and take such action as is necessary to carry out the order.
- (3) A person found guilty of an offence is liable to a fine of not more than \$10,000.00 or to imprisonment for not more than one year, or to both fine and imprisonment, pursuant to Section 566 of the *Act*.
- (4) Where the development authority carries out an order, the *Council* shall cause the costs and expenses incurred in carrying out the order to be placed on the tax roll as an additional tax against the property concerned, and that amount shall be collected in the same manner as taxes on land.
- (5) In addition to the process and penalties described above, the development authority or any other person identified as a designated officer by the *Council* for the purposes of this Section, shall be authorized to issue violation tickets in respect to any contravention of this Bylaw.
- (6) The recipient of a stop order may appeal to the *SDAB* in accordance with Section 686(1) of the *Act*.



**8.2 VIOLATION TICKETS**

- (1) The development authority or any other person identified as a designated officer by the *Council* for the purposes of this Section, may issue a violation ticket to any person alleged to have breached any provision of this Bylaw.
- (2) The violation ticket shall specify the alleged offence committed by the person to whom the violation ticket is issued and require payment, within twenty-one (21) days from the date of issue of the violation ticket, of a fine to the Village.
- (3) Persons contravening any provision of this Bylaw to whom violation tickets are issued shall be liable for a penalty of \$50.00 for a first offence and \$100.00 for a second or subsequent offence. Each day that a breach of the Bylaw has occurred may be considered to be a separate offence.
- (4) The violation ticket shall be served upon the alleged offender personally or by single registered mail. If payment is made within the time limit, then such payment shall be accepted in lieu of prosecution for the offence.
- (5) If a person who has been served with a violation ticket fails to pay the fine specified therein, then the right of the alleged offender to settle the alleged offence without a court appearance shall no longer apply and prosecution for the alleged offence shall proceed.
- (6) If the person who was served with the violation ticket is thereafter prosecuted and convicted of the offence specified in the violation ticket, the fine imposed shall not be less than \$125.00, plus court costs, for each offence.



section 9

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**Appeals**



## Section 9 Appeals

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### 9.1 APPEAL PROCEDURE

- (1) An appeal may be made to the *SDAB* where a development authority:
  - (a) refuses or fails to issue a development permit to a person within forty (40) days of receipt of a complete application, or
  - (b) issues a development permit subject to conditions, or
  - (c) issues an order under Section 8.1 of this Bylaw.
- (2) Notwithstanding Section 9.1(1), no appeal lies in respect of the issuance of a development permit for a *permitted use* unless the provisions of this Bylaw were relaxed, varied or misinterpreted.
- (3) The person applying for the permit or affected by the order, or any other person affected by an order, decision or development permit of a development authority may appeal to the *SDAB*.
- (4) An appeal shall be made by serving a written notice of appeal to the Secretary of the *SDAB*, together with reasons and the development appeal fee as established by resolution of *Council*, within twenty-one (21) days after:
  - (a) the date the order, decision or permit issued by the development authority was publicized in accordance with Section 3.10(3); or
  - (b) the date on which the person is notified of the order or decision or the issuance of the development permit; or
  - (c) the forty (40) day period referred to in Section 9.1(1)(a) has expired.

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### 9.2 APPEAL HEARING

- (1) Within thirty (30) days of receipt of a notice of appeal, the *SDAB* shall hold an appeal hearing respecting the appeal.
- (2) The *SDAB* shall give at least five (5) days notice in writing of the appeal hearing to:
  - (a) the appellant;
  - (b) the development authority from whose order, decision or development permit the appeal is made;
  - (c) those adjacent land *owners* who were notified under Section 3.10(3)(c) and any other person who, in the opinion of the *SDAB*, are affected by the order, decision or permit; and
  - (d) such other persons as the *SDAB* specifies.





- (3) The *SDAB* shall make available for public inspection before the commencement of the appeal hearing all relevant documents and materials respecting the appeal including:
  - (a) the application for the development permit, its refusal and the appeal there from; or
  - (b) the order of the development authority Section 8.1,  
as the case may be.
  
- (4) At the appeal hearing referred to in Section 9.1(1), the *SDAB* shall hear:
  - (a) the appellant or any other person acting on their behalf;
  - (b) the development authority from whose order, decision or development permit the appeal is made, or if a person is designated to act on behalf of the development authority, that person;
  - (c) any other person who was served with notice of the hearing and who wishes to be heard or a person acting on their behalf; and
  - (d) any other person who claims to be affected by the order, decision or permit and that the *SDAB* agrees to hear or a person acting on their behalf.

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**9.3 DECISION**

- (1) The *SDAB* shall give its decision in writing together with reasons for the decision within fifteen (15) days of the conclusion of the appeal hearing.
  
- (2) A decision made under this part of the Bylaw is final and binding on all parties and all persons subject only to an appeal upon a question of jurisdiction or law pursuant to the Act. An application for leave to the Court of Appeal shall be made:
  - (a) to a judge of the Court of Appeal; and
  - (b) within thirty (30) days after the issuance of the order, decision, permit or approval sought to be appealed.



section 10

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# Administration



## Section 10 Administration

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### 10.1 APPLICATION TO AMEND BYLAW

- (1) A person may apply to have this Bylaw amended, by applying in writing, furnishing reasons in support of the application and paying the fee therefore required under Section 10.2.
- (2) *Council* may at any time initiate an amendment to this Bylaw by directing the development authority to initiate an application therefore.

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### 10.2 FORM OF APPLICATION

All applications for amendment to this Bylaw shall be made to the *Council* on the form provided by the *municipality* and shall be accompanied by:

- (1) an application fee as established by resolution of *Council*; and
- (2) a recent title search of the land affected or other documents satisfactory to the development authority showing the applicant's interest in the said land; and
- (3) drawings showing the subject site, the proposed District and the proposed use and development to be proposed on the site, if applicable; and
- (4) the reasons for the changes to this Bylaw.

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### 10.3 AMENDING BYLAWS

All amendments to this Bylaw shall be made by *Council* by bylaw and in conformity with the Village's MDP, the Act and the Alberta Land Stewardship Act.

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### 10.4 SCHEDULES

Schedules A (the Land Use District Map) and B (the Downtown Design Guideline) are part of this Bylaw.

section 11

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# Definitions

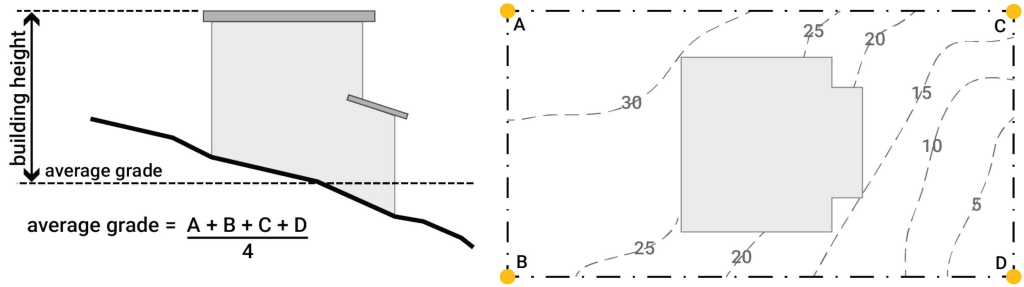


### Section 11 Definitions

In this Bylaw:

- (1) **"accessory building"** means a building separate and subordinate to the main building, the use of which is incidental to that of the main building and is located on the same parcel of land;
- (2) **"accessory use"** means a use customarily incidental and subordinate to the main use or building, which is located on the same parcel of land with such main use or building;
- (3) **"Act"** means the Municipal Government Act, 2018, as amended;
- (4) **"animal breeding and boarding"** means development used for the breeding, boarding, caring or training of animals, normally considered household pets. Typical facilities include pet breeding, pet boarding and pet training establishments.
- (5) **"apartment"** means a dwelling containing three (3) or more dwelling units, but shall not mean row housing;
- (6) **"average grade"** means the average lot grade calculated from averaging the elevation of the of the lot corners;

▼ Figure 13 : Diagram of 'average grade'



- (7) **"basement suite"** means a self-contained dwelling unit, in the basement of a single detached dwelling, having a common access with a dwelling unit on the main floor;
- (8) **"bed and breakfast"** means a development within a dwelling which possesses a dwelling unit, where temporary sleeping accommodations, up to a maximum of two (2) bedrooms, with or without meals, are provided for remuneration to members of the public;
- (9) **"building"** includes anything constructed or placed on, in, over, or under land but does not include a road or a bridge forming part of a road;
- (10) **"Cannabis"** means cannabis as defined in the Cannabis Act (Canada);



- (11) **"Cannabis Distributor"** means a person, organization or entity who holds a cannabis distributor licence issued under the Gaming, Liquor and Cannabis Act (Alberta);
- (12) **"Cannabis Lounges"** means development where the primary purpose of the facility is the sale of Cannabis to the public, for the consumption within the premises that is authorized by provincial or federal legislation. This Use does not include Cannabis Production and Distribution;
- (13) **"Cannabis Production and Distribution"** means development used principally for one or more of the following activities as it relates to Cannabis:
  - (a) the production, cultivation, and growth of Cannabis;
  - (b) the processing of raw materials;
  - (c) the making, testing, manufacturing, assembling or in any way altering the chemical or physical properties of semi-finished or finished goods and products;
  - (d) the storage or transshipping of materials, goods and products; or
  - (e) the distribution and sale of materials, goods and products to Cannabis Retail Sales stores or to individual customers.
- (14) **"Cannabis Retail Sales"** means development used for the retail sale of Cannabis that is authorized by provincial or federal legislation. This Use does not include Cannabis Production and Distribution;
- (15) **"child care facility"** means an establishment licensed by the regional Child and Family Services Authority intended to provide care, educational services and supervision for seven (7) or more children for a period less than 24 hours at a time. This use includes group day care centres, out-of-school centres, nursery or play schools, and drop-in centres;
- (16) **"corner site"** means a parcel of land with boundary lines on two separate roads or a single road that curves at an angle of sixty (60) degrees or more at the subject site. For the purposes of this definition, a road shall not include a lane;
- (17) **"Council"** means the Council of the Village of Marwayne;
- (18) **"day home"** means a child care operation within a dwelling unit that serves not more than 6 children and is operated either under contract with a Family Day Home Agency or independently as a private babysitting facility;
- (19) **"development"** means:
  - (a) an excavation or stockpile and the creation of either of them, or
  - (b) a building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land, or
  - (c) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or

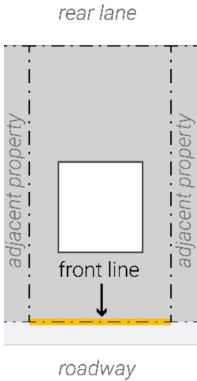


- (d) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;
- (20) **"Development Authority"** means the Development Authority established by the municipality's Development Authority Bylaw and appointed by Council;
- (21) **"development permit"** means a document authorizing a development issued pursuant to this Bylaw;
- (22) **"discretionary use"** means the use of land or a building provided for in this Bylaw for which a development permit may be issued upon an application having been made;
- (23) **"duplex"** means a dwelling containing two (2) dwelling units which share a common wall, and which are located either side by side or one above the other and which may or may not share a common access;
- (24) **"dwelling"** means any building used exclusively for human habitation and which is supported on a permanent foundation or base extending below ground level. This definition shall include single detached dwellings, semi-detached dwellings, duplexes, row housing, apartments, mobile homes and manufactured homes;
- (25) **"dwelling unit"** means a complete dwelling or self-contained portion of a dwelling, or a set or suite of rooms which contains sleeping, cooking and separated or shared toilet facilities, intended for domestic use, and used or intended to be used permanently or semi-permanently as a residence for a household, and which is not separated from direct access to the outside by another separate dwelling unit;
- (26) **"floor area"** means the total area of all floors of all buildings, not including accessory buildings, located on any parcel of land, excluding the area of basement floors, except that all dwelling units in apartment buildings shall be included in the calculation of floor area;
- (27) **"front line"** means the boundary line of a parcel of land lying adjacent to a road. In the case of a corner site, the shorter of the two boundary lines adjacent to the road shall be considered the front line;



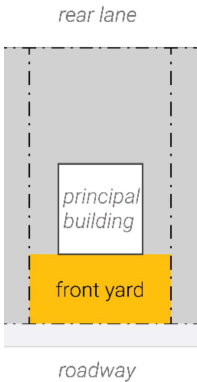


▼ **Figure 14 : Diagram of 'Front Line'**



- (28) **"front yard"** means a yard extending across the full width of a parcel of land from the front line to the nearest wall of the main building situated on the parcel of land. If there are fireplaces or balconies on the building, the front yard shall be measured to the nearest point of the fireplace or balcony. In the case of a curved front line, the front yard will also form a curve;

▼ **Figure 15 : Diagram of 'Front Yard'**



- (29) **"ground floor area"** means the total area of buildings, including accessory buildings, located on the lot;
- (30) **"group home"** means a development consisting of the use of a dwelling as a facility which is authorized, licensed or certified by a public authority to provide room and board for foster children or disabled persons, or for persons with physical, mental, social, or behavioural problems and which may be for the personal rehabilitation of its residents either through self-help or professional care, guidance or supervision. The residential character of the development shall be primary with the occupants living together as a single housekeeping group

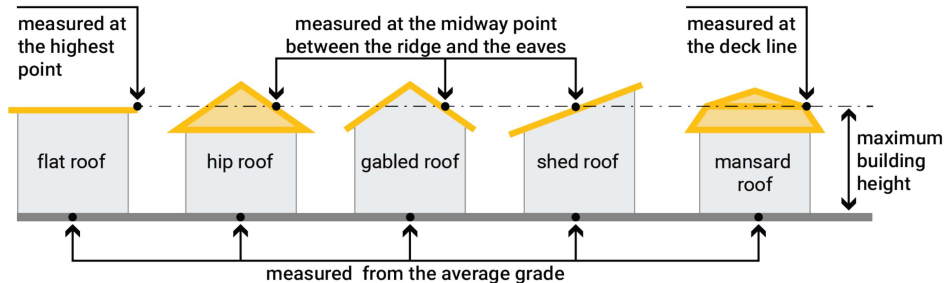


and using cooking facilities shared in common. This does not include drug or alcohol addiction treatment centres;

- (31) **“hard-surfacing”** means a durable ground surface constructed of cast-in-place concrete, brick, concrete paving blocks, turfstone, stone, asphalt, or similar materials (not including gravel and clay);
- (32) **“home occupation”** means the use of a portion of a residential building to conduct a business or commercial enterprise that is incidental or subordinate to the residential function of the building.
- (33) **“light industrial use”** means manufacturing, fabricating processing, repairing, storing, wholesaling, and/or distribution of goods and materials in such a manner that all activities take place inside buildings and no noise, dust, glare, heat, or any other emission is evident outside the building;
- (34) **“lot”** means:
  - (a) a quarter section, or
  - (b) a part of a parcel of land described in a certificate of title if the boundaries of the part are separately described in the certificate of title other than by reference to a legal subdivision, or
  - (c) a part of a parcel of land described in a certificate of title if the boundaries of the part are described in a certificate of title by reference to a plan of subdivision;
- (35) **“lot coverage”** is a calculation of the ground floor area divided by the area of the parcel of land.
- (36) **“lot width”** means the length of a line parallel to the front line or, in a parcel of land with a curved front line, perpendicular to a line running between the mid-point of the front line and the mid-point of the rear line, measured at a distance from the front line equal to the minimum required front yard;
- (37) **“main building”** means a building in which is conducted the main or principal use of the parcel of land on which it is erected;
- (38) **“manufactured home”** means a prefabricated dwelling unit intended for occupancy and is not a mobile home;
- (39) **“maximum building height”** means the maximum permitted height of a building within a land use district;



▼ **Figure 16 : Diagram of 'Maximum Building Height'**

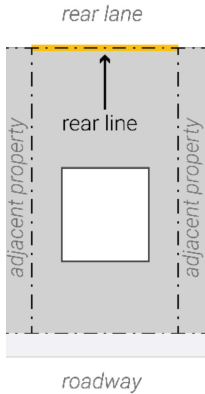


- (40) **"mixed-use"** means a development that contains more than one use on the lot or within a building.
- (41) **"mobile home"** means a single dwelling comprising of one or more large factory-built sections. It will be manufactured in full compliance with both the current CSA National Mobile Home Standard and the Alberta Building Code (ABC), bearing prominently displayed CSA Mobile Home Label and an Alberta Municipal Affairs label that certifies compliance to both the current CSA Standard and the ABC at the time of approval.
- (42) **"modular home"** means a dwelling that conforms to the Canadian Standards Association A-277 Series certified standards in place at the time of manufacture, that is designed to be transported to the building site in pieces and assembled on-site on top of a site-constructed basement or foundation;
- (43) **"municipality"** means the Village of Marwayne;
- (44) **"natural area"** means lands in a natural state where buildings and development are prohibited or restricted.
- (45) **"non-conforming building"** means a building:
  - (a) that is lawfully constructed or lawfully under construction at the date a land use bylaw or any amendment thereof affecting the building or the land on which the building is situated becomes effective, and
  - (b) that on the date the land use bylaw becomes effective does not, or when constructed will not, comply with the land use bylaw;
- (46) **"non-conforming use"** means a lawful specific use:
  - (a) being made of land or a building or intended to be made of a building lawfully under construction at the date a land use bylaw affecting the land or building becomes effective, and
  - (b) that on the date the land use bylaw becomes effective does not, or in the case of a building under construction will not, comply with the land use bylaw;



- (47) **"owner"** means:
  - (a) in the case of land owned by the Crown in right of Alberta or the Crown in right of Canada, the Minister of the Crown having the administration of the land, or
  - (b) in the case of any other land, the owner of the land according to the municipality's assessment roll.
- (48) **"patio"** means a paved outdoor area at ground level adjoining a house;
- (49) **"parcel of land"** means lot;
- (50) **"permitted use"** means the use of land or a building provided for in this Bylaw for which a development permit shall be issued upon an application having been made, provided that all of the regulations of this Bylaw are satisfied;
- (51) **"place of worship"** means a building wherein people regularly gather for worship and related religious, philanthropic or social activities. Typical uses include churches, chapels, convents, kingdom halls, monasteries, mosques, synagogues, and temples;
- (52) **"Principal Building, Structure or Use"** means a building or use which, in the opinion of the development authority, is the main purpose for which the building or site is ordinarily used.
- (53) **"public utility"** means a public utility, as defined in the Act;
- (54) **"rear line"** means the boundary line of a parcel of land lying opposite to the front line of the parcel and/or farthest from a road;

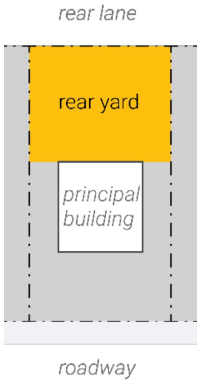
▼ **Figure 17 : Diagram of 'Rear Line'**





(55) **"rear yard"** means a yard extending across the full width of a parcel of land from the nearest wall of the main building situated on the parcel of land to the rear line of the parcel of land. If there are fireplaces or balconies on the building, the rear yard shall be measured to the nearest point of the fireplace or balcony;

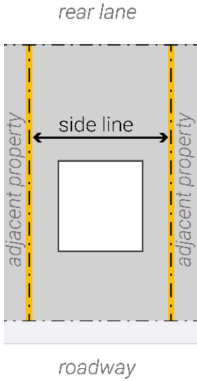
▼ **Figure 18: Diagram of 'Rear Yard'**



- (56) **"rentable unit"** means a separate unit of a motel used or intended to be used for the temporary accommodation of one or more persons;
- (57) **"Retail Cannabis Licence"** means a licence issued under the Gaming, Liquor and Cannabis Act (Alberta) to purchase cannabis from the Alberta Liquor and Gaming Commission, and to possess, store and sell the cannabis in the licensed premises.
- (58) **"road"** means a road as defined in the Act and shall include a highway;
- (59) **"row housing"** means a dwelling or dwellings, each of which consists of at least three (3) dwelling units with each unit having direct access to the outside grade, but shall not mean "apartment";
- (60) **"secondary suite"** means an accessory use containing one additional self-contained dwelling unit located within a single dwelling;
- (61) **"Semi-Detached Dwelling"** means two attached dwelling units that share a common wall;
- (62) **"side line"** means the boundary line of a parcel of land lying between a front line and a rear line of a parcel of land. In the case of a corner site, the longer of the two boundary lines adjacent to the road shall be considered a side line;

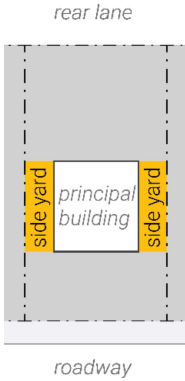


▼ Figure 19 : Diagram of 'Side Line'



- (63) **"sidewalk café"** means a group of tables and chairs and other accessories situated and maintained upon a public sidewalk or other pedestrian areas for the use and consumption of food and beverages sold to the public from, or in, an adjoining indoor food and beverage establishment;
- (64) **"side yard"** means a yard extending from the nearest wall of the main building situated on a parcel of land to the side line, and lying between the front and rear yards on the parcel of land. If there are fireplaces or balconies on the building, the side yard shall be measured to the nearest point of the fireplace or balcony;

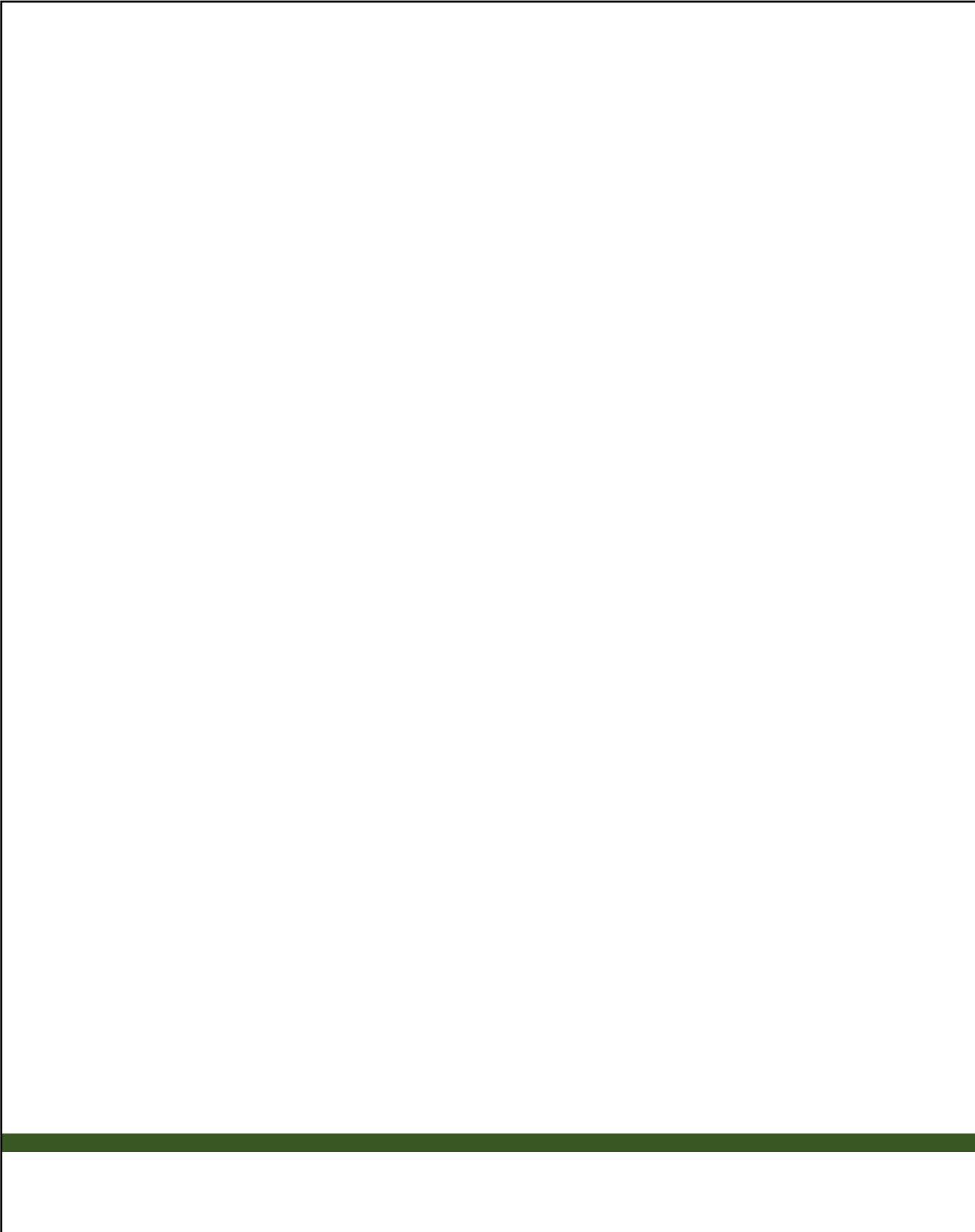
▼ Figure 20: Diagram of 'Side Yard'



- (65) **"Single Detached Dwelling"** means a residential use in which the principal building is a permanent building constructed on-site to Alberta Building Code requirements, used for one dwelling unit and that may contain one secondary suite, but does not include a manufactured home.



- (66) **"site"** means one or more parcels of land on which a development either is to take place or has taken place;
- (67) **"Subdivision and Development Appeal Board"** means the Subdivision and Development Appeal Board established by the Council by the Subdivision and Development Appeal Board Bylaw adopted pursuant to the Act;
- (68) **"temporary building"** means a building incidental and subordinate to the principal use which at no time shall be used a dwelling and is not intended to remain as a permanent structure;
- (69) **"yard"** means a part of a parcel of land upon or over which no main building is to be erected; and all other words and expressions have the meanings respectively assigned to them in the Act or in other Acts of the Legislature or in common law;





schedule A

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# Land Use District Map

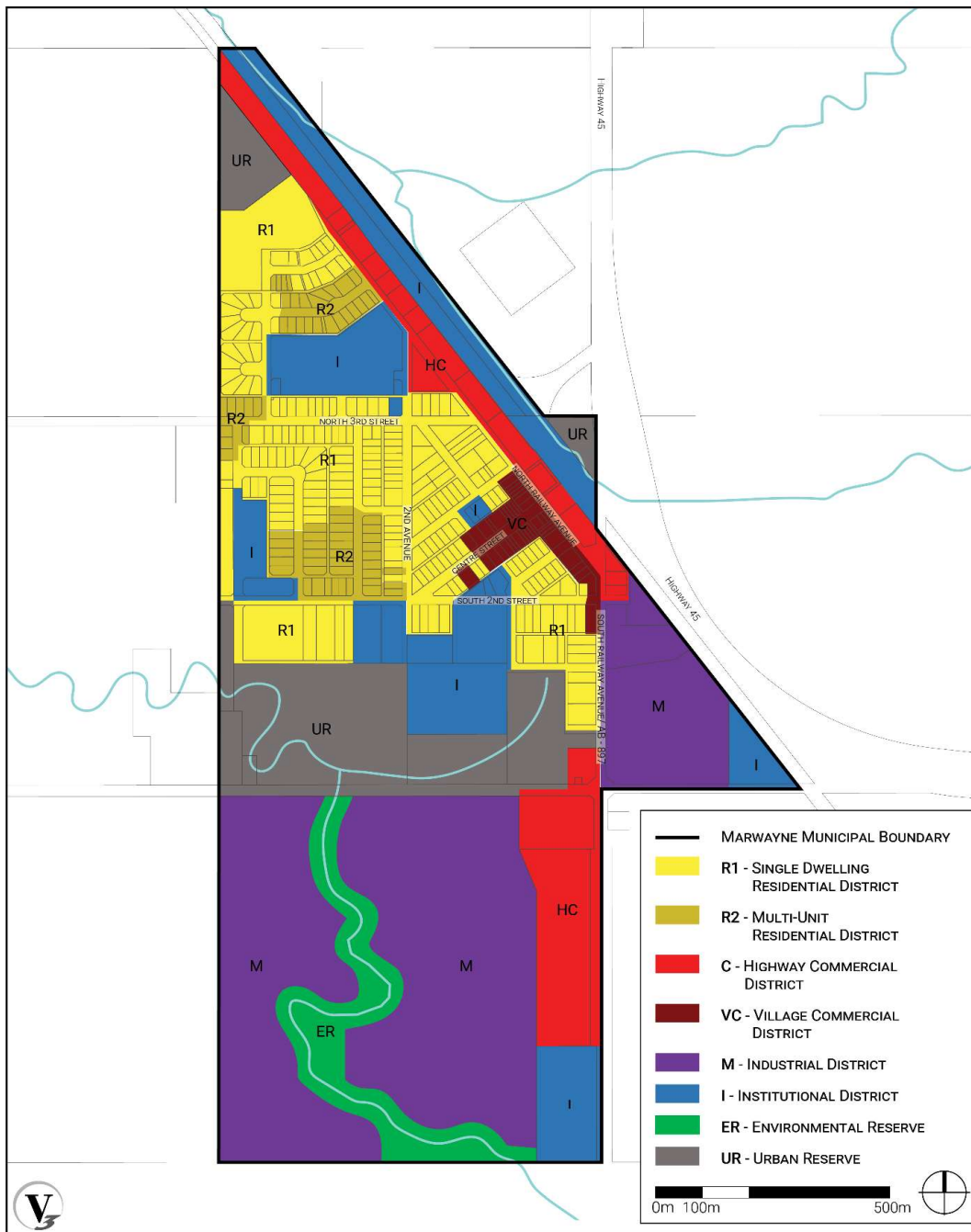
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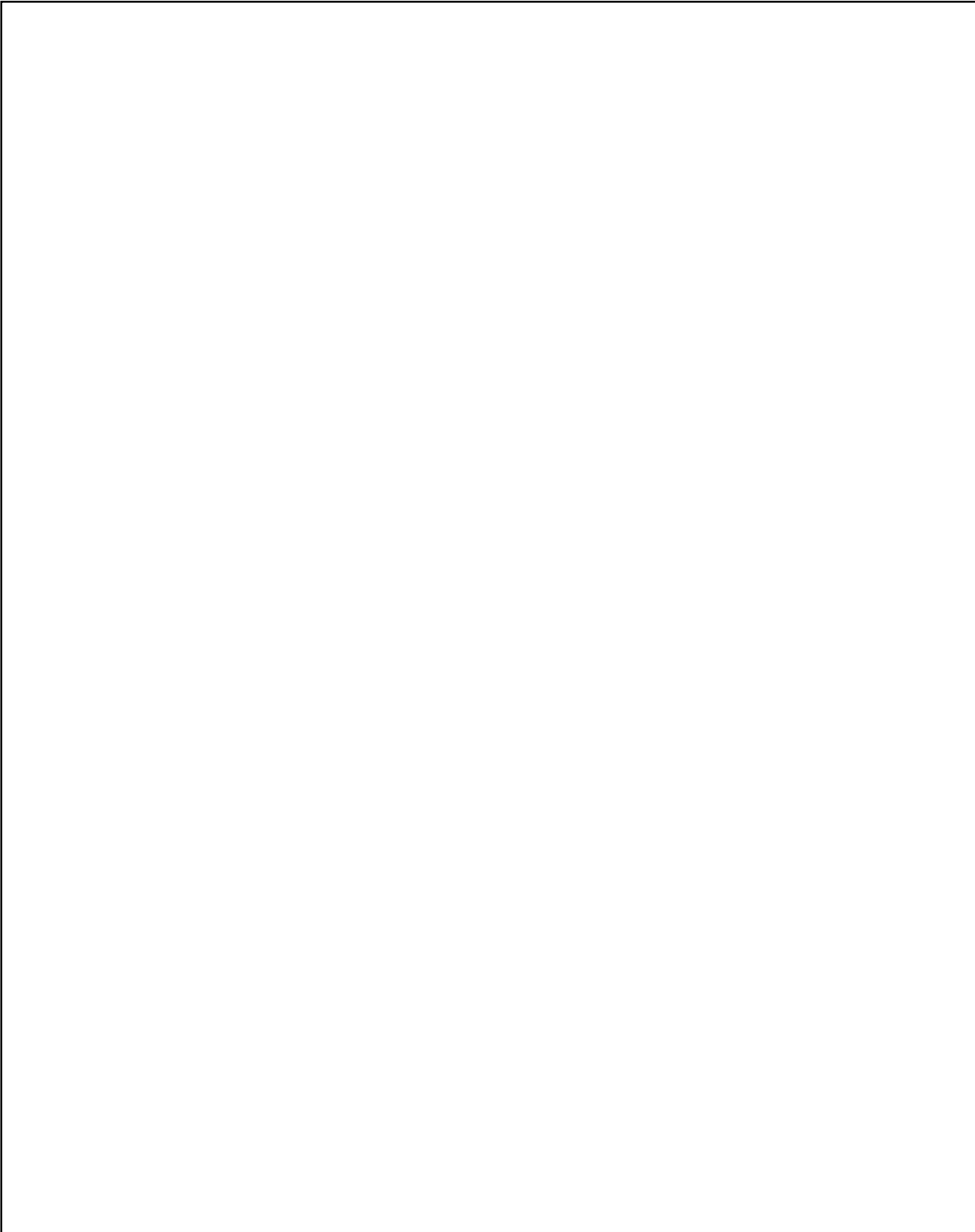
## Schedule A | Land Use District Map

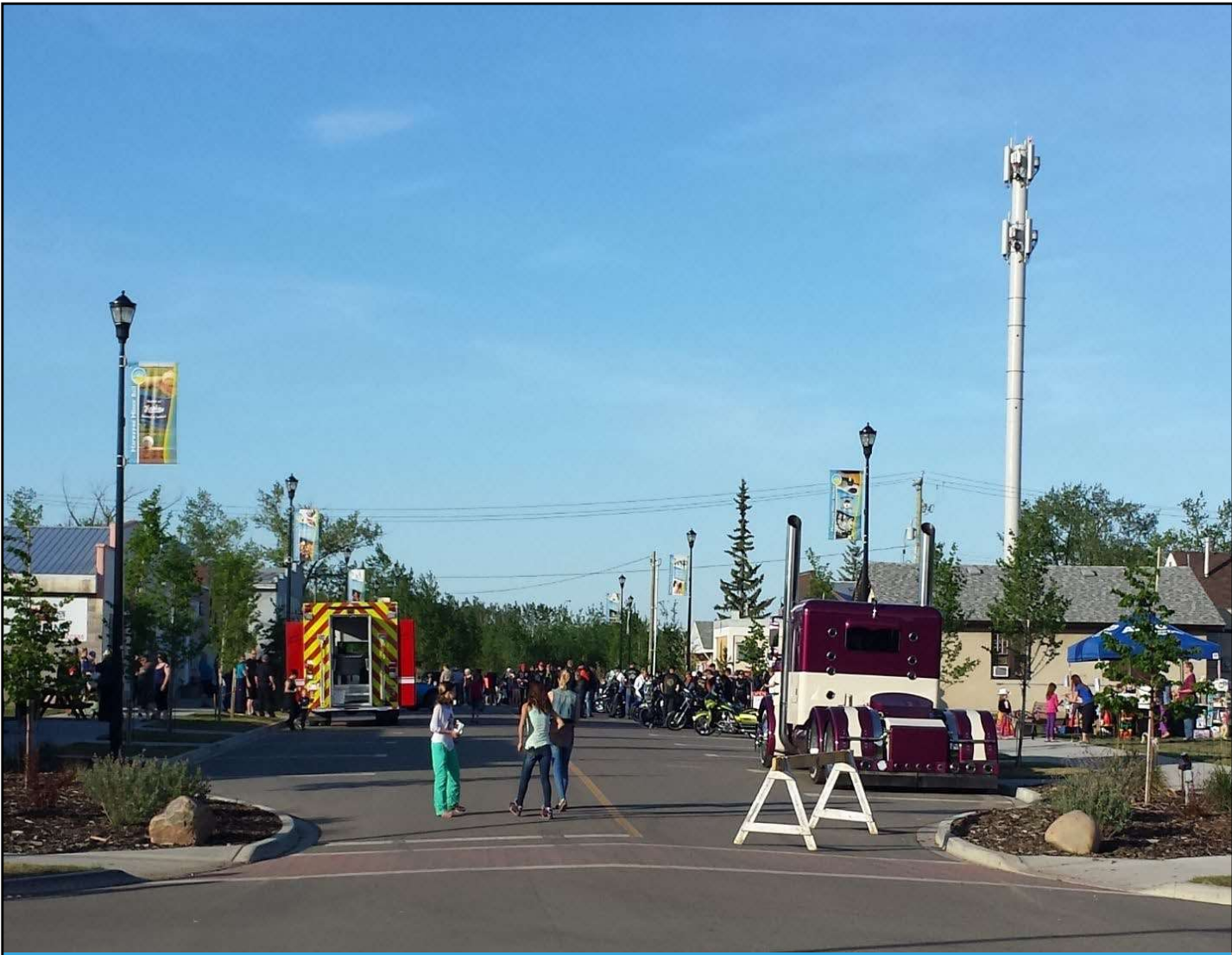
Last Amended [insert date of bylaw 578-20 adoption]



Schedule A | Marwayne Land Use District Map

**SCHEDULE "A" – BYLAW NO. 579-20**





**MUNICIPAL DEVELOPMENT PLAN**

**Village of Marwayne**

**BYLAW 579-20**



**FINAL DRAFT**

Last Revised: 2020-06-17

**BYLAW NO. 579-20**

**BEING A BYLAW OF THE VILLAGE OF MARWAYNE IN THE PROVINCE OF ALBERTA TO ADOPT  
A MUNICIPAL DEVELOPMENT PLAN**

---

**WHEREAS**, pursuant to the *Municipal Government Act R.S.A. 2000* as amended, a municipality in the Province of Alberta may adopt a Municipal Development Plan;

**AND WHEREAS**, the Council for the Village of Marwayne deems it desirable and in the best interest of the Village of Marwayne to adopt a Municipal Development Plan;

**NOW THEREFORE**, the Council of the Village of Marwayne, duly assembled, enacts as follows:

1. Bylaw No. 579-20 be cited as "The Village of Marwayne Municipal Development Plan".
2. The Village of Marwayne Municipal Development Plan, attached hereto as Schedule "A" and forming part of this bylaw, is hereby adopted.

**SHOULD** any provision of this Bylaw be determined to be invalid, then such provisions shall be severed and the remaining bylaw shall be maintained.

This Bylaw shall come into force and effect upon receiving third and final reading and having been signed by the Mayor and Chief Administrative Officer.

READ A FIRST TIME IN COUNCIL THIS 23<sup>RD</sup> DAY OF MARCH, 2020.

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.

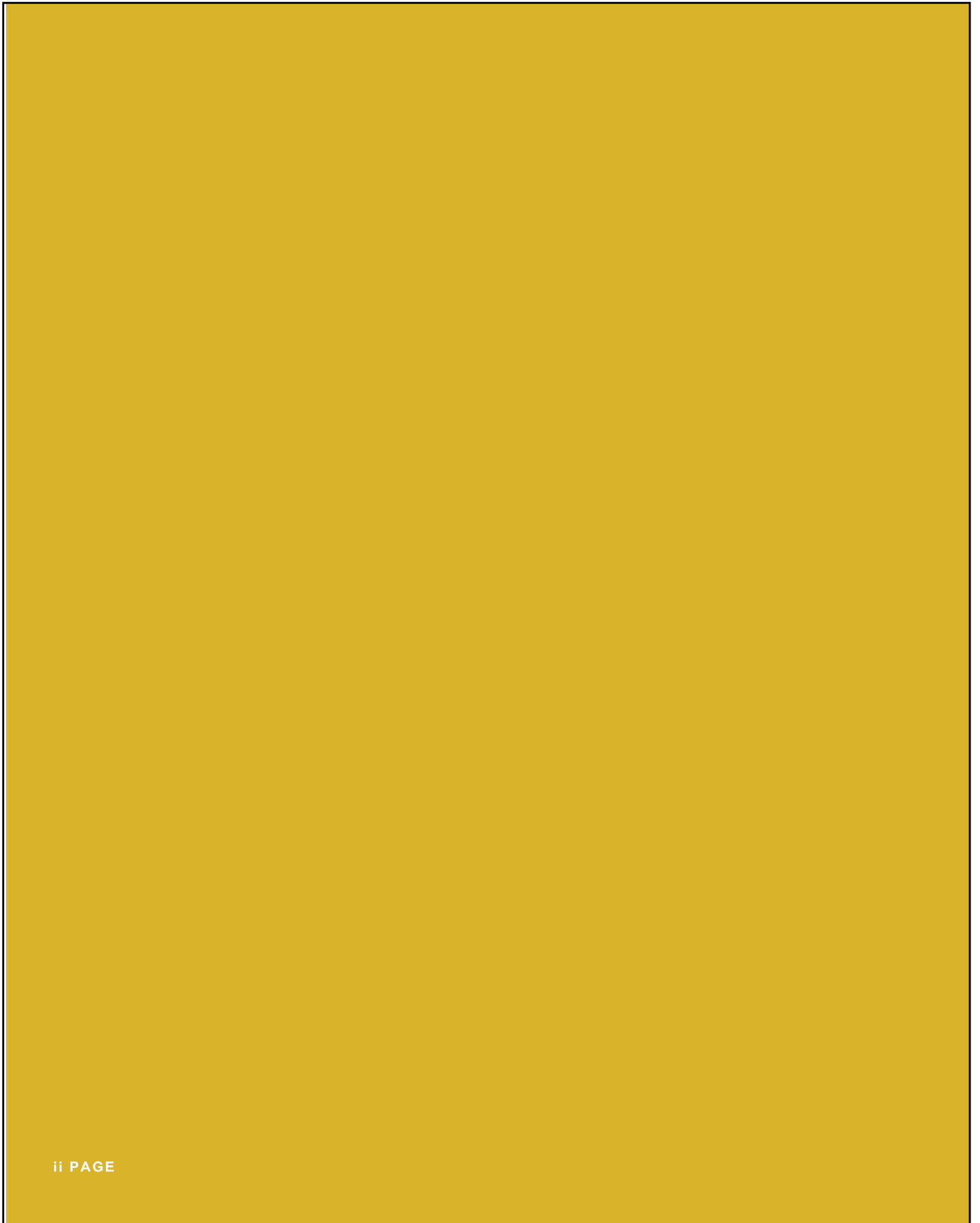
\_\_\_\_\_  
Cheryle Eikeland, Mayor

\_\_\_\_\_  
Shannon Harrower, CAO

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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**

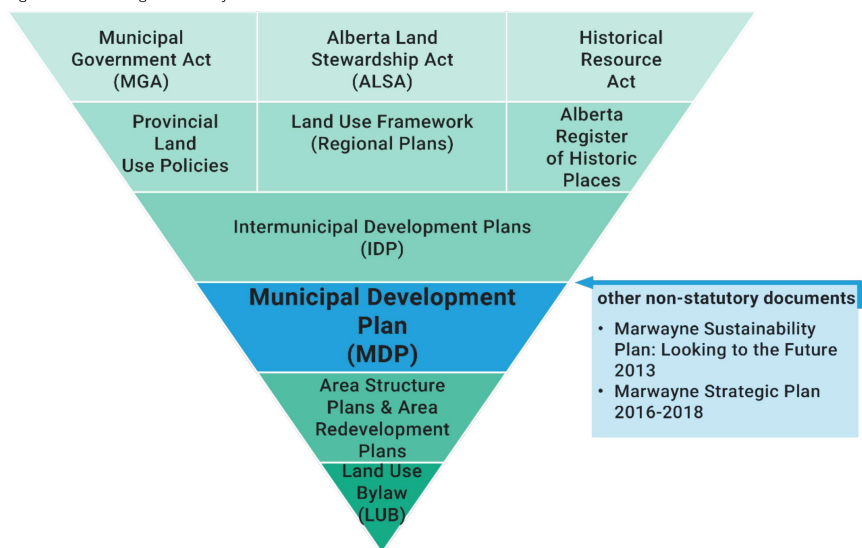
**INTRODUCTION**

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



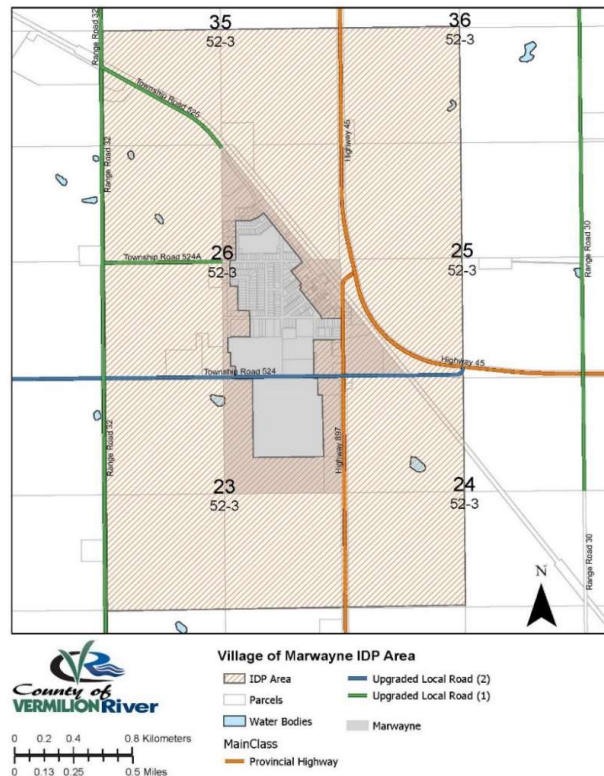
**1.3 How the Municipal Development Plan was Prepared**

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 2<sup>nd</sup>, 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 3<sup>rd</sup>, 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.

**External Referral (February 13<sup>th</sup>, 2020)**

On February 13<sup>th</sup>, 2020, the Village of Marwayne circulated a copy of the draft MDP to the following agencies and municipalities:

- The County of Vermilion River;
- The Village of Dewberry;
- The Village of Kitscoty;
- The Village of Paradise Valley;
- The Town of Vermilion;
- Buffalo Trail Public Schools Regional Division No. 28;
- Alberta Environment and Parks;
- Alberta Health Services; and
- Alberta Transportation.

These agencies and municipalities were given a 30-day window to review the draft MDP and provide comments. They were also invited to attend the Public Open House to discuss the MDP with Village administration and the project team. At the time of formal adoption, no comments or feedback had been received.

**Public Open House (March 2020)**

A Public Open House was held on March 9<sup>th</sup>, 2020 in the Husky Room at the Village of Marwayne Community Hall to share information on the Village's existing situation and emerging trends, and review the MDP's land use concept, Goals, Objectives and Policies. The Public Open House was advertised through the *Meridian Source* in the February 27<sup>th</sup> and March 5<sup>th</sup>, 2020 editions; through online platforms such as Facebook and the Village's municipal website; on the local bulletin board; and the front page of the March 2020 of Marwayne's community newsletter.

The community was given the opportunity to discuss the project with the project team and the Village's Administration. Community members were also invited to complete the Comment Form to provide

feedback on the MDP. A total of nine (9) people attended the Public Open House and one (1) submission was received relating to the size of the MDP maps viewable on a mobile device.

**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:

<b>Shall</b> indicates that actions are mandatory.	<b>Should</b> indicates direction to strive to achieve the outlined action but is not mandatory.	<b>May</b> 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 10:** Includes the Community Vision, Topics, Objective and Polices for the Village of Marwayne to direct and implement the future physical, social and economic development.

**Section 11:** Contains a glossary of key terms used in this MDP.

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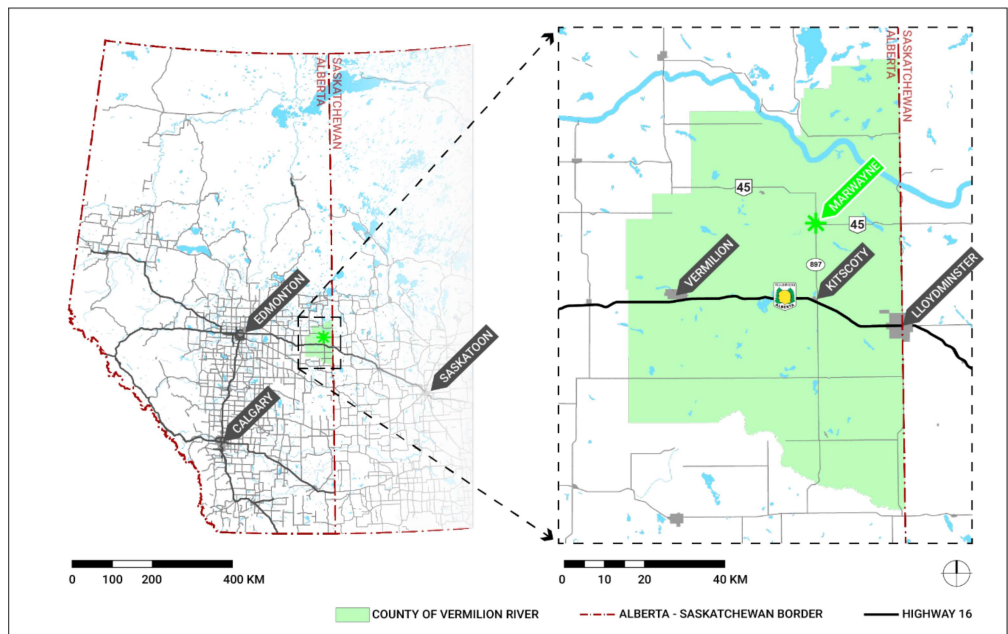
CONTEXT + EMERGING TRENDS

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.

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**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.<sup>1</sup> 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.<sup>2</sup>

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.

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**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.

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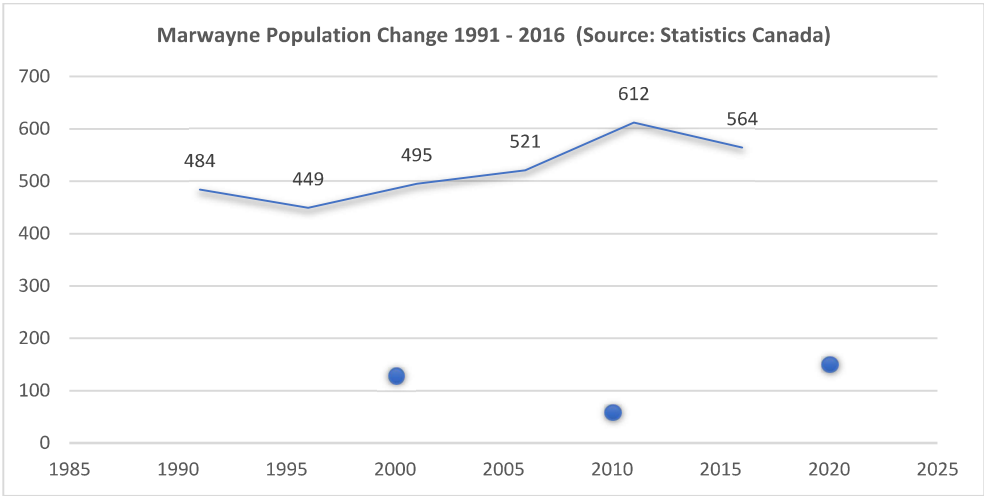
<sup>1</sup> The major treaties affecting Alberta are Treaties 6, 7 and 8 – signed in 1876, 1877 and 1899 respectively. Alberta: How the West was Young. (2008). Treaties – Overview. Retrieved January 23, 2008, from [http://www.abheritage.ca/alberta/fn\\_metis/treaties.html](http://www.abheritage.ca/alberta/fn_metis/treaties.html).

<sup>2</sup> 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](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.

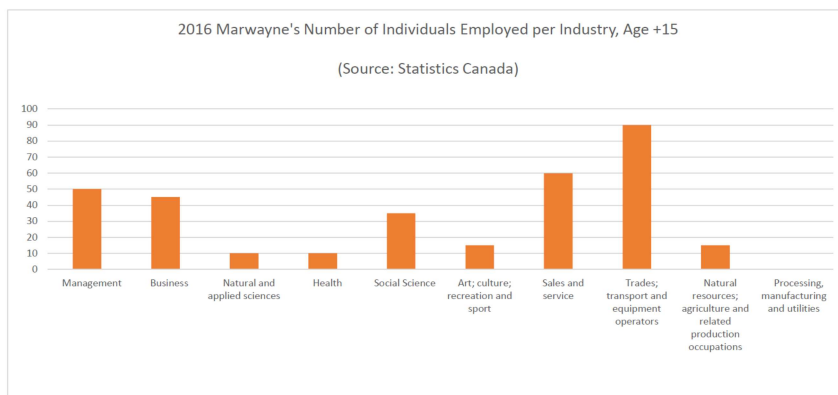
2011 Population by Age		
Age	Total	% of Village population
0-19	205	33%
20-39	160	26%
40-64	190	31%
65+	60	10%
<b>2011 total:</b>	<b>615</b>	

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

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.

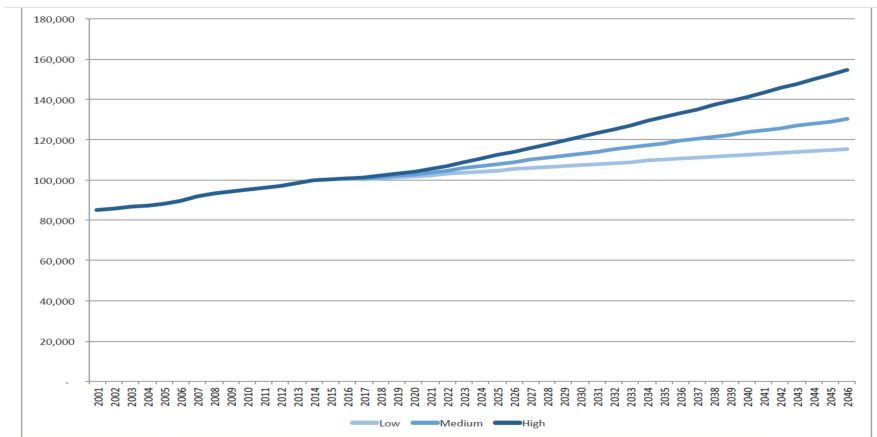
Municipalities in Alberta are allowed to conduct their own censuses. According to the Village of Marwayne’s municipal census, the Village’s population peaked in the year 2013 with a population of 667, reflecting Alberta’s oil and gas boom between 2010 and 2014. Since the method of conducting a municipal 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%.<sup>3</sup> 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%.

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

**2**

**CONTEXT + EMERGING TRENDS**

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**2.4 Economic Development Profile of Marwayne Region**

Marwayne’s economic development is largely tied with the growth of the region. The regional Gross 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.

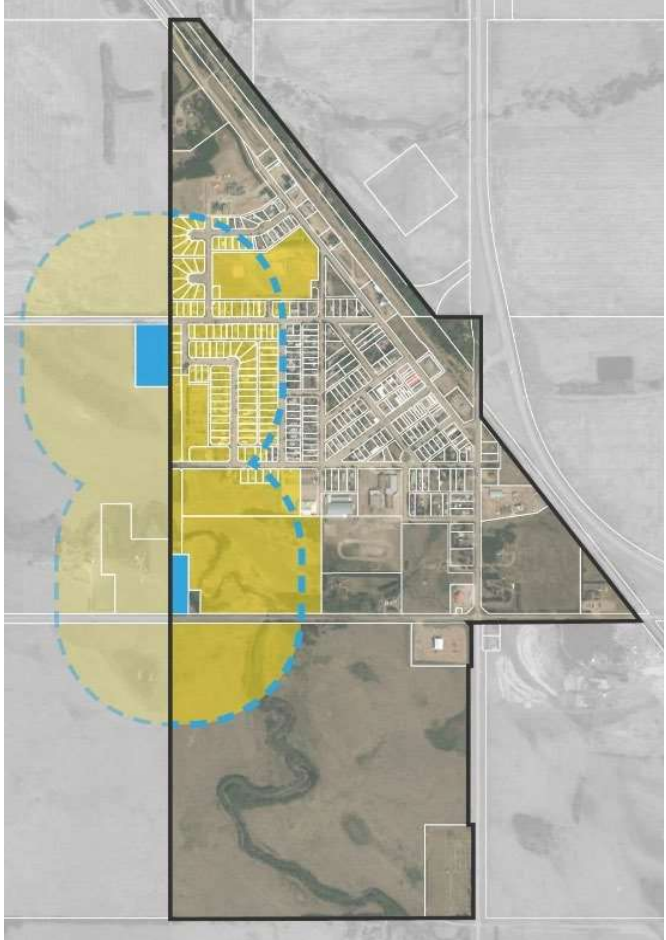
Over the years, Marwayne has been upgrading municipal infrastructure and transforming into a community offering an excellent quality of life. Municipal infrastructure has been upgraded in the downtown area with an award-winning streetscape with new sidewalks, lighting, boulevards and signage. A series 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.

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**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.

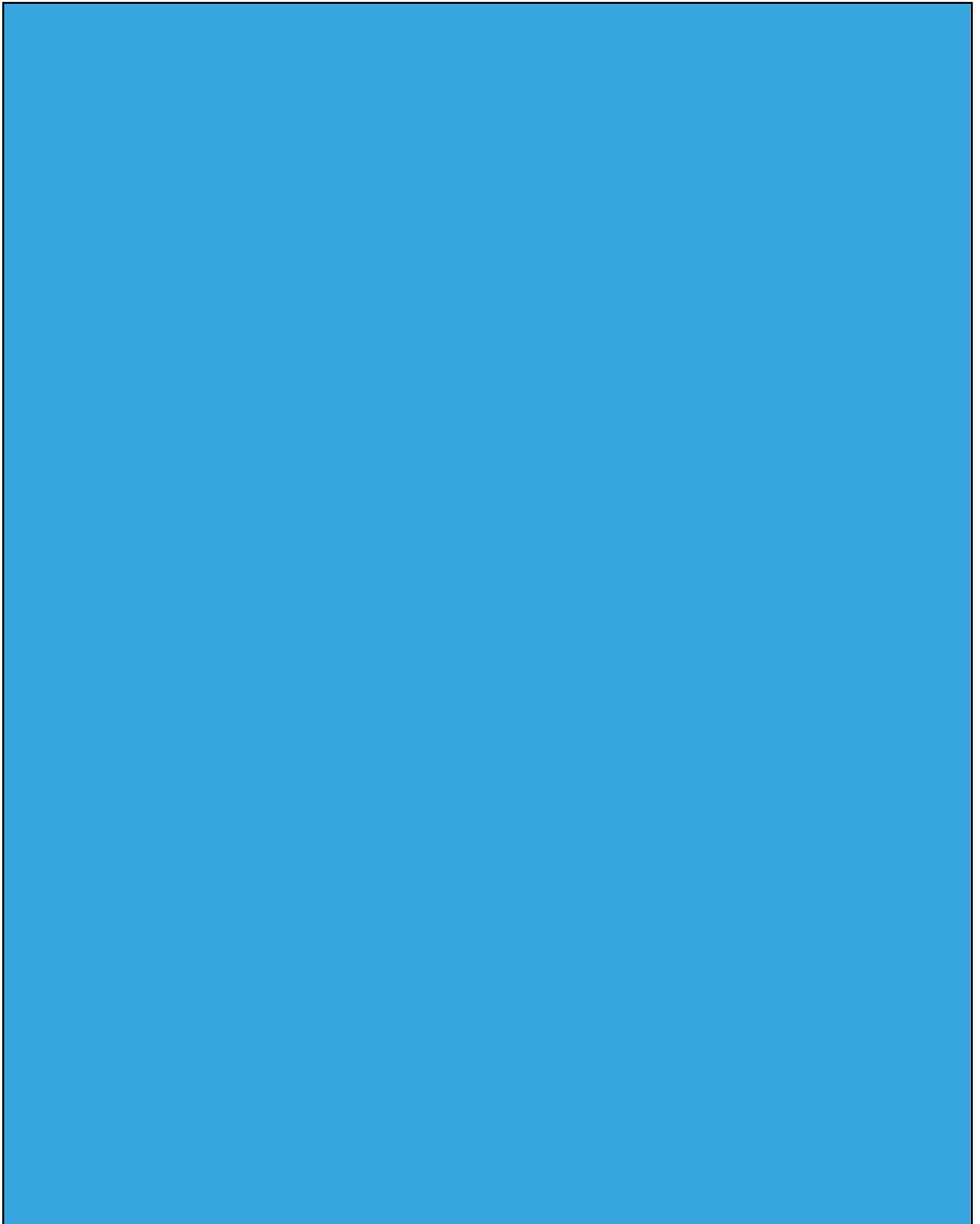
▼ Figure 3: Properties within the non-operating landfill setback



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

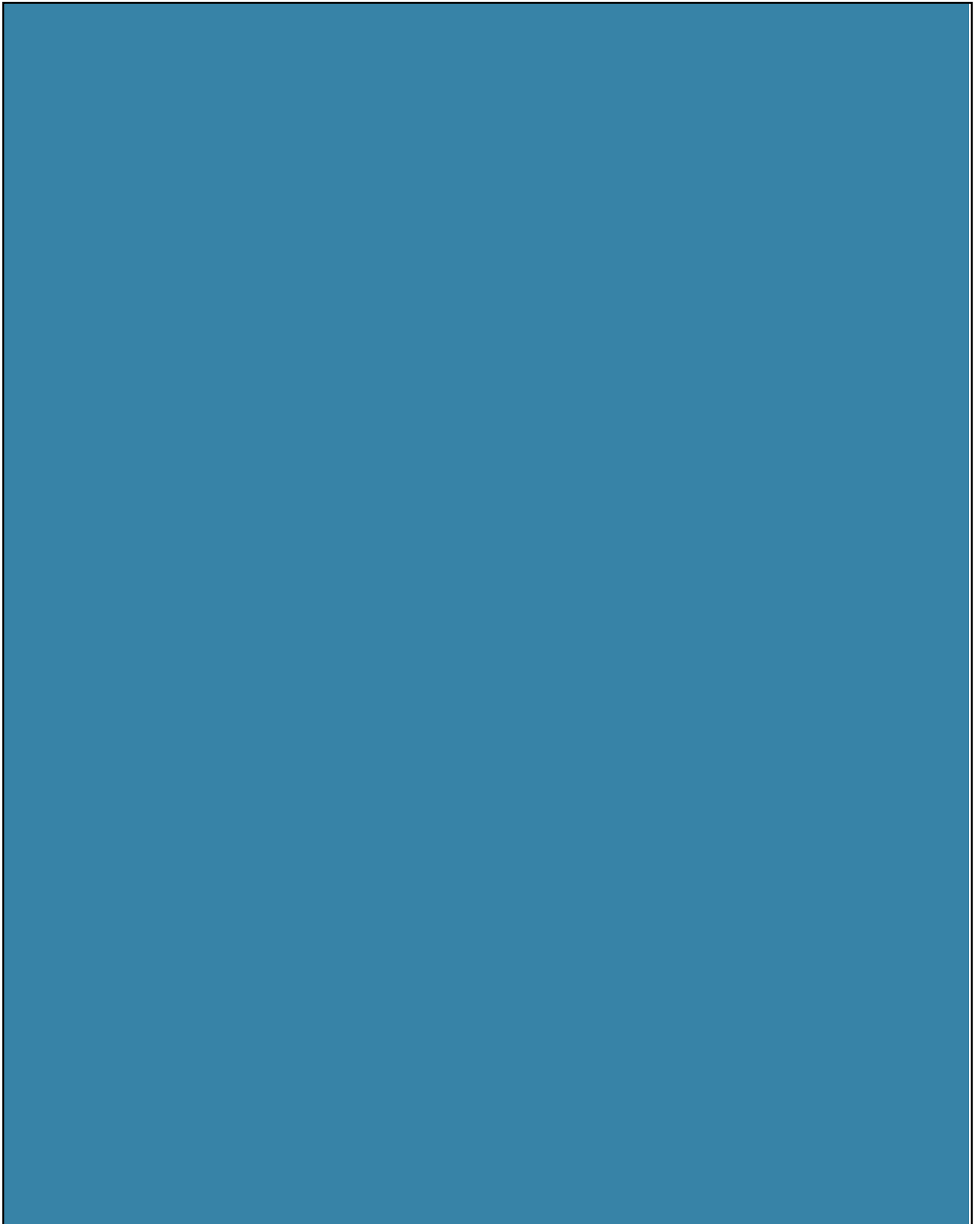
Guided by the community vision established in the Sustainability Plan 2013, this MDP provides objectives and policies for future land use and development in Marwayne.

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



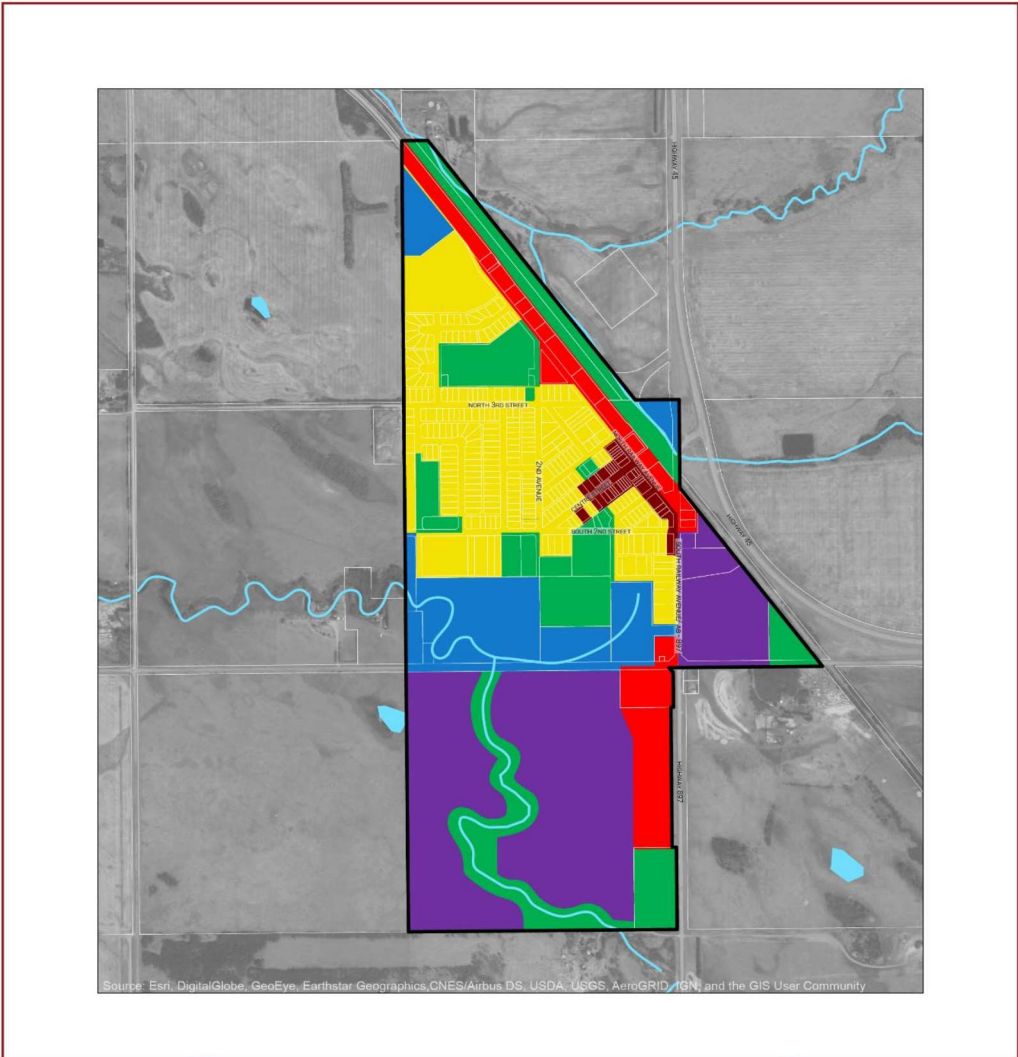
4

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



<b>TITLE:</b> Village of Marwayne MDP: Land Use Designation Map	<b>LEGEND:</b> [Black Outline] VILLAGE BOUNDARY [White Box] LAND PARCEL (2016) [Light Blue Line] WATER COURSE [Yellow Box] RESIDENTIAL [Brown Box] VILLAGE CENTRE [Green Box] RECREATION [Purple Box] INDUSTRIAL [Red Box] HIGHWAY COMMERCIAL [Blue Box] FUTURE GROWTH AREA	<b>SCALE:</b> 1:15,000   
<b>CLIENT:</b> Village of Marwayne	<b>DATA SOURCE(S):</b> Village of Marwayne, Government of Alberta Open Data, Government of Canada Open Data, Alberta Environment and Parks	
<b>PROJECT:</b> C19-085 <b>DATE:</b> 10/02/2020		



**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 any adopted IDP.
- Policy 4.1.1.3** In the absence of an IDP, the Village **shall** refer all subdivision or discretionary development permits to the County where the property adjoins the boundary with the County.
- Policy 4.1.1.4** In the absence of an IDP, the Village **should** work with the County and other regional municipalities on economic development initiatives.

**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 4: 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 (refer to Figure 4: Future Land Use Designation Map).
- Policy 4.3.1.8** The Village **should** encourage and assist in organizing and coordinating community events in the Village Centre.

**OBJECTIVE 4.3.2**  
To promote diverse shops, services and employment opportunities.

**4**

**GROWTH + LAND USE**

- Policy 4.3.2.1** 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 4.3.2.2** 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 4: Future Land Use Designation Map.
- Policy 4.3.2.3** The Village **should** encourage government offices and services to be relocated or remain in the Village Centre.
- Policy 4.3.2.4** The Village **should** encourage private sector offices to be located in the Village Centre.

**OBJECTIVE 4.3.3**  
To encourage mixed-use developments with residential and commercial components.

- Policy 4.3.3.1** The Village **should** encourage infill of vacant land and redevelopment of older buildings to accommodate residential units above ground level.
- Policy 4.3.3.2** 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 provide an adequate supply of industrial and commercial land.

- Policy 4.4.1.1** The Village **should** enable adequate land for transportation-oriented business along the Highway 897 corridor and industrial areas as shown in Figure 4: 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 create 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 Development (LID) suitable for cold climates.

**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 **should** work with Alberta Transportation to maintain safe access points along Highway 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.

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**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** provide sidewalks, trails and green corridors connection throughout the whole Village to promote active lifestyles.

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 are 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.

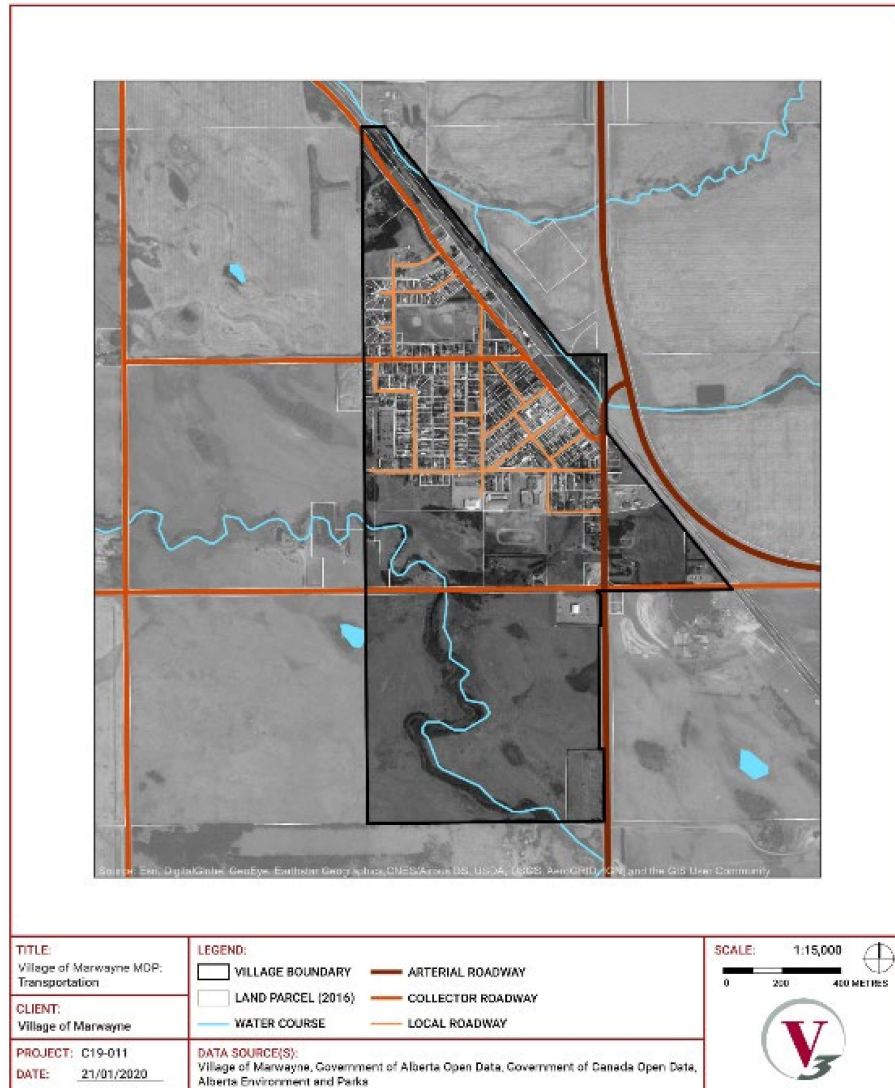
**Policy 4.6.2.1** The Village **should** continue to assist new development to obtain the required variance from Alberta Environment and Parks.

## 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.

▼ Figure 5: Roadway Infrastructure Map



**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 create sufficient right of ways to enable 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 universally accessible 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** create compatible 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 6: Water Distribution Map (2016)

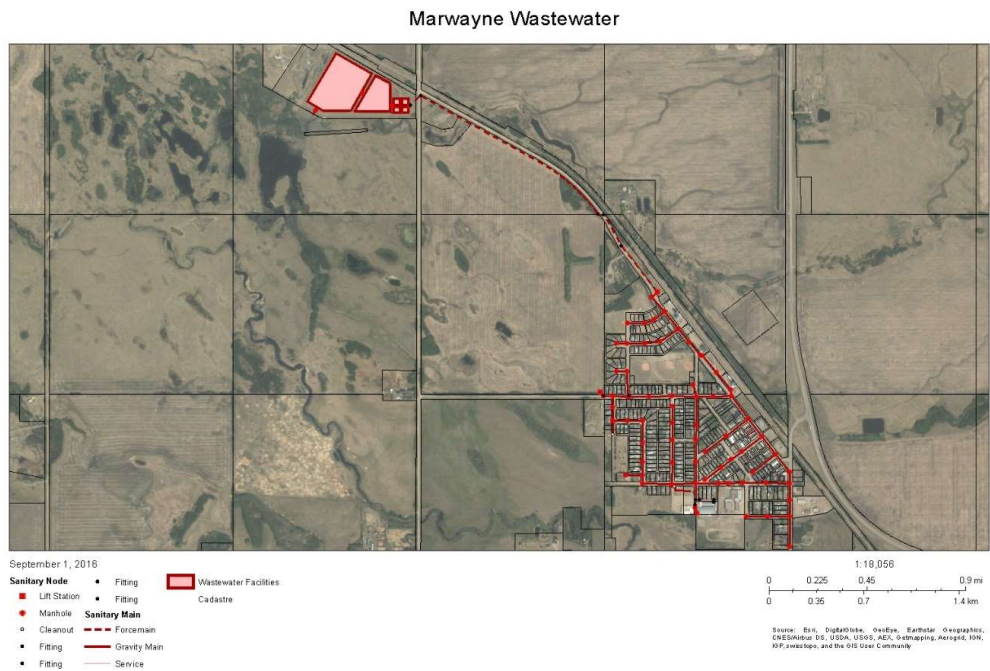


6

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 7: 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.



**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** enable 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 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 through a local improvement plan.
- 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 6.1.3**

7

ECONOMIC DEVELOPMENT

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 adequate telecommunication tools.

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 negatively 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 enable 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 IDP exists between the Village and the County of Vermillion River and an amendment is made to the IDP, the MDP **shall** be reviewed, and where required, updated to be 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 the municipal budget. The Village **should** prioritize projects in conjunction with the asset management plan should it be developed as 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, and in alignment with the municipal election cycle, 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.

**Low Impact Development (LID)** mimics natural hydrology (movement of water) by managing stormwater close to its source. Wherever possible, natural landscape features that contribute to local hydrology are preserved and incorporated into urban design.

**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.



**11**

**GLOSSARY**

- 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.
  
- 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.

## **Lead Management Plan**

### **Village of Marwayne**

#### **Step 1.**

Submit lead management plan and Identify lead service lines within the Village.

Review and amend and approve this lead management plan. Submit this plan to Alberta Environment and Parks. Historical records have been reviewed. Public Works personnel from Village both past and present were interviewed. It is our belief that no lead service lines exist within the Village.

#### **Step 2.**

Gather information and identify the information regarding construction date and general use of single family residents. Use newsletter and social media to inform Village residents about the lead management plan and to seek volunteers for lead testing that fit within the desired testing parameters. Design information package and FOIP release form. The form should also collect important information about the incoming line size and material, plumbing in the house, and general water use information. It should allow collected information to be shared with Alberta Environment and Parks and Alberta Health. It should be noted on the form that results would be also shared with the homeowner.

#### **Step 3.**

Initial testing would then be done using the Alberta Environment and Parks lead testing protocols and procedures. One litre samples would be taken prepared and submitted to contract laboratory for testing. Marwayne will be required to test twenty locations within the next two years. Should any of the tested locations exceed the new MAC then a decision on further testing procedures would have to be made. Results would be reviewed with the homeowner.

#### **Priorities for testing listed from highest priority to the lowest would be as follows:**

Suspected or confirmed lead lines: 0

Single family units built before 1960: 12 houses to be tested

Single family units built between 1960 and 1975: 4 houses to be tested.

Single family units built after 1975: 2 houses to be tested.

Multi family units to be tested: 2

For a total of twenty tests to be completed prior to September 2021.

## Possible sampling method

Check one.

Cold water only.

• RDT-1L

No flushing, no stagnation, collect 1 L cold water at moderate flow between 4 and 6 L/minute.

• 30MS-2L

Flush at moderate flow between 4 and 6 L/minute for 2 to 5 minutes. 30-minute stagnation. Collect two 1-L samples at moderate flow. Label bottles to identify which was filled first. Flush time = \_\_\_\_\_ minutes. Stagnation time = \_\_\_\_\_ minutes

• 30MS-XL

Estimate total volume (X) in household plumbing + private + public service lines to reach main. 1-, 2- or 4-L bottles can be used. Label bottles in sequence if more than one will be filled. Flush at moderate flow between 4 and 6 L/minute for 2 to 5 minutes. 30- minute stagnation. Fill bottles at moderate flow, minimizing the time to switch out a full bottle with the next empty one (if applicable). Flush time = \_\_\_\_\_ minutes. Stagnation time = \_\_\_\_\_ minutes. Volume = \_\_\_\_\_ L

• Profile

No flushing. Estimate total volume (X) in household plumbing + private + public service lines to reach main. Label bottles in sequence (1 = first L, 2 = second L, 3 = third L, ... , X = X L to reach main). Allow water to stagnate at least 30 minutes and up to 8 hours (do not flush before stagnation). Collect X number of 1-L samples sequentially, minimizing the time to switch out a full bottle with the next empty one. Stagnation time = \_\_\_\_\_ minutes.

Vol. #1 = \_\_\_\_\_ L, Vol. #2 = \_\_\_\_\_ L, Vol. #3 = \_\_\_\_\_ L, Vol. #4 = \_\_\_\_\_ L,

Vol. #5 = \_\_\_\_\_ L, Vol. #6 = \_\_\_\_\_ L, Vol. #7 = \_\_\_\_\_ L, Vol. #8 = \_\_\_\_\_ L,...

• Large residential building-2x125mL

No flushing. No stagnation. Collect two 125-mL samples at moderate flow. Label bottles to identify which one was filled first.

**From:** [marwaynehotel@cciwired.ca](mailto:marwaynehotel@cciwired.ca)  
**To:** [Alice Stewart, Lakeland College](#); [Andrea Wilkinson, Town of Vermilion](#); [Cameron Stevenson, Village of Dewberry](#); [Charlene McFarlane, Lakeland College](#); [Chris Neureuter, Village of Marwayne](#); [Danielle Harges, Lakeland College](#); [Daryl Frank, Village of Kitscoty](#); [Dennis Roth, Village of Kitscoty](#); [Ed Reddy, Lakeland College](#); [Mary Arnold, Village of PV](#); [Shannon Harrower, Village of Marwayne](#); [Sharon Williams, Village of Kitscoty](#); [Sherry Johnson, Village of Dewberry](#)  
**Subject:** Fwd: FW: Short update on Food Bank  
**Date:** June 15, 2020 9:28:06 PM

---

Hi ya all. Received this message from Jill. I have spoken to numerous members of our community with respect to Volunteering at a Local Food Bank in our area. My responses back has been mainly "I'm too busy", but a few people suggested we/or our community CAO could contact a Local Food Bank in our area and offer free advertising in our Monthly Newsletter. I think that is a great idea. I will be discussing this with my Council at my next Council Meeting and get back to the group. If anyone has a concern with this initiative, please let me know.

----- Original Message -----

Subject: FW: Short update on Food Bank  
Date: Mon, 8 Jun 2020 15:20:55 -0600  
From: Jill McLuckie <[mcluckie.jill8@gmail.com](mailto:mcluckie.jill8@gmail.com)>  
To: "marwaynehotel@cciwired.ca" <[marwaynehotel@cciwired.ca](mailto:marwaynehotel@cciwired.ca)>  
Cc: "cao@vermilion.ca" <[cao@vermilion.ca](mailto:cao@vermilion.ca)>

Hi Cheryl

I received this update from Derek Collins of the Vermilion Food Bank today.

At your discretion, you can send it on to the rest of the VRRRA crew, or place it on the next VRRRA Agenda.

He seems to echo what we heard from Alberta Food Banks at our Zoom Meeting.

I did talk to him regarding the VRRRA and our willingness to assist should it be needed. So far, we at the Food Bank have adequate storage as well as volunteers – but this could change by Fall.

Jill

PS: I understand that the Mannville Food Bank has an adequate supply at this moment, but I will keep checking.

Sent from Mail [1] for Windows 10

FROM: Derek Collins [2]  
SENT: June 8, 2020 9:38 AM  
TO: Jill McLuckie [3]  
SUBJECT: Short update on Food Bank

Good morning, Jill.

Here is a short summary of the status of the Food Bank you requested.

Demand on the food bank has been slightly lower during the months of April and May, as compared to 2019 at the same time. We are on average providing food for 27 adults and 15 children per week. While no quantitative survey was completed, several sources have reported that the lower demand is due to people accessing government assistance dollars. From our conversations with neighbouring food banks, they are seeing the same trends. It is expected that demand will increase when government assistance ends and the economy is slow to replace employment opportunities.

Monetary donations have increased. The Vermilion Food Bank has been able to access money from the Alberta Government COVID-19 funding. Having this funding in place is instrumental to being able to respond when the demand increases.

If the committee is looking for further information let me know.

Derek

Links:

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- [1] <https://go.microsoft.com/fwlink/?LinkId=550986>
- [2] <mailto:derek.collins@ualberta.net>
- [3] <mailto:mcluckie.jill8@gmail.com>

**From:** [Lloyd Rumbolt](#)  
**To:** [Shannon Harrower](#)  
**Subject:** RE: Quote  
**Date:** June 19, 2020 6:44:53 AM  
**Attachments:** [image003.png](#)  
[C8ECBDC9CD6B46968DE67E4669F39A92.png](#)

---

Hello again, I just wanted to take a minute and share a few things about our service history and what kind of help we can offer in the future.

I met Joanne a few years back on a cold snowy day (winter 2016). It was the early days for our company and I was scouting and trying to find places to promote our services. Joanne is very much a plant and tree person so we had lots to talk about. We ended up doing a 2 year maintenance plan to clean up the large Cottonwood trees along Railway Avenue. Some were in bad shape and were removed. The remainder that you see now, were pruned to reduce hazard potential and hopefully improve the chance of retention. Overall the trees have seen many hardships because of all sorts of activity and most are in decline. The trees should be assessed again and some consideration for succession planting. Joanne showed me that the trees were a really big part of the town and showed up in so many pictures and publications over the decades. My background is not from nursery training but recognizing that these were quite significant trees I tried some cuttings to grow clones of the trees at home. I didn't have great success past the first year. I didn't try again after talking with some colleagues in the nursery business. The trees will continue to approach a point where planned removal would be wiser than a reaction afterwards.

I believe that all of the new tree plantings that I see around town is signs of that exact forward thinking. The trees are a huge investment of time dollars and volunteer hours! We would love to be part of their success. Many trees have adapted to their new environment, some are continuing to live but not thrive. In 2017 (I believe) we did some deep root soil injected fertilization of some of the young trees to help with establishment. We only targeted the downtown core trees and I think that it helped many of them start off strong. There are always exposure issues with new plantings and street side can be one of the most challenging environments. The recent decline and dieback of the Russian Olive trees has not only been with your new plantings but many others throughout the region. It's hard to say exactly the cause but there does not appear to be insect or disease related. Environmental factors look like the reason. Replacement is likely the best option.

Courageous crab apple is nice little tree that the town of Vermilion has mass planted just last fall as part of the TD TreeDays event. I am curiously watching their ability to grow in these challenging placements.

I would love to see all of the newest tree additions to the Village do well. If I may, I would like to assess and submit a proposal to provide the soil injected fertilizer for these newest tree plantings once again.

Aside from those, the remainder of the Village trees are in constant change also. With your permission, I would also like to assess and inventory the other trees as well and provide a prioritized maintenance proposal. There is a fair bit of time and preparation involved with a plan like this. I do not typically include a cost for my time and work to complete assessments and proposals. I do it in good faith for good clients, where I feel that my proprietary efforts will be kept between us as a tool for us to use to work together toward a common goal. It has worked for us in the past for other communities.

To complete the historical timeline here, my work with Jordan as CAO was limited. The focus of our activity was mainly stump grinding. There were Atco contracted crews cutting trees around the power lines and cleared away a number of trees in poor health. Together we dealt with about 70 stumps around the village.

I hope these things are of some value and I look forward to your comments and ideas.

Thanks again,

Lloyd



Sent from [Mail](#) for Windows 10

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**From:** [Shannon Harrower](#)  
**Sent:** June 17, 2020 8:46 PM  
**To:** 'Lloyd Rumbolt'  
**Subject:** RE: Quote

Perfect, looking forward to a chat!

**Shannon Harrower, BAH**  
*Chief Administrative Officer*



---

**From:** Lloyd Rumbolt <lloydslimbs@hotmail.com>  
**Sent:** June 17, 2020 7:56 PM  
**To:** Shannon Harrower <cao.marwayne@hmsinet.ca>  
**Subject:** Re: Quote

I chatted with Wilson a few times today and many of the other folk around town..love small town life. I have some ideas to share when I get a little time here.

I will be in touch.

Thanks,

Lloyd

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---

**From:** Shannon Harrower <[cao.marwayne@hmsinet.ca](mailto:cao.marwayne@hmsinet.ca)>  
**Sent:** Wednesday, June 17, 2020 7:36:51 PM  
**To:** 'Lloyd Rumbolt' <[lloydslimbs@hotmail.com](mailto:lloydslimbs@hotmail.com)>  
**Subject:** RE: Quote

That would work great. You can give Wilson a call at that number and he will be able to meet up with you!

**Shannon Harrower, BAH**  
Chief Administrative Officer



**Village of Marwayne**  
Box 113, 210 2nd Ave S  
Marwayne, AB T0B 2X0  
780-847-3962 P  
780-847-3324 F  
marwayne@mcsnet.ca  
marwayne.ca

---

**From:** Lloyd Rumbolt <[lloydslimbs@hotmail.com](mailto:lloydslimbs@hotmail.com)>  
**Sent:** June 17, 2020 6:08 AM  
**To:** Shannon Harrower <[cao.marwayne@hmsinet.ca](mailto:cao.marwayne@hmsinet.ca)>  
**Subject:** RE: Quote

Hi again. I am hoping to be able to stop in this afternoon. It was Wilson that I dealt with there before (780)205-2993.

Lloyd



Sent from [Mail](#) for Windows 10

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**From:** [Shannon Harrower](#)  
**Sent:** June 16, 2020 10:21 AM  
**To:** 'Lloyd Rumbolt'  
**Subject:** RE: Quote

Yes that would be great. I would have you meet up with my Public Works Foreman as I am currently working from home, having just welcome a new baby boy. Please let me know what days/times work for you and we can set it up.

**Shannon Harrower, BAH**  
Chief Administrative Officer



**Village of Marwayne**  
Box 113, 210 2nd Ave S  
Marwayne, AB T0B 2X0  
780-847-3962 P  
780-847-3324 F  
marwayne@mcsnet.ca  
marwayne.ca

---

**From:** Lloyd Rumbolt <[lloydslimbs@hotmail.com](mailto:lloydslimbs@hotmail.com)>



**Sent:** June 15, 2020 10:25 PM  
**To:** Shannon Harrower <[cao.marwayne@hmsinet.ca](mailto:cao.marwayne@hmsinet.ca)>  
**Subject:** Re: Quote

Thanks Shannon. That explains some things. Last time around Jordan and I started chatting about a maintenance plan for the village trees. We have been contracted each summer over the past few years and were working toward a preventative maintenance plan. My last inquiries to him were about that and now I understand why there was no reply. It looks like a bit of a wet week so maybe I can plan to stop by and see how we might be able to continue helping with the trees?

Lloyd

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**From:** Shannon Harrower <[cao.marwayne@hmsinet.ca](mailto:cao.marwayne@hmsinet.ca)>  
**Sent:** Monday, June 15, 2020 11:48:02 AM  
**To:** 'Lloyd Rumbolt' <[loydslimbs@hotmail.com](mailto:loydslimbs@hotmail.com)>  
**Subject:** RE: Quote

That would be great thank you! Unfortunately Jordan is no longer with the Village of Marwayne so I assume your email got lost along the way – my apologies!

**Shannon Harrower, BAH**  
*Chief Administrative Officer*



---

**From:** Lloyd Rumbolt <[loydslimbs@hotmail.com](mailto:loydslimbs@hotmail.com)>  
**Sent:** June 14, 2020 5:59 PM  
**To:** Shannon Harrower <[cao.marwayne@hmsinet.ca](mailto:cao.marwayne@hmsinet.ca)>  
**Subject:** Re: Quote

Hi Shannon. We would be happy to look at the tree and others. I had sent a message to Jordan some time back and did not get a reply. I have some other trees to look at there soon and I can keep you in the loop about when I might be able to take a look.

Thanks,  
Lloyd

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**From:** Shannon Harrower <[cao.marwayne@hmsinet.ca](mailto:cao.marwayne@hmsinet.ca)>  
**Sent:** Sunday, June 14, 2020 5:16:38 PM  
**To:** [loydslimbs@hotmail.com](mailto:loydslimbs@hotmail.com) <[loydslimbs@hotmail.com](mailto:loydslimbs@hotmail.com)>  
**Subject:** Quote

Hi Lloyd,

Would you be able to come out and scope a tree for the Village? It appears as though it may be dead but we aren't sure. If it requires replacement, we were also hoping you could make a recommendation.

Can you please let me know how much this would cost for you to do an inspection and proposal for us? I will have to run it by Council.

Thanks!

**Shannon Harrower, BAH**  
*Chief Administrative Officer*



**From:** [hhd ltd@mcsnet.ca](mailto:hhd ltd@mcsnet.ca)  
**To:** [Shannon Harrower](#)  
**Subject:** Re: Request for Quotations  
**Date:** June 15, 2020 9:17:26 AM

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Good morning:

After looking at the project with Wilson, Ken and I have been working on putting something together for this. Unfortunately, our equipment is too big for the project, so we priced out renting the necessary equipment. We won't be able to submit a quote for this, as we would be in a better position to give a competitive price if we had the right tools on hand. We do appreciate the opportunity and let Bill at ASL Paving (Lloydminster) know that we will be backing out. We had spoken to him about being a part of it, so he may be interested in helping out.

Thank you.

Sandra Kneen  
HHD Ltd.  
780-847-2102

On 2020-06-05 11:44, Shannon Harrower wrote:

> Perfect, thank you!  
>  
> Shannon Harrower, BAH  
> Chief Administrative Officer  
>  
>  
> -----Original Message-----  
> From: hhd ltd@mcsnet.ca <hhd ltd@mcsnet.ca>  
> Sent: June 5, 2020 9:59 AM  
> To: Shannon Harrower <cao.marwayne@hmsinet.ca>  
> Subject: Re: Request for Quotations  
>  
> Hi Shannon:  
>  
> Thank you so much for the opportunity to offer a quotation. I will  
> begin  
> working on it and get it to you before the deadline.  
>  
> Have a good day.  
>  
> Sandra Kneen  
> HHD Ltd.  
> 780-847-2102  
>  
>  
>  
>  
>

>  
> On 2020-06-03 12:41, Shannon Harrower wrote:  
>> Good morning Sandra,  
>>  
>> Please find attached the Village of Marwayne's Request for Quotations  
>> document that was circulated earlier this month. Please review and  
>> advise if this is something you would be interested in pursuing. I  
>> will require an answer as to whether or not you will be submitting a  
>> proposal on or before 12:00pm on Friday June 5th. Should you move  
>> forward in submitting a proposal, I would need to have it in my  
>> possession no later than June 15th, 2020 in order to review and  
>> present to Council for consideration.  
>>  
>> Looking forward to speaking with you soon. Should you have any  
>> questions, please let me know.  
>>  
>> Shannon Harrower, BAH  
>>  
>> \_Chief Administrative Officer\_



**ASL PAVING LTD.**  
4001 - 52nd Street  
Lloydminster, SK S9V 2B5  
Phone 306-825-4984  
Fax 306-825-3227

June 17, 2020

Village of Marwayne  
Box 113- 210 2<sup>nd</sup> Ave South  
Marwayne Alberta, T0B 2X0

Attention: Shannon Harrower

**Re: Asphalt Walking Trail Phase 1**

We are pleased to offer the following quotation for your consideration:

*Walking Trail Structure- Asphalt Top Width 1.82 Meter* ± 500 l.m.  
 Remove existing topsoil and take to supplied stockpile to 100mm depth  
 Excavate and dispose of waste to 125mm depth  
 Subgrade prep to 150mm depth  
 Supply, place and compact 20mm granular base to 150mm depth  
 Supply and place an emulsified SS-1 prime coat  
 Supply, place and compact 12.5mm asphalt concrete pavement to 75mm depth  
 Haul and place supplied topsoil adjacent to the new trail edge  
Unit rate @ \$135.01/l.m. Extended price: \$ 67,505.00

The following qualifications form an integral part of this quotation:

- 2020 price
- Payment based on field measured quantities
- Sub cut excavation and backfill of unsuitable sub grade material is extra
- Topsoil and waste disposal site supplied by customer within 5km of the village
- Clay fill supplied by owner if needed
- Topsoil for edging supplied by owner
- Private locates and hydro vac will be extra
- Quality control testing is included
- Quality assurance testing by owner
- Work to conform to the City of Lloydminster specifications
- Work not described in this proposal shall be extra
- GST extra

Thank you for providing ASL Paving Ltd an opportunity to quote on your project. If you require additional information do not hesitate to call the undersigned.

Regards,

A handwritten signature in blue ink, appearing to read 'B. Kruijing', with a long horizontal line extending to the right.

Bill Kruijing, General Manager  
ASL Paving Ltd.



Russell Leer (780)205-1369  
 Krystal Monteith (780)870-4454  
 Fax (780)875-2063

7187-56 Street  
 Lloydminster, AB  
 T9V 3N6

May 22, 2020

Business No.: 859162505

**Project:** 2020-05 Asphalt Walking Trail Project – Phase 1  
**Owner:** Village of Marwayne  
**Contact:** Shannon Harrower, CAO **Email:** cao.marwayne@hmsinet.ca  
cao.marwayne@mcsnet.ca

Thank you for the opportunity to provide pricing for the proposed walking trails in the community of Marwayne, AB.

**Walking Trail price to include:**

- Strip topsoil, haul off excess topsoil, stockpile
    - Estimated topsoil/grass disposal depth of 100mm – additional topsoil removed to be utilised on site
    - Disposal site at Marwayne, AB landfill (approximately 0.5 miles from project site)
  - Common excavation, dispose – Maximum excavation depth of 225mm from existing surface
  - Subgrade Preparation – 150mm depth at 98% SPD – 2.5 meter subgrade width
  - Granular Base Preparation (20mm GBC) – 150mm depth at 98% SPD – 2.5 meter granular base width
  - SS-1 emulsified asphalt prime coat
  - Asphalt Pavement (Type S1) – 75mm depth at 96% by Marshall Method – 1.5 meter asphalt surface width
  - North trail between existing fences to be concrete sidewalk – 1.5 meter width over 39 linear meters
    - Installation of culvert on north end of concrete trail at connection to back alley
1. Estimated quantities provided are approximate
    - a. Price is based on the provided total length of Phase 1 at 500 linear meters – *please note that total length of Phase 1 based on provided drawing is approximately 324 linear meters*
  2. Payment for work carried out on a by unit prices shall be made on the basis of actual quantities, as measured at completion of the work item
  3. Trails to be built to match existing landscape contours
  4. The owner shall provide any required clay fill, at no charge to the contractor
    - a. Price does not include cost of over-excavation or placement of imported clay fill or granular fill in over excavation areas
  5. Materials sampling and density testing to be completed by and at the cost of Other, if required
    - a. Contractor will provide sieves and mix designs for approval
  6. Topsoil to be replaced adjacent to trails upon completion of paving
    - a. Seeding is the responsibility of Other
  7. All locations shall be cleared of all excess material resulting from construction activities and swept clean
  8. Price includes cost to locate and expose underground lines, as required
  9. Sveer Maintenance Ltd. is committed to completion of this project by September 30, 2020

1.5 meter Asphalt Trail	461 lin.m	\$173.75/lin.m	\$80,098.75
1.5 meter Concrete Walk	39 lin.m	\$330.00/lin.m	<u>\$12,870.00</u>
<b>2020 SUB-TOTAL</b>			<b>\$92,968.75</b>
<b>GST</b>			<b>\$4,648.44</b>
<b>2020 TOTAL</b>			<b>\$97,617.19</b>



Submitted by: Sveer Maintenance Ltd. Date: May 22, 2020  
 Signature: Print: Krystal Monteith, Director



Business No.: 859162505

Russell Leer  
 Krystal Monteith  
 Fax

(780)205-1369  
 (780)870-4454  
 (780)875-2063

7187-56 Street  
 Lloydminster, AB  
 T9V 3N6

May 22, 2020

**FUTURE PRICING**

The following pricing breakdown is provided for information purposes, for the completion of the remaining trail locations, staged over the two years following the initial trail construction in 2020.

Scope of work and details as per 2020 trail construction description, with additional notes below:

- 10. Price provided is for budget purposes
  - a. Location of property lines and exact location of trail to be determined
  - b. If major changes to scope, price may have to be adjusted
- 11. The owner shall provide any required clay fill, at no charge to the contractor
  - a. Price does not include cost of over-excavation or placement of imported clay fill or granular fill in over excavation areas – *location of trail may affect requirement of over-excavation and imported fill*
- 12. Price does not include replacing fence posts between west lots and field – *only to be performed if required, should this location be chosen for future trail development.*

**2021**

1.5 meter Asphalt Trail	500 lin.m	\$182.40/lin.m	\$91,200.00
<b>2021 SUB-TOTAL</b>			<b>\$91,200.00</b>

**2022**

1.5 meter Asphalt Trail	500 lin.m	\$191.50/lin.m	\$95,750.00
<b>2022 SUB-TOTAL</b>			<b>\$95,750.00</b>



Business No.: 859162505

Russell Leer (780)205-1369  
Krystal Monteith (780)870-4454  
Fax (780)875-2063

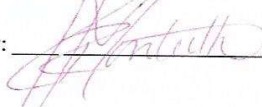
7187-56 Street  
Lloydminster, AB  
T9V 3N6

May 22, 2020

**CONTRACT CONDITIONS**

1. This proposal is made on the basis of current materials and costs. A delay in acceptance of more than 30 days will require a review of the proposal and re-dating before the agreement becomes binding.
2. **Prices listed within this quotation are in effect for the years indicated only, and postponing the project beyond the timeframe provided would be subject to re-pricing.**
3. Acceptance shall constitute an agreement between the two parties.
4. Rights under the Builder's Lien Act may be exercised.
5. Payment shall be made no later than 30 days from the date of invoice unless otherwise noted.
6. Unspecified licenses, bonds or taxes, if applicable shall be additional to price quoted.
7. These prices do not include surveying costs for the site. It is the responsibility of Other to establish boundary markings, lines, levels and underground connections to insure proper location, drainage and safeguard against damage from the work or action of any other party.
8. No work will be commenced prior to receipt of signed acceptance of offer and there is no obligation to commence work within fifteen days of such receipt.
9. Prices do not include work outside the property line.
10. Not responsible for damage due to trench settlement due to actions of any other party.
11. Not responsible for drainage if grades less than 1.0%.
12. Not responsible for failures resulting from overloading or use for which product was not intended.
13. Not responsible for work outside that listed in the scope of each unit price.
14. Asphalt prices based on one mobilization to jobsite.
15. The Owner shall indemnify, fully protect, and save harmless Sveer Maintenance and its affiliated and associated companies and, their respective directors, officers, servants, agents, contractors, subcontractors and employees against and from any and all direct, indirect, and consequential losses, costs, liabilities, deficiencies, damages, interest, penalties, professional fees, and expenses, including legal fees and disbursements on a solicitor and his own client full indemnity basis, suffered by any of them as a result of the Owner not complying with any of its obligations in this contract and any proceedings, actions, claims, suits, liens or demands in relation thereto.

Sveer Maintenance Ltd.

Per: 

If the foregoing meets with your acceptance, please sign and return a copy, which upon receipt by us, becomes a contract subject to the terms and conditions contained within.

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Print Clearly

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_



# Partnerships IN INJURY REDUCTION

*[Redacted]*  
Certificate  
of  
*[Redacted]*  
Recognition

This certificate recognizes that

**SVEER MAINTENANCE LTD. (SVEER MAINTENANCE)**

In keeping with the principles of *Partnerships* has:

- developed and implemented an occupational health and safety program and,
- met the standard for *Partnerships* through an independent evaluation of their health and safety program.

*De Ma Lennur*

Alberta Construction Safety Association  
Certifying Partner

Certificate # 20190816-2920  
WCB Industry Code(s): 40604

*Ian Hooper*

Ian Hooper  
Government of Alberta

Expiry Date: August 16, 2022





9912 - 107 Street  
PO Box 2415  
Edmonton AB T5J 2S5

Email: [ebusiness.support@wcb.ab.ca](mailto:ebusiness.support@wcb.ab.ca)  
Tel: (780) 498-3999 (1-866-922-9221)  
Fax: (780) 498-7999  
WCB website: [www.wcb.ab.ca](http://www.wcb.ab.ca)

May 22, 2020

Reference Number: 666158

SHANNON HARROWER  
VILLAGE OF MARWAYNE  
PO BOX 113  
MARWAYNE AB T0B 2X0

Dear Sir or Madam:

Re: SVEER MAINTENANCE LTD.  
7187 56 ST  
LLOYDMINSTER AB T9V 3N6

ASPHALT TRAIL PROJECT

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
5013193	SVEER MAINTENANCE HEAVY EQUIPMENT OPERATIONS	Feb 01, 2005	worker coverage personal coverage for: RUSSELL E LEER KRYSTAL R MONTEITH

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (11894351)

**SIGN UP FOR ONLINE SERVICES - GO TO MY.WCB.AB.CA**



Foster Park Brokers Inc.  
#200 17704-103rd Avenue  
Edmonton, AB T5S 1J9

P 780-489-4961  
F 780-486-0169  
fosterpark.ca

**CERTIFICATE OF INSURANCE**

**NAMED INSURED:** Sveer Maintenance Ltd.  
7187 - 56 Street  
Lloydminster, AB. T9V 3N6

**CERTIFICATE HOLDER:** To Whom It May Concern

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies herein is subject to all the terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY TERM (MM/DD/YYYY)		LIMITS OF LIABILITY	
		FROM	TO		
<b>GENERAL LIABILITY</b> Per Occurrence * Contingent Employers Liability * Blanket Contractual Liability * Broad Form Property Damage * Cross Liability / Severability of Interest * Primary Non-Contributory * XCU Liability	Intact Insurance Co.			Inclusive Limit	\$ 5,000,000
	5V1147736	March 15, 2020	March 15, 2021	General Aggregate	N/A
				Products/Completed Operations Aggregate	\$ 5,000,000
				Personal Injury & Advertising Liability Agg.	\$ 5,000,000
				Non-Owned Automobile	\$ 5,000,000
				SEF 94 - Hired Vehicle Damage	\$ 75,000
				Tenants Legal Liability	\$ 500,000
				Contractors Limited Pollution Liability	\$ 2,000,000
				Forest Fire Fighting Expenses	\$ 100,000
<b>AUTOMOBILE LIABILITY</b> * Per Occurrence * Blanket Fleet	Intact Insurance Co.			Bodily Injury & Property Damage	\$ 5,000,000
	7V0000738	March 15, 2020	March 15, 2021	Combined Single Limit	
<b>EQUIPMENT</b> * All Risk	Intact Insurance Co.			Limit	\$ 1,000,000
	5V1147736	March 15, 2020	March 15, 2021		

**ADDITIONAL INSURED/LOSS PAYABLE/LESSOR**

**CANCELLATION:**  
Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail N/A days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

**ADDITIONAL INFORMATION**

**DATE:** 03/04/2020

**PER:**   
Janet Kerr, CIP, CAIB  
janet.kerr@fosterpark.ca

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies above.

**From:** Davis, Nola  
**Sent:** Wednesday, April 8, 2020 10:05 AM  
**To:** Village of Marwayne <[cao.marwayne@hmsinet.ca](mailto:cao.marwayne@hmsinet.ca)>  
**Subject:** Streetlight Rates

Good Morning Shannon,

Our application has been submitted to the AUC and we are anticipating approval at the end of the month for new streetlight rates. Our new rates, based on our application, decrease the Invested Rate by 18% and increase the non-invested rate by 4%, and if approved, would probably be implemented in July. The estimate below is based on our current rates.

Estimate is based on the lights being on 13 hours/day (which, of course, drops in the summer). The estimate also does not include any retailer associated charges.

61B – Invested – 76 lights @ 100 W HPS – Monthly cost \$3204.16  
61E – Non-Invested – 76 lights @ 100 W HPS – Monthly cost \$1383.20

61B – Invested – 76 lights @ 38 W LED – Monthly cost \$3064.32

Something to keep in mind, if the lights are invested, there are no further capital costs to the community when the light hits end of life. On your current non-invested rate, the community is responsible for the costs when the light hits end of life.

As mentioned in our LED Presentation, ATCO would invested in the 76 lights resulting in the community receiving an investment cheque.

I hope this is the information you were looking for. If not, please feel free to contact me.

Thanks.

**Nola Davis**  
Customer Sales Representative  
Electricity

**P.** 587 217 5748 **F.** 780 871 5605  
**A.** PO Box 11590, 6202 63 Avenue, Lloydminster AB, T9V 3B8

[ATCO.com](http://ATCO.com) [Facebook](#) [Twitter](#) [LinkedIn](#)



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## **CHIEF ADMINISTRATIVE OFFICER REPORT**

MEETING DATE: JUNE 22<sup>ND</sup>, 2020

### **ADDRESSING SERVICE NEEDS**

- **ACE Water Line Re-route**
  - Spoke with Rhonda King on June 19<sup>th</sup> regarding the upcoming waterline re-route project. ACE has reached an agreement with In-Line Contracting to carry out the work and will be devising their schedule next week (June 22<sup>nd</sup> – June 26<sup>th</sup>). When the schedule has been set, ACE will be forwarding it on to myself and I will circulate to Council and post a public notice for residents to be aware of what to expect as it pertains to crews in the area, road closures, water service, etc.
- **URE Land Clean up**
  - Copeland Auctions will be in Marwayne on Monday June 22<sup>nd</sup> to complete a site assessment. Once completed, administration will have a clear idea as to whether or not it is worthwhile to proceed with an auction for the items contained within the home and outbuildings or if we should dispose of the contents using Quikpick.

### **SAFE, CARING & ACTIVE COMMUNITY**

- **Animal Licenses**
  - After the circulation of last month's newsletter, the Village has seen an influx of residents renewing and/or purchasing animal licenses.
- **Coronavirus (COVID-19) Pandemic**
  - Re-opening of the office is set to take place in July. I have procured a piece of plexiglass to be installed in front of Shannon to limit exposure with members of the public. Access to the office will be limited to one (1) person at a time with all visitors having to sanitize their hands prior to entering. Sanitation practices will take place after each person has exited the building on all surfaces in the main entrance and front office reception area. Persons whom have been exposed to persons who have travelled or those whom appear to be exhibiting symptoms of being sick, shall be denied entry to the office until further notice.


### **PURSuing OPERATION & ORGANIZATIONAL EXCELLENCE**

- **Unightly Premise Letters**
  - Several notices regarding the length of grass on both residential and commercial properties have been circulated to enforce the Village's Community Standards Bylaw No. 559-17. In addition, letters have also been circulated to those business whom have had the Village mow their grass in good faith for the past several years. Those businesses that have benefitted from this free service in years prior have been notified that in order for the Village to continue to mow the grass adjacent to their property, a fee for service will be charged.

- **ID Cards**
  - Currently working with the County of Vermilion River to print ID cards for Village public works employees. These ID cards will serve as identification out in the public as well as when they require access to residential and/or commercial properties.
  
- **Water Wells**
  - AUMA and ATCO have been contacted to de-energize Well #3 and Well #5. In doing so, the Village will save approximately \$200.00 per month in costs to keep these wells operational. Once the power has been removed, McAllister drilling will be on site to complete the project and restore the lands to their former glory.
  - Wheat Kenyon LLP has been engaged to draft our agreements with the Minor Ball Association for the purchase of Well #1, and Murray Headon for the purchase of Well #4. Once these agreements have been finalized and executed, the Village will save an additional \$100.00 per month in costs.
  - Moving forward, the Village will be saving \$3600 per year by having sold and decommissioned the aforementioned wells.

## ATTACHMENTS

- 1) Chief Administrative Officer Action List
- 2) AMSC Bills for Water Wells

Item	Description	Resolution #	Staff Responsible	Status	Notes
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p><b>Village of Marwayne</b> Box 113, 210 2nd Ave S Marwayne, AB T0B 2X0 780-847-3962 P 780-847-3324 F marwayne@mvcsnet.ca marwayne.ca</p> </div> <div style="text-align: center;"> <h2>CHIEF ADMINISTRATIVE OFFICER ACTION LIST</h2> <p><i>Planning for Growth and Change</i></p> </div> </div>					
<p>Assessment Review Board</p>	<p>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.</p>	<p>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.</p>	<p>Doug Rodwell (City of Lloydminster) to hire RMRF legal. Legal – Estimates maximum \$10,000 cost shared at 50% costs x Williams – Kilscoy Project coordinator</p>	<p>In progress</p>	<p>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 Kilscoy 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 Kilscoy with subsequent meeting to be held on March 3rd in Lloydminster. CAOs to bring to Council and reconvene on March 20th with outcomes.</p>
<p>Marwayne Sustainability Plan Version 3</p>	<p>Version 2.0 completed in July 2013 in partnership with the AG society (CDO position).</p>		<p>Council / CAO / V3</p>	<p>Deferred to 2021</p>	<p>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.</p>

<p>Municipal Development Plan</p> <p>\$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.</p>	<p>2019-11-10V</p> <p>CAO in conjunction with Nick from V3</p>	<p>Almost Complete</p>	<p>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. Administration has completed everything on our end with respect to advertising for the open house on March 9th. V3 has finalized the materials and Council is now able to move forward with adoption pending the scheduling of a public hearing. Public hearing scheduled.</p>		
<p>Residential Development</p> <p>Some lots on Center Street are 25ft. Actively trying to sell serviced residential lots.</p>	<p>2017-11-24-V</p> <p>Karen Lapointe Remax Agent 780-205-1800; karenlapointe@remax.net; Merlynn @ land titles 780-643-1392</p>	<p>In progress</p>	<p>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.</p>		
<p>2020 Economic Development Committee Project</p> <p>Ure/Industrial Land</p> <p>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.</p>	<p>CAO</p> <p>Council/CAO/Public Works for lot clean up</p>	<p>In progress</p>	<p>Need design quotes and AB transportation rules for roadside signage. Schedule meeting in early 2020 - looking at June due to ongoing pandemic. Finalizing compilation of responses to schedule meeting date/time. Meeting on June 22, 2020.</p> <p>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. Look at the implications of subdividing the land for potential commercial buyers. Quotes for clean up have been obtained to move forward with step 1. Auctioneer on site next week to assess items within outbuildings and quickpick quote obtained for garbage removal.</p>		
Item	Description	Resolution #	Staff Responsible	Status	Notes
Addressing Service Needs					



<p>WestView Park</p> <p>Playground inspection received 11/9/2018 with 15 non compliance issues identified.</p>	<p>15-Aug-16</p>	<p>Keri Debnam – Volunteer Keri.debnam@hotmail.com. CAO and Foreman</p>	<p>In progress - almost complete</p> <p>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. Sand is ordered and will be delivered mid July.</p>
<p>Raw Water Wells</p> <p>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.</p>	<p>Discussed on January 6, 2020 with Council. Given the go ahead to proceed.</p>	<p>CAO/Utility Operator Carry Grant/Katryn Stacey – AEP - Supplied forms to cancel the wells</p>	<p>In progress - almost complete</p> <p>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. Quote has been obtained, currently waiting on minor ball and landowner as to whether or not they are interested in purchasing the wells prior to moving forward with the project in the spring. Farmer and Minor Ball want the wells, only need to decommission one. Aco project scheduled to begin to remove power at the sites. Agreement being drafted by Wheat Kenyon LLP. McAllister Drilling will perform demolition.</p>

Item	Description	Resolution #	Staff Responsible	Status	Notes
<p>Minister of Service Alberta</p>	<p>Jordan requested information on what we are doing for broadband in October 31, 2019 letter.</p>	<p>Correspondence brought to November 4 Council Meeting.</p>	<p>Cheryle delegated this to George Rogers at VRRRA on 11/4/2019</p>	<p>In progress</p>	<p>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. CVR and Lloydminster have pulled out of VRRRA.</p>
<b>Safe and Caring Community</b>					
	<p>Lots 2 &amp; 3, Block 7, Plan 3914. Two lots: Conocophillips site Lot 3: Tier 2 Guideline Adjustment and</p>		<p>Karen Gervais from AB Environment 403-755-2280 or</p>		<p>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</p>

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 3194E1, 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.

Brownfield Contaminated Lots

09-Dec-13

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 404-  
 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.co  
 m. Talked to on 2/12/18.  
 Rob Hoffman from  
 Canadian Fuels  
 Association 403-266-7567  
 or  
 robhoffman@canadianfu  
 els.ca. Talked to on  
 4/26/18

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 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 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 Suncor. Working with Karen at AB Environment to generate letter of response.

# AGENDA ITEM #10.2



<b>Village of Marwayne</b>	<b>Statement Date:</b>	<b>Jun 05, 2020</b>
PO Box 113 Marwayne AB T0B 2X0	<b>Account Number:</b>	C353785-01
	<b>Invoice Number:</b>	20-1034002
	<b>Balance Owing:</b>	<b>\$ 4,773.93</b>

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<b>Service/Site:</b>	WATER WELL #3 0010121162218 PO Box 113 Marwayne AB T0B 2X0
<b>Rate:</b>	D21
<b>In case of emergency at your site please contact your service provider ATCO Electric at 1-800-668-5506.</b>	

**Power Commodity**

				<b>Charges</b>
<b>Power Commodity - Prelim (May 01, 2020-May 31, 2020)</b>				
ELE - Admin: Retail Service Charge			\$	20.00
ELE - Admin: Third Party Broker Fee, Prelim			\$	0.00
ELE - Block: 5x16 Extended Peak, Prelim	0.07638		\$	0.00
ELE - Block: 7x24 Flat, Prelim	0.05636		\$	0.00
ELE - Block: 7x24 SL Adjusted, Prelim	0.05755		\$	0.00
ELE - Imbalance: Spot Market Purchase, Prelim			\$	0.00
ELE - Imbalance: Spot Market Sale, Prelim			\$	0.00
ELE - Third Party: Trading Charge, Prelim	0.00047		\$	0.00
ELE - UFE/Losses: Line Losses, Prelim			\$	0.00
ELE - UFE/Losses: UFE, Prelim			\$	0.00
			\$	20.00
<b>Power Commodity - Initial (Apr 01, 2020-Apr 30, 2020)</b>				
ELE - Admin: Retail Service Charge			\$	0.00
ELE - Admin: Third Party Broker Fee, Initial			\$	0.00
ELE - Block: 5x16 Extended Peak, Initial	0.07638		\$	0.00
ELE - Block: 7x24 Flat, Initial	0.05636		\$	0.00
ELE - Block: 7x24 SL Adjusted, Initial	0.05755		\$	0.00
ELE - Imbalance: Spot Market Purchase, Initial			\$	0.00
ELE - Imbalance: Spot Market Sale, Initial			\$	0.00
ELE - Third Party: Trading Charge, Initial	0.00047		\$	0.00
ELE - UFE/Losses: Line Losses, Initial			\$	0.00
ELE - UFE/Losses: UFE, Initial			\$	0.00
			\$	0.00
<b>Power Commodity - Interim (Feb 01, 2020-Feb 29, 2020)</b>				
ELE - Admin: Retail Service Charge			\$	0.00
ELE - Admin: Third Party Broker Fee, Interim			\$	0.00
ELE - Block: 5x16 Extended Peak, Interim	0.07638		\$	0.00
ELE - Block: 7x24 Flat, Interim	0.05636		\$	0.00
ELE - Block: 7x24 SL Adjusted, Interim	0.05755		\$	0.00
ELE - Imbalance: Spot Market Purchase, Interim			\$	0.00
ELE - Imbalance: Spot Market Sale, Interim			\$	0.00
ELE - Third Party: Trading Charge, Interim	0.00047		\$	0.00
ELE - UFE/Losses: Line Losses, Interim			\$	0.00
ELE - UFE/Losses: UFE, Interim			\$	0.00
			\$	0.00
<b>Power Commodity - Final (Dec 01, 2019-Dec 31, 2019)</b>				
ELE - Admin: Retail Service Charge			\$	0.00
ELE - Admin: Third Party Broker Fee, Final			\$	0.00
ELE - Block: 5x16 Extended Peak, Final	0.07638		\$	0.00
ELE - Block: 7x24 Flat, Final	0.05636		\$	0.00
ELE - Block: 7x24 SL Adjusted, Final	0.05755		\$	0.00
ELE - Imbalance: Spot Market Purchase, Final			\$	0.00
ELE - Imbalance: Spot Market Sale, Final			\$	0.00
ELE - Third Party: Trading Charge, Final	0.00046		\$	0.00
ELE - UFE/Losses: Line Losses, Final			\$	0.00
ELE - UFE/Losses: UFE, Final			\$	0.00
			\$	0.00
<b>Total Power Commodity</b>			\$	20.00



<b>Village of Marwayne</b>	<b>Statement Date:</b>	<b>Jun 05, 2020</b>
PO Box 113 Marwayne AB T0B 2X0	<b>Account Number:</b>	C353785-01
	<b>Invoice Number:</b>	20-1034002
	<b>Balance Owing:</b>	<b>\$ 4,773.93</b>

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<b>Service/Site:</b>	WATER WELL #3 0010121162218 PO Box 113 Marwayne AB T0B 2X0
<b>Rate:</b>	D21
<b>In case of emergency at your site please contact your service provider ATCO Electric at 1-800-668-5506.</b>	

***Distribution and Transmission***

**Charges**

<b><i>Distribution and Transmission - (Apr 27, 2020-May 25, 2020)</i></b>			
ELE - Third Party: Distribution and Transmission	\$	73.14	
ELE - Third Party: Riders	\$	0.61	
	\$	73.75	
<b><i>Distribution and Transmission - (Feb 01, 2020-Apr 30, 2020)</i></b>			
ELE - Third Party: RAM, Initial	\$	0.00	
ELE - Third Party: Uplift, Initial	\$	0.00	
	\$	0.00	
<b><i>Distribution and Transmission - (Dec 01, 2019-Dec 31, 2019)</i></b>			
ELE - Third Party: RAM, Final	\$	0.00	
	\$	0.00	
<b><i>Total Distribution and Transmission</i></b>		\$	<b>73.75</b>
<b>Site Subtotal:</b>	\$	93.75	
<b>Site GST:</b>	\$	4.69	
<b>Total Charges for 0010121162218-WATER WELL #3</b>	\$	<b>98.44</b>	

# AGENDA ITEM #10.2



<b>Village of Marwayne</b>	<b>Statement Date:</b>	<b>Jun 05, 2020</b>
PO Box 113 Marwayne AB T0B 2X0	<b>Account Number:</b>	C353785-01
	<b>Invoice Number:</b>	20-1034002
	<b>Balance Owning:</b>	<b>\$ 4,773.93</b>

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<b>Service/Site:</b>	Water Well 4&5 0010121200011 26-52-03-W4 GD MARWAYNE AB T0B 2X0
<b>Rate:</b>	D21
<b>In case of emergency at your site please contact your service provider ATCO Electric at 1-800-668-5506.</b>	

**Power Commodity**

			<b>Charges</b>
<b>Power Commodity - Prelim (May 01, 2020-May 31, 2020)</b>			
ELE - Admin: Retail Service Charge			\$ 20.00
ELE - Admin: Third Party Broker Fee, Prelim			\$ 0.00
ELE - Block: 5x16 Extended Peak, Prelim	0.07638		\$ 0.00
ELE - Block: 7x24 Flat, Prelim	0.05636		\$ 0.00
ELE - Block: 7x24 SL Adjusted, Prelim	0.05755		\$ 0.00
ELE - Imbalance: Spot Market Purchase, Prelim			\$ 0.00
ELE - Imbalance: Spot Market Sale, Prelim			\$ 0.00
ELE - Third Party: Trading Charge, Prelim	0.00047		\$ 0.00
ELE - UFE/Losses: Line Losses, Prelim			\$ 0.00
ELE - UFE/Losses: UFE, Prelim			\$ 0.00
			\$ 20.00
<b>Power Commodity - Initial (Apr 01, 2020-Apr 30, 2020)</b>			
ELE - Admin: Retail Service Charge			\$ 0.00
ELE - Admin: Third Party Broker Fee, Initial			\$ 0.00
ELE - Block: 5x16 Extended Peak, Initial	0.07638		\$ 0.00
ELE - Block: 7x24 Flat, Initial	0.05636		\$ 0.00
ELE - Block: 7x24 SL Adjusted, Initial	0.05755		\$ 0.00
ELE - Imbalance: Spot Market Purchase, Initial			\$ 0.00
ELE - Imbalance: Spot Market Sale, Initial			\$ 0.00
ELE - Third Party: Trading Charge, Initial	0.00047		\$ 0.00
ELE - UFE/Losses: Line Losses, Initial			\$ 0.00
ELE - UFE/Losses: UFE, Initial			\$ 0.00
			\$ 0.00
<b>Power Commodity - Interim (Feb 01, 2020-Feb 29, 2020)</b>			
ELE - Admin: Retail Service Charge			\$ 0.00
ELE - Admin: Third Party Broker Fee, Interim			\$ 0.00
ELE - Block: 5x16 Extended Peak, Interim	0.07638		\$ 0.00
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ELE - Imbalance: Spot Market Purchase, Interim			\$ 0.00
ELE - Imbalance: Spot Market Sale, Interim			\$ 0.00
ELE - Third Party: Trading Charge, Interim	0.00047		\$ 0.00
ELE - UFE/Losses: Line Losses, Interim			\$ 0.00
ELE - UFE/Losses: UFE, Interim			\$ 0.00
			\$ 0.00
<b>Power Commodity - Final (Dec 01, 2019-Dec 31, 2019)</b>			
ELE - Admin: Retail Service Charge			\$ 0.00
ELE - Admin: Third Party Broker Fee, Final			\$ 0.00
ELE - Block: 5x16 Extended Peak, Final	0.07638		\$ 0.00
ELE - Block: 7x24 Flat, Final	0.05636		\$ 0.00
ELE - Block: 7x24 SL Adjusted, Final	0.05755		\$ 0.00
ELE - Imbalance: Spot Market Purchase, Final			\$ 0.00
ELE - Imbalance: Spot Market Sale, Final			\$ 0.00
ELE - Third Party: Trading Charge, Final	0.00046		\$ 0.00
ELE - UFE/Losses: Line Losses, Final			\$ 0.00
ELE - UFE/Losses: UFE, Final			\$ 0.00
			\$ 0.00
<b>Total Power Commodity</b>			<b>\$ 20.00</b>



<b>Village of Marwayne</b>	<b>Statement Date:</b>	<b>Jun 05, 2020</b>
PO Box 113 Marwayne AB T0B 2X0	<b>Account Number:</b>	C353785-01
	<b>Invoice Number:</b>	20-1034002
	<b>Balance Owing:</b>	<b>\$ 4,773.93</b>

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<b>Service/Site:</b>	Water Well 4&5 0010121200011 26-52-03-W4 GD MARWAYNE AB T0B 2X0
<b>Rate:</b>	D21
<b>In case of emergency at your site please contact your service provider ATCO Electric at 1-800-668-5506.</b>	

**Distribution and Transmission**

**Charges**

<b>Distribution and Transmission - (Apr 27, 2020-May 25, 2020)</b>	
ELE - Third Party: Distribution and Transmission	\$ 73.14
ELE - Third Party: Local Access Fee; paid to Marwayne	\$ 4.40
ELE - Third Party: Riders	\$ 1.54
	\$ 79.08
<b>Distribution and Transmission - (Feb 01, 2020-Apr 30, 2020)</b>	
ELE - Third Party: RAM, Initial	\$ 0.00
ELE - Third Party: Uplift, Initial	\$ 0.00
	\$ 0.00
<b>Distribution and Transmission - (Dec 01, 2019-Dec 31, 2019)</b>	
ELE - Third Party: RAM, Final	\$ 0.00
	\$ 0.00
<b>Total Distribution and Transmission</b>	<b>\$ 79.08</b>
<b>Site Subtotal:</b>	<b>\$ 99.08</b>
<b>Site GST:</b>	<b>\$ 4.96</b>
<b>Total Charges for 0010121200011-Water Well 4&amp;5</b>	<b>\$ 104.04</b>

**VILLAGE OF MARWAYNE**

**Monthly Council Revenue Expense Report  
Expense Report**

For Period Ending 30-Jun-2020



GL5410

Date : Jun 19, 2020

Page : 1

Time : 11:00 am

	BUDGET	CURRENT	YTD VARIANCE
<b>GENERAL OPERATING FUND</b>			
<b>Operating Revenue</b>			
General Government	(148,303.00)	(50,985.61)	(97,317.39)
Protective Services	(2,000.00)	(6,631.48)	4,631.48
Transportation Services	(1,500.00)	(661.50)	(838.50)
Utility - Water Services	(303,954.00)	(146,555.57)	(157,398.43)
Utility - Wasterwater Services	(62,500.00)	(25,034.14)	(37,465.86)
Environmental Health Services	(74,000.00)	(38,551.37)	(35,448.63)
Community Services	(107,277.00)	(17,229.71)	(90,047.29)
Recreation and Cultural Services	(12,204.00)	0.00	(12,204.00)
<b>Total Operating Revenue</b>	<b>(711,738.00)</b>	<b>(285,649.38)</b>	<b>(426,088.62)</b>
<b>Capital Revenue</b>			
Government Transfer For Capital	(458,600.00)	(74,623.35)	(383,976.65)
Reserve Capital	(31,800.00)	(13,792.19)	(18,007.81)
Deferred Revenue Capital	(259,042.00)	0.00	(259,042.00)
<b>Total Capital Revenue</b>	<b>(749,442.00)</b>	<b>(88,415.54)</b>	<b>(661,026.46)</b>
<b>Operating Expense</b>			
Legislative Services	32,250.00	8,770.05	23,479.95
Administrative Services	257,447.00	125,003.67	132,443.33
Protective Services	52,150.00	14,929.03	37,220.97
Transportation Services	193,820.00	101,536.10	92,283.90
Utility - Water Services	340,246.00	163,929.38	176,316.62
Utility - Wasterwater Services	88,444.00	21,191.81	67,252.19
Environmental Health Services	73,785.00	34,574.76	39,210.24
Community Services	108,435.00	230,027.21	(121,592.21)
Recreation and Cultural Services	67,188.00	23,390.55	43,797.45
<b>Total Operating Expense</b>	<b>1,213,765.00</b>	<b>723,352.56</b>	<b>490,412.44</b>
<b>Capital Expense</b>			
Municipal	1,000.00	420.11	579.89
Utility	366,515.00	217,590.60	148,924.40
Capital Purchase	27,500.00	13,792.19	13,707.81
Additional Cash Requirements	263,319.00	0.00	263,319.00
<b>Total Capital Expense</b>	<b>658,334.00</b>	<b>231,802.90</b>	<b>426,531.10</b>
<b>Taxation</b>			
Municipal Taxation	(410,919.00)	(409,722.14)	(1,196.86)
School Taxation In	(125,639.00)	(125,639.63)	0.63
School Taxation Out	125,639.00	62,819.70	62,819.30
Local Improvements In	(23,203.00)	(23,203.26)	0.26
Local Improvements Out	23,203.00	4,605.59	18,597.41
<b>Total Taxation</b>	<b>(410,919.00)</b>	<b>(491,139.74)</b>	<b>80,220.74</b>
<b>Total GENERAL OPERATING FUND</b>	<b>0.00</b>	<b>89,950.80</b>	<b>(89,950.80)</b>
<b>Total Surplus (-)/Deficit</b>	<b>0.00</b>	<b>89,950.80</b>	<b>(89,950.80)</b>



VILLAGE OF MARWAYNE

Monthly Council Revenue Expense Repo  
Expense Report

For Period Ending 30-Jun-2020



GL5410

Date : Jun 19, 2020

Page : 2

Time : 11:00 am

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 : Jun 19, 2020 Time : 2:21 pm

Supplier : 10 To XYLCA  
 Cheque Dt. : 19-Jun-2020 To 19-Jun-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
3305	19-Jun-2020	10001	Gas Utility CVR	Issued	38	C	322.23
3306	19-Jun-2020	10025	Vermillion River Regional Waste	Issued	38	C	5,740.00
3307	19-Jun-2020	10113	TELUS	Issued	38	C	174.64
3308	19-Jun-2020	AISL	AMSC Insurance Services Ltd	Issued	38	C	2,449.60
3309	19-Jun-2020	ASC3	Alberta Municipal Services Corporation	Issued	38	C	4,773.93
3310	19-Jun-2020	BECL	Bi-Systems Electric & Controls Ltd.	Issued	38	C	404.78
3311	19-Jun-2020	LECAS	Leckie & Associates	Issued	38	C	14,740.19
3312	19-Jun-2020	MBE3	Marwayne Community Hall	Issued	38	C	3,500.00
3313	19-Jun-2020	MCSNE	MCSNet-Lemalu Holdings Ltd.	Issued	38	C	73.40
3314	19-Jun-2020	MERBO	The Meridian Booster	Issued	38	C	677.26
3315	19-Jun-2020	WWG	Wolseley Waterworks Group	Issued	38	C	412.24

Total Computer Paid :	33,268.27	Total EFT PAP :	0.00	Total Paid :	33,268.27
Total Manually Paid :	0.00	Total EFT File :	0.00		

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



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Edmonton-South West

AR100068

June 10, 2020

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

Dear Mayor Eikeland,

In these extraordinarily difficult times, Alberta remains committed to working with the federal government to ensure infrastructure funding continues to flow to Alberta communities. Recognizing the urgency for local government funding and the critical role of communities in the relaunch of the economy, the federal government has recently confirmed that \$244 million will be provided to our province in 2020 under the Gas Tax Fund (GTF).

**The 2020 GTF allocation for the Village of Marwayne is \$50,000.**

GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [open.alberta.ca/publications/gas-tax-fund-allocations](https://open.alberta.ca/publications/gas-tax-fund-allocations).

Please note that payment of 2020 GTF allocations to municipalities and Metis Settlements is subject to the same conditions as in prior years, including submission of year-end reporting and sufficient project commitment requirements.

I look forward to continuing to work together with you and the federal government to help your community safely restart and stabilize your economy.

Yours very truly,

A handwritten signature in blue ink, appearing to read "Kaycee Madu".

Kaycee Madu, QC  
Minister

cc: Shannon Harrower, Chief Administrative Officer, Village of Marwayne

# Municipal Governance

## During the COVID-19 Outbreak

Frequently Asked Questions – June 12, 2020

As we continue down the road to recovery, Alberta Municipal Affairs will continue to provide biweekly updates addressing frequently asked questions and providing information on new tools and resources for as long as required.

If you have a specific question you would like answered in an upcoming update, please email your request to [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca).

### Municipal Affairs Updates

Previous COVID-19 updates are available at [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx)

### Alberta's Relaunch Strategy

The province has entered into Stage 2 of the Alberta Relaunch Strategy. Stage 2 allows additional businesses and services to reopen and resume operations with two-metre physical distancing requirements and other public health guidelines in place. Municipalities, business operators, sports, and recreation service providers can determine if they are ready to open and are able to ensure that all [guidance for workplaces are met](#).

As the fluid nature of the relaunch timing and detail makes it challenging to stay current, municipalities are encouraged to continue to visit [Alberta's Relaunch Strategy](#) webpage to stay up-to-date.

### Municipal Pandemic Planning

**Previous updates mentioned that the ministry was working on a guide to supplement municipal emergency and business continuity plans. Is this resource available?**

**YES.** The *Pandemic Response Planning - A Guide for Alberta Municipalities* has been developed to supplement your municipal emergency and business continuity plans. The guide provides municipalities with ideas and considerations for developing community-specific plans for your pandemic-specific response and, most important for now, planning your community recovery. It will be available on the ministry website.

### Public Health Emergency

**When the province made the Public Health Emergency declaration under the *Public Health Act*, there were other non-Health Ministerial Orders issued in relation to COVID-19. Are there implications with those Ministerial Orders if the provincial declaration is not extended?**

**YES.** Ministerial Orders (MOs) made by ministries under Section 52.1(2) of the *Public Health Act (PHA)* will lapse 60 days after the state of public health emergency is lifted unless extended or terminated sooner. Once these MOs lapse, amendments will require consideration under the regular legislative process and the individual ministries will be developing communications strategies for decisions about their respective orders.

## Electronic Meetings

**As a means of mitigating the spread of COVID-19 some council meetings are occurring with council and the CAO in attendance, but public participation is restricted to electronic means only. Is this practice considered an electronic meeting under the Meetings Procedures (COVID-19 Suppression) Regulation?**

**NO.** The intent of the Meetings Procedures (COVID-19 Suppression) Regulation is to provide flexibility for meetings to continue in a manner that mitigates spread of COVID-19. It is important to remember the intent of the regulation is not to allow councils to meet in-person, while barring the public from attendance and instead just enabling the public to “listen in” to the meeting procedures by live-streaming or teleconference (and make email submissions during the meeting as required under the regulation).

The regulation requires the CAO or a designated officer attend a meeting by electronic means. It is the position of Municipal Affairs that if the CAO and the Mayor, and possibly a small minority of council, attend the meeting in council chambers because that is where the equipment to enable electronic broadcast to the public is located, that would be consistent with the intent of the regulation, which enables councils to continue meeting electronically with no members of the public attending in-person during the public health emergency to prevent the spread of COVID-19.

If this practice were to be challenged, there is a risk that a court may apply a strict interpretation to the *Municipal Government Act* and Meetings Procedures (COVID-19 Suppression) Regulation. This risk potentially increases with each additional member of council that attends the meeting in-person at the same place as the CAO.



Given there is risk with this practice, municipalities are strongly encouraged to obtain advice from their legal counsel before proceeding to ensure council is fully aware of any risk exposure, especially if there are any contentious matters being addressed during a meeting that is conducted in this manner.

Municipal Affairs will be exploring whether some aspects of the regulation might be incorporated into

### Municipal Advisory Services

If you have further questions, please call: 780-427-2225 or toll-free by first dialing 310-0000 or email [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca)

the *MGA* on a permanent basis.

## Mask Distribution

**Is there a plan in place to get non-medical masks to Albertans that do not have access to drive-thru locations across the province?**

**YES.** Those communities with less access to the primary distribution networks have been contacted to request the delivery of a bulk supply of masks to be repackaged and distributed to their residents in a safe manner. The mask distribution program is intended to supplement an individual's efforts to acquire non-medical masks. Albertans who wish to use non-medical masks are encouraged to purchase their own supply from local retailers in addition to using those provided by the province.

**Is it mandatory for Albertans to wear masks in public?**

**NO.** However, the province strongly encourages Albertans to use masks or face coverings in situations where maintaining a physical distance of two metres is not possible. While wearing a non-medical mask has not been proven to protect the person wearing it, it may be helpful in protecting others.

## Alberta Biz Connect

Alberta Biz Connect provides workplace guidance and support to businesses and non-profits. The online tool also provides sector-specific guidelines to ensure businesses can reopen safely during the COVID-19 pandemic. Businesses with questions regarding the relaunch can [email the Biz Connect team](#). Common questions are also posted [online](#).

## General Questions

**Can a special meeting of council be cancelled by giving notice in written form if it has already been called and the agenda has been posted?**

**NO.** The only means to cancel a special meeting that has been called but is no longer required is to call another special meeting to cancel that upcoming meeting. There is no provision in which council can cancel meetings in written form. During COVID-19, this could be done with less than 24 hours notice, if, two-thirds of council agree in writing before the meeting and the meeting is conducted in accordance with the Meetings Procedures (COVID-19 Suppression) Regulation ensuring that the public has a means to electronically observe or listen to the meeting.

**Are the Premier and Minister's telephone town hall meetings expected to continue?**

**YES.** The state of the COVID-19 pandemic and its impact on municipalities continues to change daily. The town hall meetings will continue to be scheduled until they are no longer required.

**Is the province planning on making a stimulus announcement for municipalities?**

**YES.** The Government of Alberta is in the advanced stages of determining options to help stimulate local economies and is working closely with the federal government on federal infrastructure and emergency operating funding. Any announcements will be made as soon as decisions are finalized.

**Is the province providing other support to municipalities?**

**YES.** The Government of Alberta recently approved the release of disaster relief funds so that those who suffered losses are able to rebuild and avoid unnecessary red tape. Recovery caseworkers with the Alberta Emergency Management Agency are available to help residents and businesses with their applications. The application process is online at [www.alberta.ca/DRP](http://www.alberta.ca/DRP).

The province is also having ongoing conversations with partner provincial governments to find mitigating ways to relax and/or make the Pacific Northwest Trade Agreement, with respect to procurement, more efficient and palatable to the current times.

## Additional Resources

Alberta municipal associations continue to provide comprehensive resources to assist members during the pandemic. The Alberta Urban Municipalities Association has developed a webpage to act as a quick first reference with links to credible sources for up-to-date information at <https://auma.ca/business-services/employee-benefits/employers/covid-19>. The Rural Municipalities of Alberta's COVID-19 response hub is accessible via <https://rmaalberta.com/about/covid-19-response-hub/>.

The Federation of Canadian Municipalities continues to compile a list of links and resources for municipalities. <https://fcm.ca/en/resources/covid-19-resources-municipalities>.

# Pandemic Response Planning



A Guide for Alberta Municipalities

JUNE 2020



Pandemic Response Planning – A Guide for Alberta Municipalities  
Published by Alberta Municipal Affairs

The Government of Alberta, its employees and agents will not be liable for any damages that result from the use of this *Pandemic Response Planning – A Guide For Alberta Municipalities*. While Government of Alberta attempts to ensure the accuracy of the information contained within this guide, a municipality is encouraged to obtain advice from a lawyer, in order to ensure the correct steps are taken throughout the pandemic response process. The Government of Alberta does not warrant or make any other representations regarding the use, accuracy, applicability, or reliability of this guide. It is important to recognize that this guide has been developed as a reference for, and as an explanatory document for a municipal response to a pandemic. This guide is not legal advice, and it cannot be used in place of consulting with a lawyer. This guide cannot anticipate every aspect, circumstance or situation that municipalities may encounter while responding to a pandemic. If a municipality needs help finding a lawyer, please visit the Law Society of Alberta website. Should this guide conflict with the provincial legislation, in word or interpretation, the legislation shall prevail.

Date of publication **June 2020**

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## Preface

This guide is intended to assist in supplementing approved municipal emergency plans and programs required under the [Emergency Management Act](#) and [Local Authority Emergency Management Regulation](#). This guide assumes the municipality already has an approved municipal emergency plan in place. For further information on emergency management and pandemic planning, resources are included in [Appendix A](#) of this guide.

This document enhances existing municipal emergency plans and business continuity plans and assists local governments throughout the Province of Alberta to better prepare their communities for the impacts of a pandemic, reduce future risks and build greater disaster resilience. Unlike other hazards, a pandemic represents unique challenges that may not be addressed in a community's municipal emergency plan and business continuity plans, and may result in long-term community-changing impacts.

It may take between six and eighteen months to develop an effective vaccine once a pandemic is identified; therefore plans for coping with an illness, whether worldwide, provincial wide or localized, are crucial. Given that a pandemic may affect all communities in the province at the same time, community contingency plans for responding to this type of emergency are essential.

Municipalities may activate their respective Emergency Operations Center immediately when a potential pandemic event is identified, or following confirmation of a pandemic outbreak from the Alberta Chief Medical Officer of Health if deemed necessary to coordinate delivery of essential services and resources. The extent of the activation will be largely driven by the needs of the municipality. It is not required to declare a State of Local Emergency to activate an Emergency Operations Center.

## Pandemic Planning Considerations

Municipalities must be aware of the impact of a pandemic on their own capacity to provide services. **All** services delivered by municipal governments are likely to be affected by supply chain disruptions, staff absenteeism due to their own illness, to care for ill family members, or to otherwise support family members and children at home, and recommendations or Orders issued by the Chief Medical Officer of Health

It is critical in developing pandemic specific plans that the municipality first have an approved municipal emergency plan and business continuity plans, as well as risk and hazard assessments, occupational health and safety hazard assessments, and where feasible pre-positioned stockpiles of materials, goods, and personal protective equipment (PPE) necessary to withstand a public health emergency for the local municipality and any regional partners.

## Pandemic Planning Checklists

To supplement municipal emergency plans and business continuity plans, the purpose of the following checklists are to assist municipalities and their stakeholders with preparing pandemic response and post-pandemic recovery plans. The checklists provide ideas and suggestions for topics to be considered as part of the response and recovery plans relating to public health emergencies. They do not form a complete all-encompassing guide to every topic or subject individual municipalities may consider as part of their individual pandemic planning, but are meant to compliment planning and response guidance from public health officials. Also, not every topic or issue may be applicable to every municipality. These checklists are intended to provoke thought and discussion among emergency management agencies, committees, municipal councils, administration and the communities they serve in the preparation of pandemic response and post-pandemic recovery plans. It is important to recognize the strengths and limitations within your municipal organization to determine the critical elements required for your community's pandemic planning.

It is strongly recommended that maintaining communications with employees, residents, businesses, intermunicipal partners, and other community stakeholders be given a high priority in any pandemic specific response and post-pandemic recovery planning. Ensuring each group understands their roles and responsibilities during the response and recovery is essential to the successful implementation of the plan.

[Appendix B](#) to this guide provides a condensed checklist comprised of the most common items for consideration to assist small municipalities to quickly prepare pandemic specific plans.

[Appendix C](#) to this guide includes considerations and measures municipalities may take to help control the spread of infectious diseases. These measures are not only useful when dealing with a pandemic event, but may also assist municipalities in reducing day-to-day absenteeism due to the spread of seasonal cold and flu viruses.

## Mitigation

Mitigation is the period outside of a pandemic event and continues until such time a potential pandemic event is identified. The primary goal in the mitigation phase is to decrease the need for emergency response in the future.

During the mitigation phase, municipal councils can create or review their municipal emergency and continuity plans to ensure pandemic preparation is adequate for their municipality’s needs, including any pandemic specific response plans.

The director of emergency management, along with members of the municipality’s emergency management agency should conduct a thorough hazard and risk analysis to determine the effect of a pandemic event on municipal service delivery and other key sectors and critical services throughout the community.

As pandemics can occur in waves, the mitigation period may include pauses between successive response and recovery phases. These pauses allow municipalities to adapt their plans based on lessons learnt in prior waves.

<b>MITIGATION PHASE</b>			
<b>Measures</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>
Council approves the preparation of a response plan for a pandemic.			
Determine the roles and responsibilities for the plan’s development: <ul style="list-style-type: none"> <li>• of the municipal council;</li> <li>• of the Director of Emergency Management;</li> <li>• of the Emergency Management Agency;</li> <li>• of the regional health authority; and</li> <li>• of the planning group.</li> </ul>			
Develop or expand risk assessment, monitoring, and reporting strategies.			

**MITIGATION PHASE**

Measures	Completed	In progress	Not started
Integrate risk reduction strategies into major planning and policy decisions.			
Develop and approve stakeholder consultation and engagement strategies.			
Do an inventory of all municipal services, activities and equipment.			
Collaborate with local citizens and businesses to determine supports that the municipality may need to provide during a pandemic.			
Determine the essential municipal services, activities and equipment that will be required during a pandemic.			
Determine staff positions essential to maintaining essential services.			
Establish safety, health and wellness, and other policies for the workplace and work schedule.			
Council approves the pandemic specific response plan to be included in the municipal emergency plan.			

## Preparedness

Pandemic specific response plans should be part of local emergency management preparedness. Pre-planning should focus on service continuity and coordinating efforts with the health sector during a pandemic event.

Municipalities should also be monitoring international, national, and provincial viral surveillance activity. At the time a potential pandemic event arises, the Chief Medical Officer of Health and/or regional health offices will advise the public as necessary.

<b>PREPAREDNESS PHASE</b>			
<b>Measures</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>
Describe the roles and responsibilities of members of the emergency management committee and emergency management agency in a pandemic.			
Establish the list of decision-makers and any backups or alternates to secure the continuity of decision making processes.			
Train all employees on municipal emergency plan and the pandemic specific response plan.			
Practice responding to a public health emergency on a regular and ongoing basis and test planning assumptions made during practice events.			
Adjust prepared emergency plans as required based on results of practices.			
Ensure that all employees, key partners and stakeholders are informed of municipal planning for the maintenance of essential services and of its application in their respective departments and/or job duties.			

**PREPAREDNESS PHASE**

Measures	Completed	In progress	Not started
Develop social distancing workplace strategies, including work-from-home provisions, workplace modifications, access to personal protective equipment, limiting public access, etc.			
Designate and train back-up/replacement workers, identify contractors, and/or establish memorandums of understanding with regional partners for the maintenance of essential services.			
Prepare personnel redeployment scenarios for the maintenance of essential services, considering an absenteeism rate of at least 35%.			
Identify key resources, processes, and equipment required by employees to maintain essential services.			
Decide on labour relations policies for the organization of working conditions in a pandemic, considering factors such as illness of parents and children, difficulty in finding child care, etc.			
Maintain contacts and discussions with unions, and/or employees to achieve flexibility for working conditions in a pandemic, and develop agreements if necessary.			
Evaluate the state of preparedness of partners, suppliers, and subcontractors and develop alternative solutions in case they cannot maintain their activities.			

## PREPAREDNESS PHASE

Measures	Completed	In progress	Not started
Establish policies for citizens and businesses regarding accessing municipal services, and paying municipal accounts, including: <ul style="list-style-type: none"> <li>• Utility bills;</li> <li>• Property taxation;</li> <li>• Business licenses;</li> <li>• Development permits; and</li> <li>• Any other supports or programs applicable to the municipality.</li> </ul>			
Establish internal and external communication strategies, and identify spokesperson(s) for the municipality.			
Develop information collection systems to help determine the community impacts of a pandemic event once it occurs.			



## Response

As a pandemic event arises, in response, municipalities may choose to activate all or part of their municipal emergency plan, business continuity plan and pandemic specific plan. Local municipalities may choose to declare a state of local emergency and there may also be a declared state of public health emergency as recommended by the Chief Medical Officer of Health, or even a provincial state of emergency in effect. It is critical that municipalities understand the jurisdictional authorities they may be working under with respect to the different combinations of orders and emergencies that may be in effect.

During pandemic response, municipalities focus on maintaining essential service delivery and follow any recommendations or Orders issued by the Chief Medical Officer of Health. This will help ensure municipal utility and essential service delivery is maintained and that citizens are able to access health care resources when required.

<b>RESPONSE PHASE</b>			
<b>Measures</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>
Take necessary preventive measures to protect the health of employees.			
Apply labour standards with regard to employees in a public health emergency.			
Activate the municipal emergency plan, pandemic specific response plan, and any regional or collaborative plans as necessary.			
Track and monitor the ongoing financial impact of the pandemic on the municipality.			
Collaborate with local and regional partners, the health care system, and the Provincial Operations Centre.			

**RESPONSE PHASE**

Measures	Completed	In progress	Not started
Mobilize resources as outlined in the municipal plan for continuity of essential services.			
Implement measures specified for prevention and preparedness in the pandemic specific response plan, including communication strategies to keep the staff, public, and business community informed.			
Provide for access to an employee program of psychological assistance and support for those that request it or provide information on supports and resources they may access.			
Engage with suppliers and subcontractors required to maintain municipal operations to assess their operational abilities and capacities during the public health emergency.			
Activate support plans for citizens and businesses as required, including any alternate payment arrangements, waiver of late fees and penalties, business licenses, development permits and other services as required.			
Engage with community groups and organizations, especially those serving vulnerable populations, to ensure citizen supports are working to protect people in the community.			

## RESPONSE PHASE

Measures	Completed	In progress	Not started
<p>As outlined in the communication strategy, keep employees informed on the pandemic's evolution, and on the response itself through:</p> <ul style="list-style-type: none"> <li>• internal communications;</li> <li>• employee information service;</li> <li>• use of the telephone chain, if necessary;</li> <li>• municipal website; and</li> <li>• link to the government's site.</li> </ul>			
<p>Inform the public on the pandemic's evolution, on the response itself, and on related issues through:</p> <ul style="list-style-type: none"> <li>• communications to the public;</li> <li>• providing information to the media; and</li> <li>• posting updates electronically (i.e., on your municipal website).</li> </ul>			
<p>Conduct ongoing risk surveillance and assessments to understand emerging issues and hazards in the community.</p>			
<p>Plan regular dissemination of information to citizens on measures the municipality is taking to maintain essential services and protect their functioning.</p>			
<p>Evaluate the response, and adjust plans as required.</p>			
<p>Examine local business needs, and determine appropriate supports to business continuity and recovery during and after the pandemic.</p>			

## RESPONSE PHASE

Measures	Completed	In progress	Not started
Prepare long-term community recovery plans to support the citizens and businesses after the pandemic ends (See the <a href="#">Recovery Planning</a> section of this guide to assist with preparing recovery plans).			

## Recovery

Recovery consists of measures and actions taken to restore communities following an emergency event. Typically, recovery focuses on the physical and psychological effects that result in an emergency; however, in a pandemic, the primary impact will be on people, not infrastructure and will therefore need to be heavily structured to deal with the economic and social impacts.

During the recovery period, municipalities must ensure that ongoing orders and recommendations provided by the Chief Medical Officer of Health are observed and followed.

As part of the recovery process, the municipality should also review their pandemic specific response plan to determine the effectiveness of the municipality's response, and adjust the pandemic specific response plan as required.

<b>RECOVERY PHASE</b>			
<b>Measures</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>
Communicate with citizens, businesses, and stakeholders of the recovery efforts undertaken, as well as upcoming recovery plans and programs.			
Facilitate opportunities for community members to safely and productively participate in their own recovery and community rebuilding.			
Implement measures to return to normal functioning for personnel who have participated in the response.			
Restore or adapt municipal operations to normal service and program levels or acceptable service levels where appropriate.			

<b>RECOVERY PHASE</b>			
<b>Measures</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>
Manage the ongoing community recovery plan, providing supports to businesses and individuals as required and/or planned.			
Provide access to psychological consulting and support services for employees, or information regarding counselling and support services available.			
Hold sessions or debriefings to evaluate operations with various stakeholders and organizations that were involved.			
Analyze the results of the evaluation sessions in order to identify corrective actions or improvements to be made in the management of the pandemic's risk or other risks.			
Track the progress of recovery efforts, making adjustments to recovery plans as required.			
Determine the financial impacts of the pandemic response and recovery.			
Draw up a report on the pandemic assessing the results of the municipal response, and communicate those results to the community.			

## Community Relaunch Planning

Returning a community to a new normal by relaunching social and economic activity during a pandemic requires extensive planning, monitoring, and adaptation to addressing ongoing and emerging issues. Municipal emergency management organizations normally conduct exercises to practice managing an emergency event and the functions of the municipality's emergency operations center; however, planning and practicing for the recovery phase of an emergency is often overlooked.

Depending on the severity of the pandemic or public health emergency, the post-pandemic relaunch process may take months or years. While provincial and federal governments can bring significant resources to support the management and recovery from a crisis, the local municipality is best suited to understand their own community composition and community needs. Community and business leaders are also the most invested in the long-term recovery for an affected municipality.

Planning for the community's relaunch, both between and after the pandemic waves, will help speed the return to normal, reduce community stress, and reduce costs for the community's recovery.

A relaunch plan should be based on four primary pillars – economic recovery, social recovery, infrastructure/operational recovery, and environmental recovery. The relaunch plan should address topics such as:

- Establishment of stakeholder committee(s) to work towards a return to normal;
- Processes to manage the donations of funds, goods, and services, and their distribution on the community;
- Resumption of municipal services cancelled or reduced during the emergency event;
- Cooperation with government and non-government organizations and programs in the recovery effort;
- Community needs assessments to focus on businesses and individuals/groups most affected and least able to cope financially or emotionally;
- Coordination of recovery activities, including economic stimulus, social services, and specific relief services such as counselling services and food banks; and
- Keeping the public and community stakeholders informed through the media, internet, published documents and/or community meetings.

## Community Relaunch Planning Checklist

<b>COMMUNITY RELAUNCH PLANNING</b>			
<b>Measures</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>
<p>Identify key stakeholders inside and outside the community:</p> <ul style="list-style-type: none"> <li>• Economic (local business leaders, chamber of commerce, industry bodies, insurance, banking and financial, employment and training services, agricultural producers, food processing, logistics);</li> <li>• Social (response agencies, provincial and federal departments, housing authorities, senior facilities, schools, non-profits, service clubs);</li> <li>• Infrastructure (road and rail authorities and operators, public transit, energy suppliers, professional bodies, waste and debris); and</li> <li>• Environmental (provincial agencies, environmental groups, natural heritage, local history).</li> </ul>			
<p>Establish recovery coordination structures, including key stakeholders from economic, social, infrastructure, and environmental segments.</p>			
<p>Develop communications plans to inform industry, business, and citizens of recovery plans and recovery activities as they happen.</p>			
<p>Collect information regarding the economic, social, infrastructure, and environmental impacts of the pandemic on the community.</p>			



## COMMUNITY RELAUNCH PLANNING

Measures	Completed	In progress	Not started
Share information gathered from various stakeholders with each other and the community at large regarding the impact of the pandemic on the municipality.			
Begin preparing recovery assessments to help guide community needs in the recovery process.			
Conduct meetings of any emergency response recovery teams to develop a post-pandemic recovery plan.			
Build an emergency response recovery team, including key community stakeholders.			

## Relaunch Goals to Consider

The following tables provide some areas for discussion and common issues municipalities may wish to consider when preparing goals of the municipality's relaunch plan.

Goals put into place in recovery plans should be SMART:

- Specific;
- Measurable;
- Achievable;
- Realistic; and
- Timely.

Relaunch goals may be unique to the local community's needs, and may be based upon the conditions and issues faced by the municipality during the public health emergency.

### Economic Goals

#### Measures

Consider supports to local businesses to re-establishing themselves post disaster. Give special consideration to any businesses which may be critical to the re-establishment of the community.

Provide opportunities for individuals, industry and business to repay any outstanding taxes, utility charges, licenses, fees or other charges to support business re-establishment.

Identify opportunities to retain existing employment within the community for residents, and improve new job opportunities within the community.

Support local businesses in attracting customers back to local businesses and services.

Implement business attraction and retention programs to re-develop the local economy.

## **Social Goals**

### **Measures**

Maintain public order, protection of citizens and property.

Support local residents looking for personal support and/or counselling services.

Identify opportunities for citizens to assist in the recovery process and re-connect with their community.

Provide timely information to citizens about post-emergency circumstances and recovery activities.

Assist with the coordination and distribution of material relief (supplies, food, distribution of cash donations, etc) to those affected by the emergency.

Help reduce risks to public health.

Build trust with council, emergency management teams, and emergency recovery plans.

Identify emerging social issues specific to the emergency.

## **Infrastructure Goals**

### **Measures**

Minimize risks to the public, and ensure public roads, lands, and facilities are safe for emergency services, agencies, citizens and businesses.

Return to operation any community facilities closed or disrupted during the emergency.

Return to operation any community services impacted by the pandemic.

Consider disaster resilience plans for facilities, operations, and sites negatively impacted by the pandemic.

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## **Environmental Goals**

### **Measures**

Address remediation and clean-up of municipal sites which may not have received regular maintenance during the emergency event.

Address air, water, and/or soil contamination issues.

Re-establish and rehabilitate natural areas, including the protection or preservation of heritage or cultural sites.

Identify emerging environmental issues.

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## Appendix A - Resources

Alberta Relaunch Strategy

<https://www.alberta.ca/RelaunchStrategy>

Alberta BizConnect

<https://www.alberta.ca/bizconnect>

Guidance on Outdoor Activities

<https://www.alberta.ca/guidance-on-outdoor-activities.aspx>

Alberta Pandemic Influenza Plan

<https://open.alberta.ca/publications/alberta-s-pandemic-influenza-plan>

Alberta Emergency Management Agency (AEMA)

<https://www.alberta.ca/emergency-disaster-preparedness.aspx>

Chief Medical Officer of Health Orders

[https://open.alberta.ca/dataset?q=&sort=title\\_string+desc&tags=CMOH+orders](https://open.alberta.ca/dataset?q=&sort=title_string+desc&tags=CMOH+orders)

Alberta Health Services – Outbreak Management

<https://www.albertahealthservices.ca/info/Page6421.aspx>

Alberta Urban Municipalities Association (AUMA)

<https://auma.ca/advocacy-services/programs-initiatives/emergency-management-and-disaster-response>

Government of Canada – Emergency Management

<https://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/index-en.aspx>

## Appendix B – Condensed Checklist

<b>MITIGATION PHASE</b>			
<b>Measures - Condensed</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>
Do an inventory of all municipal services, activities and equipment.			
Collaborate with local citizens and businesses to determine supports that the municipality may need to provide during a pandemic.			
Determine the essential municipal services, activities and equipment that will be required during a pandemic.			
Determine staff positions essential to maintaining essential services.			
Establish safety, health and wellness, and other policies for the workplace and work schedule.			

<b>PREPAREDNESS PHASE</b>			
<b>Measures - Condensed</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>
Train all employees on municipal emergency plan and the pandemic specific response plan.			
Practice responding to a public health emergency on a regular and ongoing basis and test planning assumptions made during practice events.			
Adjust prepared emergency plans as required based on results of practices.			
Evaluate the state of preparedness of partners, suppliers, and subcontractors and develop alternative solutions in case they cannot maintain their activities.			
Establish internal and external communication strategies, and identify spokesperson(s) for the municipality.			
Establish policies for citizens and businesses regarding accessing municipal services, and paying municipal accounts, including: <ul style="list-style-type: none"> <li>• Utility bills;</li> <li>• Property taxation;</li> <li>• Business licenses;</li> <li>• Development permits; and</li> <li>• Any other supports or programs applicable to the municipality.</li> </ul>			

<b>RESPONSE PHASE</b>			
<b>Measures - Condensed</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>
Activate the municipal emergency plan, pandemic specific response plan, and any regional or collaborative plans as necessary.			
<p>Inform the public on the pandemic’s evolution, on the response itself, and on related issues through:</p> <ul style="list-style-type: none"> <li>• communications to the public;</li> <li>• providing information to the media; and</li> <li>• posting updates electronically (i.e., on your municipal website).</li> </ul>			
Prepare long-term community recovery plans to support the citizens and businesses after the pandemic ends.			



**POST-PANDEMIC RECOVERY PHASE**

Measures - Condensed	Completed	In progress	Not started
Restore or adapt municipal operations to normal service and program levels or acceptable service levels where appropriate.			
Manage the ongoing community recovery plan, providing supports to municipal staff, businesses and individuals as required and/or planned.			
Determine the financial impacts of the pandemic response and recovery.			

## Appendix C - Preventative Measures to Control Infectious Spread

<b>HELP CONTROL THE SPREAD</b>			
<b>Measures</b>	<b>Completed</b>	<b>In progress</b>	<b>Not started</b>
Obtain information on the pandemic, vaccination, hygiene measures and pandemic response plans from local and regional health and social services agencies.			
Educate employees: <ul style="list-style-type: none"> <li>to basic measures of personal hygiene: hand washing; and</li> <li>respiratory etiquette (i.e., cough and sneeze in the fold of the elbow or in tissue paper, throw the tissue in the garbage and use alcohol-based hand wash, or wash the hands.)</li> </ul>			
Provide employees with personal protective equipment, if required, and make sure they know how to use it.			
See that the workplace is adequately cleaned: <ul style="list-style-type: none"> <li>common spaces;</li> <li>sanitary facilities; and</li> <li>personal workstations; etc.</li> </ul>			
Issue instructions modifying the frequency and type of meetings among employees (i.e., participation in meetings, modification of offices, shared workstations) and between employees and citizens.			

**HELP CONTROL THE SPREAD**

Measures	Completed	In progress	Not started
Develop instructions for travel limitations, and establish work from home policies and procedures.			
Develop instructions to avoid the propagation of the virus in the workplace and make sure that employees understand the directive.			
Buy products necessary for the implementation of basic hygiene precautions, such as soap, paper towels, garbage cans, fast-drying antiseptic hand wash, tissue paper, garbage cans, garbage bags, etc.			
Buy products necessary for keeping the workplace clean, such as cleaning products, domestic bleach, etc.			
Develop a process to transmit the relevant information to employees on the various aspects of the pandemic and on measures to protect their health.			
Distribute Alberta government brochures and posters on hand hygiene and respiratory etiquette to employees when they are available.			
Inform employees on the appropriate time to stay at home if they have symptoms or if they are sick, and encourage them to observe the directives.			

## HELP CONTROL THE SPREAD

Measures	Completed	In progress	Not started
On the municipal website, make accessible regular information addressed to citizens on the various aspects of pandemic and on measures to protect their health.			