



# Mountain View C O U N T Y

## REGULAR COUNCIL MEETING AGENDA

The Municipal Council will hold a Regular Council Meeting on Wednesday, April 13, 2022, at 9:00 a.m., in the Council Chamber, 1408 Twp. Rd. 320, Didsbury, AB

1. Call to Order
2. AGENDA
  - 2.1 Adoption of Agenda
3. ADOPTION OF MINUTES
  - 3.1 Regular Council Meeting Minutes of March 23, 2022
4. BUSINESS ARISING
  - 4.1 9:00 a.m. - Rob Ridley's Service Medal's and Plaque Presentation
5. PUBLIC HEARINGS
  - 5.1 Bylaw No. LU 08/22 - NW 7-31-2-5
  - 5.2 Bylaw No. 04/22 - Bergen Area Structure Plan Amendment
6. DELEGATIONS
  - 6.1 11:00 a.m. - Gillian Grant, Oldstoberfest 2022
7. BYLAWS
  - 7.1 Bylaw No. LU 03/22 - Tax Rate Bylaw
  - 7.2 Bylaw No. 06/22 - Establishing the Subdivision and Development Appeal Board
  - 7.3 Bylaw No. 07/22 - Establish the Position of Chief Administrative Officer
  - 7.4 Bylaw No. 08/20 - Procedure and Conduct of Council Meetings
  - 7.5 Bylaw No. LU 09/22 - NW 7-33-4-5
  - 7.6 Bylaw No. LU 12/22 - NE 35-30-28-4
  - 7.7 Bylaw No. LU 13/22 - NW 20-31-1-5
  - 7.8 Bylaw No. 05/22 - Town of Olds Intermunicipal Development Plan Amendment
8. DIRECTIVES
  - 8.1 Directives
9. OLD BUSINESS  
Nil
10. NEW BUSINESS
  - 10.1 2022 Cemetery Approvals
  - 10.2 2022 Health Funding Allocations
  - 10.3 2022 Rural Community Grant Approvals
  - 10.4 2022 Rural Community Hall Grant Approvals
  - 10.5 2022 Transportation Grant Approvals
  - 10.6 Procedure Amendments 20220413
  - 10.7 Policy 1040 Investments, Procedure 1040-1 Investments
  - 10.8 2022 Tax Cancellation for Grants in Place of Taxes (GIPOT)
  - 10.9 2021 Draft Audited Financial Statements (Julie, MNP Auditor, 10:30 a.m. via Zoom)

- 10.10 Kneehill REA Ltd. Tax Cancellation
  - 10.11 Request to waive the Resubmission Interval and Application Fee
- 11. COUNCILLOR REPORTS
  - 11.1 Councillor Reports (Verbal)
- 12. CORRESPONDENCE
  - 12.1 Information Items
    - a. 2022-03-25 Contact Newsletter
    - b. 2022-03-25 Letter to the Village of Cremona from Municipal Affairs
    - c. CPAA 2022 Conference
    - d. 2022-04-01 Contact Newsletter
    - e. 2022-03-21 ASB Meeting Minutes
- 13. CONFIDENTIAL ITEMS
  - 13.1 Potential RMA Resolutions (Verbal) – FOIP Act Section 24
  - 13.2 Cremona ICC Session Update (Verbal) – FOIP Act Section 24
  - 13.3 Olds ICC Draft Summary Session Notes, 20220325 – FOIP Act Section 24
  - 13.4 Olds-Didsbury Airport Lease Agreement – FOIP Act Section 19/24
- 14. ADJOURNMENT



## MINUTES

## REGULAR COUNCIL MEETING

Mountain View County

Minutes of the Regular Council Meeting held on Wednesday, March 23, 2022, in the Council Chamber, 1408 Twp Rd. 320, Didsbury, AB.

**PRESENT:**

Reeve A. Aalbers  
Deputy Reeve Councillor G. Harris  
Councillor A. Miller  
Councillor D. Fulton  
Councillor G. Krebs  
Councillor J. Lutz  
Councillor P. Johnson

**IN ATTENDANCE:**

J. Holmes, Chief Administrative Officer (Via Zoom)  
M. Bloem, Director, Planning and Development Services, Acting Chief Administrative Officer  
C. Atchison, Director, Legislative, Community, and Agricultural Services  
L. Marshall, Director, Corporate Services  
R. Morrison, Director, Operational Services  
A. Wild, Communications Coordinator  
L. McMillan, Executive Assistant

**CALL TO ORDER:**

Reeve Aalbers called the meeting to order at 9:00 a.m.

Reeve Aalbers introduced Council and staff.

**AGENDA**

Reeve Aalbers advised of the following amendments to the agenda:  
10.11 2022 Ministers Awards for Municipalities and Public Library Excellence

RC22-119 Moved by Councillor Harris  
That Council adopt the agenda of the Regular Council Meeting of March 23, 2022 as amended.

Carried.

**MINUTES**

Councillor Johnson advised of an amendment to the Regular Council Meeting minutes of March 23, 2022:

1. Councillor Reports – “4H Districts Public Speaking Judging”

RC22-120 Moved by Councillor Krebs  
That Council adopt the Minutes of the Regular Council Meeting of March 9, 2022 as amended.

Carried.

**BUSINESS ARISING**

4.1 – Direct Control District  
DP, PLDP20210490

RC22-121 Moved by Councillor Johnson  
That Administration add the following condition:

25. That the owner, applicant, and/or landowner confirm that the lights have been redirected to a downward facing position and that confirmation be passed on to the County when completed.

Carried.

Moved by Councillor Harris

RC22-122 That Council approve the proposed Self-Storage Facility (Phase 1, Building C) in accordance with Land Use Bylaw No. 21/21 and the submitted application, within SE 27-29-5-5, submitted by WESTWARD DEVELOPMENTS LTD, Development Permit No. PLDP20210490, subject to the conditions outlined and amended

Carried.

## DELEGATION

6.1 – Alberta Utilities  
Commission (AUC)

Wayne Mackenzie, Executive Director of the Facilities Division, introduced himself and presented information on the AUC.

A question-and-answer session was held between Council and Wayne.

Reeve Aalbers thanked Wayne for the presentation.

Moved by Councillor Miller

RC22-123 That Council receive the delegation from Alberta Utilities Commission (AUC) as information.

Carried.

## PUBLIC HEARINGS

5.1 – Bylaw #02/22  
LUB Amendments

Reeve Aalbers opened the Public Hearing regarding Bylaw 02/22 and read the Bylaw.

J. Ross, Manager of Development, introduced the application to amend the Land Use Bylaw, and the information as provided in the agenda package.

The application for amendments of the Land Use Bylaw, was introduced by J. Ross, Manager of Development, and the following information was introduced as provided in the agenda package. The Planning and Development Department provided reasoning for the proposed amendments as follows:

- Municipalities must approve applications when Provincial approvals are granted. Provincial legislation (Municipal Government Act (MGA) Section 619) include special provisions that municipalities must approve applications that are consistent with Provincial Approvals when granted by NRCB, ERCB, AER, AEUB or AUC.
- As municipalities must approve applications that are consistent with Provincial approvals, the ability of the approving authority to ask for additional information, and to add additional conditions is very limited, as the provincial approval prevails over any condition of a development permit that conflicts with it. This limitation also applies to the Provincial Appeal Board when hearing a development permit

appeal. With the Provincial legislated limitations as well as the AUC public consultation process, Administration is proposing a Permitted Use rather than a Discretionary Use.

- The AUC approval of DERs include Public Consultation as part of the extensive provincial application review process.
- Administration is receiving more inquiries on potential DER Projects within the County and anticipate more AUC approvals in the future. Rather than bringing forward individual amendments to the Land Use Bylaw every time a DER facility is approved by the AUC, and an application is submitted to the County, the amendment will allow for timely approvals.

The Planning and Development Department recommended that Bylaw #LU 06/22 be given second reading, amendment, and third reading.

The Planning and Development Department advised that all correspondence received was provided to Council.

Reeve Aalbers asked if there were any comments from the gallery.

Jeff Trynchy, Manager of Stakeholder and Community Engagement, and Public Relations with Versorium Energy came forward and acknowledged his support for the proposed amendments.

Council questions resulted in the following information:

- It is Administration's recommendation that if an AUC approval is granted and a development permit is applied for at the County, that it be a permitted use.
- AUC approval process looks at the public participation component, the significant impacts etc.
- An appeal will be limited to compliance with the AUC approval.

The Planning and Development Department was provided the opportunity for closing remarks and declined.

The Applicant was provided the opportunity for closing remarks and declined.

Hearing no further comments Reeve Aalbers closed the Public Hearing.

Moved by Councillor Lutz

RC22-124 That Council give second reading to Bylaw No. 02/22, amending the Land Use Bylaw.

Moved by Councillor Lutz

RC22-125 That Council amend Bylaw No. 02/22 to include the numbering of 10.19 for the Specific Use Regulations for Utility Services, Minor Infrastructure and renumber Work Camp, Long Term as 10.20.

Carried.

The question on Motion RC22-124 was called.

Carried.

RC22-126 Moved by Councillor Lutz  
That Council give third reading to Bylaw No. 02/22, amending the  
Land Use Bylaw.  
Carried.

5. 2 – Bylaw #LU 06/22  
NW 16-30-28-4

RC22-127 Moved by Councillor Harris  
That Council receive the adjacent land-owner letter of March 20,  
2022 as part of the agenda package.  
Carried.

Reeve Aalbers opened the Public Hearing regarding Bylaw #LU  
06/22 and read the Bylaw.

The application for redesignation of the NW 16-30-28-4, was  
introduced by T. Connatty, Planning and Development Department,  
and the following information was introduced as provided in the  
agenda package such as the bylaw, location map, assessment  
map, site map, and aerial photos. The Planning and Development  
Department provided specific information to the application as  
follows:

- To create an agricultural parcel for a family member to have  
their own title within the family farm. The land will continue to  
be farmed by the family.
- Division 1

The Planning and Development Department recommended that  
Bylaw #LU 06/22 be given second reading.

The Planning and Development Department advised that all  
correspondence received was provided to Council.

Rod Peters, owner, stated this application is intended for  
succession and family estate planning. The proposed corner has  
close access to power and gas.

Reeve Aalbers asked if there were any comments from the gallery.  
No one came forward.

The Planning and Development Department was provided the  
opportunity for closing remarks and declined.

The applicant was provided the opportunity for closing remarks and  
declined.

Hearing no further comments Reeve Aalbers closed the Public  
Hearing.

RC22-128 Moved by Councillor Fulton  
That Council give second reading to Bylaw No. LU 06/22  
redesignating the lands within the NW 16-30-28-4.  
Carried.

RC22-129 Moved by Councillor Fulton  
That Council give third reading to Bylaw No. LU 06/22  
redesignating the lands within the NW 16-30-28-4.

**BYLAWS**

7.1 - Bylaw #LU 07/22  
SW 27-29-4-5

RC22-130 Moved by Councillor Harris  
That Council give first reading to Bylaw No. LU 07/22 redesignating the lands within the SW 27-29-4-5 as contained in the agenda package.

Carried.

RC22-131 Moved by Councillor Harris  
That Council set the Public Hearing for Bylaw No. LU 07/22 redesignating the lands within the SW 27-29-4-5 for April 27, 2022 at or after 9:00 a.m.

Carried.

7.2 - Bylaw #LU 10/22  
NE 15-31-27-4

RC22-132 Moved by Councillor Krebs  
That Council give first reading to Bylaw No. LU 10/22 redesignating the lands within the NE 15-31-27-4 as contained in the agenda package.

Carried.

RC22-133 Moved by Councillor Krebs  
That Council set the Public Hearing for Bylaw No. LU 10/22 redesignating the lands within the NE 15-31-27-4 for April 27, 2022 at or after 9:00 a.m.

Carried.

7.3 - Bylaw #LU 11/22  
SW 16-33-4-5

RC22-134 Moved by Councillor Johnson  
That Council give first reading to Bylaw No. LU 11/22 redesignating the lands within the SW 16-33-4-5 as contained in the agenda package.

Carried.

RC22-135 Moved by Councillor Johnson  
That Council set the Public Hearing for Bylaw No. LU 11/22 redesignating the lands within the SW 16-33-4-5 for April 27, 2022, at or after 9:00 a.m.

Carried.

7.4 - Bylaw #24/21  
Road Closure Final

RC22-136 Moved by Councillor Miller  
That Council give second reading to Bylaw No. 24/21 for closure of Road Plan Number 051 1358.

Carried.

RC22-137 Moved by Councillor Miller  
That Council give third reading to Bylaw No. 24/21 for closure of Road Plan Number 051 1358.

Carried.

RC22-138 Moved by Councillor Miller  
That Council consolidate closed Road Plan Number 051 1358 with the adjacent land in NE 34-30-3 W5.

Carried.

7.6 - Bergen Area  
Structure Plan Amendments

Moved by Councillor Krebs

RC22-139 That Council give first reading to Bylaw No. 04/22 Bergen Area Structure Plan Amendment as contained in the agenda package.  
Carried.

Moved by Councillor Krebs  
RC22-140 That Council set the Public Hearing for Bylaw No. 04/22 Bergen Area Structure Plan for April 13, 2022, at or after 9:00 a.m.  
Carried.

**RECESS AND RECONVENE:** Reeve Aalbers recessed the meeting at 10:36 a.m. and reconvened at 10:45 a.m.

### NEW BUSINESS

10.1 – 2022 Crack Sealing RFP Results

Moved by Councillor Harris  
RC22-141 That Council receive the results for the 2022 Crack Filling Request for Proposal as information.  
Carried.

10.3 – BF 1272 Tender Results

Moved by Councillor Johnson  
RC22-142 That Council accept the tender results for BF 1272 as information.  
Carried.

10.4 – BF 79527 Tender Results

Moved by Councillor Krebs  
RC22-143 That Council approve an additional \$135,000 expense for the replacement of BF 79527, to be funded from the existing 2022 Capital Bridge Program Budget.  
Carried.

10.2 – Proposed 2022 Budget with Tax Rate Options

Moved by Councillor Fulton  
RC22-144 That Council approve the 2022 Budget based on Option 1 contained in the Agenda package.  
Carried.

Moved by Councillor Fulton  
RC22-145 That Council approve the 5 Year Budget Forecast as presented.  
Carried.

### BYLAWS CONT.

7.5 - Bylaw #03/22 Tax Rate

Moved by Councillor Harris  
RC22-146 That Council Grant Tax Rate Bylaw 03/22 Option 1 first reading.  
Carried.

Moved by Councillor Fulton  
RC22-147 That Council direct Administration to include the total Provincial Policing costs in Tax Rate Bylaw 03/22.  
Carried.

### NEW BUSINESS CONT.

10.5 – Parkland Airshed Management Zone (PAMZ) 2022 Membership

Moved by Councillor Johnson

RC22-148 That Council direct Administration to invite PAMZ as a delegation at a future Council meeting.

Moved by Councillor Harris

RC22-149 That Council approve payment of the Annual Parkland Airshed Management Zone (PAMZ) membership in the amount of \$4571.95.

Carried.

The question on Motion RC22-148 was called.

Carried.

#### RECESS AND RECONVENE:

Reeve Aalbers recessed the meeting at 12:00 p.m. and reconvened at 12:30 p.m.

#### NEW BUSINESS CONT.

10.6 – Council Public Engagement Opportunities

Moved by Councillor

RC22-150 That Council provide direction to Administration on which public engagement opportunities to pursue for 2022.

Carried.

#### DELEGATION CONT.

6.2 – BearSmart

Jane Bicknell and Chiara Feder introduced themselves and provided an update on the BearSmart organization.

Councillor Harris, thanked Jane, Chiara and the BearSmart organization for their community contributions and efforts.

Reeve Aalbers thanked Jane and Chiara for the presentation.

Moved by Councillor Harris

RC22-151 That Council receive the delegation from BearSmart as information.

Carried.

#### NEW BUSINESS CONT.

10.7 – Mountain View Seniors Housing

Moved by Councillor Harris

RC22-152 That Council receives the information brought forward by Sam Smalldon from Mountain View Seniors Housing at the Council meeting of March 9, 2022 as information.

Carried.

10.8 – SDAB Appeal Fee Refund

Moved by Councillor Krebs

RC22-153 That Council authorize Administration to refund the \$425.00 appeal fee related to SDAB PLRDSD20210281.

Carried.

10.11 - 2022 Ministers Awards for Municipalities and Public Library Excellence

Moved by Councillor Harris

RC22-154 That Council nominate the Town of Sundre Wastewater Treatment Project for the 2022 Ministers Awards for Municipalities and Public Library Excellence.

## COUNCILLOR REPORTS

Council discussed the following:

- RMA Spring Convention
- Ag Service Board Meeting
- Aggie Days 2022
- Cremona arena renovation project
- EOEP Course
- Meeting with Nate Horner, the Minister of Agriculture, Forestry and Rural Economic Development
- Meeting with Minister of Service Alberta
- ICC meeting with Carstairs at the Carstairs Firehall
- Resident meetings
- RDRMUG meeting
- RDRWA meeting
- Coffee with Gord community meetings
- Frac going on in Division 6
- Pinty's curling championship in Olds May 3-8, 2022
- Attendance at a Pipe Ceremony
- Indigenous RMA training March 25, 2022
- Ag plastics meeting
- Olds ICC meeting March 25, 2022
- Alberta EMS Provincial Advisory Committee
- Letter to be sent to Reeves and Mayors in the Counties, and to RMA, in follow up to the ABVMA Resolution.
- Letters to be sent to both Minister Glubish and Minister Horner in response to the meetings held with Council at RMA.

Moved by Councillor Fulton  
RC22-155 That Council receive the verbal Councillor Reports as information.  
Carried.

## INFORMATION ITEMS

Moved by Councillor Harris  
RC22-156 That Council direct Administration to invite Dr. Renate Weller, Dean and Professor of the Faculty of Veterinary Medicine at the University of Calgary as a delegation at a future Council meeting.  
Carried.

Moved by Councillor Harris  
RC22-157 That Council receive the following items as information:  
a. 2022-03-04 Contact Newsletter  
b. 2020-03-08 Letter from Minister of Transportation  
c. 2022-03-11 Contact Newsletter  
d. 2021 STARS Impact Report  
e. University of Calgary letter regarding veterinary care  
Carried.

## IN CAMERA

Moved by Councillor Johnson  
RC22-158 That the Regular Council Meeting of March 23, 2022 go into closed meeting at 2:09 p.m. to deal with items relative to the FOIP Act.  
Carried.



**RECESS AND RECONVENE:**

Reeve Aalbers recessed the meeting at 2:09 p.m. and reconvened at 2:15 p.m.

- Moved by Councillor Fulton  
RC22-159 That the Regular Council Meeting of March 23, 2022 return to the open meeting at 4:30 p.m.

Carried.

10.9 – County Land  
Lease Tender 2022

- Moved by Councillor Harris  
RC22-160 That Council approve the lease of County owned Agricultural lands for Part of the W ½ 29-32-5 W5M, E ½ 29-32-5 W5M, SE 32-32-5 W5M to David Foat at a rate of \$14,500.00 per year for a three year grazing lease ending December 31, 2024.

Carried.

10.10 – South McDougal  
Flats ASP Steering Committee  
Applications

- Moved by Councillor Miller  
RC22-161 That Council appoint the following to the South McDougal Flats ASP Steering Committee:
- Reeve A. Aalbers
  - Deputy Reeve G. Harris
  - Councillor G. Krebs
  - Town of Sundre Representative: Mayor Richard Warnock
  - Greg Campkin
  - Kevin Saunders
  - Cindy Iverson
  - Robert Killeleagh
  - McDougal Flats Area Protection Society Representative: Robin Tudor

Carried.

- Moved by Reeve Aalbers  
RC22-162 That Council direct administration to add to the Terms of Reference for the McDougal Flats ASP Review that policies for the Sundre Airport lands include the option to develop a Concept Plan in future.

Carried.

13.5 – Carstairs ICF

- Moved by Councillor Fulton  
RC22-163 That Council approves a maximum contribution of \$35,683.75 funded from the facility reserve, to cover the Carstairs Fire Hall furnishings.

Carried.

Olds/Didsbury Airport  
Fuel System Update

- Moved by Councillor Harris  
RC22-164 That Council request that Administration make a final offer of \$64,000 for the Jet A Fuel Tank and any associated chattels necessary for the operation of the Jet A Fuel System at the Olds/Didsbury Airport, with an appropriate deadline for decision.

- Moved by Councillor Harris  
RC22-165 That Council request that Administration notify the Olds/Didsbury Flying Association that in the event that the offer to purchase is not accepted, the County demands that the Olds/Didsbury Flying

UNADOPTED

Association, in accordance with Section 11.03 of the previously held License to Occupy and Operate Agreement, remove all chattels owned by the Operator from the Premises, complete a Phase 2 Environmental Study on the Lands and remediate the Lands back to the satisfaction of the County within a time frame established by Administration that minimizes service interruption to users.

## ADJOURNMENT

Reeve Aalbers adjourned the Regular Council Meeting of March 23, 2022 at 4:35 p.m.

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Chair

I hereby certify these minutes are correct.

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Chief Administrative Officer

## Request for Decision

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
www.mountainviewcounty.com

SUBJECT: Bylaw No. LU 08/22  
SUBMISSION TO: Council Meeting  
MEETING DATE: April 13, 2022  
DEPARTMENT: Planning and Development Services  
FILE NO.: PLRDSD20210483  
LEGAL: NE 7-31-2-5

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: MANAGER: HM  
DIRECTOR: MB PREPARER: RP  
LEGAL/POLICY REVIEW:  
FINANCIAL REVIEW:

### ADMINISTRATIVE POSITION:

Administration supports a Council resolution based on Option One.

### BACKGROUND / PROPOSAL:

Council is being asked to consider second and third readings of Bylaw No. LU 08/22 which proposes to amend Bylaw No. 21/21, being the Land Use Bylaw (LUB), by redesignating an approximate six point zero two (6.02) acres within NE 7-31-2-5 from Agricultural District (A) to Residential Farmstead District (R-F).

### Application Overview

Applicants	PROSS, Larry Douglas & Kim L.; GOERZEN, Michael B & Kayla A.
Property Owners	PROSS, Larry Douglas & Kim L.; GOERZEN, Michael B & Kayla A.
Title Transfer Date	January 22, 2018
Existing Parcel Size	160 acres
Purpose of redesignation	Subdivide family homestead from the quarter as a first parcel out. The west portion of the proposal area is a low spot that can often be saturated with water and contains remnants of old infrastructure related to the original farmstead.
Division	4
Rural Neighbourhood/Urban Centre	Westcott
Bylaw given first reading	March 09, 2022
Bylaw advertised on	March 29, 2022 and April 05, 2022

### Key Dates, Communications and Information

Application Submitted	November 24, 2021
Application Circulation Period	January 11, 2022 to February 10, 2022
Supportive Information Requested/Submitted	Yes. The applicants outlined that the west portion of the proposal has never been used with the surrounding cropland as it is a low spot that can accumulate water. This area had only been used as part of the original farmstead for the quarter. The application included a historical photo of the farmstead.
Application Revised from Submission	No
Communications Received from Referrals	<u>AltaLink</u> : No comments received. <u>Bonavista Energy Corporation</u> : No comments received.

	<u>Chinook's Edge School Division</u> : No comments received. <u>Environmental Public Health</u> : No comments received. <u>Fortis Alberta</u> : No easement is required. <u>Foothills Gas Co-op Ltd</u> : No comments received. <u>Didsbury Fire Department</u> : No comments received. <u>Telus Communications</u> : No objections. <u>Kallisto Energy Corp</u> : No comments received. <u>Transglobe Energy Corp</u> : No comments received. <u>Longshore Resources Ltd.</u> : No comments received. <u>Adjacent Landowners</u> : No comments received.
Objections Received and Addressed	N/A

#### Applicable Directions, Policy, and Regulations

Intermunicipal Development Plan	Not within an IDP area.
Municipal Development Plan (MDP) Bylaw No. 20/20	<p>According to Figure 3 Growth Management Conceptual Strategy, this property is within the Agricultural Preservation Area.</p> <p><b>3.0 Agricultural Land Use Policies</b></p> <p>3.3.5 (a) The "first parcel out" of a previously unsubdivided quarter section may only be supported by the County for the creation of one additional parcel, subject to redesignation and subdivision application and the provisions of the Land Use Bylaw and the MDP.</p> <p>(b) A first parcel out subdivision within the Agricultural Preservation Area or the Potential Multi-Lot Residential Development Area shall be evaluated in accordance with section 3.0 of the MDP.</p> <p>3.3.6 The maximum number of titles in the Agricultural Preservation Area should be two (2) titles per quarter section.</p> <p>3.3.8 All new titles created in an agricultural district for non-agricultural use, shall require a redesignation to the appropriate land use district and a concurrent subdivision application.</p> <p>3.3.9 Non-agricultural uses shall be directed to areas that minimize the impact on agricultural operations.</p> <p>3.3.10 A farmstead separation, considered a non-agricultural use, may be subdivided from a previously unsubdivided quarter section, where the farmstead has been in existence for a minimum of 10 years or more at the time of application.</p> <p>3.3.11 The maximum parcel size for farmstead separations should be 9 acres (3.64 ha) with a minimum parcel size of two (2) acres (0.81 ha). Larger lot sizes may be permitted when required for shelter belts, ancillary buildings, physical characteristics, and land required to provide physical access.</p> <p>3.3.12 Farmstead separation applications shall be considered a non-agricultural subdivision and therefore shall require redesignation to an appropriate land use</p>

	<p>district, and will be reviewed in accordance with the following criteria:</p> <ul style="list-style-type: none"> <li>(i) Demonstration that the Farmstead satisfies the definition of a Farmstead as contained in the Plan.</li> <li>(ii) The proposed parcel is a single parcel created from a previously unsubdivided quarter section.</li> <li>(iii) The proposed parcel is compact and limited in size to the original Farmstead as defined by physical characteristics, vegetation and shelter belts and such other land as required to provide physical access to the site and does not include cultivated farmland, pastureland, or lands suitable for agricultural production as part of the remainder unless included within a shelter belt and the physically defined area of the farmstead. Fencing alone shall not constitute a physical defined area of the farmstead.</li> <li>(iv) Access to the proposed parcel is available via direct access or easement or panhandle road to a developed public roadway acceptable to the Municipality.</li> <li>(v) The balance of the quarter section is maintained as an agricultural land use.</li> <li>(vi) Where two (2) detached dwelling units exist on the proposed farmstead separation parcel, the County may consider redesignation and subdivision approval. At the Subdivision stage, the Approving Authority (Municipal Planning Commission or Administrative Subdivision and Development Approving Authority) may deem the additional dwelling legally nonconforming.</li> </ul> <p><b>Farmstead:</b> An established residential site that previously contained or currently contains a dwelling and other improvements used in connection with the raising or production of crops, livestock, or poultry, situated on the same land used in connection with the farming operations.</p>
Area Structure Plan (ASP)	The proposal is not in an area with an adopted ASP.
Land Use Bylaw No. 21/21	<p><b>11.1 Agricultural District (A)</b>  <b>Purpose:</b> To accommodate and promote agriculture land uses on larger parcels while having regard for the rural, agricultural character of the area.  <b>Parcel Area:</b> Minimum 80.0 acres</p> <p><b>12.3 Residential Farmstead District (R-F)</b>  <b>Purpose:</b> To accommodate a single residential parcel of land containing the farmstead from an unsubdivided quarter section. Agricultural uses may be accessory to the residential use.  <b>Parcel Area:</b> Minimum 2.0 ac; Maximum area deemed necessary to accommodate the farmstead.  <b>Dwelling Density:</b> The base density for all parcels shall be one (1) dwelling unit per parcel unless two approved</p>

	detached dwellings existing on the farmstead and the Approving Authority deem the second dwelling legal non-conforming.
Policy and Procedures	N/A

## DISCUSSION:

### Land Use and Development

Predominant land use on property	The predominant land use within the subject quarter is agricultural. There is also a residential site and development related to oil and gas activity.																								
Predominant development on property	<p>The proposal contains the original farmstead dwelling (1947), a mobile home (1986), two travel trailers, two animal shelters and a few sheds. The balance of the quarter is bare land.</p> <p>There is an Altalink power line that runs along the west portion of the quarter. The proposal is located over 240 meters outside of the buffer area for this power line.</p>																								
Oil and gas facilities on property/adjacent	<p>Oil and gas facilities within the subject quarter consists of one abandoned gas well and five natural gas pipelines, two of which are operating and three are discontinued. The closest facility to the proposal is an operating natural gas pipeline, located over 70 metres west of the proposal.</p> <p>Oil and gas facilities surrounding the subject quarter are concentrated in the quarter sections to the west (NW 7-31-2-5) and south (SE 7-31-2-5) and are summarized in the table below:</p> <table><tr><th>Amount</th><th>Type of Facility</th><th>Facility Status</th></tr><tr><td>4</td><td>Natural Gas Pipeline</td><td>4 Operating</td></tr><tr><td>2</td><td>Oil Well Effluent Pipeline</td><td>2 Operating</td></tr><tr><td>6</td><td>Oil Well</td><td>5 Pumping; 1 Suspended</td></tr><tr><td>7</td><td>Gas Well</td><td>2 Flowing; 4 Pumping. 1 Abandoned</td></tr><tr><td>5</td><td>Development Well</td><td>1 Licensed; 4 Abandoned</td></tr><tr><td>16</td><td>Battery Site</td><td>7 Active; 5 Suspended. 4 Unknown</td></tr><tr><td>1</td><td>Gas Test Battery Site</td><td>1 New</td></tr></table> <p>The closest facilities from the neighbouring quarters are a few battery sites and wells located in the quarter to the north (SW 18-31-2-5). These facilities are over 260 metres north of the proposal.</p>	Amount	Type of Facility	Facility Status	4	Natural Gas Pipeline	4 Operating	2	Oil Well Effluent Pipeline	2 Operating	6	Oil Well	5 Pumping; 1 Suspended	7	Gas Well	2 Flowing; 4 Pumping. 1 Abandoned	5	Development Well	1 Licensed; 4 Abandoned	16	Battery Site	7 Active; 5 Suspended. 4 Unknown	1	Gas Test Battery Site	1 New
Amount	Type of Facility	Facility Status																							
4	Natural Gas Pipeline	4 Operating																							
2	Oil Well Effluent Pipeline	2 Operating																							
6	Oil Well	5 Pumping; 1 Suspended																							
7	Gas Well	2 Flowing; 4 Pumping. 1 Abandoned																							
5	Development Well	1 Licensed; 4 Abandoned																							
16	Battery Site	7 Active; 5 Suspended. 4 Unknown																							
1	Gas Test Battery Site	1 New																							
Surrounding land uses	The subject quarter is surrounded by agricultural zoned land and eight residential sites. Four of the neighbouring quarter sections are currently unsubdivided, three have two titles and one has three titles. The quarter to the east (NW 8-31-2-5) contains one residential zoned lot.																								
Proximity to utilities	The proposal contains an established residential site with existing utilities.																								

### Physical and Natural Features

Waterbodies and wetlands on property	There is an unclassified creek located in the southwest portion of the subject quarter. This creek eventually drains into
--------------------------------------	---

	<p>Dogpound Creek, approximately 4 kilometres northwest from the subject quarter.</p> <p>According to Alberta Merged Wetland Inventory data, there may be potential marshland near the subject quarter's southern boundary. A review of historical aerial images also shows that there may be a small wetland in the northeast corner of the subject quarter.</p>
Topographical constraints on property	<p>The subject quarter generally slopes down to the southwest. According to AGRASID, the landform model is considered <i>undulating, high relief</i>. The proposal appears relatively flat but also generally slopes down to the southwest.</p> <p>The west portion of the proposal area appears lower than the areas to the east and south and may accumulate water at certain times of the year.</p>
ESA areas and classifications	There are no ESAs that have been identified within or surrounding the subject quarter.
Drainage and Soil Characteristics	<p>According to Canada Land Inventory (CLI) data, the subject quarter contains Class 2 soils.</p> <p>According to AGRASID's Land Suitability Rating System (LSRS), the subject quarter mostly contains soils with an LSRS rating of 3H. This means the soils have a moderate limitation to produce spring grains due to a lack of heat units. The southwest corner of the quarter contains soils with an LSRS rating of 3H(8) – 4(2), with 20% of these soils showing a severe limitation, likely due to solonetzic soils. The soils are considered well drained.</p> <p>According to the Farmland Calculation Report, the subject quarter contains soils with two varying levels of productivity. Most of the soils have a Farmland Assessment Rating (FAR) of 88.0%, which is considered <i>very good to excellent arable</i>. The northeast corner and an area in the southern portion of the quarter contains soils with FARs of 68.8% and have some limitations due to alkaline soils.</p>
Potential for Flooding	The proposal appears to be at no risk for flooding.

#### Planning and Development History

Prior RD/SD/DP Applications	<p><b>BP20120316:</b> Building Permit for a <i>Mobile Home to be placed on wood blocking</i> was issued by MVC on July 20, 2012.</p> <p><b>DP20120179:</b> Development Permit for <i>Dwelling, Secondary Detached – Manufactured Home</i> was approved by ASDAA on June 26, 2012.</p>
Encumbrances on title affecting application	Oil and Gas Caveats and Utility Rights of Way do not affect the application.

#### Servicing and Improvements Proposed

Water Services	The proposal contains an established residential site with existing water wells.
Sewer Services	The proposal contains an established residential site with existing septic systems.
Stormwater/Drainage Improvements	No improvements proposed.
Solid Waste Disposal	No improvements proposed.

## Suitability Assessment

Land suitable for intended use	Yes
Compatible with surrounding land uses	Yes
Appropriate legal and physical access	Yes
Complies with MDP/ASP/LUB requirements	Yes

### DISCUSSION:

The applicants are proposing to redesignate an approximate six point zero two (6.02) acres from Agricultural District (A) to Residential Farmstead District (R-F).

### BACKGROUND:

The subject lands are located along Township Road 312, in the rural neighbourhood of Wescott, approximately 10 kilometres west of the Town of Didsbury. According to Figure 3 Growth Management Conceptual Strategy of the MDP, the subject quarter is in the Agricultural Preservation Area.

The subject quarter is surrounded by agricultural zoned land, except for the quarter to the east, which contains one residential zoned lot. Four of the neighbouring quarter sections are currently unsubdivided, three quarters have two titles, and one quarter has three titles.

Within the subject quarter there is one abandoned gas well and five natural gas pipelines. There is also an Altalink power line that runs along the quarter's western boundary. During the circulation process, Altalink and the necessary oil and gas facility operators were notified about the proposal and no responses were received. The proposal is located outside of any utility or pipeline right of ways and this existing infrastructure should have a minimal impact on the proposal.

The subject quarter appears relatively flat but gently slopes down to the southwest. According to AGRASID, the landform model for the area is considered *undulating, high relief*. There are no Environmentally Significant Areas that have been identified within or surrounding the subject quarter. There is a small unclassified creek that meanders in the southwest corner of the subject quarter. Historical aerial imaging also shows that the northeast corner of the subject quarter may be a small wetland. Most of the quarter has been used for cultivation, except for the proposal area, the quarter's northeast corner and the areas surrounding the unclassified creek.

### PROPOSAL:

The applicants are seeking to redesignate an approximate six point zero two (6.02) acres from Agricultural District (A) to Residential Farmstead District (R-F). The subsequent subdivision application is seeking to create the second title for the quarter. The applicants would like to create a new residential parcel surrounding the area of the original farmstead for the quarter.

The applicants provided a historical photo of the farmstead, which shows the original dwelling from the 1940s, which remains on site today. The farmstead previously contained several farm buildings and sheds, which have since been removed. Other than the dwelling from the 1940s, the site currently contains a mobile home, two recreational trailers, a few sheds, and a few animal shelters. The balance of the quarter is bare land.

The east half of the proposal contains two dwelling units (farmstead & mobile home), while the west half is mostly bare land. The applicants were asked why the west portion of the proposal was included within the proposal boundaries, given that most of the farmstead development has been removed. The applicants outlined that this area is a low spot that can accumulate water at certain times of the year and has never been used with the surrounding cropland. During the site visit, it was noted that the west portion of the proposal is lower in the landscape than the east portion. While much of the quarter appears to have little topographic relief, the west portion of the proposal has gentle undulations and a few depressions. The Farmland Field sheet also outlines the area of the farmstead and did not provide a rating for the soils within the proposal boundaries. The soil capabilities within the west portion of the proposal appear to have more limitations than the surrounding cropland and it is reasonable that this land be included within the proposal.



**POLICY ANALYSIS:**

The subject lands are located within the Agricultural Preservation Area of the Municipal Development Plan (MDP); as such, this proposal has been evaluated in accordance with the provisions of the MDP and the Land Use Bylaw (LUB).

**Municipal Development Plan (MDP) Bylaw No. 20/20**

The subject lands are located within the Agricultural Preservation Area, which is a Policy Area that can consider a maximum of two titles per quarter section. The proposal is seeking to create a second title for the quarter and complies with Figure 3 Growth Management Conceptual Strategy and Policies 3.3.5 and 3.3.6.

The applicants are seeking to create a new residential parcel that surrounds the original farmstead for the quarter and to redesignate this area to Residential Farmstead District (R-F). The proposal is located along the periphery of the quarter in an area that has not been farmed and complies with Policies 3.3.8 and 3.3.9.

The MDP lists a few other requirements for Residential Farmstead District (R-F) lots, which the proposal can meet. The farmstead has been in existence for more than 10 years, is between two and nine acres and would be the first parcel removed from the quarter. The proposal consists of the original farmstead dwelling and previously contained improvements that were used in connection with the farming operations that have taken place within the quarter, which meets the definition of a farmstead. The proposed parcel does not contain any cultivated land and has direct access to a County road. The balance of the quarter shall be maintained as an agricultural parcel.

The west portion of the proposal contains land that may be suitable for pasture, however, it is too small to compliment existing agricultural operations that are taking place within the proposed remainder and may be better utilized within the proposal boundaries. During the site visit it was noted that the west portion of the proposal area has a few depressions in the landscape that may accumulate water at certain times of the year. The surrounding cultivated land is to remain with an agricultural land use.

The proposal does contain two dwelling units, which can be considered within Residential Farmstead District (R-F) lots. When the application is considered for subdivision, the Subdivision Authority may deem the older dwelling legally non-conforming, as it was constructed in 1942, prior to the requirement for a Development Permit.

**Land Use Bylaw (LUB) No. 21/21**

The LUB specifies the parcel size for Residential Farmstead District (R-F) lots to be between two and the maximum deemed necessary to accommodate the farmstead, which the proposal is able to comply with, being approximately six point zero two (6.02) acres. The balance of the quarter shall remain zoned as an Agricultural District (A) parcel and have a final parcel size of approximately one hundred fifty-three point nine eight (153.98) acres, meeting the minimum requirement of 80 acres.

The proposal currently contains two separate dwelling units, one of which is the original farmstead for the quarter and the second is a mobile home that was approved through a Development Permit that was issued in 2012. As the original dwelling was constructed prior to the requirement of a Development Permit, it may be considered legally non-conforming, which can be considered within a Residential Farmstead District (R-F) parcel.

**CONCLUSION:**

Administration can support a resolution of approval for this proposal. The proposal is within the parameters described in the Municipal Development Plan and the Land Use Bylaw. There were no letters of objection or concern that were received from adjacent landowners or referral agencies. The proposal complies with the policies of the Statutory Plan and the regulations of the Land Use Bylaw.

---

**OPTIONS / BENEFITS / DISADVANTAGES:**

Option One:	That the Reeve open and close the Public Hearing.
This motion indicates support	That Council give second reading to Bylaw No. LU 08/22 redesignating the lands within the NE 7-31-2-5. (Approval)  That Council give third reading to Bylaw No. LU 08/22 redesignating the lands within the NE 7-31-2-5. (Approval)
Option Two:	That Council defer Bylaw No. LU 08/22 to _____.
This motion indicates additional information required to render a decision on application	
Option Three:	That the Reeve open and close the Public Hearing.
This motion indicates that the application is not deemed suitable	That Council give second reading to Bylaw No. LU 08/22 redesignating the lands within the NE 7-31-2-5. (Refusal)  That Council give third reading to Bylaw No. LU 08/22 redesignating the lands within the NE 7-31-2-5. (Refusal)

ATTACHMENT(S):

- 01 - Bylaw No. LU 08/22 and Schedule "A"
- 02 - Growth Management Conceptual Strategy Figure 3
- 03 - Location, Land Use, Ownership & Circulation Map
- 04 - Application Site Sketch
- 05 - Aerial Photographs
- 06 - Soils Information Maps
- 07 - Historical Photo and Applicant's Justification for Farmstead Parcel Size
- 08 - Presentation to Council

BYLAW NO. LU 08/22

Being a Bylaw of Mountain View County in the Province of Alberta to amend Land Use Bylaw No. 21/21 affecting NE 7-31-2-5 pursuant to the Municipal Government Act.

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The Council of Mountain View County, duly assembled, enacts that Bylaw No. 21/21 be amended as follows:

To redesignate from Agricultural District (A) to Residential Farmstead District (R-F) an approximate six point zero two (6.02) acres (2.44 hectares) in the Northeast (NE) Quarter of Section seven (7), Township thirty-one (31), Range two (2), West of the fifth (5<sup>th</sup>) Meridian, as outlined on Schedule "A" attached hereto.

Received first reading March 09, 2022,

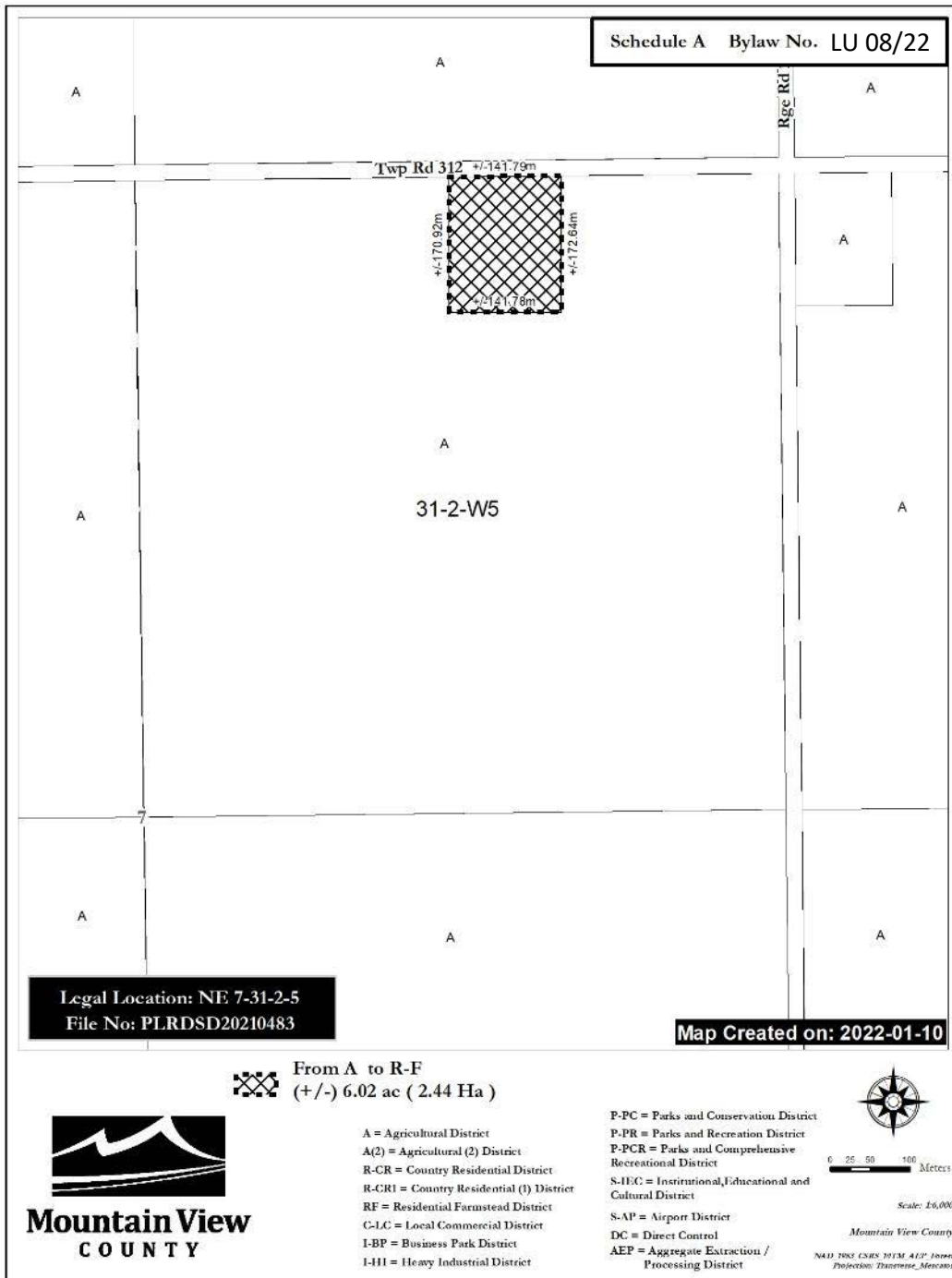
Received second reading \_\_\_\_\_,

Received third reading \_\_\_\_\_.

\_\_\_\_\_  
Reeve

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

\_\_\_\_\_  
Date of Signing





## Mountain View COUNTY

### Growth Management Conceptual Strategy Figure 3

#### Legend

- Highway
- County Collector Network(CCN)
- Special Policy Area:
  - Highway 2/27 (Concept Plans Required)
- Growth Centres (ASPs / Concept Plans Required)
- Economic Nodes (ASPs / Concept Plans Required)
- Towns/Village
- IDPs
- Agricultural Preservation Area
- Potential Multi-Lot Residential Development Area

\*Adapted from the Canada Land Inventory Class 1,2 & 3 soils; AGRASID's Land Suitability Rating System (LSRS) Class 2 & 3 as the 1st Dominant or Co-Dominant; as well as Environmentally Significant Areas (ESA) are shown shaded. Boundaries are not exact and boundaries must be confirmed or corrected from municipal assessment maps and field investigation.\*

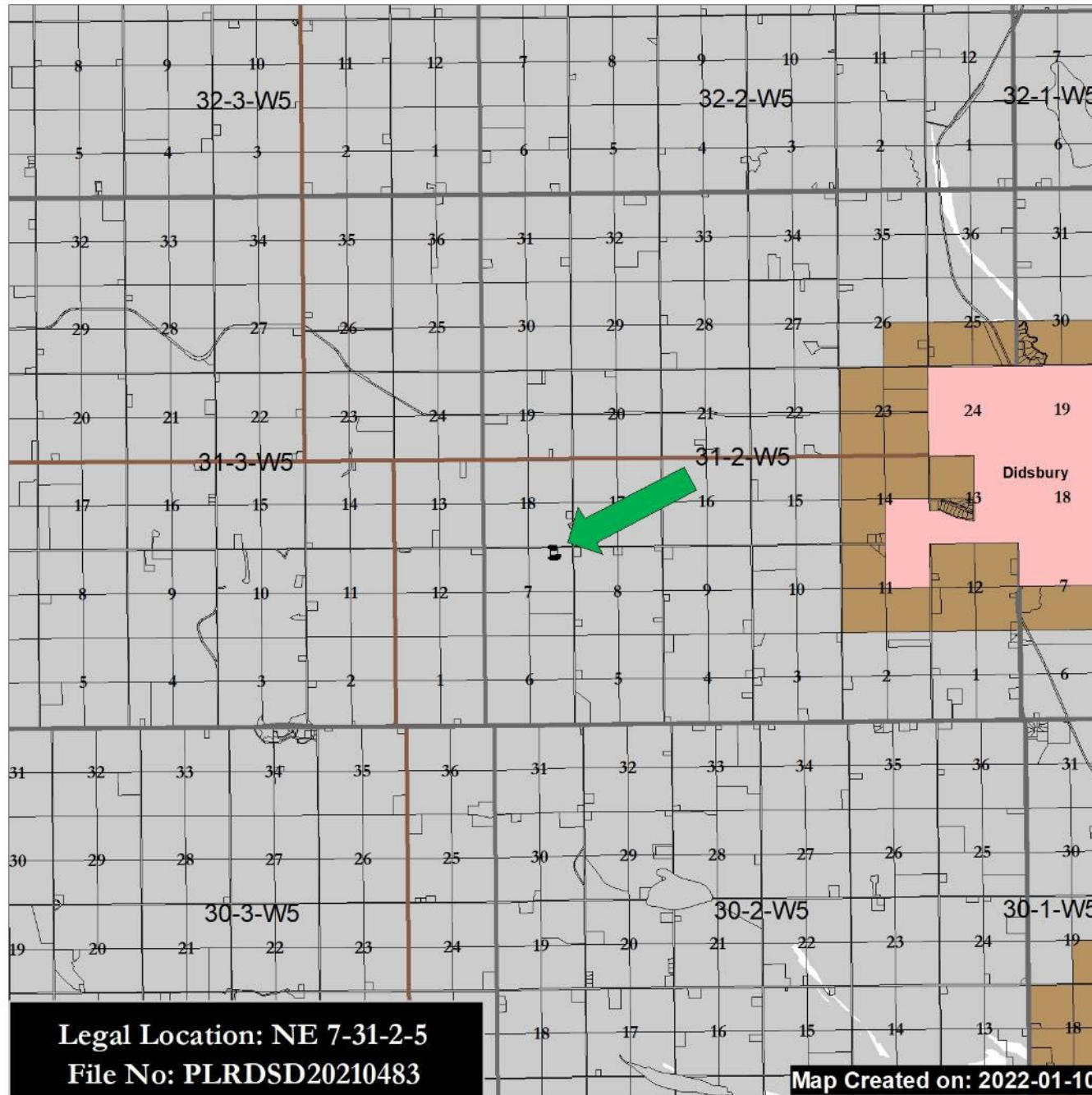


0 750 1,500 3,000 4,500 Meters

Scale: 1:100,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse Mercator





## Mountain View COUNTY

### Location, Land Use, Ownership & Circulation

#### Legend

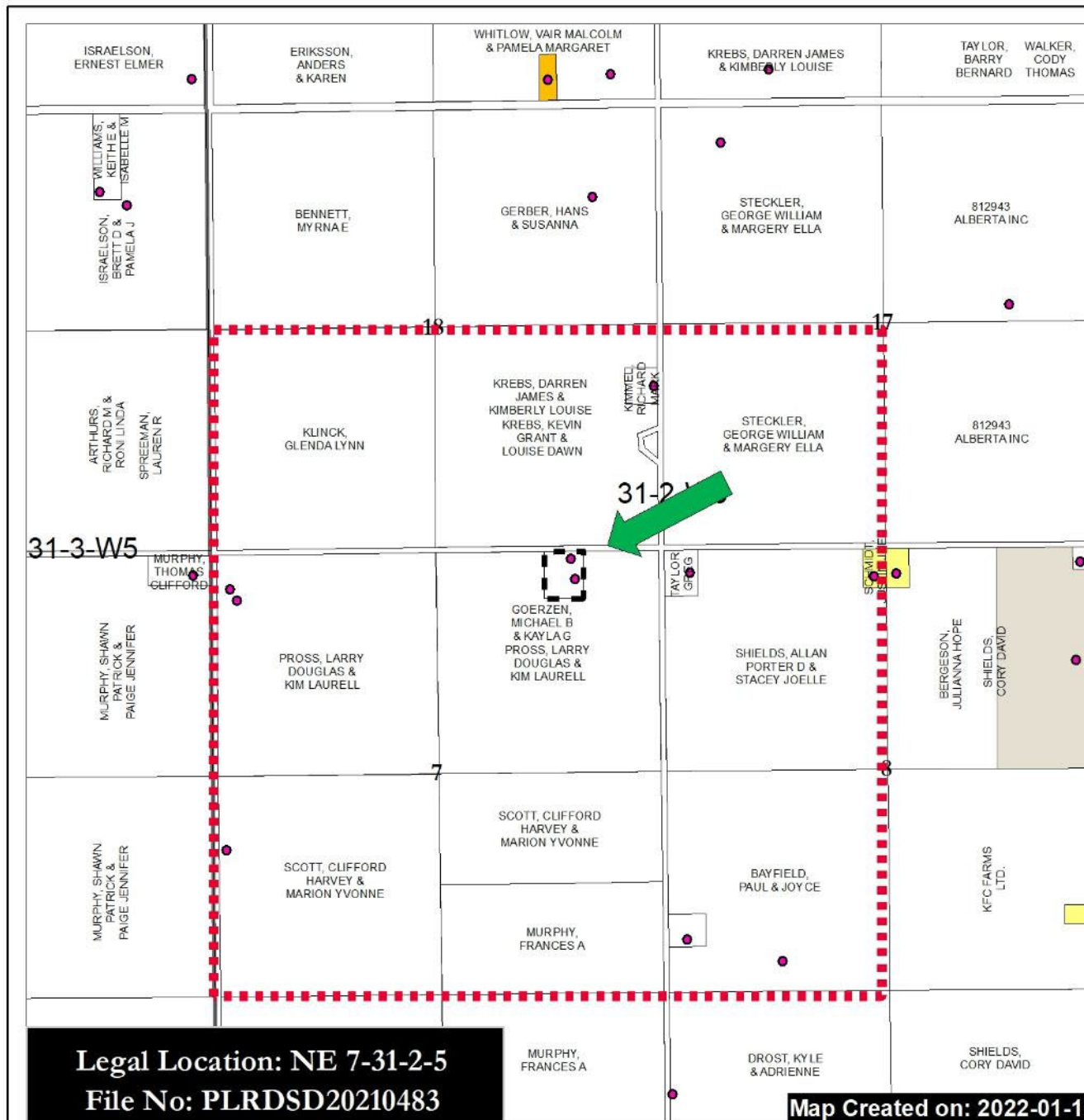
- Rural Address
- Proposed Redesignation Subdivision Boundary
- Land Use Zoning
  - Agricultural District (A)
  - Agricultural (2) District (A(2))
  - Country Residential District (R-CR)
  - Country Residential (1) District (R-CR1)
  - Residential Farmstead District (R-F)
  - Local Commercial District (C-LC)
  - Business Park District (I-BP)
  - Heavy Industrial District (I-HI)
  - Aggregate Extraction/Processing District (AEP)
  - Parks and Conservation District (P-PC)
  - Parks and Recreation District (P-PR)
  - Parks and Comprehensive Recreational District (P-PCR)
  - Institutional, Educational and Cultural District (S-IEC)
  - Airport District (S-AP)
  - Direct Control
- Subject Land
- Landowners Circulated



0 250 500 1,000 Meters

Scale: 1:20,000

Mountain View County  
NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator

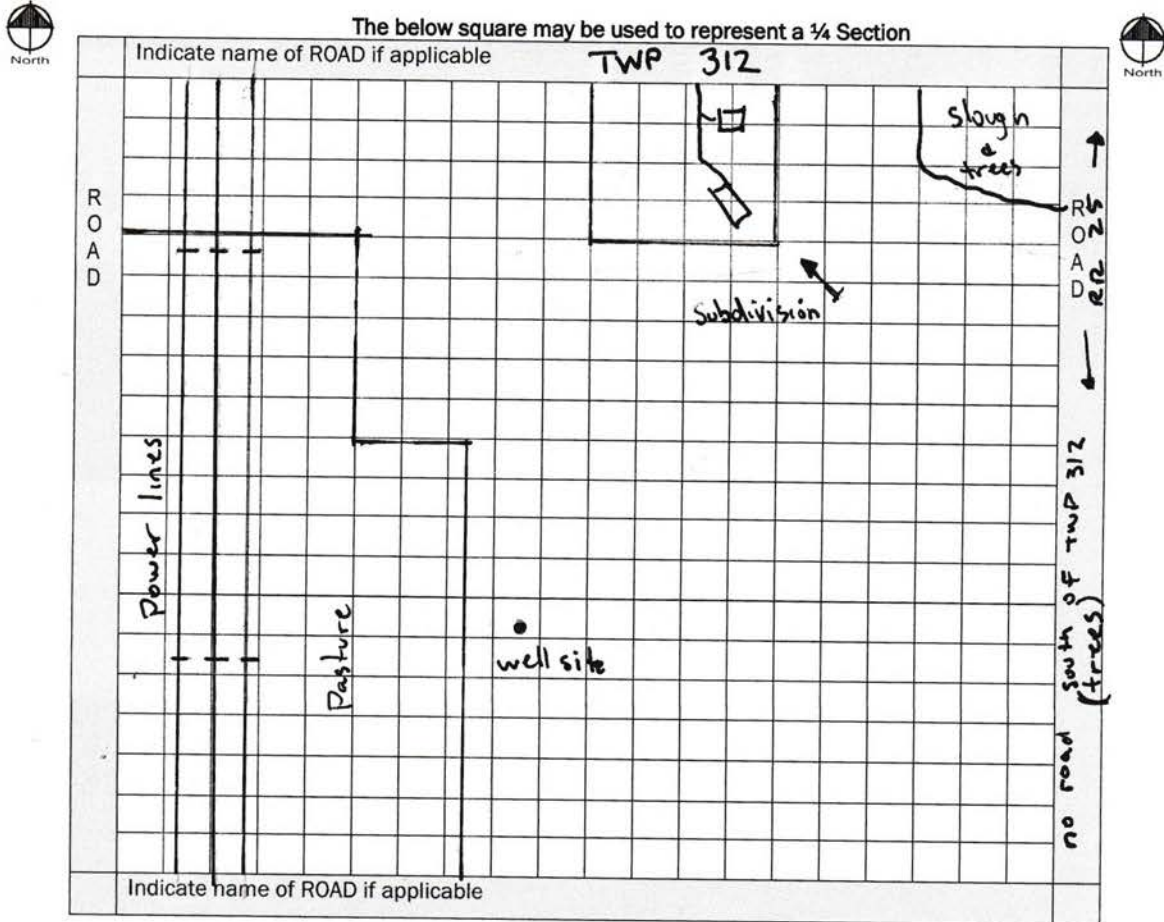




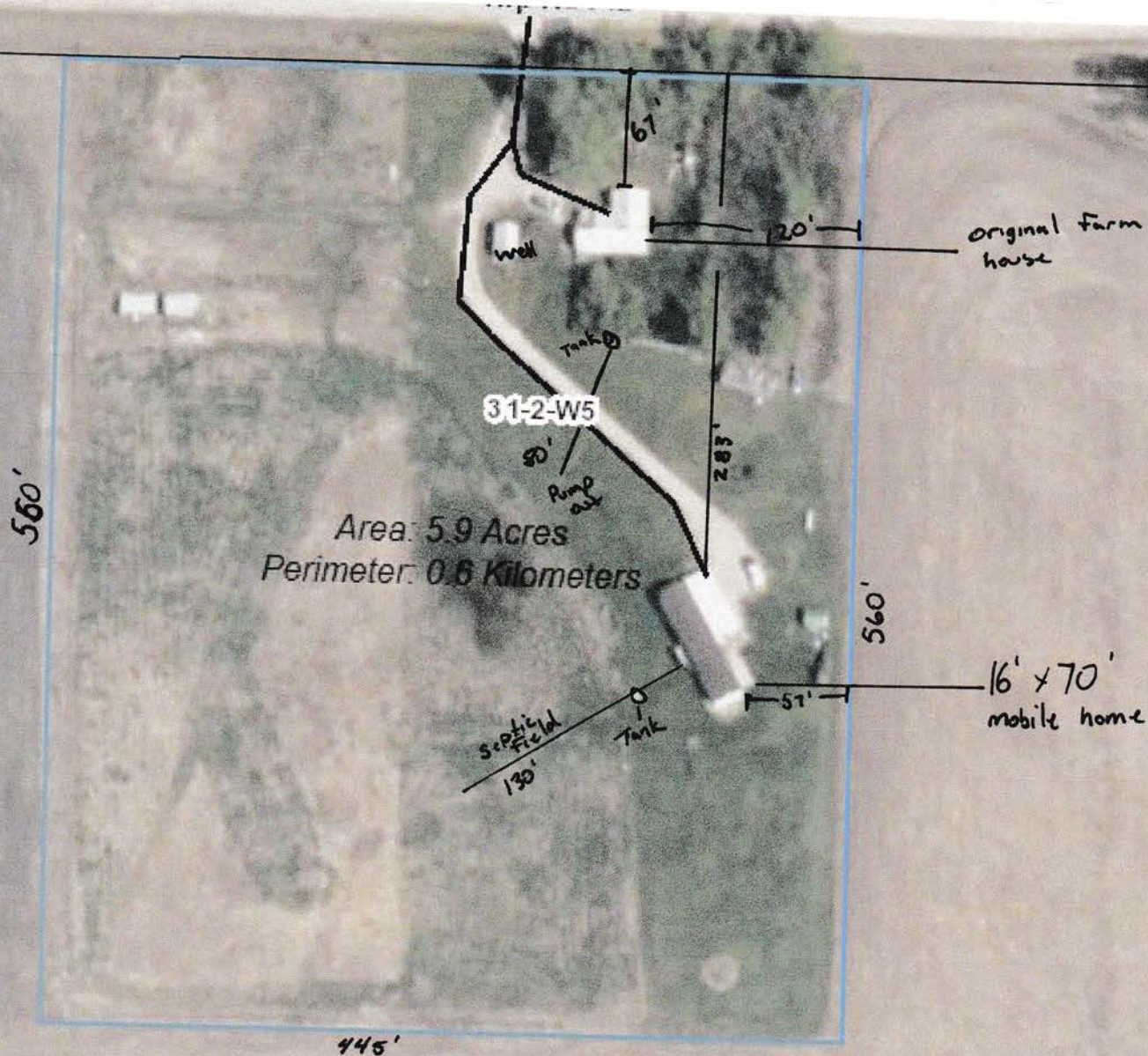
# PROPOSED REDESIGNATION/SUBDIVISION SKETCH

The Site Plan **must** include all of the following information (if applicable) in order for it to be considered complete:

- ☐ Location, dimensions, and boundaries of the entire property and of the portion of the property to be redesignated/subdivided;
- ☐ Location and dimensions of existing buildings and structures on the property, including distances from property lines. Identify buildings that will be demolished or moved;
- ☐ Location and names of proposed and existing roadways, driveways and road approaches;
- ☐ Location of existing wells and septic systems;
- ☐ Location and description of natural site features such as steep slopes, water bodies or courses, woodlots and shelterbelts;
- ☐ Location and description of man made site features such as drainage ditches, wells and private sewage disposal systems, gravel working, etc.;
- ☐ Location, dimensions and boundaries of proposed lot boundaries and rights-of-way (if applicable).



measurements of subdivision on next page.







## Mountain View COUNTY

### Well & Pipeline Facilities

#### Legend

- |  |                       |
|--|-----------------------|
| Application Location                               | Rural Address         |
| Gas Plants, Battery Sites, etc. <all other values> | CRUDE OIL             |
| Gas Processing Plant                               | FRESH WATER           |
| Wells  | FUEL GAS              |
| Proposed Redesignation Subdivision                 | HVP PRODUCTS          |
| Boundary   | LVP PRODUCTS          |
| Altalink Powerline Buffer (30m)                    | MISCELLANEOUS LIQUIDS |
| TC Energy Notification Zone 200m                   | NATURAL GAS           |
| TC Energy Notification Zone 750m                   | OIL WELL EFFLUENT     |
| Subject Land                                       | SALT WATER            |
|  | SOUR NATURAL GAS      |
|  | UNKNOWN               |

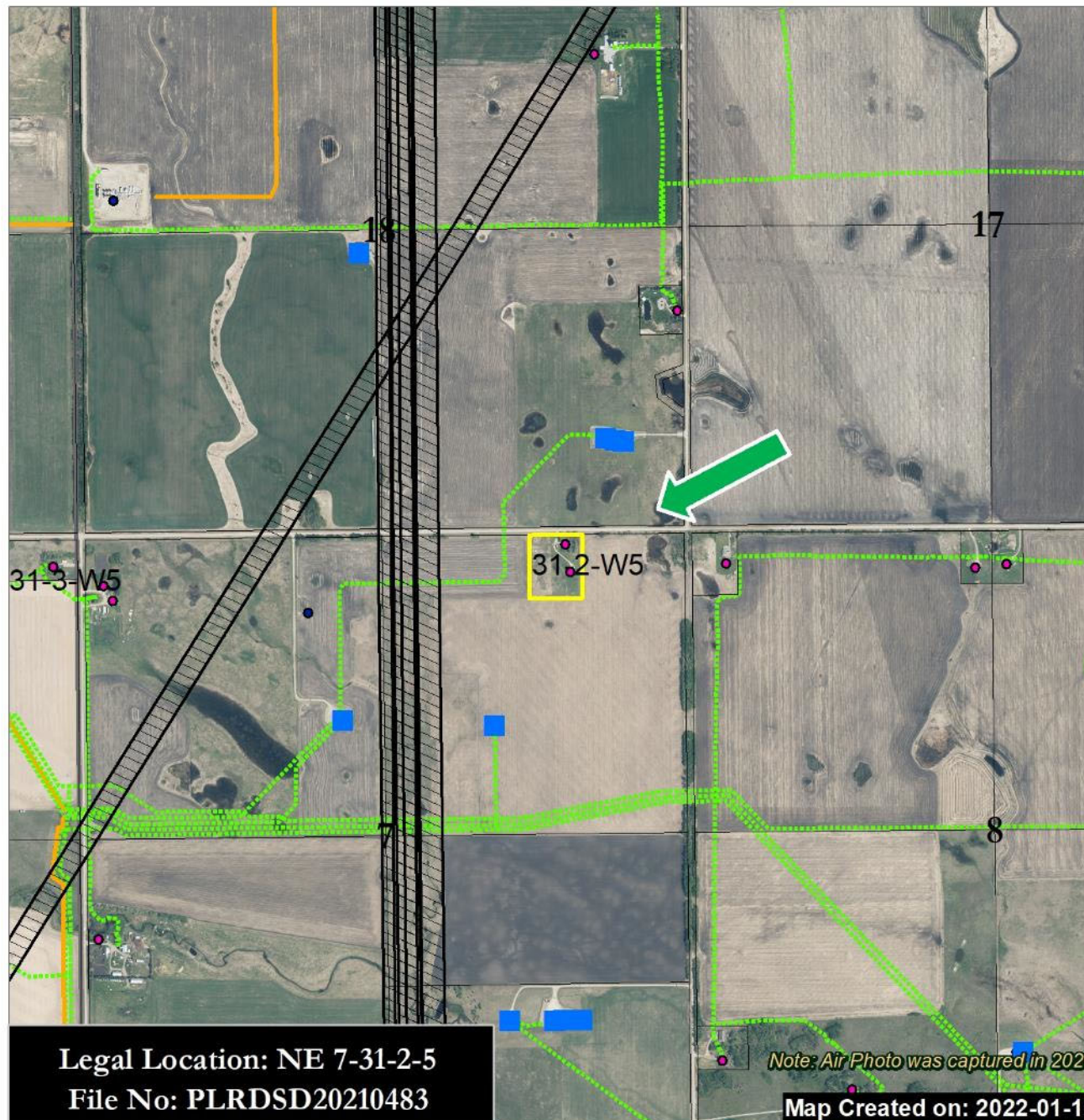


0 125 250 500 Meters

Scale: 1:15,000  
Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator

NOTE: For Exact Wells Classification review  
its Attribute Table or Contact AER



Legal Location: NE 7-31-2-5  
File No: PLRDSD20210483

Note: Air Photo was captured in 2020

Map Created on: 2022-01-10





## Mountain View COUNTY

### Topography & Water

#### Legend

- Application Location
- Contours - 5m
- Rivers and Creeks
  - Unclassified
  - mvc Stream Class
  - Activity Restrictions
  - No Activity Restrictions
- ▭ Proposed Redesignation Subdivision Boundary
- ➔ Subject Land

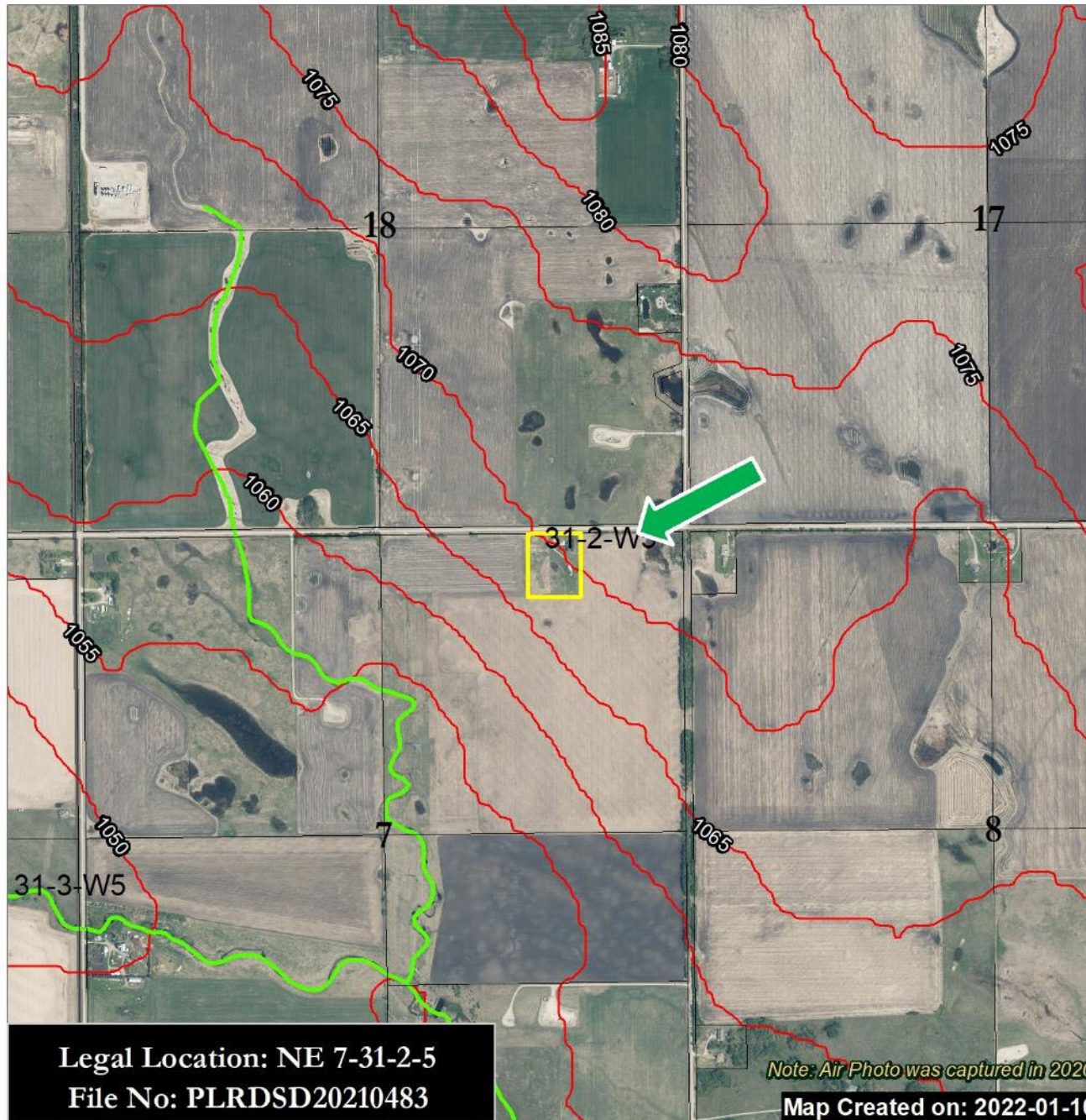


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Scale: 1:15,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator







## Mountain View COUNTY

### Environmental Scan

#### Legend

- Floodway
  - Flood Fringe
  - Environmental Scan
  - Rivers and Creeks
  - Floodplain
  - Aeolian Deposit
  - Wetlands
  - Colonial Nesting Bird Range
  - Provincial ESA (2014)
  - Conservation Easement (Legacy Land Trust Society)
  - Rural Address
  - Proposed Redesignation Subdivision Boundary
  - Growth Centres
  - Historical Resources
    - <all other values>
    - a-Archaeological Resources
    - a, p
    - h-Historical Sites
    - p-Paleontological Resources
  - Nuisance Grounds
    - Landfills
    - Gravel Pits
    - Sewage Lagoons
    - CFO - NRCB Approved
  - Subject Land
- ESA\_number**
- 1 (Very High)
  - 2 (High)
  - 3 (Moderate)
  - 4 (Low)
- Alberta Merged Wetland**
- Bog
  - Fen
  - Marsh
  - Open Water
  - Swamp

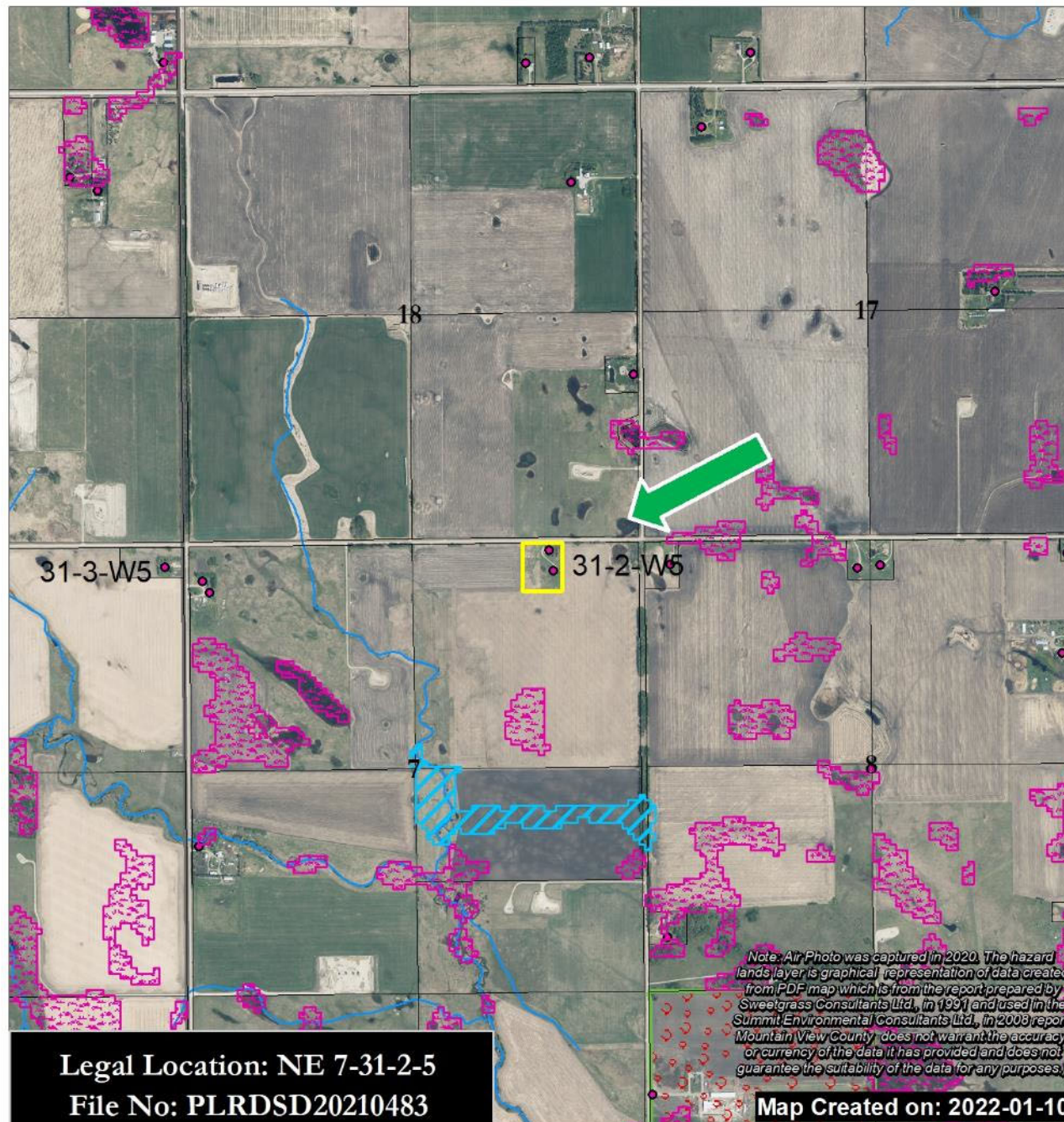


0 50 00 200 300 400 500 600 700 800  
Meters

Scale: 1:20,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator



Legal Location: NE 7-31-2-5  
File No: PLRDSD20210483

Map Created on: 2022-01-10



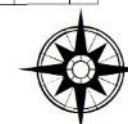


## Mountain View COUNTY

### Site Dimension

#### Legend

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>Application Location</li><li>Rural Address</li><li>Gas Plants, Battery Sites, etc.</li><li>Gas Processing Plant</li><li>Wells</li><li>Proposed Redesignation Subdivision Boundary</li><li>Altalink Powerline Buffer (30m)</li><li>Streetlights - Fortis</li><li>Power Poles - Fortis</li></ul> | <ul style="list-style-type: none"><li>Pipelines</li><li>SUBST_A</li><li>CRUDE OIL</li><li>FRESH WATER</li><li>FUEL GAS</li><li>HVP PRODUCTS</li><li>LVP PRODUCTS</li><li>MISCELLANEOUS LIQUIDS</li><li>NATURAL GAS</li><li>OIL WELL EFFLUENT</li><li>SALT WATER</li><li>SOUR NATURAL GAS</li><li>UNKNOWN</li></ul> |
|--|--|



Scale: 1:1,500

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest

Projection: Transverse\_Mercator

NOTE: For Exact Wells Classification review its Attribute Table or Contact AER

31-2-W5

Legal Location: NE 7-31-2-5

File No: PLRDSD20210483

Note: Air Photo was captured in 2020

Map Created on: 2022-01-10



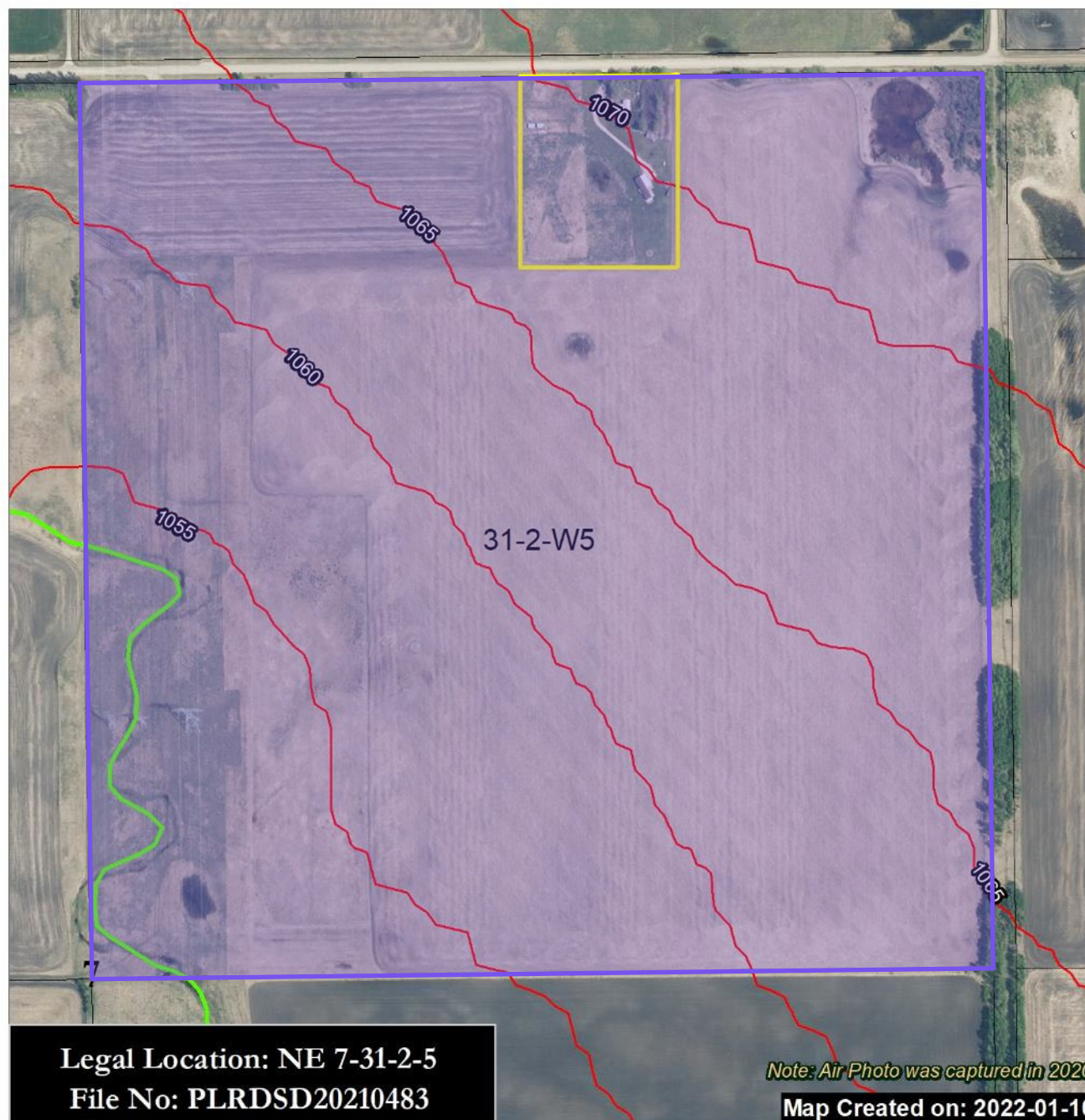
**Mountain View**  
COUNTY

## Canada Land Inventory

-  Class 1
-  Class 2
-  Class 3
-  Class 4
-  Class 5
-  Class 6
-  Class 7
-  Class O



Scale: 1:5,000  
Mountain View County  
NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator







**Mountain View  
COUNTY**

### AGRASID Data

#### Land Suitability Rating System for Spring Grains (LSRS) Suitability

- Class 1 – No Limitations
- Class 2 – Slight Limitations
- Class 3 – Moderate Limitations
- Class 4 – Severe Limitations
- Class 5 – Very Severe Limitations
- Class 6 – Extremely Severe Limitations
- Class 7 – Unsuitable

#### LSRS Restrictions & Limitations

- H – Inadequate heat units for the optimal growth.
- T – Landscapes with slopes steep enough to incur a risk of water erosion or to limit production.
- W - Soils in which excess water (not due to inundation) limits production.



Scale: 1:5,000




Mountain View County  
NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator





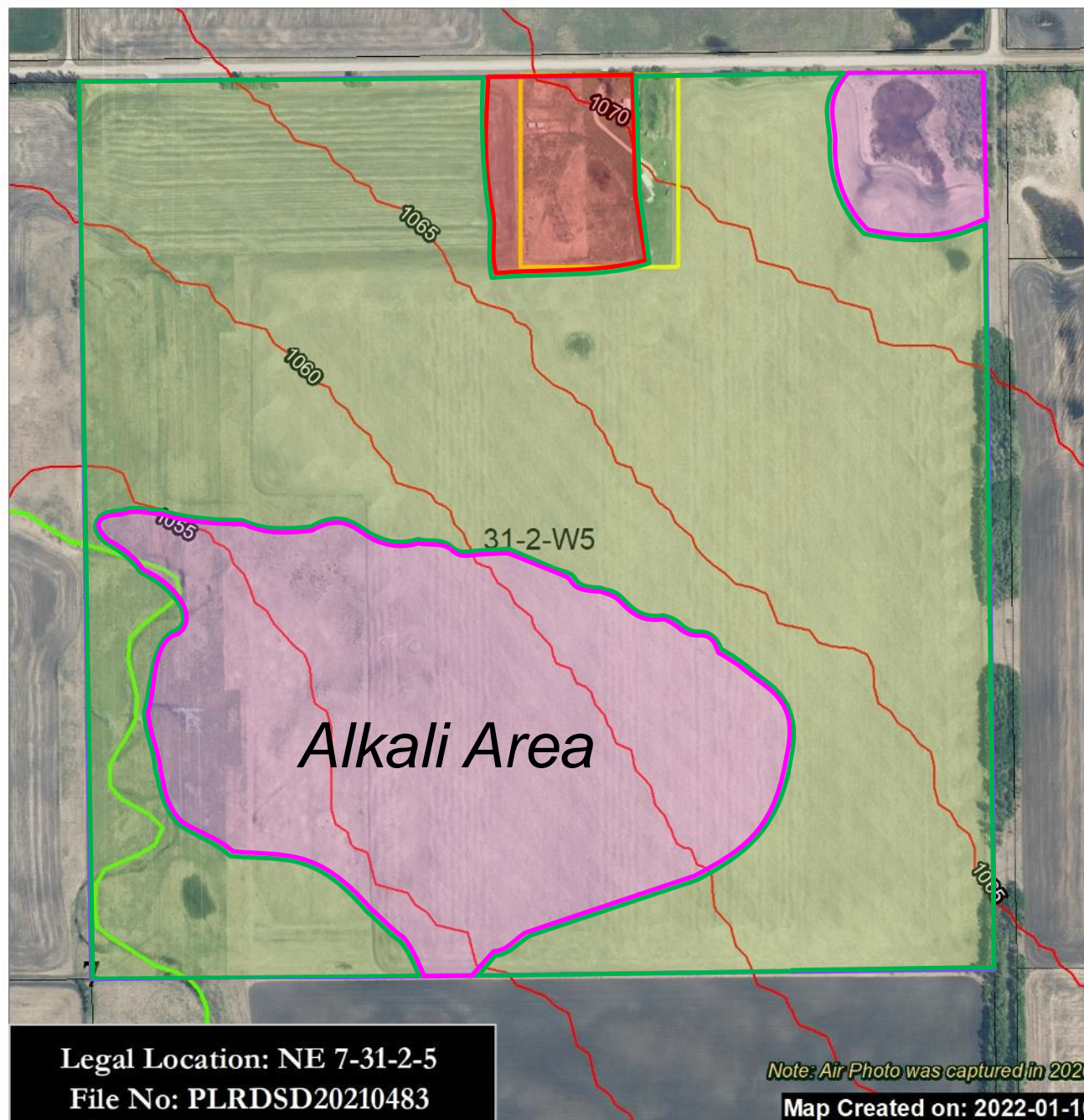
**Mountain View**  
COUNTY

## Farmland Field Sheet

-  88.0% Very Good to Excellent Arable
-  68.8% Good to Very Good Arable
-  Farmstead



Scale: 1:5,000  
Mountain View County  
NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator









Attachment to MVC redesignation & subdivision application

3. Reason for redesignation/subdivision

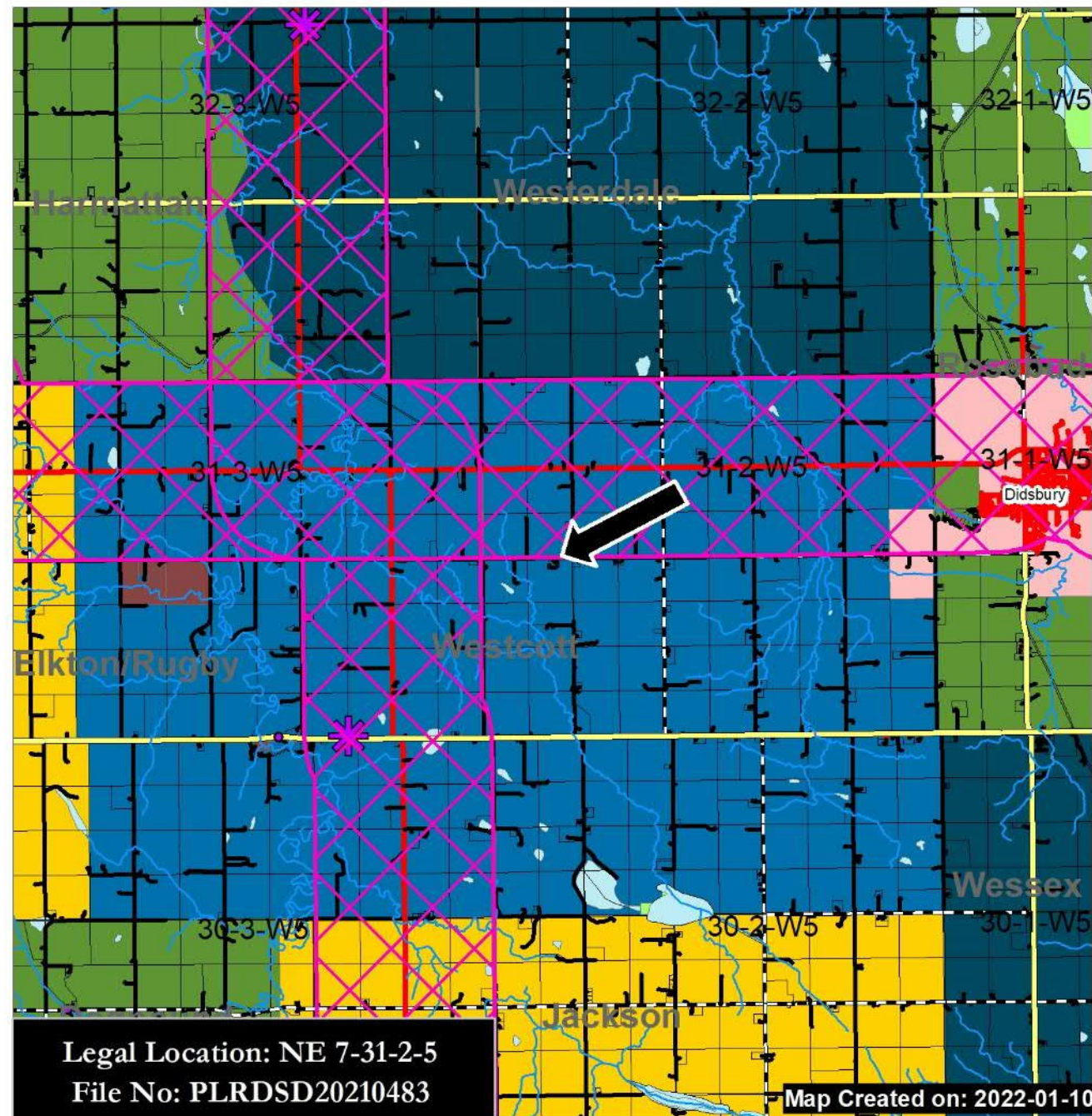
- 1<sup>st</sup> parcel out
- Property is a developed residential site
- The proposed 6-acre parcel was the original family homestead and remnants of the old infrastructure and fencing still remain within this parcel
- See enclosed photo
- The land within the purposed parcel would not be conducive to being anything but grazing due to the natural low spot that can become saturated with heavy rainfall and runoff.
- There would be no benefit to the surrounding crop land by reducing the proposed parcel due to the natural slope and characteristic of the land and would not add viable crop land to the remaining property

**APPLICANT:** - **PROSS, Larry Douglas & Kim L.;**  
- **GOERZEN, Michael B & Kayla A.**  
**LANDOWNER:** - **PROSS, Larry Douglas & Kim L.;**  
- **GOERZEN, Michael B & Kayla A.**  
**LEGAL:** - **NE 7-31-2 W 5M**  
**DIVISION:** - **4**  
**ACRES:** - **+/- 6.02 ac.**

**PROPOSED REDESIGNATION:**

To Redesignate from:

Agricultural District (A) to Residential Farmstead District (R-F) an approximate six point zero two (6.02) acres from an existing one hundred sixty (160) acre parcel.



**Mountain View  
COUNTY**

**Location**

**Legend**

- Neighborhood Reference Points
- Proposed Redesignation Subdivision Boundary
- Highway Buffer (1.6 Km)
- Existing Features
  - Crown Land (Prov. and Fed)
  - County Land
- Towns/Village
- Roads**
  - chip sealed
  - gravel
  - paved
  - unimproved
  - CEN
- Subject Land



0 750 1,500 3,000 4,500 Meters

Scale: 1:100,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator





## Mountain View COUNTY

### Growth Management Conceptual Strategy Figure 3

#### Legend

- Highway
- County Collector Network(CCN)
- Special Policy Area:
  - Highway 2/27 (Concept Plans Required)
- Growth Centres (ASPs / Concept Plans Required)
- Economic Nodes (ASPs / Concept Plans Required)
- Towns/Village
- IDPs
- Agricultural Preservation Area
- Potential Multi-Lot Residential Development Area

\*Adapted from the Canada Land Inventory Class 1,2 & 3 soils; AGRASID's Land Suitability Rating System (LSRS) Class 2 & 3 as the 1st Dominant or Co-Dominant; as well as Environmentally Significant Areas (ESA) are shown shaded. Boundaries are not exact and boundaries must be confirmed or corrected from municipal assessment maps and field investigation. \*

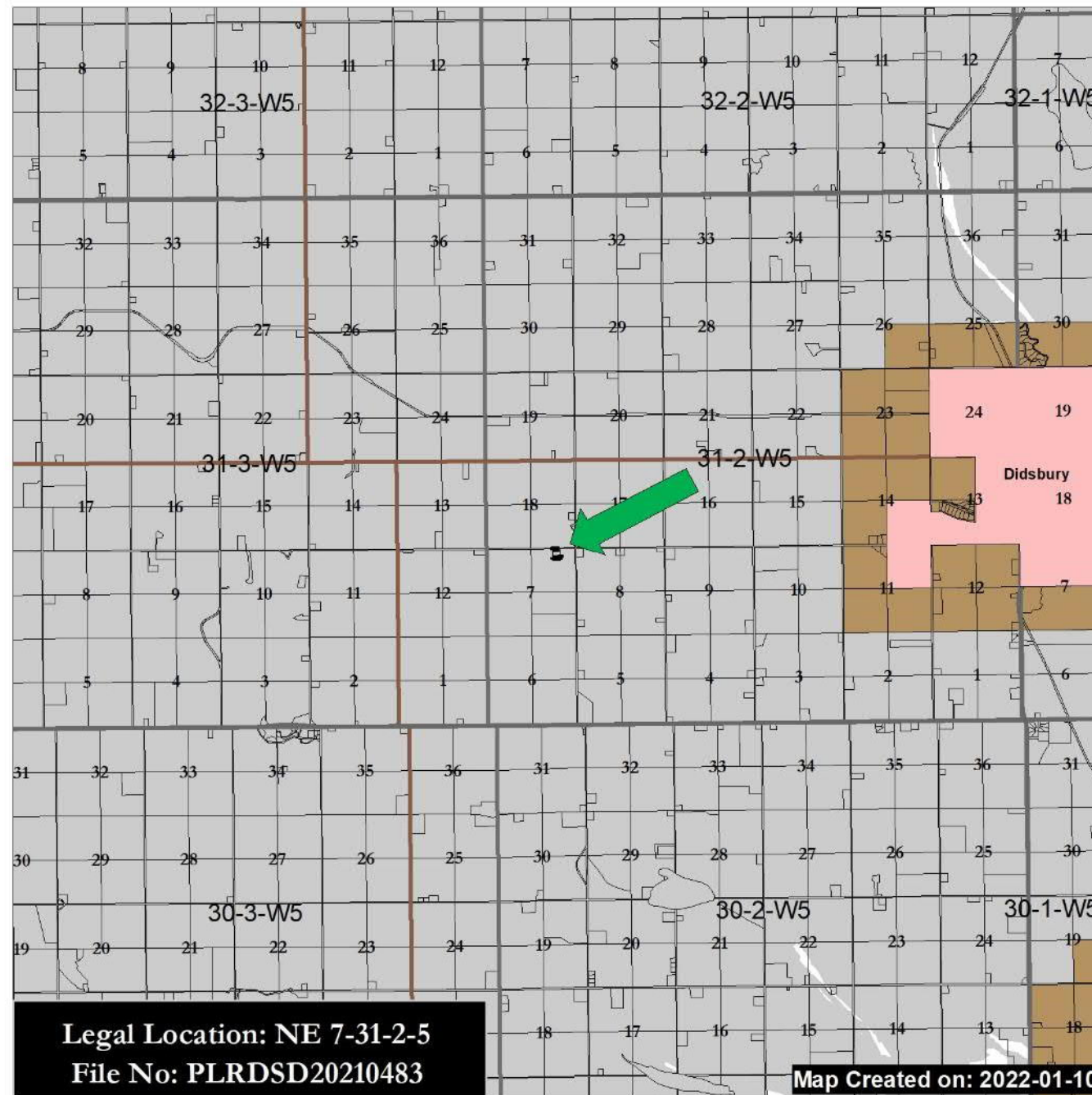


0 750 1,500 3,000 4,500 Meters

Scale: 1:100,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse Mercator





# Mountain View COUNTY

## Site Sketch - Redesignation

### Legend

- Application Location
- Rural Address
- • Pipelines
- AltaLink Power Line
- ▨ Altalink Powerline Buffer (30m)
- ▭ Proposed Redesignation Boundary
- Road Width Less than 7 m
- 6.2m
- Wells
- \* ABANDONED GAS (1)
- Wells Buffer
- 100 m



0 50 100 200 Meters

Scale: 1:5,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator

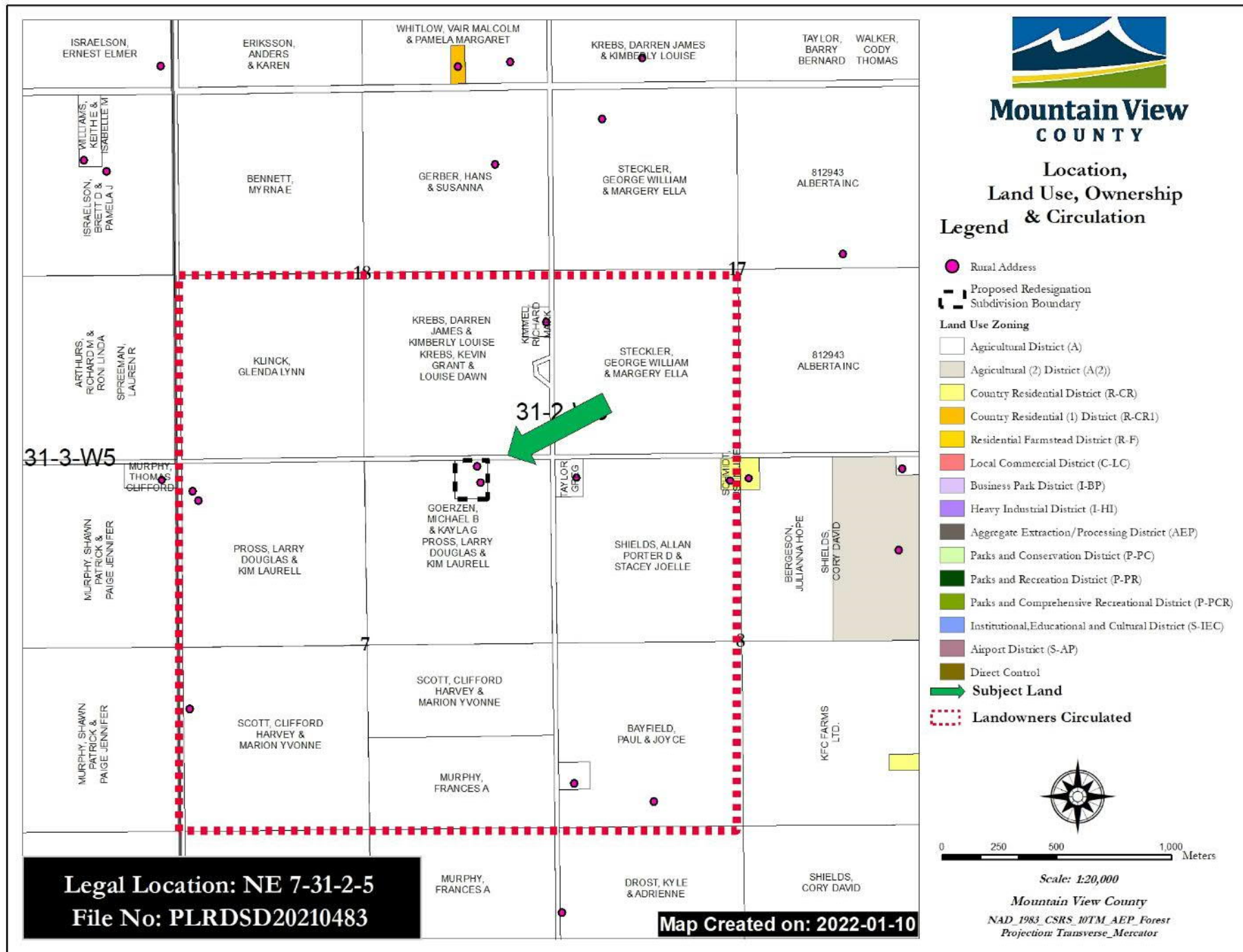
NOTE: For Exact Wells Classification review  
its Attribute Table or Contact AER

Proposed Area to be Redesignated from  
Agricultural District (A) to  
Residential Farmstead District (R-F)  
six point zero two (+/- 6.02) acres

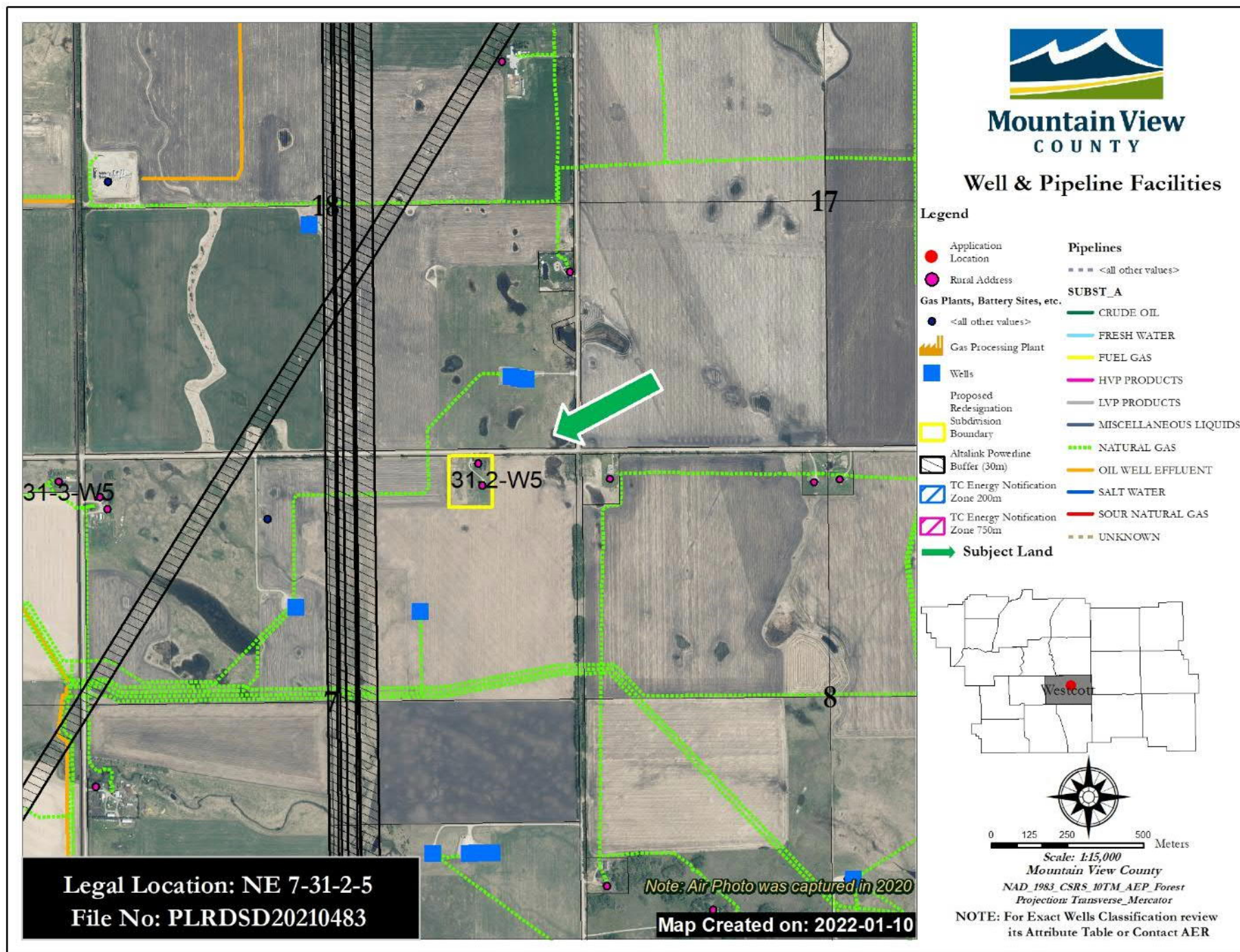
31-2-W5

Legal Location: NE 7-31-2-5  
File No: PLRDSD20210483

Map Created on: 2022-01-10











## Mountain View COUNTY

### Topography & Water

#### Legend

- Application Location
- Contours - 5m
- Rivers and Creeks**
- Unclassified
- mvc Stream Class**
- Activity Restrictions
- No Activity Restrictions
- Proposed Redesignation Subdivision Boundary
- ➔ Subject Land



0 125 250 500 Meters

Scale: 1:15,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator





## Mountain View COUNTY

### Topography & Water

#### Legend

- Application Location
- Contours - 5m
- Rivers and Creeks
- Unclassified
- mvc Stream Class
- Activity Restrictions
- No Activity Restrictions
- Proposed Redesignation Subdivision Boundary



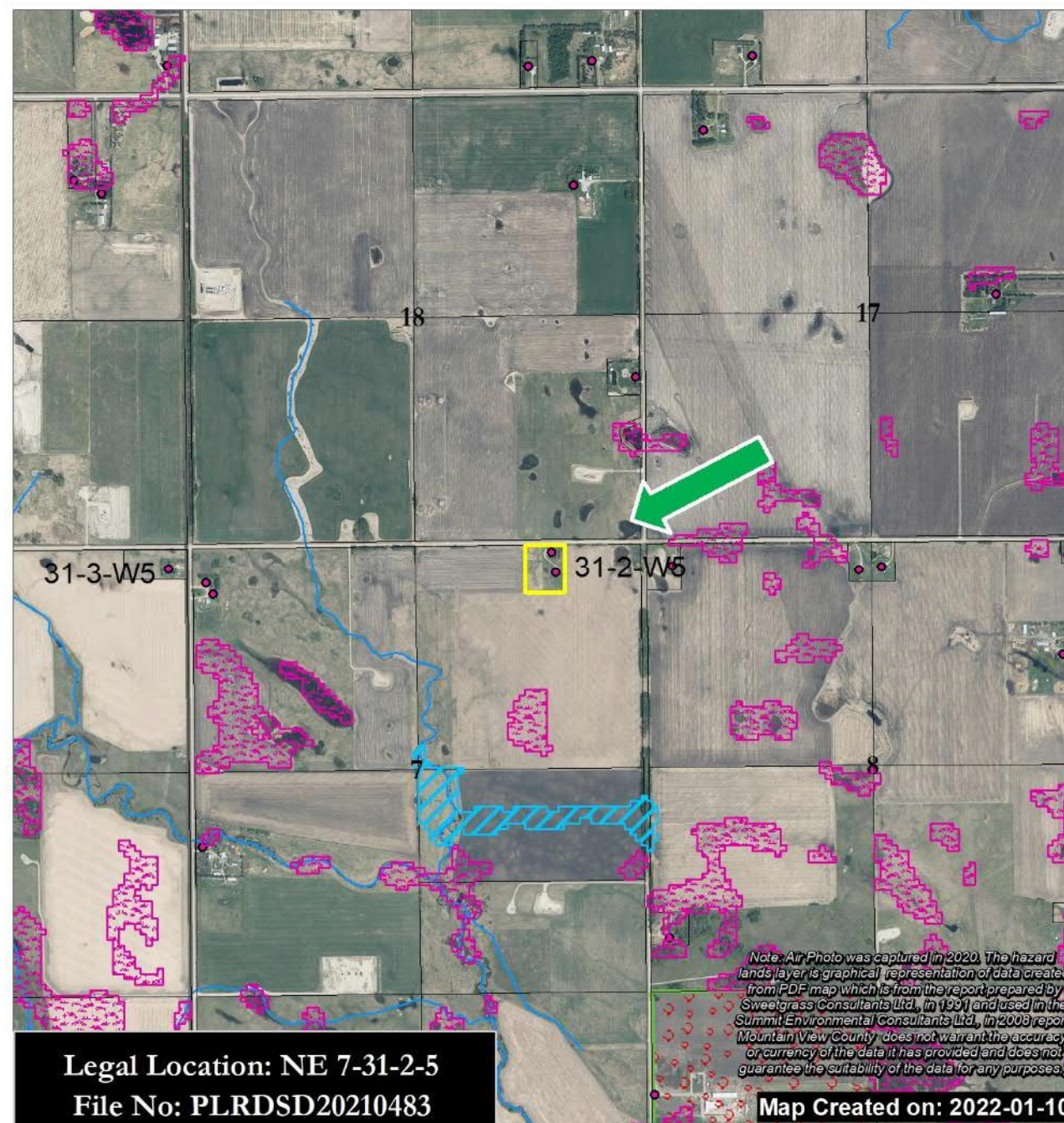
Scale: 1:5,000  
Mountain View County  
NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator





## Mountain View COUNTY

### Environmental Scan



#### Legend

- Floodway
- Flood Fringe
- Environmental Scan**
  - Rivers and Creeks
  - Floodplain
  - Aeolian Deposit
  - Wetlands
  - Colonial Nesting Bird Range
  - Provincial ESA (2014)
- Environmentally Significant Areas**
  - ESA\_number
    - 1 (Very High)
    - 2 (High)
    - 3 (Moderate)
    - 4 (Low)
  - Alberta Merged Wetland
    - Bog
    - Fen
    - Marsh
    - Open Water
    - Swamp
- Conservation Easement (Legacy Land Trust Society)
- Rural Address
- Proposed Redesignation Subdivision Boundary
- Growth Centres
- Historical Resources**
  - <all other values>
  - a-Archaeological Resources
  - a, p
  - h-Historical Sites
  - p-Palaeontological Resources
- Nuisance Grounds**
  - Landfills
  - Gravel Pits
  - Sewage Lagoons
  - CFO - NRCB Approved
- Subject Land**



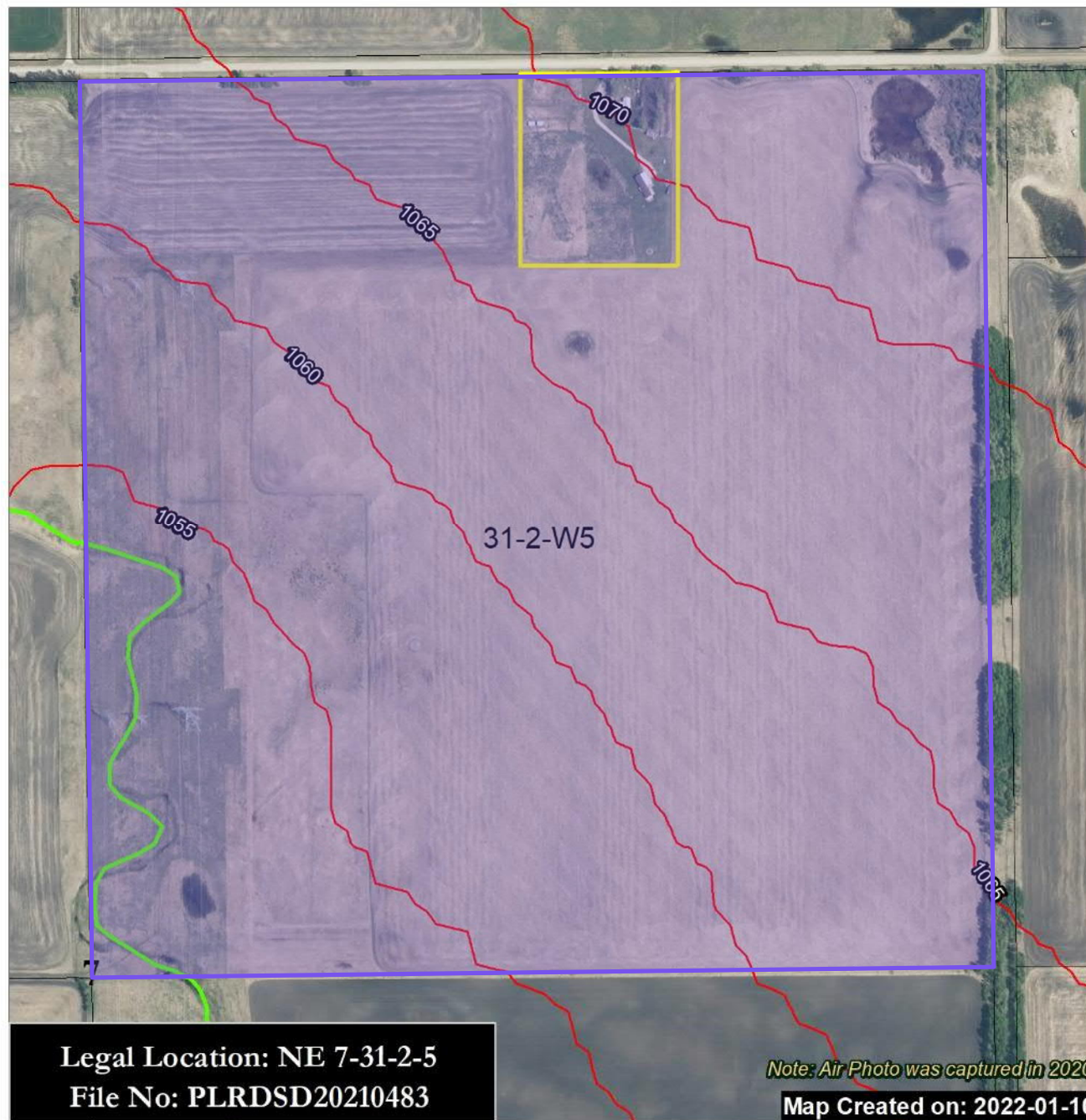
0 50 00 200 300 400 500 600 700 800  
Meters

Scale: 1:20,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator





**Mountain View  
COUNTY**

## Canada Land Inventory

- Class 1
- Class 2
- Class 3
- Class 4
- Class 5
- Class 6
- Class 7
- Class O



Scale: 1:5,000  
Mountain View County  
NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator



## AGRASID Data

### Land Suitability Rating System for Spring Grains (LSRS) Suitability

- Class 1 – No Limitations
- Class 2 – Slight Limitations
- Class 3 – Moderate Limitations
- Class 4 – Severe Limitations
- Class 5 – Very Severe Limitations
- Class 6 – Extremely Severe Limitations
- Class 7 – Unsuitable

### LSRS Restrictions & Limitations

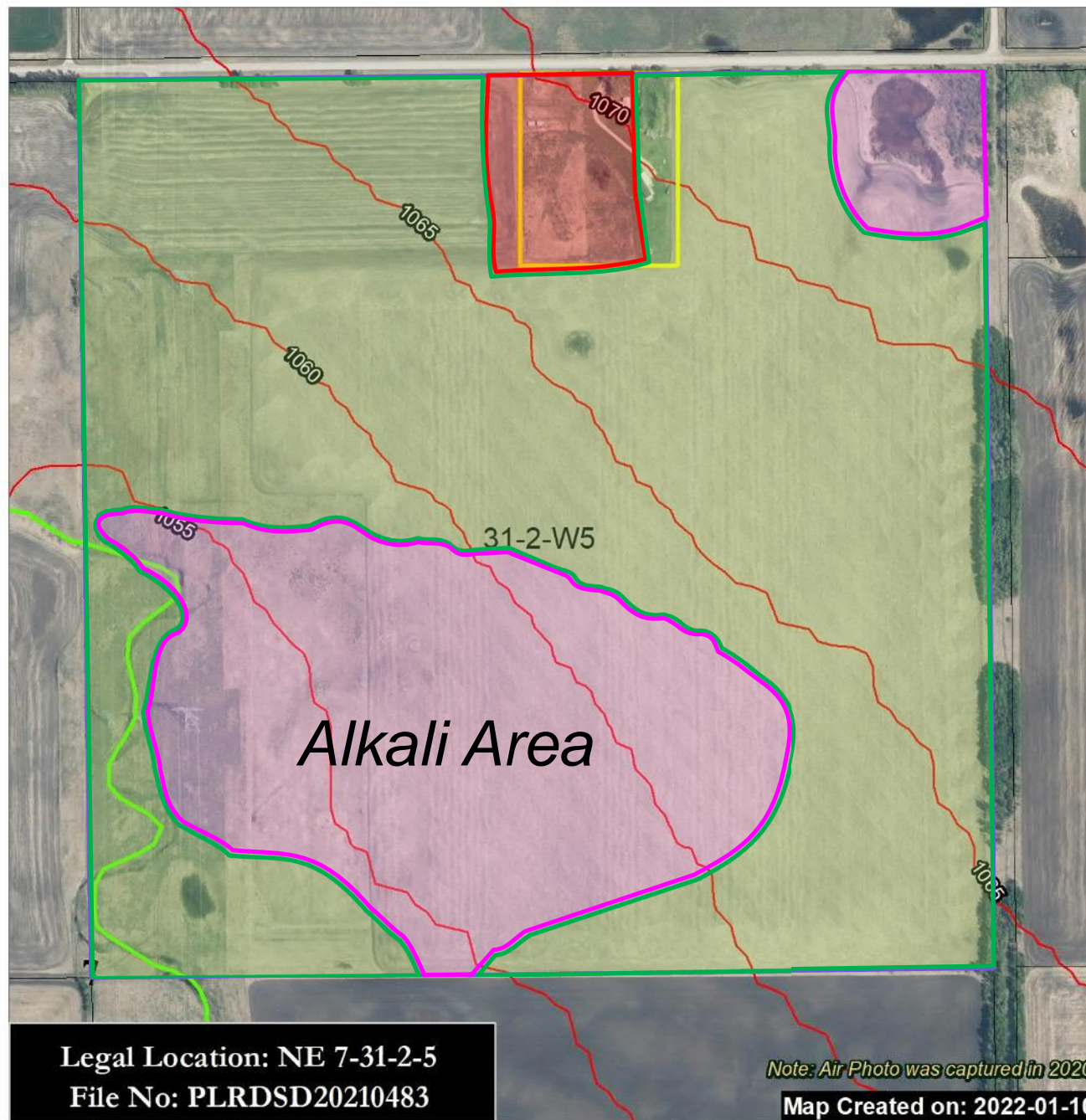
- H – Inadequate heat units for the optimal growth.
- T – Landscapes with slopes steep enough to incur a risk of water erosion or to limit production.
- W – Soils in which excess water (not due to inundation) limits production.



Scale: 1:5,000  
Mountain View County  
NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator










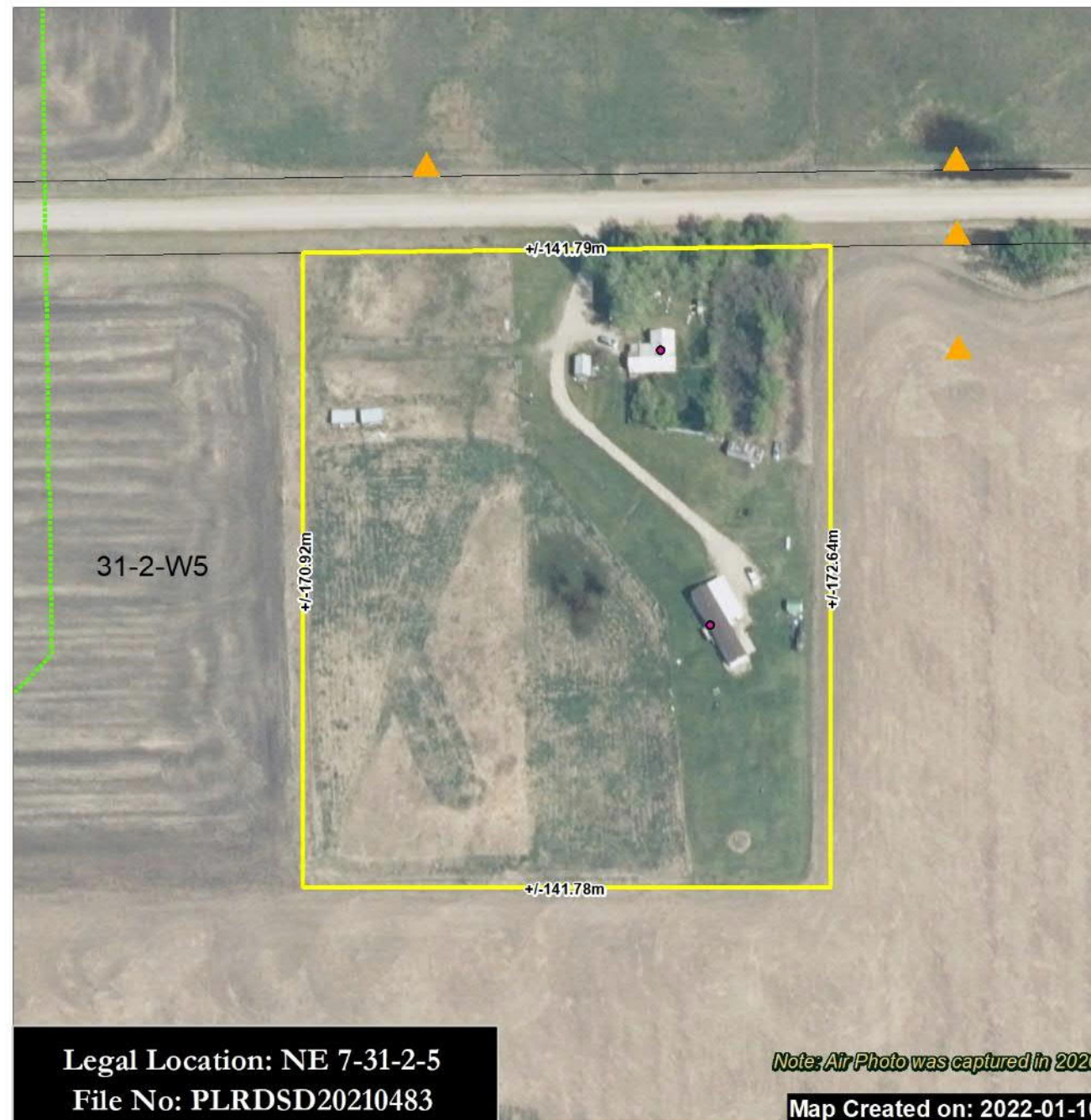
**Mountain View  
COUNTY**

## Farmland Field Sheet

-  88.0% Very Good to Excellent Arable
-  68.8% Good to Very Good Arable
-  Farmstead



Scale: 1:5,000  
Mountain View County  
NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator



## Mountain View COUNTY

### Site Dimension

#### Legend

- |   |                         |
|---|-------------------------|
| ● Application Location                      | <b>Pipelines</b>        |
| ● Rural Address                             | == <all other values>   |
| <b>Gas Plants, Battery Sites, etc.</b>      | <b>SUBST_A</b>          |
| ● <all other values>                        | — CRUDE OIL             |
| Gas Processing Plant                        | — FRESH WATER           |
| Wells                                       | — FUEL GAS              |
| Proposed Redesignation Subdivision Boundary | — HVP PRODUCTS          |
| Altalink Powerline Buffer (30m)             | — LVP PRODUCTS          |
| Streetslights - Fortis                      | — MISCELLANEOUS LIQUIDS |
| Power Poles - Fortis                        | — NATURAL GAS           |
|   | — OIL WELL EFFLUENT     |
|   | — SALT WATER            |
|   | — SOUR NATURAL GAS      |
|   | — UNKNOWN               |



Scale: 1:1,500

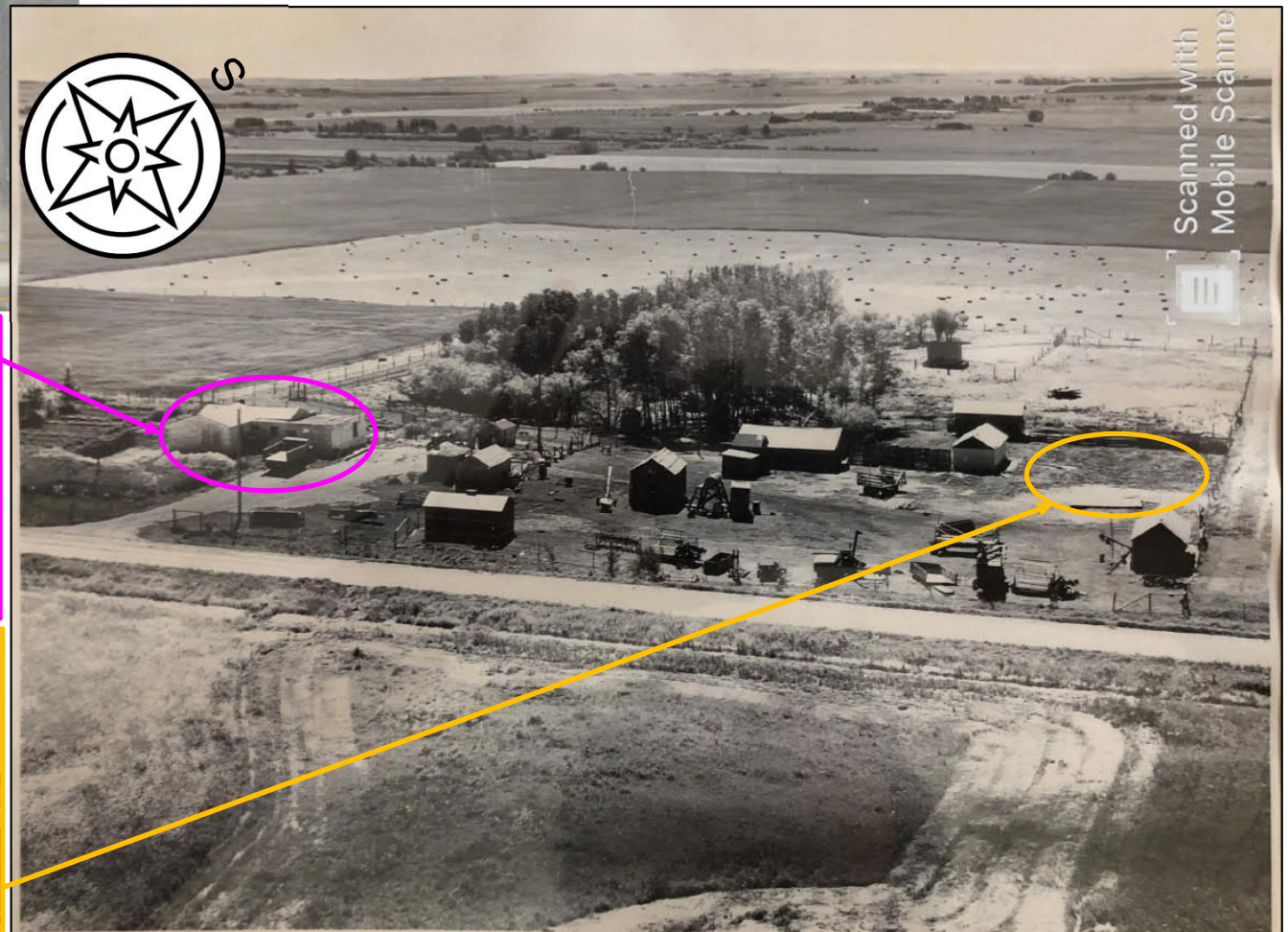
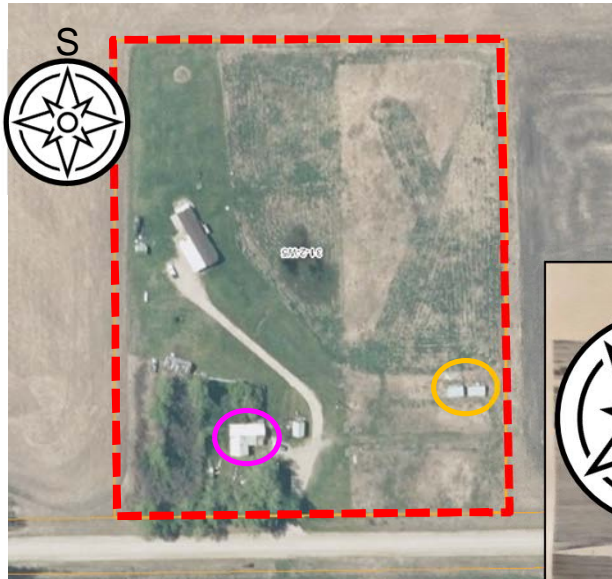
Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator

NOTE: For Exact Wells Classification review  
its Attribute Table or Contact AER



# Historical Photo of Farmstead



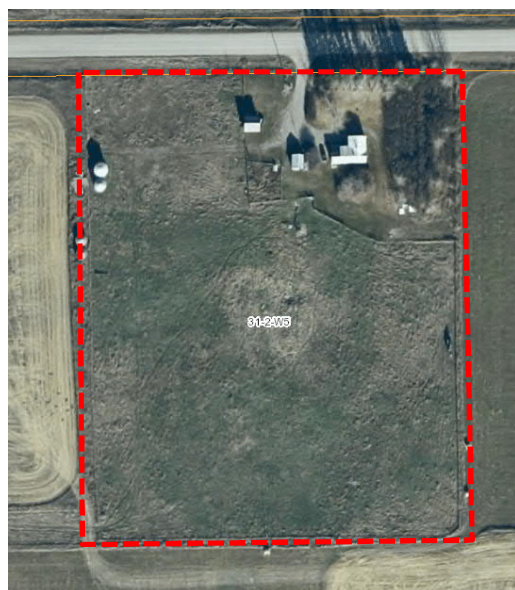
# Historical Aerial Photos of Farmstead



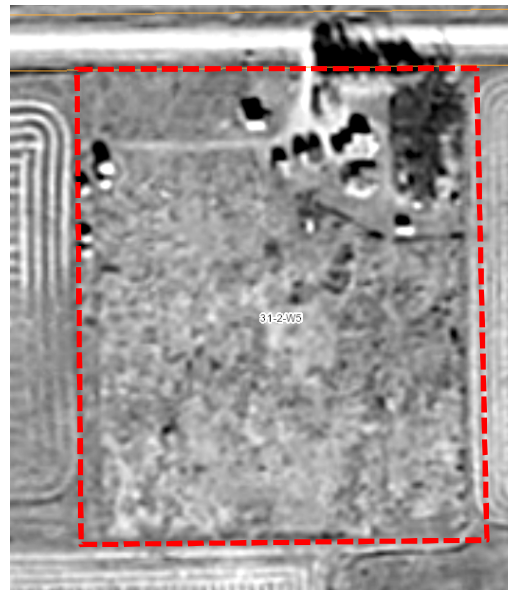
**2018**



**2014**



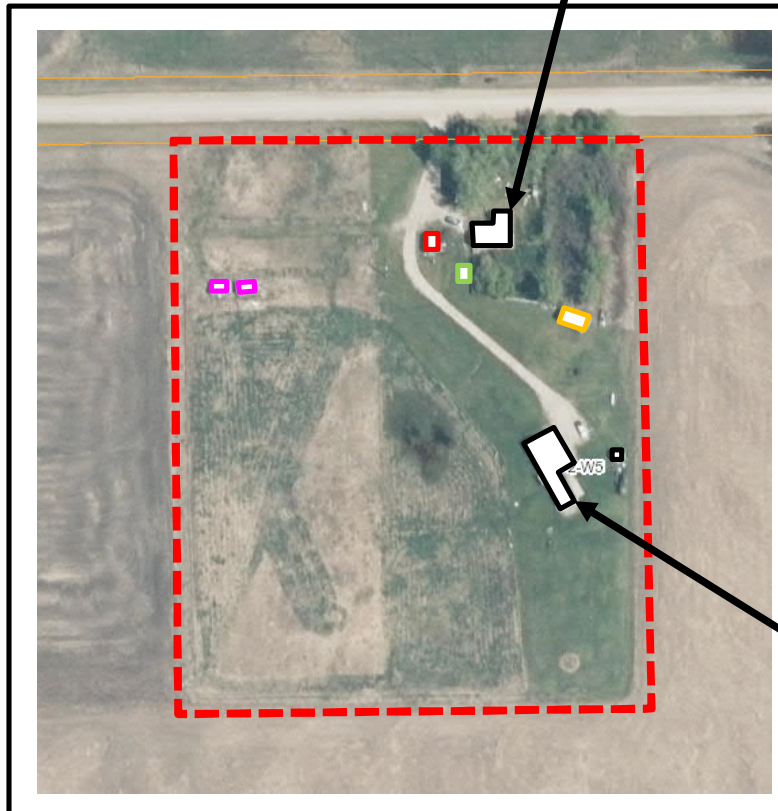
**2008**



**2005**



# Development Within Proposal





# Access & Site Lines to Proposal



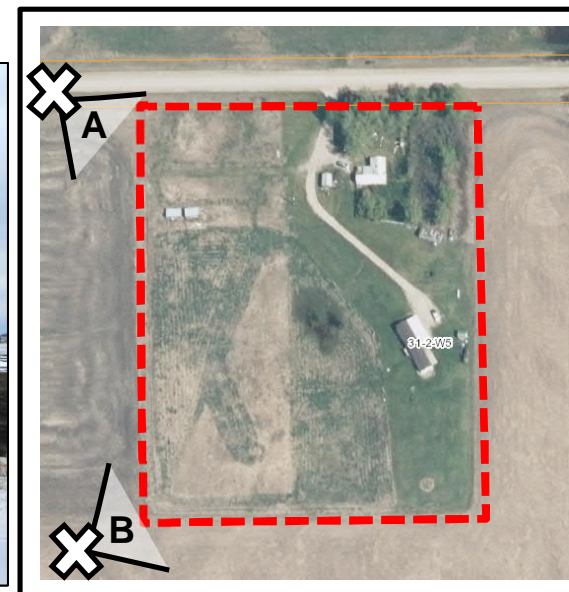


# Access & Site Lines to Balance



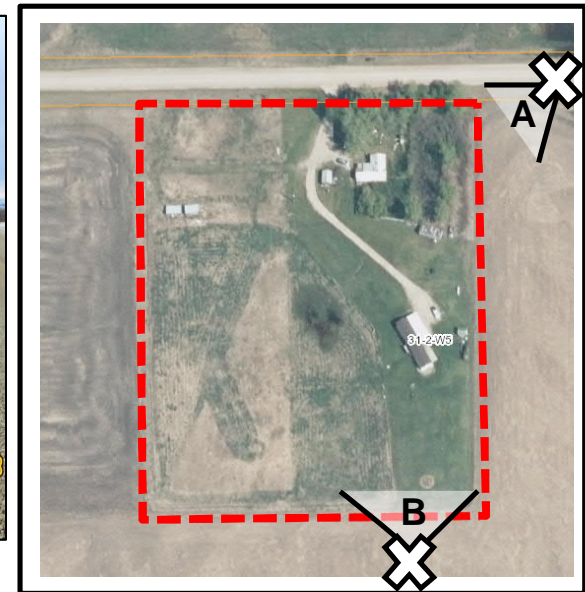


# Approximate Location of Proposal Boundaries



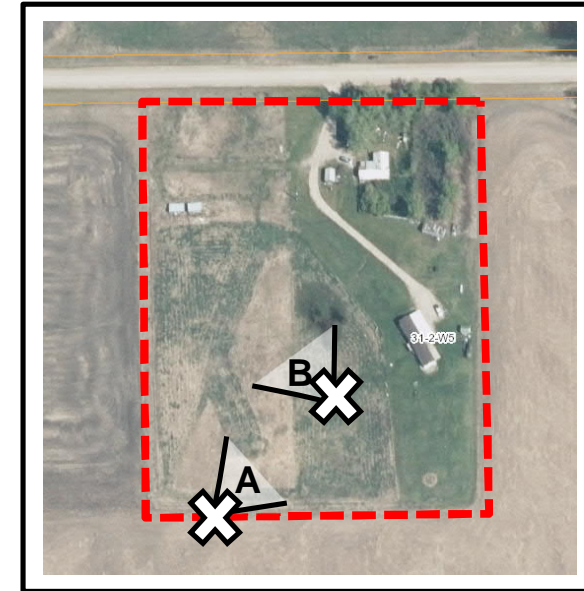


# Approximate Location of Proposal Boundaries





## Views of West Portion of Proposal Area





# Views of Balance of Quarter



# Policy Analysis - Municipal Development Plan Bylaw No. 20/20

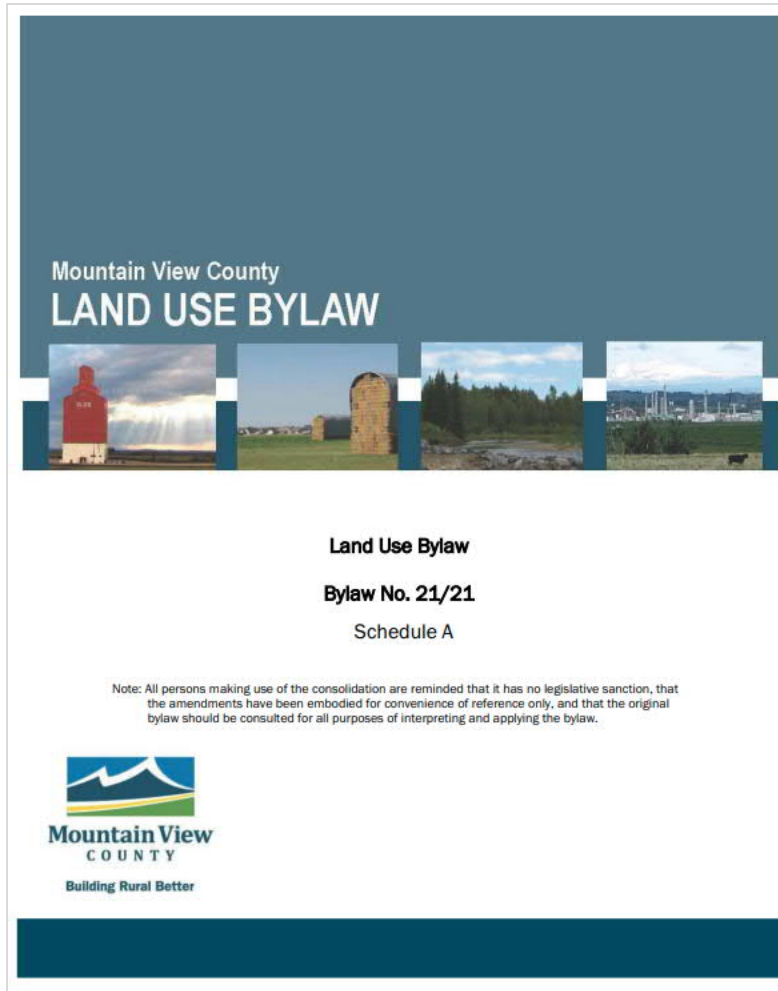
## 3.0 Agricultural Land Use Policies

- 3.3.5 (a) The “first parcel out” of a previously unsubdivided quarter section may only be supported by the County for the creation of one additional parcel, subject to redesignation and subdivision application and the provisions of the Land Use Bylaw and the MDP.
- (b) A first parcel out subdivision within the Agricultural Preservation Area or the Potential Multi-Lot Residential Development Area shall be evaluated in accordance with section 3.0 of the MDP.
- 3.3.6 The maximum number of titles in the Agricultural Preservation Area should be two (2) titles per quarter section.
- 3.3.8 All new titles created in an agricultural district for non-agricultural use, shall require a redesignation to the appropriate land use district and a concurrent subdivision application.
- 3.3.9 Non-agricultural uses shall be directed to areas that minimize the impact on agricultural operations.
- 3.3.10 A farmstead separation, considered a non-agricultural use, may be subdivided from a previously unsubdivided quarter section, where the farmstead has been in existence for a minimum of 10 years or more at the time of application.
- 3.3.11 The maximum parcel size for farmstead separations should be 9 acres (3.64 ha) with a minimum parcel size of two (2) acres (0.81 ha). Larger lot sizes may be permitted when required for shelter belts, ancillary buildings, physical characteristics and land required to provide physical access.
- 3.3.12 Farmstead separation applications shall be considered a non-agricultural subdivision and therefore shall require redesignation to an appropriate land use district, and will be reviewed in accordance with the following criteria:
- i. Demonstration that the Farmstead satisfies the definition of a Farmstead as contained in the Plan;
  - ii. The proposed parcel is a single parcel created from a previously unsubdivided quarter section;
  - iii. The proposed parcel is compact and limited in size to the original Farmstead as defined by physical characteristics, vegetation and shelter belts and such other land as required to provide physical access to the site and does not include cultivated farmland, pasture land or lands suitable for agricultural production as part of the remainder unless included within a shelter belt and the physically defined area of the farmstead. Fencing alone shall not constitute a physical defined area of the farmstead;
  - iv. Access to the proposed parcel is available via direct access or easement or panhandle road to a developed public roadway acceptable to the Municipality;
  - v. The balance of the quarter section is maintained as an agricultural land use;
  - vi. (vi) Where two (2) detached dwelling units exist on the proposed farmstead separation parcel, the County may consider redesignation and subdivision approval. At the Subdivision stage, the Approving Authority (Municipal Planning Commission or Administrative Subdivision and Development Approving Authority) may deem the additional dwelling legally nonconforming.

**Farmstead:** An established residential site that previously contained or currently contains a dwelling and other improvements used in connection with the raising or production of crops, livestock or poultry, situated on the same land used in connection with the farming operations



# Policy Analysis - Land Use Bylaw No. 21/21



## 11.1 Agricultural District (A)

A

<b>Parcel Area</b>	<b>Minimum 80.0 Acres</b>
--------------------	---------------------------

<b>Balance Lot: (+/-) 153.98 Acres</b>
--

## 12.3 Residential Farmstead District (R-F)

R-F

<b>Parcel Area</b>	<b>Min 2.0 ac – Maximum deemed necessary.</b>
--------------------	---

<b>Proposed Lot: (+/-) 6.02 Acres</b>
---------------------------------------

<b>Dwelling Density</b>	One dwelling unit per parcel unless two approved detached dwellings existing on the farmstead and the Approving Authority deems the second dwelling legal non-conforming.
-------------------------	---

- ✓ The balance of the quarter shall meet the minimum parcel size of 80 acres.
- ✓ The proposed residential parcel shall meet the parcel size requirements for Residential Farmstead District (R-F) parcels.
- ✓ Older dwelling was constructed prior to the requirement for a Development Permit and may be considered legal non-conforming structure.

# Administrative Position

The Planning and Development Department supports Approval for PLRDSD20210483, within the NE 7-31-2 W 5M for the following reasons:

1. The proposal complies with the Municipal Development Plan.
2. The land is deemed suitable for its intended use as a Residential Farmstead District (R-F) parcel in accordance with the regulations of the Land Use Bylaw.
3. The proposal should have a minimal impact on surrounding land uses.

# Regular Council Meeting

## Request for Decision

---

Planning & Development Services

---

**Date:** April 13, 2022

**SUBJECT:** Bylaw No. 04/22 Bergen Area Structure Plan Amendment

---

**RECOMMENDATION:**

That Council give second reading to Bylaw No. 04/22 Bergen Area Structure Plan Amendment.

That Council give third reading to Bylaw No. 04/22 Bergen Area Structure Plan Amendment.

---

**ALTERNATIVE OPTIONS:** N/A

---

**BACKGROUND:** On February 23, 2022, Council approved motion RC22-081 that Council direct Administration to bring forward a Bergen Area Structure Plan (ASP) Amendment to remove the policies and map that restricts subdivision in proximity to potential aggregate resources (Adopted).

The amendments include the deletion of three policies (7.1.1, 7.1.2 and 7.5.4), amendment to one policy (7.1.8) and the deletion of Figure 7 (Aggregate Resource Extraction Map). Bylaw No. 04/22 to amend the Bergen Area Structure Plan that received First Reading on March 23, 2022 is included as attachment 01. A track change version is included as attachment 02. The future redesignation and subdivision potential of the affected lands (after removal of the policies and map) will be the same as other lands within the ASP that are not affected by the policies and map. A map that identifies the Municipal Development Plan's Figure 3 and the Bergen ASP is included as attachment 03.

The excerpt of Item 10.3 from the Council Agenda of February 23, 2022, that includes the request from landowners and additional background information is included as attachment 04.

The Public Hearing was advertised on the website and newspaper and Administration shared the proposed amendment with the Bergen Community Association and past Chair of the Steering Committee of the 2015 Review. Referral Agencies that responded include Alberta Transportation and TC Energy and both raised no objection. TC Energy recommends adding policies to address circulation of proposed subdivision and development in proximity to TC infrastructure and pipeline ROWs and is included as attachment 05. Administration is not in support of adding policies as applications for redesignation and subdivision as well as development permits include the review the applicable infrastructure and circulation if required.

Letters of support are included as attachment 06 and letters of objection are included as attachment 07.

---

RELEVANT POLICY: [Bergen ASP Bylaw No. 03/15](#)

---

BUDGET IMPLICATIONS: N/A

---

Attachments ☒ Nil ☐

- att 01 – Bylaw No. 04/22
  - att 02 – Track change Version
  - att 03 – Map of the Municipal Development Plan’s Figure 3 and the Bergen ASP
  - att 04 - Excerpt from Council Agenda February 23, 2022, Item 10.3
  - att 05 – TC Energy Response
  - att 06 – Letters of Support
  - att 07 – Letters of Objection
- 

PREPARED BY: MB  
REVIEWED BY:



**MOUNTAIN VIEW COUNTY**  
**BYLAW NO. 04/22**  
**BERGEN AREA STRUCTURE PLAN**  
**BYLAW 03/15 AMENDMENT**

**Mountain View County  
Province of Alberta**

**Bylaw No. 04/22**

**A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA TO AMEND THE BERGEN  
AREA STRUCTURE PLAN BYLAW NO. 03/15**

**SECTION 1 - AUTHORITY**

- 1.01 Section 633 of the *Municipal Government Act*, Chapter M-26 Statutes of Alberta 2000, as amended from time to time, provides that Council may by Bylaw adopt an Area Structure Plan.
- 1.02 The *Municipal Government Act*, as amended from time to time, provides that an Area Structure Plan may be amended from time to time.

**SECTION 2 - AMENDMENTS**

- 2.01 Mountain View County hereby enacts that Bylaw No. 03/15 be amended as follows:

**To delete the following policies from section 7.1 Aggregate Resource Extraction**

- 7.1.1 The number of lots allowed to be subdivided from the Aggregate Impact Area setback is restricted because of the setback from Potential Aggregate Area deposits. Within the Aggregate Impact Area Setback, no new Country Residential lots are allowed. This setback area is the inner 300 metres in each quarter. Throughout the outer 500 metres of these quarters, landowners are advised of possible impacts from future aggregate operations. At the time of subdivision, the County will consider a possible Noise Easement Agreement to be registered on new titles. This can address such matters including but not limited to the noise and dust from the potential aggregate deposits adjacent to these areas as shown on Figure 7. The Bergen ASP will incorporate any changes if the Mountain View County Land Use Bylaw requires setbacks greater than 300 metres.
- 7.1.2 Within the Aggregate Impact Area Setback, Country Residential development is prohibited. Other forms of development are not recommended other than those allowed under the Land Use Bylaw in an Agricultural lot.
- 7.1.8 Extraction of resources, particularly sand and gravel deposits, prior to subdivision and development of the lands for other uses should be encouraged when located within the aggregate areas identified in Figure 7.

**To add the following policy to section 7.1 Aggregate Resource Extraction**

- 7.1.8 Extraction of resources, particularly sand and gravel deposits, prior to subdivision and development of the lands for other uses should be encouraged.

**Renumber policies in section 7.1 Aggregate Resource Extraction**

**To delete the following policy from section 7.5 Plan Area Economy**

7.5.4 In considering an application to subdivide or develop land, the application may be refused if the subdivision or development would compromise the future recovery of sand and gravel deposits.

**Renumber policies in section 7.5 Plan Area Economy**

**To delete Figure 7 Aggregate Resource Extraction Map**

**SECTION 3 - EFFECTIVE DATE**

3.01 This Bylaw shall come into effect at such time as it has received third (3<sup>rd</sup>) reading and has been signed in accordance with the *Municipal Government Act*.

Received first reading March 23, 2022,

Received second reading \_\_\_\_\_,

Received third reading \_\_\_\_\_.

\_\_\_\_\_  
Reeve

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

\_\_\_\_\_  
Date of Signing



## BERGEN AREA STRUCTURE PLAN Bylaw No. 03/15

Consolidated Version (Bylaw No. ~~04 22-10/21~~) ~~April 14, 2021~~



**Bergen Area Structure Plan Bylaw No. 03/15 Amended by the following:**

Bylaw No. 10/21 as of April 14, 2021

Bylaw No. 04/22 as of XX

## BERGEN AREA STRUCTURE PLAN

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## **BERGEN AREA STRUCTURE PLAN**

### **1.0 INTRODUCTION**

#### **1.1 Plan Area**

The Bergen Area Structure Plan is located in the western section of Mountain View County, south of the Town of Sundre. The Bergen plan area encompasses approximately 171.4 square kilometres (66.2 square miles).

The plan area contains a diversity of landscapes and abundance of natural resources that make it an attractive rural residential location, as well as for prospective residents seeking a rural environment and visitors looking for a weekend or holiday retreat. The Bergen area is within relatively close proximity of Calgary and the Highway 2 corridor, which has become one of the fastest growing regions in the nation.

#### **1.2 Plan Impetus**

Growth and development pressures are continually exerted on Mountain View County as Central Alberta grows at a fast rate. Many of the natural features and cultural landscapes of an area that make an attractive area to live and recreate in, can often become endangered by poorly managed growth. To avoid this, part of the County's long-term vision is to retain the local identities in each of its communities and to provide a sustainable framework to manage growth in a fashion that helps to enhance the community's quality of life.

Mountain View County has adopted a new Municipal Development Plan. The strategic directions and policies within the new Municipal Development Plan provide a framework and planning directions for the Bergen Area Structure Plan. Given the Bergen planning area's location and natural beauty, Mountain View County anticipates increasing development pressures in the Bergen plan area and therefore is taking a proactive approach, in concert with Bergen area citizens, to create a long-term vision guide changes that are considered appropriate for the area.

#### **1.3 Purposes of the Plan**

The first purpose of the Bergen Area Structure Plan project is to provide direction and guidance for the future development in the Bergen plan area in a manner that reflects the vision and aspirations of the landowners and other stakeholders of the area, while promoting environmentally sustainable development principles that consider, among other matters, the predominate rural, farming nature of the area.

The second purpose of the Bergen Area Structure Plan is to ensure that the Bergen area policy framework is coordinated with the overall goals, objectives, and policies of the County as expressed in the Municipal Development Plan and implemented through the Land Use Bylaw.

## **2.0 PRESENT SITUATION**

### **2.1 Landscapes**

The northern and northwestern boundary of the plan area is the Red Deer River. The lands adjacent to the river are mostly wooded. The banks in the northwest corner of the plan area are very high, while along the north boundary the river varies its course and erodes the adjoining lower banks.

Fallentimber Creek bisects the plan area and flows into the Red Deer River, which forms the north and northwest boundaries of the plan area. Most lands along the Red Deer River are wooded, there being very high banks along much of the northwest corner of the plan area. The river is braided along much of the plan area boundary. During flood events it is eroding banks on both the north and south sides of the river.

A 2008 study of Environmentally Significant Areas of the County of Mountain View identifies two regionally significant environmental areas. These are the Red Deer River Corridor and portions of the Fallentimber Creek drainage basin located in the southwestern corner of the plan area.

The Bergen Area Structure Plan is bordered by two other ASPs. The Southeast Sundre ASP is to the northeast of the Bergen ASP and the South McDougal Flats ASP is to the northwest. The M.D. of Bighorn is to the west of the Bergen ASP.

### **2.2 Land Ownership**

Within the plan area the vast majority of land is privately owned (88% of the plan area). Important, however, is the 9% of the plan area covering 32 quarter sections, or parts thereof, which is Provincial Crown land, since these serve (even though most have grazing lease dispositions) to maintain scenic woodlands in the western portion of the plan area. The remaining 3% is County owned quarter sections, held by the County for gravel extraction or significant environment conservation.

### **2.3 Crown Lands**

There are 32 quarter sections, or parts thereof, of Crown Land within the plan area (see Figure 1). These lands are important to the agricultural industry for grazing. They also are very important for the amenity values they provide to the plan area, including scenic treed highlands and slopes, stream-bank protection, habitat for wildlife and watershed conservation. The use of these lands should be mostly limited to grazing and limited timber harvesting through consultation with Provincial Departments.

### **2.4 Land Use**

The majority of the plan area is in agricultural production. This also includes large portions of wooded areas including 1 Crown owned lands that are utilized to graze cattle. Farms and 'first-parcel out' residences are scattered throughout the landscape. There are very few residential clusters of 4 or more dwelling units.

The only concentrated development is Bergen Springs, which is designated as a seasonal recreational subdivision. It contains approximately 172 lots, which are mostly occupied by seasonal recreation units (cabins, trailers, RVs, etc.) although a number of units are year-round residences.

Commercial uses and community facilities are limited. The former Bergen Store has been a local establishment since the early 1930's. Although the building no longer operates as a store, it is expected to be opened in the future as a commercial space. The Bergen area also has a church,

community cemetery, and a community hall that is used to host local functions and cultural events. Davidson Park, along the Fallentimber Creek south of the Bergen Road Bridge, serves as the only public park in the area.

There also are two major institutional camps in the plan area. Camp Evergreen is located on the east side of Fallentimber Creek in the southeast portion of the plan area while Pioneer Ranch is situated on the highlands in the northwest corner of the plan area.

## **2.5 Soil Ratings**

Figure 4 shows the majority of land within the plan area is considered Class 5, which is defined as soils with severe limitations that restrict their capability in producing perennial forage crops and improvement practices are feasible. The area also has ribbons of Class 6 soil primarily located along waterways and the eastern edge of the western ridge. Class 6 soils are characterized as only capable of producing forage crops and improvement practices are not feasible. The plan area is largely void of agricultural land used for major crop production and the majority of agricultural activity consists of livestock grazing and forage cropping. In localized areas, there are patches of soils that are rated higher than Class 5.

## **2.6 Roads, Utilities and Community Services**

Figure 3 shows the County collector road network, being the long-term asphalt paved road network currently planned by the County.

Secondary Highway 760, which is a paved road, links the plan area to the Town of Sundre and intersects with the Bergen Road (Township Road 320), which is the main east-west corridor.

The plan area contains chip-sealed surfaces along portions of the following roads: Township Road 320 west from Secondary Highway 760 and east to Highway 22; Township Road 322 west of Secondary Highway 760; Township Road 324 east of Secondary Highway 760 along the northeastern edge of the plan area; Range Road 53 south from Township Road 320, and Range Road 55 south from Township Road 320. The remaining County grid roads are gravel surfaces.

Most of the area is serviced with electrical power, natural gas and telephone. Most developments and residences have private individual well water and septic systems. Only the Bergen Springs resort has a communal piped water and /or sewer system. Health, emergency and protective services are provided out of nearby urban communities, the closest being Sundre.



### **3.0 PLANNING FRAMEWORK**

#### **3.1 Enabling Legislation**

The Bergen Area Structure Plan has been prepared in accordance with the *Municipal Government Act (Revised Statutes of Alberta, 2000, Chapter M-26)*, which states:

633(1) For the purposes of providing a framework for subsequent subdivision and development of an area of land, a council may, by bylaw, adopt an area structure plan.

(2) An area structure plan

a) must describe

- i) the sequence of development for the proposed area,
- ii) the land uses proposed for the area, either generally or with respect to specific parts of the area
- iii) the density of the population proposed for the area either generally or with respect to specific parts of the area, and
- iv) the general location of major transportation routes and public facilities; and

b) may contain any other matters the council considers necessary.

#### **3.2 Municipal Development Plan**

The Mountain View County Municipal Development Plan was adopted on July 18, 2012 and amended from time to time. The new directions in the Municipal Development Plan are:

- encouraging the conservation of agricultural land and the rural lifestyle;
- being open to innovation and new technology;
- concentrating and directing non-agricultural development to newly defined growth centres and economic growth corridors;
- being sensitive to rural and agricultural views and vistas when allowing development;
- planning for higher densities in defined growth centres to ensure that new development is making efficient use of land taken out of agricultural production;
- working towards safe and effective fresh water and waste water systems;
- ensuring there is strong policy direction for the protection of environmentally significant areas;
- ultimately preparing Area Structure Plans (ASPs) for the defined growth centres and economic growth corridors to provide more detailed planning direction;
- making sure that the MDP encourages and allows for a diversity of land uses, lifestyles and housing types to meet the needs of all Mountain View County residents;
- directing future residential, commercial, and industrial development at higher densities, to identified growth centres and the economic growth corridors to take advantage of existing infrastructure, recognize historical patterns of growth and development and to minimize land taken out of agricultural production;
- working with adjacent municipalities and jurisdictions to conduct joint planning and infrastructure sharing for more effective and efficient use of resources; and
- developing and adopt plans for infrastructure as needed.

While these are new planning directions for Mountain View County as a whole, they are not all equally applicable, or even applicable, to certain portions of the County, including the Bergen area. For example, based on the Planning Vision for the Bergen area (see Section 5.1) prepared by the Bergen community, the new directions for growth centres and for higher densities are not applicable or desired within the Bergen area.

### **3.3 Land Use Bylaw**

The Land Use Bylaw No. 01/14, provides land use regulations for all development in Mountain View County. While the Bergen Area Structure Plan contains policies specific to the plan area, it is the Land Use Bylaw that controls the uses of land. As such, the uses on land within the Bergen plan area are controlled by the land use (i.e. zoning) designation of the land in the Land Use Bylaw.

## **4.0 PLANNING PROCESS AND CONSULTATION**

### **4.1 Planning Process**

Area Structure Plans are revisited periodically to ensure that they still reflect the community's needs and desires. This process is a review to bring the ASP into compliance with the policies of the Municipal Development Plan as well as to ensure policies are still relevant. This process is also to identify and address issues or trends that impact land use planning.

The planning process to review an Area Structure Plan is often undertaken in four phases. The first phase included background research and meeting with the Steering Committee to identify planning issues and opportunities within the plan area.

The draft review of the Bergen Area Structure Plan was prepared during phase two.

In phase three, Open Houses and questionnaires were methods used to engage the Public.

In phase four, the formal plan adoption process took place. The Steering Committee recommended to Council that the proposed Area Structure Plan be adopted. Council then proceeded through the readings of the bylaw to adopt the plan, including the holding of a public hearing prior to final adoption of the plan.

The 2014 ASP review process and community consultation is documented in Appendix B. The 2014 process included a Community Consultation, a Questionnaire and an Open House.



## 5.0 STRATEGIC PLAN DIRECTIONS

### 5.1 Planning Vision:

A planning vision for the Bergen area was prepared with considerable input from the community through the visioning workshop and the Questionnaire in 2007.

#### 5.1.1 The Planning Vision in 2007 for the Bergen area in thirty plus years was:

*The area is green woodlands, natural areas and stream ways interspersed within the predominantly rural, agricultural area. The community is residents and visitors who enjoy a country lifestyle, who respect each other, who cherish agricultural land and the environment, and who value the key attributes of the Bergen area, being its:*

- *peaceful, healthy way of life with a rural emphasis*
- *economic well-being and safety for families and individuals*
- *access to services and recreation*
- *agricultural operations*
- *sustainable environment*
- *gradual change through focused and measured growth.*

This 2007 vision for the Bergen Area was discussed with the Steering Committee and deemed to still be the planning direction for the Bergen Community to strive for.

### 5.2 Planning Strategies

These strategies provide key directions to help achieve the planning vision for the Bergen area.

#### 5.2.2 The following strategies provide increased clarity and focus as a means to help achieve the overall planning strategy:

- (a) Conserve significant environments, open spaces and vital visual amenities;
- (b) Encourage the sustainable management of Crown Lands;
- (c) Recognize agricultural operations as the defining character of the plan area guided under Agricultural Operation Practices Act (AOPA);
- (d) Maintain the rural lifestyle of the plan area as an area for farm residences and limited country residential developments;
- (e) Explore opportunities for a trail network.
- (f) Afford opportunities for employment through diversification of farming and other forms of economic activity in keeping with the character of the plan area;
- (g) Support public safety through the provision and maintenance of quality roads and utilities;
- (h) Enhance community livability through the continued provision of access to education, health and recreation facilities and programs;
- (i) Promote community safety and well-being through the provision of and access for protective and emergency services and programs;
- (j) Promote the implementation of this Area Structure Plan through the Land Use Bylaw, and the day-to-day subdivision and development processes.

## **6.0 LAND USE POLICY AREAS**

Lands within the Bergen area are allocated into three Land Use Policy Areas in order to direct land uses to the most appropriate areas and to guide the development of land uses within the context of the planning vision and strategies for the Bergen area.

### **6.1 Land Use Policy Areas**

6.1.1 Figure 6 shows that the plan area is allocated among three Land Use Policy Areas, being:

- (a) Agriculture;
- (b) Stream Corridor; and
- (c) Jackson Lake;

6.1.2 The use and management of land within each of the Land Use Policy Areas shall be guided by the policies in the Municipal Development Plan and the policies in Sections 6, 7 and 8 of this Area Structure Plan.

6.1.3 Figure 5 shows the features within the plan area that are deemed to be significant lands such that any land use and land use change within and adjacent to a significant area must consider the provisions of Section 7.2.

### **6.2 Boundaries**

6.2.1 The boundaries between the Land Use Policy Areas generally follow property lines and natural features. Where the boundary does not follow a property line, the specific boundary location may be determined only by:

- (a) the Council of Mountain View County, or
- (b) the County subdivision authority, or
- (c) other authority, person or persons by resolution of Council.

6.2.2 Amendments to the Land Use Strategy Map will not be required for:

- (a) minor property boundary adjustments;
- (b) boundary variations acceptable to the County based upon information supplied in specific studies, outline plans or other relevant source materials.

### **6.3 Agriculture**

Pursuant to the planning vision, the majority of the plan area is set aside as Agriculture in order for the Bergen plan area to remain predominantly a rural, mixed farming community. Dispersed within agricultural areas may be limited recreation, commercial and industrial uses of a nature and size that complement the rural nature of the plan area.

6.3.1 The use of land within the Agriculture area will be primarily for agricultural operations.

6.3.2 In the plan area no new or expanded Confined Feeding Operations (CFO) shall be permitted of a size or intensity that activates the provisions of the Alberta Agricultural Operations Protections Act (AOPA).

- 6.3.3 Non-agricultural land uses may be allowed within the Agriculture area in accordance with the provisions of Sections 7 and 8 of this plan and the Municipal Development Plan.
- 6.3.4 When considering approval of a proposed non-agricultural use, one of the factors to be considered is the effects of the use on adjacent farming operations, being mindful of the community's desire that the area retain a predominantly rural, agricultural character.

## **6.4 Stream Corridor Area**

Stream corridors are important features within the Bergen plan area, the major watercourse being the Red Deer River. The Red Deer River is a provincially significant waterway. It is a major water source for numerous municipalities, industries and agricultural operations (including irrigation) throughout, and even beyond, the Red Deer River watershed. The shoreline and banks of the river, which form the northwest and north boundaries of the plan area, are subject to erosion, slumping and/or flooding. It is important to maintain the integrity of these significant lands to help preserve the quality of the water in the river, to conserve significant shore lands and to limit land uses that may be endangered by the changing nature of the stream course and many of its banks.

Tributaries to the Red Deer River are also important, especially Fallentimber Creek, Nitchie Creek, Community Creek, Highland Creek, and Bergen Creek and their tributaries. These streams are also prone to flooding, and in places, their banks subject to erosion if riparian vegetation is not maintained.

### Red Deer River Stream Corridor Area

- 6.4.1 The uses of lands within the Stream Corridor area, including its immediate shorelines, banks, escarpments and terraces, are to be primarily for wooded lands to help maintain the integrity and stability of these significant features.
- 6.4.2 Dwellings and appropriate farming activities should be limited to local sites not subject to bank erosion or slumping because of distance from the river or the presence of slopes of less than 10 per cent, and should be undertaken in a manner consistent with the sensitivities of these sites and adjacent lands.
- 6.4.3 The Provincial's McDougal Flats Flood Hazard Study in Figure 5 identifies the flood hazard area that includes the floodway and flood fringe.

### Tributary Stream Corridor Area

- 6.4.4 Along the Fallentimber Creek, Nitchie Creek, Community Creek, Highland Creek, Bergen Creek and their tributaries, farming activities, dwellings and other structures and activities should be set back to minimize impacts on the banks of the stream and the quality of water within the stream.
- 6.4.5 Riparian vegetation should be maintained along the banks in order to protect water quality and to minimize erosion along the streams.



## General Policies

- 6.4.6 Viewing areas and pathways are appropriate forms of public recreation within the Area, but these facilities may only be provided on sites and within corridors having suitable characteristics to accommodate these uses.
- 6.4.7 The first parcel out may be supported by the County subject to a re-designation and subdivision application only if it is shown by supporting studies that the site of the first parcel out is suitable for development and there is no potential for adverse impacts on the development or the surrounding significant lands due to flooding, erosion, subsidence or other hazardous occurrence.

## **6.5 Jackson Lake**

The Jackson Lake area contains four County owned quarter sections mostly consisting of significant lands (small lake, boggy). Due to of the sensitive nature of land, agricultural pursuits need to be limited. Because of the area's proximity to lands in the southeast Sundre Area Structure Plan, which promotes recreation trails, the Jackson Lake area should be studied for its potential for connected trails and possibly a public day use area.

- 6.5.1 The Jackson Lake area should be retained in County ownership to conserve the significant features, although some farming for grazing and hay production may take place on suitable portions of the area. Residential use is not supported.
- 6.5.2 The area should be subject to a study to assess the land suitability and need for a future public day use park, with trail connections for non-motorized uses, to Sundre and the Bergen area.

## 7.0 POLICIES

### 7.1 AGGREGATE RESOURCE EXTRACTION

Currently, there is a gravel extraction operation east of Bergen Springs. Sand and/or gravel are transported on the local road network to the Provincial Highway network through road use agreements. The County supports sand and gravel as a value added resource and extraction will continue within the plan area in the foreseeable future. The County recognizes the importance of aggregate resources and will endeavor to provide for their extraction in accordance with sound environmental principles. It is recognized that aggregate resource extraction is an interim land use. Measures will be taken to mitigate any negative impacts on adjacent properties. Residents should be aware of the aggregate resource and the use of local roads to transport the sand and gravel.

#### Goals

The Aggregate Resource Extraction goals are:

- 1) To extract resources in an environmentally responsible manner.
- 2) To minimize the potential conflict of aggregate resource extraction and other land uses.
- 3) To recognize the importance of aggregate resource extraction to the County and Provincial economies.
- 4) To recognize extraction as an interim land use, requiring appropriately phased and timely reclamation.
- 5) To ensure reclamation plans for new pits provide a use that will benefit the community.
- 6) To encourage reclamation plans for existing pits.
- 7) To ensure that sand and gravel pit owners/operators work with the County and the community in designing reclamation plans.

#### Policies

~~7.1.1 The number of lots allowed to be subdivided from the Aggregate Impact Area setback is restricted because of the setback from Potential Aggregate Area deposits. Within the Aggregate Impact Area Setback, no new Country Residential lots are allowed. This setback area is the inner 300 metres in each quarter. Throughout the outer 500 metres of these quarters, landowners are advised of possible impacts from future aggregate operations. At the time of subdivision, the County will consider a possible Noise Easement Agreement to be registered on new titles. This can address such matters including but not limited to the noise and dust from the potential aggregate deposits adjacent to these areas as shown on Figure 7. The Bergen ASP will incorporate any changes if the Mountain View County Land Use Bylaw requires setbacks greater than 300 metres.~~

~~7.1.2 Within the Aggregate Impact Area Setback, Country Residential development is prohibited. Other forms of development are not recommended other than those allowed under the Land Use Bylaw in an Agricultural lot.~~

7.1.31 Any future sand and gravel extraction in and around the plan area will require appropriate approvals from government and non-government agencies and proper development setbacks. Aggregate Resource Extraction Operations may require Provincial approvals.

7.1.42 Reclamation will consider the long-term land use strategy for the Bergen ASP.

7.1.~~53~~ All natural resource extraction shall occur in accordance with standards acceptable to the Provincial department responsible for overseeing the environment, and the phased extraction area shall be reclaimed when extraction is finished. A reclamation certificate from the Province may be required.

7.1.~~64~~ Aggregate resource extraction activities are considered an interim use rather than an ultimate or final land use within the plan area. Development Permit applications for sand and gravel pits shall be accompanied by an end use plan.

7.1.~~75~~ The County will place conditions upon development approvals in order to minimize the impacts on adjacent developments, the community and the environment; which may include, but are not limited to:

- a) parameters of operation – depth, total area available to develop, standard hours of operation;
- b) setbacks from roads, residential and other developments, including reciprocal setbacks limiting development encroaching on existing sand and gravel operations;
- c) buffering and noise attenuation;
- d) road use agreements including haul routes and/or development service agreements;
- e) reclamation schedules;
- f) environmental protection measures in accordance with an approved County policy; and any other matters deemed necessary by the County Approving Authority.

7.1.~~86~~ Extraction of resources, particularly sand and gravel deposits, prior to subdivision and development of the lands for other uses should be encouraged. ~~when located within the aggregate areas identified in Figure 7.~~

Bylaw No. 04/22

7.1.~~97~~ When the natural resource extraction is proposed within an environmentally significant area, the applicant shall submit a detailed environmental site assessment and mitigation plan in support of the proposed development. Additional reports and studies may be required by the Approving Authority to facilitate the evaluation and assessment of the application in accordance with approved County policy.

7.1.~~108~~ Applications for new or expansion of existing aggregate extraction/processing shall be subject to redesignation and the provisions of the Land Use Bylaw.

## **7.2 Significant Features and Environmental Protection**

### Introduction

Mountain View County desires to conserve lands that are environmentally significant and contribute meaningfully to the amenity values of the plan area. Other features may be environmentally significant as they may pose to be hazardous for development and public safety. Policies that promote conservation measures to protect environmentally significant features not only will assist the retention of the rural ambience of the plan area but will also enhance the quality of life of the area's residents, and promote public safety.

### Goals

The conservation goals are:

- (1) To protect significant features from inappropriate use.



- (2) To promote appropriate environmentally responsible development within and adjacent to significant features.
- (3) To provide for development in a manner consistent with the sustainability of surface and groundwater resources.
- (4) To protect hazard lands prone to flooding or identified as flood hazard areas.

## Policies

- 7.2.1 The lands and features identified on Figure 5 as Environmentally Significant Area are generalized and may not be a complete representation of significant lands and features in the plan area. Environmental Significant Areas include lands along the Red Deer River, Creeks and Streams that are prone to flooding or identified as flood hazard areas. Mountain View County may determine from time to time that additional lands and features may be classed as significant for the purposes of this Plan.
- 7.2.2 The exact boundaries of an Environmentally Significant Area may be determined by the County as part of the process to consider a subdivision application or a development application, or by land purchase to establish a public park, natural area or other form of conservation area or by a special study authorized or recognized by the County.
- 7.2.3 The provisions of Section 7.2 apply to all lands identified as Environmental Significant Area on Figure 6 and other lands identified in accordance with Section 7.2.1. A proponent of a proposed subdivision or development, by the provision of a study, expert opinion or other information acceptable to the County, may demonstrate that the lands within and adjacent to the proposal are not significant, but the County shall be the final authority.
- 7.2.4 The use of land, including agricultural, within an Environmental Significant Area should be appropriate to the capability and capacity of the Environmental Significant Area by implementing conservation practices in the ongoing use of the land.
- 7.2.5 Notwithstanding any other policy in this ASP, Municipal Development Plan policies shall guide and determine the suitability of redesignation and subdivision applications; or redesignation only applications where any part of the subject land is identified in the Flood Hazard Area (Floodway or Flood Fringe) of an approved provincial study; or where no provincial study exist and risk is determined through environmental scan, aerial photographs and historic information, the applicant shall be required to determine the Flood Hazard Area.
- 7.2.6 Within the lands prone to flooding by the Red Deer River, the retention of tree cover is strongly promoted to help maintain the banks of the river. Any public access should be limited to small viewing areas accessed by foot paths. Extensive agricultural uses, such as grazing and hay lands, are appropriate.
- 7.2.7 Notwithstanding any other policy in this ASP, the Land Use Bylaw shall set out regulations to guide development where any part of the subject land is identified in the Flood Hazard Area (Floodway or Flood Fringe) of an approved provincial study; or where no provincial study exist and risk is determined through environmental scan, aerial photographs and historic information, the applicant shall be required to determine the Flood Hazard Area.

Bylaw No. 10/21

Bylaw No. 10/21

- 7.2.8 The Jackson Lake should be retained in County ownership and maintained as a conservation area, although some extensive farming for grazing and hay production may take place on suitable portions of the area. A future study should investigate the potential of the area for trails to link to the future trail system planned along Highway 760 south of Sundre.
- 7.2.9 Agricultural activity and any approvals for subdivision and development should seek to retain the amenity values of ridges and the upper slopes by retaining woodlands along the tops of ridges and their upper slopes.
- 7.2.10 The County shall require the dedication of an environmental reserve or an environmental reserve easement for the following:
- (a) a swamp (i.e. wetland), gully, ravine and natural drainage course;
  - (b) land subject to flooding;
  - (c) land considered unstable; and
  - (d) land abutting the bed and shore of a lake, river, stream or other body of water.
- 7.2.11 The County shall require environmental reserve dedication where public access is planned or potentially will be required in the future.
- 7.2.12 The width of an environmental reserve or environmental reserve easement along the Red Deer River shall be no less than 20 m from the top of bank, and for other streams and for lakes within the plan area no less than 10 m from the top of bank. Based on a slope stability study by a qualified engineer, a wider width may be required by the County.
- 7.2.13 An environmental reserve or environmental reserve easement adjacent to a wetland should be wide enough to preserve ecological functions, but should be no less than 6 m in width.
- 7.2.14 Where subdivision or development within an Environmental Significant Area is to be allowed, the subdivision and development shall:
- (a) integrate significant features into the design to promote their conservation while enhancing the subdivision or development;
  - (b) promote continuity among adjacent sites through the conservation or provision, wherever possible, of habitat and/or open space corridors;
  - (c) protect other site amenities, such as views, steep slopes and drainage courses, to enhance the subdivision or development.
- 7.2.15 Development shall be directed away from hazard lands, being:
- (a) land that is susceptible to erosion, subsidence or slumping;
  - (b) flood prone lands; and
  - (c) land in proximity to sour gas facilities, if any should be located in the plan area.
- 7.2.16 For a proposed subdivision or development within or adjacent to a significant area, the County may require a wildlife study, a fishery study or both to determine what conditions may need to be placed on the subdivision or development to conserve habitat and species.

## 7.3 Farmland

### Introduction

Agricultural operations dominate the Bergen plan area, and it is the desire of the area's residents that the plan area remains a predominantly rural, agricultural community. It is desired that lands suitable for farming remain in farming as long as practically possible.

### Goals

The farmland goals are:

- (1) To sustain the agricultural land base.
- (2) To accommodate appropriate forms and patterns of non-agricultural land uses.

### Policies

- 7.3.1 All lands in the plan area are deemed to be agricultural unless otherwise designated for other uses.
- 7.3.2 Mountain View County recognizes the right to farm and therefore supports existing farming operations where they utilize commonly accepted and beneficial agricultural practices.
- 7.3.3 Non-agricultural parcels shall respect agricultural operations, including their hours of operation, the odours and noises emanating from an agricultural operation and the traffic movements they create.
- 7.3.4 Panhandle lots are not to be considered appropriate subdivision design except for a farmstead separation or where existing utilities, topographic or farming practices preclude other design solutions.
- 7.3.5 The maximum number of titles in order to preserve agricultural land should be two (2) titles per quarter section.
- 7.3.6 The first parcel out of a previously unsubdivided quarter section may only be supported by the County for the creation of one additional parcel, subject to redesignation and subdivision application and the provisions of the Land Use Bylaw and the Municipal Development Plan.

Bylaw No. 10/21

- 7.3.7 The first parcel out from a previously un-subdivided quarter may be:

- (a) an agricultural parcel should be no smaller than 16.8 hectares (40 acres);

Bylaw No. 10/21

- (b) a farmstead separation for a farmstead that has been in existence for at least ten years at the time of the subdivision application, but the parcel shall be no larger than 4.05 hectares (10 acres) or smaller than 0.8 hectares (2 acres); or
- (c) a residential parcel, but the parcel shall be no larger than 1.21 hectares (3 acres) or smaller than 0.8 hectares (2 acres), although a larger parcel may be permitted

where setbacks, topography and easements prevent the creation of a reasonable building envelope.

- 7.3.8 When a non-agricultural use is to be approved, where possible it should be directed to a site which has soil capabilities of lower quality than other soils within the parcel. The evaluation will include consultation with the Canadian Land Inventory (CLI) and Agricultural Regions of Alberta Soil Inventory Database (AGRASID) Land Suitability Rating System (LSRS) Class 2 and 3 soils as the 1st Dominant, or Co Dominant, the farmland assessment records, historical and current on-site management practices to guide the evaluation of land which will not be based on short term limitations.

Bylaw No. 10/21

- 7.3.9 In the plan area no new or expanded confined feeding operation shall be supported or permitted of a size or intensity that activates the provisions of the Alberta Agricultural Operations Protections Act.

- 7.3.10 Notwithstanding other policies in this Plan, a subdivision of land that is fragmented by way of natural or man-made features, such as but not limited to waterways, water bodies and highways, may be approved in accordance with MDP policies.

## **7.4 Residential Development**

### Introduction

Demand for rural residential housing continues to rise. Given the attractiveness of the Bergen area, as well as its proximity to urban centres and the Highway 2 Corridor, pressure for rural residences is anticipated to remain steady or increase for the plan area. Mountain View County desires to provide rural residential subdivisions, in part to provide for affordable housing options, while minimizing land taken out of agricultural production.

During the planning process various densities of country residential development were considered. The majority of residents within the Bergen area clearly indicated that moderate and large sized residential clusters are not consistent with the Planning Vision and the fundamental desire for a rural lifestyle within the Bergen planning area. Therefore, the Bergen Area Structure Plan only accommodates limited country residential developments in the Potential Multi-Lot Residential Development Area as provided for in the Municipal Development Plan.

### Goals

The residential development goals are:

- (1) To provide for farm and associated farm residences.
- (2) To accommodate limited country residential developments in the Potential Multi-Lot Residential Development Area.

### Policies

- 7.4.1 Dwellings associated with farming operations are permitted in accordance with the provisions of the Municipal Development Plan and the Agricultural District in the Land Use Bylaw.



7.4.2 Land use redesignation shall be required for new residential subdivision. In keeping with the rural nature of the plan area, only detached homes are permissible.

7.4.3 Within the Potential Multi-Lot Residential Development Area, a low density rural residential development may be allowed in accordance with the provisions of the Municipal Development Plan. This provides for a low density residential subdivision of up to three (3) titled lots with the balance of the quarter as the fourth titled lot, if the following criteria are met:

- (a) The subdivision shall not result in more than three (3) titled lots with the balance of the quarter as the fourth titled lot.
- (b) The maximum total area taken from a quarter section for residential subdivision shall not exceed nine (9) acres (3.64 ha) including agricultural subdivisions smaller than nine (9) acres (3.64 ha). Larger areas may be considered where setbacks, topography and easements prevent the creation of reasonable building envelopes.

Bylaw No. 10/21

- (c) Where previous subdivision has occurred in the quarter section, and subject to Policy 7.4.3 (a), the minimum lot size shall be 2 acres (0.81 ha) and the maximum lot size for new residential development shall be 3 acres (1.21 ha); larger lots up to a maximum of 5 acres may be considered where setbacks and easements prevent the creation of a reasonable building envelope.
- (d) The lots shall be concentrated in an area that allows the balance of the quarter section to remain in agricultural operation.
- (e) The development should be proposed adjacent to any existing residential development or approved subdivision on contiguous neighbouring quarter sections.
- (f) The development should be located on the periphery of the quarter section to minimize access roads, to discourage panhandle roads, and to minimize the use of agricultural land for roads.

7.4.4 Water well and sewage systems that meet provincial and municipal standards are required for development.

7.4.5 Notwithstanding any other provisions in Section 7.4, the subdivision of residential lots along coulees or other natural features may be approved if the provisions of the Municipal Development Plan are met and the subdivision shall not result in more than three (3) titled lots with the balance of the quarter as the fourth titled lot.

7.4.6 The Bergen Springs development is deemed to be at its maximum capacity such that no additional lots are to be allowed.

7.4.7 Notwithstanding other policies in this Plan, subdivisions for titled lots fragmented by way of natural or man-made features, such as, but not limited to, rivers, railway lines and highways, may be considered by Council. The application should not result in more than four (4) titles per quarter section, including first parcel out and farmstead separations, and shall not be permitted if the maximum number of dwelling units as set out in the LUB will be exceeded.

Bylaw No. 10/21

## 7.5 Plan Area Economy

### Introduction

Traditional agricultural activities are an important aspect of the plan area's economy and a desired way of life for many of the plan area's residents. This plan envisions, where appropriate, agricultural activities as a priority land use within all land use policy areas, but also supports the diversification of the economy through the development of non-agricultural land uses of a scale and character that serve to integrate these uses into the existing land use pattern and are compatible with the rural character of the area.

Additionally, the plan considers the economic contribution of the extraction and harvesting of the energy, sand, gravel and timber resources within the plan area. The majority of this activity is governed by provincial legislation but it is important to consider the potential impacts of proposed development on resource activity.

### Goals

The Plan area economy goals are:

- (1) To maintain agriculture as the principle land use, economic activity and way of life in the plan area.
- (2) To provide for diversification of the agricultural industry through agricultural operations.
- (3) To provide for the extraction of sand, gravel, and timber resources in an environmentally responsible manner.
- (4) To provide for a variety of limited commercial, tourism, recreation and other land uses in keeping with the character of the plan area.

### Policies

- 7.5.1 Agricultural uses are encouraged within the plan area with a focus on the sustainable use of the land in a manner that is compatible with the environment.
- 7.5.2 Farm subsidiary operations are encouraged within the plan area, but such an operation should not have an adverse effect on adjacent land uses.
- 7.5.3 The area within the vicinity of the Bergen Store is to be the focal area for local commercial and service development within the plan area. Other locations for commercial development and service and light industrial uses within the plan area may be appropriate, depending on site characteristics, adjacent land uses, the nature of the proposed commercial development and other factors which the County may consider.

~~7.5.4 In considering an application to subdivide or develop land, the application may be refused if the subdivision or development would compromise the future recovery of sand and gravel deposits.~~

~~7.5.5~~ 7.5.4 If a resource extraction operation is approved in the plan area, the approval:

- (a) shall be with conditions that minimize any effects on a significant feature, whether on-site, nearby or downstream, and the enjoyment of the use of adjacent land;
- (b) shall require the reclamation of the site in accordance with provincial regulations; and

- (c) may apply conditions (e.g. hours of operation, truck haul routes) to minimize or mitigate impacts on the enjoyment of adjacent lands.

~~7.5.6~~7.5.5 If a new pipeline or transmission line is proposed to be located in the plan area, the County shall encourage the line to locate within or immediately adjacent to an existing pipeline and transmission corridor. If a new corridor is required, the County shall encourage the corridor to avoid, wherever possible, areas of incompatible land uses and significant features.

~~7.5.7~~7.5.6 Existing and future energy and communication corridors shall be protected from encroachment by following the setback requirements established by the board responsible for regulating energy and utilities.

~~7.5.8~~7.5.7 The County encourages forest operations within the plan area to be undertaken as part of a sustainable timber harvesting plan so the timber harvest does not exceed the ability of the forest to regenerate commercially viable timber.

~~7.5.9~~7.5.8 Home office, home based or contractors business are considered appropriate as an accessory use to a single-detached dwelling provided they are developed in accordance with the policies of this Plan, and the Municipal Development Plan, as well as the provisions in the Land Use Bylaw.

~~7.5.10~~7.5.9 Commercial recreation uses may include but not limited to farm vacation and guest ranches with fixed roof accommodation, spas, and other forms of recreation operation operated for commercial gain approved by the County.

~~7.5.11~~7.5.10 Applications for new Commercial Recreational Vehicle Campgrounds and Campgrounds are not supported in the ASP.

~~7.5.12~~7.5.11 Commercial recreation uses may be permitted in the plan area if the County is satisfied the proposed development would meet the following:

- (a) compatible with the rural character of the plan area;
- (b) the form, scale, and intensity of the proposed development is compatible with adjacent land uses;
- (c) the provisions of adequate proposed screening and buffering of noise, light, and other undesirable effects that may be associated with the proposed development;
- (d) minimal effects on the natural environment, whereby actions to mitigate effects on the environment may be required;
- (e) adequate existing and proposed vehicular access roads leading to the proposed development, access points, internal roads and on-site parking facilities; and
- (f) adequate water supply, sewer collection, stormwater management and other services required to accommodate the proposed development.

~~7.5.13~~7.5.12 Locations for commercial recreation developments shall require that a natural feature or an element of a natural feature is included in the development. Natural features include but are not limited to streams, wetlands, woodlands and hillsides with views.

~~7.5.14~~7.5.13 Suitable setbacks, screening and buffers may be required to ensure the compatibility of commercial and light industrial uses with adjacent existing or proposed future land uses recognized in a County approved outline plan or local area structure plan.

## 7.6 Roads and Utilities

### Introduction

The main road network (see Figure 3) in the Bergen plan area consists of Highway 760, two roads classified as 'major collectors', these being the east portion of the Bergen Road and the Fallentimber Trail, and a 'minor collector', being the west portion of the Bergen Road. Most of the remainder of the plan area is served by a network of local roads. For the road network to continue to provide effective and safe access and egress, and thus contribute significantly to the life of the community, it is important that the road network is protected from undesirable encroachment and a multiplicity of accesses.

It is important for individual, family and community health that each development is adequately serviced by water and sewer systems. To protect waterways, it is also important that stormwater management meets provincial standards.

### Goals

The roads and utilities goals are:

- (1) To promote an effective and safe roadway network.
- (2) To require appropriate setbacks from roadways.
- (3) To require all development to provide water, sewer and stormwater management systems that meet provincial standards.
- (4) To provide for development in a manner consistent with the sustainability of groundwater resources.

### Policies

- 7.6.1 Any new access from Highway 760 shall need to be approved by the Provincial department responsible for overseeing transportation to serve the subdivision or development of land along the highway in accordance with this Plan and an outline plan or local area structure plan required and approved by the County or the Department. The Province's position is that no new commercial accesses will be supported.
- 7.6.2 Access need not be directly from a collector road, but may be from a county road at a location in close proximity to a collector road.
- 7.6.3 Each proposed subdivision or development shall demonstrate that the subdivision or development complies with the County's road network and policies.
- 7.6.4 In approving a subdivision application or a development application, the conditions of approval shall include:
  - (a) the local roads to be created meet County standards;
  - (b) all accesses meet County standards, such that existing accesses may need to be upgraded;
  - (c) if required, turning lanes be provided;
  - (d) any required road widening is provided;
  - (e) the cost of construction and improvements to the County road are borne by the developer; and



- (f) the cost of the design and construction of local subdivision or development roads be borne by the developer.
- 7.6.5 In order to reduce the number accesses from Highway 760 and county roads, the County may require that a proposed subdivision provide for internal local road links among adjoining developments, including possible future developments.
- 7.6.6 Individual potable water well and septic systems that meet provincial and municipal standards may be allowed for a proposed development.
- 7.6.7 The County shall not approve a subdivision or development if the intended supply of water is groundwater and studies pursuant to the *Water Act* indicate the groundwater resources are insufficient for the subdivision or development or the use of groundwater may unduly affect groundwater users already in the area.
- 7.6.8 All multi-lot and major developments shall have a site development plan which addresses provisions for the management of stormwater to ensure that run-off does not exceed pre-development rates and detrimentally affect County road infrastructure and adjacent lands. The storm-water management plan shall be prepared by a qualified engineer.
- 7.6.9 The County may introduce recycling services within the plan area.
- 7.6.10 A Dark Sky policy shall be applied to all development in the Bergen plan area, such that high mast street lights will not be permitted. Lighting for security and safety shall be provided by low mast, lower wattage standards. It is preferred that lighting should be powered by solar energy.

## **7.7 Community and Protective Services**

### Introduction

Although there is a sizeable rural population residing in the plan area, community services, including recreation, schools, health, protective and emergency services are located in and delivered out of nearby urban locations. As the population in the plan area changes and grows, it will be important that the County monitors the impact of growth on education, health, police, fire and ambulance services and facilities.

### Goals

The community services and protective goals are to:

- (1) To monitor the impacts of land uses change on education, health and recreation services and programs.
- (2) To cooperate with service providers and adjoining municipalities to promote the availability of community and protective services.

### Policies

- 7.7.1 In approving a subdivision, ten per cent of the area being subdivided into new parcels shall be required to be dedicated as municipal reserve in accordance with the MGA. However, if site characteristics do not warrant the dedication of municipal reserve or there is an opportunity in

the future to dedicate from the balance of the parcel more suitable lands as municipal reserve, then the County may defer reserve dedication. If the County feels that the dedication of municipal reserve is not warranted, the County shall require money-in-lieu of municipal reserve.

- 7.7.2 When municipal reserve lands are required as part of a subdivision, the design of a subdivision must provide reserve lands that merit use as open space. Wherever possible these should be located and aligned to provide continuity with existing or potential future municipal and environmental reserve lands or other forms of public open space in adjoining land.
- 7.7.3 Within the plan area, public recreation places shall provide only for day use activities, which may include, but not limited to, sports fields, playground equipment, picnic sites, trails and interpretative signs.
- 7.7.4 The Jackson Lake area should be retained in County ownership to conserve the significant features, and should be subject to a future study to assess the land suitability and need for a future public day use park, with pathway connections to Sundre and the Bergen area.
- 7.7.5 Davidson Park should remain as a public day use facility.
- 7.7.6 For subdivision and development applications in locations that have a substantial portion of woodlands, the County shall require that FireSmart principles and fire prevention details are included as part of the application for consideration. In these areas, any approval of an application shall include conditions that require the implementation of FireSmart principles and fire prevention details.
- 7.7.7 The County shall continue to seek opportunities to share protective and emergency services with adjoining municipalities.

## **7.8 Specific Land Uses and General Policies**

### Introduction

The Bergen plan area has the potential to provide for a variety of uses, in addition to those addressed elsewhere in this plan, which can be compatible with the resources and character of the area. There are also a number of development considerations that generally apply to development throughout the plan area.

### Goals

The specific land uses and general policies goal is:

- (a) To provide direction for the potential approval of a variety of developments.

### Policies

- 7.8.1 The sequence of development within the plan area is generally undefined in that development is left to the initiative of private interests.
- 7.8.2 Secondary suites that do not negatively impact adjacent land uses shall be considered appropriate in the plan area.

- 7.8.3 The existing Institutional Camps are appropriate within the plan area.
- 7.8.4 In considering an application for a new or expanding institutional camp the County may grant approval if in the opinion of the County:
- (a) the size and form of the development has minimal impacts on adjacent land uses;
  - (b) the proposed use is compatible with adjacent land uses;
  - (c) there is provision of adequate access;
  - (d) there will be adequate sewer and water to service the development;
  - (e) there will be appropriate buffering or screening from adjacent land uses; and
  - (f) the provisions of Section 7.9 of this Plan are met.

## **7.9 Plan Implementation**

### Introduction

As a day-to-day tool to put into effect the land use and community development policies of the County, including those contained within the Municipal Development Plan and the Bergen Area Structure Plan, the administration of the Land Use Bylaw is vital to the achievement of the strategies, goals and policies of this Area Structure Plan. In order to make informed decisions on proposed applications to redesignate, subdivide or develop land, the County may need to require special studies.

### Goals

The plan implementation goals are:

- (1) To apply the plan to direct the use, subdivision and development of land in the plan area.
- (2) To require where appropriate an outline plan or local area structure plan for the County to determine the suitability of proposed land use changes.
- (3) To monitor land use change to effect gradual, focused and measured growth.

### Policies

- 7.9.1 The Land Use Bylaw shall be used to implement the policies of this Plan. A bylaw to redesignate land in the plan area may be adopted by the County where the redesignation is consistent with the land use strategy and the policies of this Plan.
- 7.9.2 Decisions on subdivision and development applications shall implement the applicable mandatory policies of this Area Structure Plan and shall consider all other applicable policies.
- 7.9.3 As part of an application to redesignate, subdivide or development land within the plan area, the County may require any or all of the following to be addressed, and may require that they be addressed within an outline plan or a local area structure plan:
- (a) the suitability of the features of the site for the proposed use or uses;
  - (b) the site design, including parcel sizes and density;
  - (c) the sequence of development;
  - (d) the impact on the site and adjacent lands, including land uses thereon;
  - (e) the consistency of the plan with the statutory plans of the County, including explanations for variances which the County will need to address as part of the plan approval process;

- (f) the impacts on the environment, including significant lands, and the proposed means to mitigate impacts;
- (g) the traffic impacts and the proposed means to mitigate impacts;
- (h) the provisions for road widening, road improvements and intersection improvements for access roads leading to the site;
- (i) the internal road linkages with adjacent lands;
- (j) the provisions for water and sewer services;
- (k) the provisions for stormwater management;
- (l) the provisions for open space, including linkages with adjacent lands;
- (m) the dedication of land for environmental reserve, municipal reserve, school reserve, municipal and school reserve or money-in-lieu of land;
- (n) the aesthetic details, including landscaping within and on lands adjacent to the site;
- (o) the adequacy of the availability of community services, including any necessary plans for emergency services and evacuation;
- (p) the community consultation program; and
- (q) any other matters required by the County.

7.9.4 The County may require the proponent of a proposed development or subdivision to prepare an Environmental Review to the satisfaction of the County. An Environmental Review must address any or all of the following as required by the County:

- (a) a description of the proposed undertaking, including its purpose, alternatives and staging requirements; a description of the lands, features and resources of the site, adjacent properties and nearby lands that may be affected;
- (b) a description of the environmental sensitivity of the lands, features and resources;
- (c) a description of the predicted effects on the lands, features and resources, including the nature of the impacts on land, vegetation, water and wildlife, during construction;
- (d) the nature of the impacts of land use activities on land, water and wildlife upon completion of the development, including phases thereof;
- (e) an indication of the limitations of the review, criteria used in predicting effects, and interests consulted;
- (f) mitigation actions to alleviate any adverse impacts and monitor the performance of the mitigation measures;
- (g) a presentation of the results in a framework that can assist decision makers in determining the final course of action; and
- (h) any other matters required by the County.

7.9.5 Where a site proposed for subdivision or development contains slopes of 10% and over, the County may require the proponent of a subdivision or development to provide a geotechnical report, prepared and stamped by a professional geotechnical engineer, to demonstrate the stability and suitability of the slopes for development and standards for the development of the site, including actions to ensure the stability of the slopes.

7.9.6 The County may require, as part of an application for subdivision or development approval, a report which addresses:

- (a) the potential impact of the development on school enrollment and bussing;
- (b) the availability of police and ambulance services, and potential impacts thereon;
- (c) the travel distances for firefighting services, wildfire protection provisions and proposed alternate means of fire protection;



- (d) an emergency response plan, emergency evacuation plan and emergency access routes; and
- (e) the proposed means to address and/or mitigate any problems identified by the County or service provider of any of the above.

7.9.7 As part of the subdivision and development approval processes, the Provincial department responsible for overseeing culture and history should be consulted regarding the presence of significant historical sites. If a historic resource assessment is requested by the Province, the County shall require that such an assessment be undertaken by a person qualified to do so. If a significant historic resource is identified in the assessment, the site plan must identify the measures that will be used to protect, conserve and/or study the Historical Resources.

## **8.0 ADMINISTRATION**

### **8.1 Authority of the Plan**

The authority for the Bergen Area Structure Plan is through Section 633 of the *Municipal Government Act*. Section 633(1) of the *Municipal Government Act* provides for a municipality to adopt, by bylaw, an Area Structure Plan for the purpose of providing a framework for the subsequent subdivision and development of an area of land.

- 8.1.1 The County will administer the Bergen Area Structure Plan to guide the use, development and subdivision of land while retaining the predominantly rural agricultural character of the area, thereby assisting the implementation of the Municipal Development Plan.

### **8.2 Monitoring and Review**

Because factors affecting land use, development, settlement, farming and resource use are dynamic, the effectiveness and continued relevance of this Plan will be reviewed from time to time.

- 8.2.1 The County will monitor the effectiveness of this Plan:

- (a) as the plan's policies are applied in processing proposed applications to redesignate, subdivide and develop land; and
- (b) in communications with other authorities and community groups in dealing with matters of common interest that affect the plan area.

- 8.2.2 The County will review this plan in its entirety at least every six years.

- 8.2.3 Between major reviews, the County will monitor the rate and form of land use change in the plan area. In the opinion of Council, if the rate and form of growth seems to exceed that of the planning vision for the Bergen area, Council may establish operational policies that restrict the number or form or both of approved land use changes in the plan area.

### **8.3 Plan Amendment**

Because of the dynamics of social and economic change, it may be necessary from time to time to consider changes to the Bergen Area Structure Plan.

- 8.3.1 The Council of Mountain View County or a person or persons having an interest in land in the plan area may initiate an amendment to the Bergen Area Structure Plan.

- 8.3.2 If an amendment is initiated by a person or persons having an interest in land in the Plan area, prior to commencement of the bylaw amendment process the County may require the initiator to support the proposed amendment with a report or reports and other background information.

- 8.3.3 The process to approve a proposed amendment to the Plan shall be in accordance with the process required in the *Municipal Government Act*. When considering a proposed amendment, the County will:

- (a) consult affected adjoining municipalities in a manner in keeping with Section 12 of the Municipal Development Plan; and

- (b) refer the amendment to any adjoining municipality, school authority, provincial department and agency, and any other person, group or agency the County feels the amendment may affect.

## **APPENDIX A GLOSSARY**

The definitions in this Plan are those of the Municipal Development Plan, a number of which are stated below, and as stated below.

### **Aggregate Extraction/Processing**

Development for the removal, extraction, processing and transmission of the following for commercial purposes: sand, gravel, clay, peat, earth, shale, stone, marl, limestone, sandstone, marble, granite or other non-metallic ores.

### **Agricultural Operation**

An agricultural operation that is carried on for gain or reward or in the hope or expectation of gain or reward, and includes

- (a) the clearing, draining, irrigating or cultivation of land,
- (b) the raising of livestock, including poultry,
- (c) the raising of fur-bearing animals,
- (d) the raising of bees,
- (e) the production of agricultural field crops,
- (f) the production of fruit and vegetables and other specialty horticultural crops,
- (g) the production of eggs and milk,
- (h) the operation of agricultural machinery and equipment, including irrigation pumps,
- (i) the preparation of a farm product for distribution from the farm gate, including cleaning, grading and packaging,
- (j) the on-farm processing of farm products for the purpose of preparing farm products for wholesale or retail consumption,
- (k) the storage, use or disposal of organic wastes for farm purposes,
- (l) the operation of pick-your-own farms, roadside stands, farm produce stands and farm tourist operations as part of a farm operation,
- (m) the application of fertilizers, conditioners, insecticides, pesticides, fungicides and herbicides, including ground and aerial spraying, for agricultural purposes, or
- (n) any other agricultural activity or process prescribed by regulation.

### **Agricultural Regions of Alberta Soil Inventory Database**

A spatial database of soils for Alberta's Agricultural area that have been derived from the Canada – Alberta Environmentally Sustainable Agriculture Soil Inventory Project (1993 to 1998). The land suitability rating system is based on the soil-climate-landscape potential of land for agricultural spring seeded small grains and hardy oilseeds.

Bylaw No. 10/21

### **Buffering**

An area within a property or site, generally adjacent to and parallel with the property line, either consisting of existing natural vegetation or created by the use of trees, shrubs, and/or fences, which is designed to limit views and sound from affecting the development tract adjacent to the property and vice versa.

### **Canada Land Inventory**

Classification of land capability and use for regional resource and land-use planning through a comprehensive federal-provincial survey established under the Agricultural Rehabilitation and Development Act in 1961.

Bylaw No. 10/21



**Confined Feeding Operation (CFO)**

In accordance with Alberta Agricultural Operation Practices Act (AOPA), a CFO is a fenced or enclosed land or buildings where livestock are confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and any other building or structure directly related to that purpose.

**Commercial Recreation**

Recreation facilities that charge a fee for use or entry and has no relationship to the amount of profit earned, if any.

**Contiguous**

Land immediately adjacent to other land without intervening vacant or undeveloped land.

**Coulee**

A coulee is usually a deep steep-sided ravine cut into the valley of a river or stream.

**Country Residential Lot**

Low density lots in rural areas for residential development; the lots generally serve people seeking sparsely settled places away from the influence of cities and towns.

**County Collector Network**

The County's officially recognized road network for which long term plans for maintenance and/or upgrading exists and may not include asphalt paved, chip sealed, and gravel roads.

**Dark Sky**

Concepts and practices that attempt to reduce light pollution, particularly in rural areas, in order to conserve energy, reduce glare, maintain rural character, safe guard wildlife (who are often disturbed by excessive light), and maintain views of the night sky and stars.

**Density**

The number of dwelling units per acre or hectare (residential); also the ratio of floor space or building area to the site area (commercial).

**Environmental Reserve**

A subdivision authority may require the owner of a parcel of land that is the subject of a proposed subdivision to provide part of that parcel as environmental reserve if it consists of the following:

- A swamp, gully, ravine, coulee, or natural drainage course;
- Land that is subject to flooding or is, in the opinion of the subdivision authority, unstable; or
- A strip of land, not less than six (6) metres in width, abutting the bed and shore of any lake, river, stream, or other body of water for the purpose of:
  - Preventing pollution; or
  - Providing public access to and beside the bed and shore.

**Environmental Review**

An assessment of the likely influence a project may have on the environment. The process of identifying, predicting, evaluating and mitigating the biophysical, social, and other relevant effects of development proposals prior to major decisions being taken and commitments made. The purpose of the assessment is to ensure that decision-makers consider environmental impacts before deciding whether to proceed with new projects.

**Environmentally Significant Areas**

Natural areas, which because of its features or characteristics, are significant to the County from an environmental perspective, and which have the potential to remain viable.

**Farmstead**

An established residential site that previously contained or currently contains a dwelling and other improvements used in connection with the raising or production of crops, livestock or poultry, situated on the same land used in connection with the farming operations.

Bylaw No. 10/21

**First Parcel Out**

A single lot/parcel created from a previously unsubdivided quarter section and includes quarter sections where fragmented parcels may have been removed prior to consideration for a first parcel out subdivision. Municipal Reserve dedication shall be required in accordance with the Municipal Government Act, including when the first parcel has been subdivided from a quarter section and the MDP identifies the remaining parcel as an unsubdivided quarter section.

Bylaw No. 10/21

**Floodway**

The portion of the flood hazard area where flows are deepest, fastest and most destructive. The floodway typically includes the main channel of a stream and a portion of the adjacent overbank area. The floodway is required to convey the design flood.

**Flood, Design**

The current design standard in Alberta that is the one percent flood, defined as a flood whose magnitude has a one percent chance of being equaled or exceeding in any year. Although it can be referenced to as a 100-year flood, this does not mean that it will occur once every hundred years.

**Flood Fringe**

The portion of the flood hazard area outside of the floodway. Water in the flood fringe is generally shallower and flows more slowly than in the floodway.

**Flood Hazard Area**

The area of land bordering a water course or water body that would be affected by the 1 in 100 year design flood (a flood that has a 1 % chance of occurring every year) under encroachment conditions. The Flood Hazard Area includes the floodway and flood fringe and may include areas of overland flow.

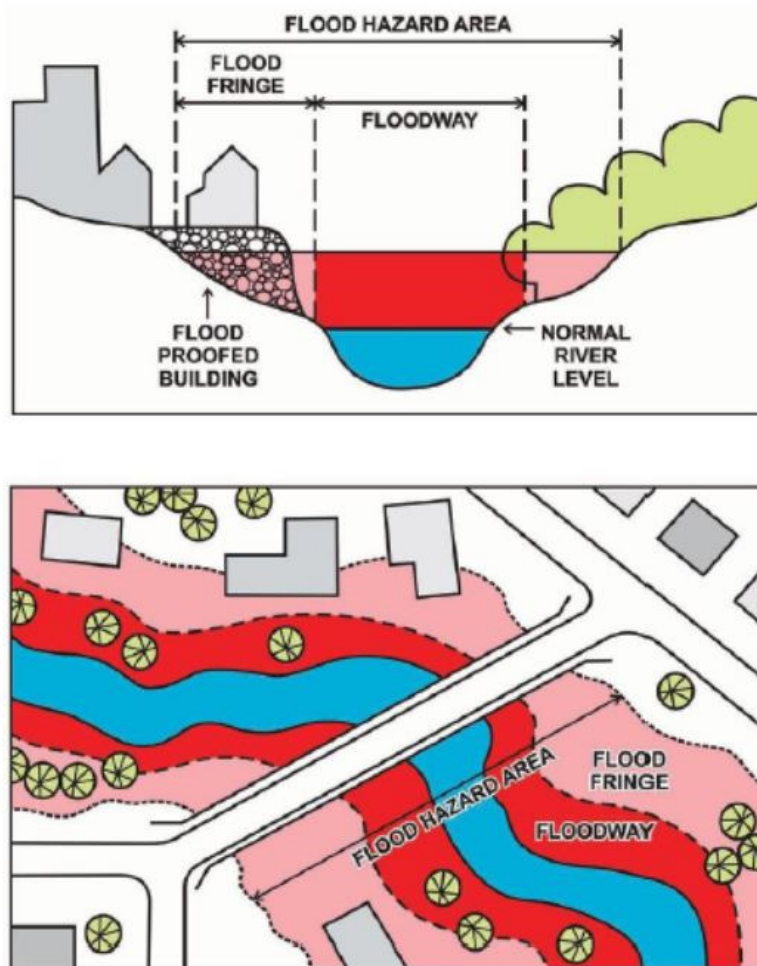


Illustration - Flood hazard area, Floodway, and Flood Fringe

Note: The above illustration is for clarification and convenience only and does not form part of this Bylaw. All provisions of this Bylaw must be referenced.

### Fragmented Parcel

This is in reference to quarter sections that have had parcels physically separated due to permanent waterbodies or natural features that create a complete physical separation within the parcel or manmade features such as roads, railway lines, in accordance with Mountain View County Policy 6008 as approved and amended by Council from time to time. Municipal Reserve dedication shall be required in accordance with the Municipal Government Act, including when the first parcel has been subdivided from a quarter section and the MDP identifies the remaining parcel as an unsubdivided quarter section.

Bylaw No. 10/21

### Geotechnical Report

A report, prepared by a professional geotechnical engineer, setting out the geotechnical limitations of a site in terms of development suitability, and may include recommendations to overcome any limitations to development.

## Green Development

Guidelines advocating a development approach that integrates environmental responsiveness (benefiting the surrounding environment and/or reducing environmental impact on land, energy, waste, and natural resources), resource efficiency (using resources in the construction, development, and operations of buildings and/or communities in ways that are not wasteful), and sensitivity to existing culture and community (fostering community in design, construction, and operations).

## Hazard Land

Lands which may be prone to flooding, shoreline erosion or slope instability hazards or any hazard that may result in life loss or injury, property damage, social and economic disruption or environmental degradation and lands in proximity to water bodies and water courses with slopes greater than 10%.

## Home Occupations

A small business operated by a resident in accordance with the Land Use Bylaw.

## Infrastructure

The foundation and facilities that are needed to service communities (e.g. roads, utilities).

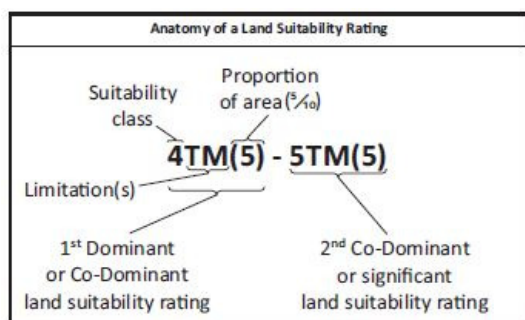
## Institutional campground

An established group camp maintained for recreation, education, vacation, religious or other similar uses by organized groups that assume supervision of the camp activities.

## Land Suitability Rating System (LSRS)

Land Suitability Rating System (LSRS) The land suitability rating system (LSRS) is a procedure for rating the suitability of land for agricultural spring-seeded small grains (and hardy oilseeds). The system is based on the soil-climate-landscape potential.

Bylaw No. 10/21



Examples of Land Suitability Ratings	
Rating	Explanation
2MT(10)	100% of the area is Class 2 land indicating slight limitations to growth. The limitations are caused by water-holding capacity of soils and slope conditions.
4TM(5) - 5TM(5)	50% of the area is Class 4 and 50% of the area is Class 5 indicating severe and very severe limitations to growth. The limitations are caused by slope conditions and water-holding capacity of soils.
4M(8) - 7NW(2)	80% of the area is Class 4 indicating a severe limitation to growth caused by water-holding capacity of soils. 20% of the area is unsuitable with limitations due to soil salinity and drainage.



**Low Density Residential Subdivision**

Multi-lot residential development consisting of an application for two (2) to three (3) residential parcels, including single lot applications beyond the first parcel out, with the remaining balance of the quarter as the fourth titled lot.

Bylaw No. 10/21

**May**

Within policy statements, “may” is a discretionary term, providing notification that the policy in question can be enforced if the County chooses to do so, and is usually dependent on the particular circumstances of the specific site and application. Other policy terms are Shall and Should.

**Municipal Development Plan**

A Municipal Development Plan is a statutory document that guides future development in the municipality. Provincial legislation requires all municipalities with a population of 3,500 or more to adopt a Municipal Development Plan.

**Municipal Government Act**

This act forms the legal basis for the way local governments in cities, towns, villages and rural areas operate in Alberta.

**Municipal Reserve**

A subdivision authority may require the owner of a parcel of land that is the subject of a proposed subdivision to provide part of that parcel for park or school purposes; at the discretion of the municipality, municipal reserves may alternately be provided by cash-in-lieu or a combination of the two (2). When subdividing an area larger than two acres up to a ten percent (10%) reserve dedication is required.

**Open Space**

Lands suitable for or allocated for public use, conservation areas or for wildlife areas.

**Outline Plan**

The Outline Plan is a non-statutory detailed concept plan developed as a prerequisite to redesignation and subdivision approval. An Outline Plan, along with the necessary Detailed Design Reports, (Water, Sanitary Sewer, Storm Sewer, Transportation, Parks, etc.) addresses land use and servicing issues in greater detail than in the Area Structure Plan. The preparation of Outline Plans is the responsibility of the land owner and/or developer of the land in question.

**Redesignation**

A change of land use designation within the Land Use Bylaw, approved by County Council.

**Right to Farm**

A term usually applied to regulations that prohibit local governments from passing ordinances that prohibit the existence of an agricultural operation in an area. Right-to-Farm legislation exist in some municipalities to protect agricultural operations from nuisance suits (give immunity from nuisance suits) where claims of nuisance arise from neighbouring property owners or residents that are, or claim to be, injured by activities of those operations or conditions resulting from those activities.

**Shall**

Within policy statements, “shall” is a directive term that indicates that the actions outlines are mandatory, therefore must be complied with without discretion. Other policy terms are May and Should.

**Should**

Within policy statements, “should” is a directive term, that provides direction to strive to achieve the outlined action, but is not mandatory. When used within a policy, the onus is on the applicant to justify why the desired action/result is not proposed and/or will not be achieved. Other policy terms are May and Shall.

**Statutory Plan**

An inter-municipal development plan, municipal development plan, area structure plan, and area redevelopment plan adopted by bylaw.

**Subdivision**

The division of a parcel of land by an instrument that creates separate titles.

**Unsubdivided Quarter Sections**

The interpretation of unsubdivided quarter sections usually refer to (+/-) 160 acres ((+/-) 64.75 ha) of land and is based on the original survey and legal description as per the Alberta Land Titles Office. In addition to this traditional interpretation, the County may also consider quarter sections that include gore strips lots created for and still used for public use (i.e., schools), railway lots, and/or utility lots or reconfigured quarter sections that did not result in any additional titles as “unsubdivided quarter sections”. The effect of this interpretation will allow the County to consider subdivision applications that may otherwise not meet the policies outlined within this MDP. Municipal Reserve dedication shall be required in accordance with the Municipal Government Act, including when the first parcel has been subdivided from a quarter section and the MDP identifies the remaining parcel as an unsubdivided quarter section.

Bylaw No. 10/21

**Wetlands**

Areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support vegetation that is adapted for life in saturated soil conditions. Wetlands are protected through a variety of federal and other regulations.

## **APPENDIX B GLOSSARY**

### **2014 Planning Process**

Area Structure Plans are revisited periodically to ensure that they still reflect the community's needs and desires. This process is a review only to bring the ASP into line with the policies of the Municipal Development Plan as well to ensure policies are still relevant. This process is also to identify and address issues or trends that impact land use planning.

The planning process to review the Bergen Area Structure Plan was undertaken in four phases. The first phase included background research and meeting with the Steering Committee to identify planning issues and opportunities within the plan area.

The draft review of the Bergen Area Structure Plan was prepared during phase 2. Opportunity for direct verbal input to the draft plan was provided at a Public Open House. The Public Open House was attended by 40 residents. Written input was possible through the Questionnaire. Based upon community responses, amendments were made to the draft review of the Area Structure Plan.

In phase 3, a Questionnaire was available at the Open House and on the County's website. The Questionnaire requested feedback on the draft ASP, key issues and needs, and preferences on alternate land use strategies for the area. The resultant Questionnaire provided a tabulation of the responses together with a compendium of all written comments.

In phase 4, the formal plan adoption process took place. The Steering Committee recommended to Council that the proposed Bergen Area Structure Plan (i.e. the revised draft plan) be adopted. Council proceeded through the readings of a bylaw to adopt the plan, including the holding of a public hearing prior to final adoption of the plan. *Note: additions to this Section may be made in the proposed plan.*

### **Community Consultation**

Community consultation was a significant part of the planning process in 2014, and was guided by a Steering Committee which included four public members.

Consultation took place with landowners, leaseholders and renters within the plan area through the Questionnaire, the Public Open House and the public hearing.

#### Questionnaire

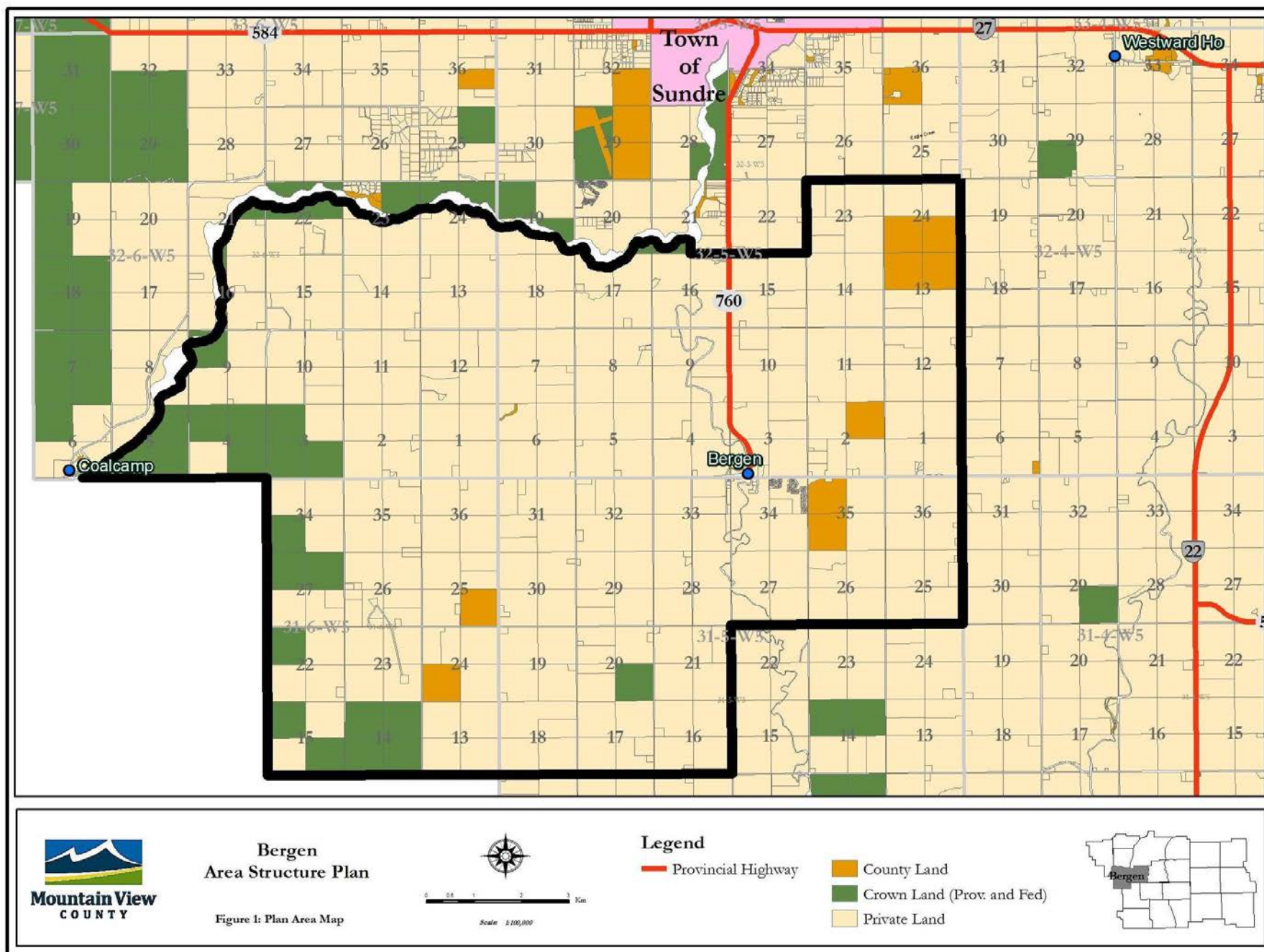
Seventeen (17) responses to the Questionnaire were received. Preferences and comments regarding the Recreational Vehicle Camping, agricultural land, residential development, Bergen as a Community Centre, economic development, were helpful in generating a land use strategy and policies to guide and direct land use change within the plan area.

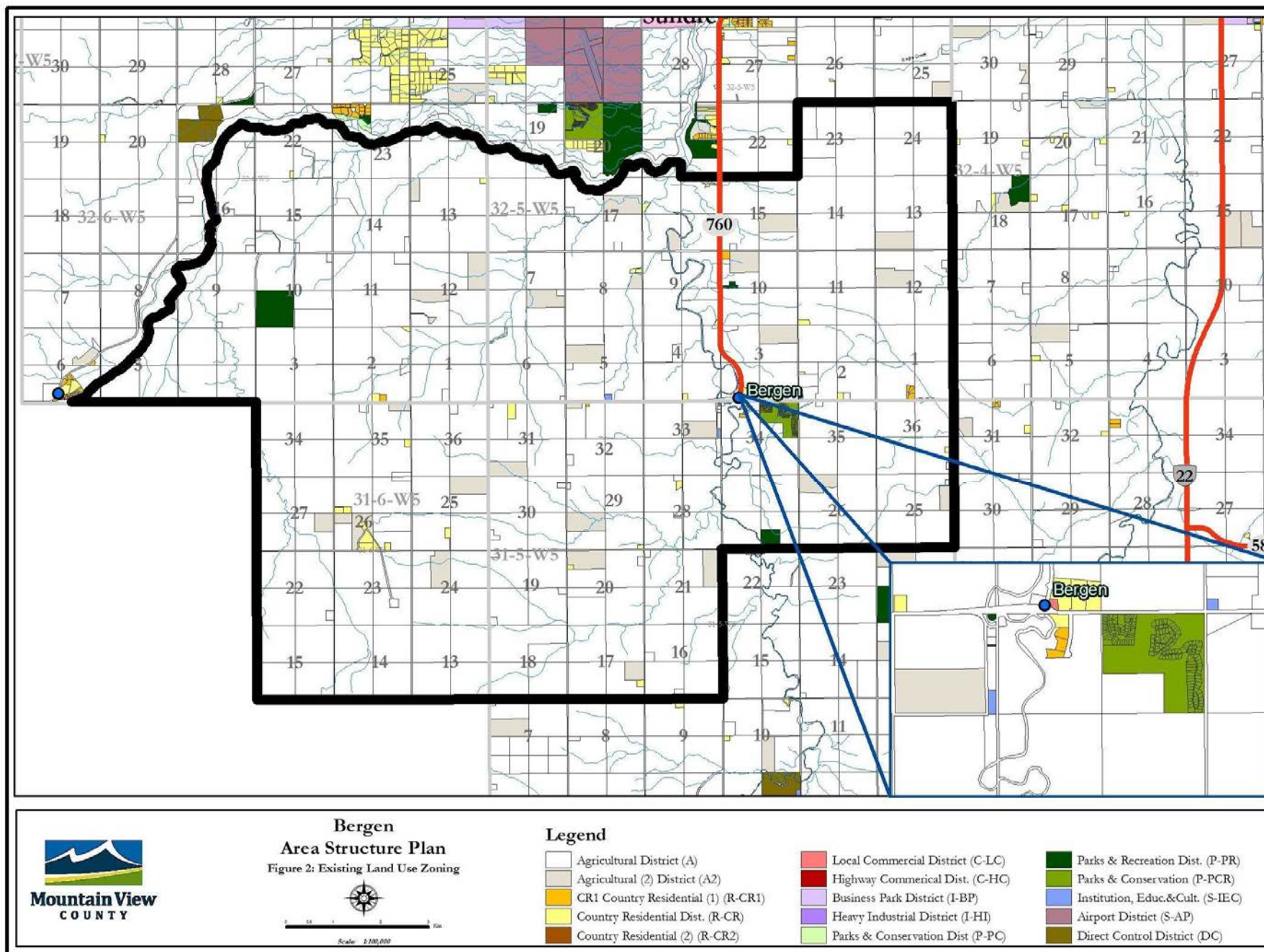
#### Draft Plan Community Open House

On June 9, 2014 a community meeting was held in the Bergen Community Centre to receive the comments of the Bergen area residents and the general public on the draft review of the Bergen Area Structure Plan. Over 40 residents and other stakeholders attended. Concerns about the following provisions in the draft plan were raised: the proposed Bergen Community Centre policy area and the

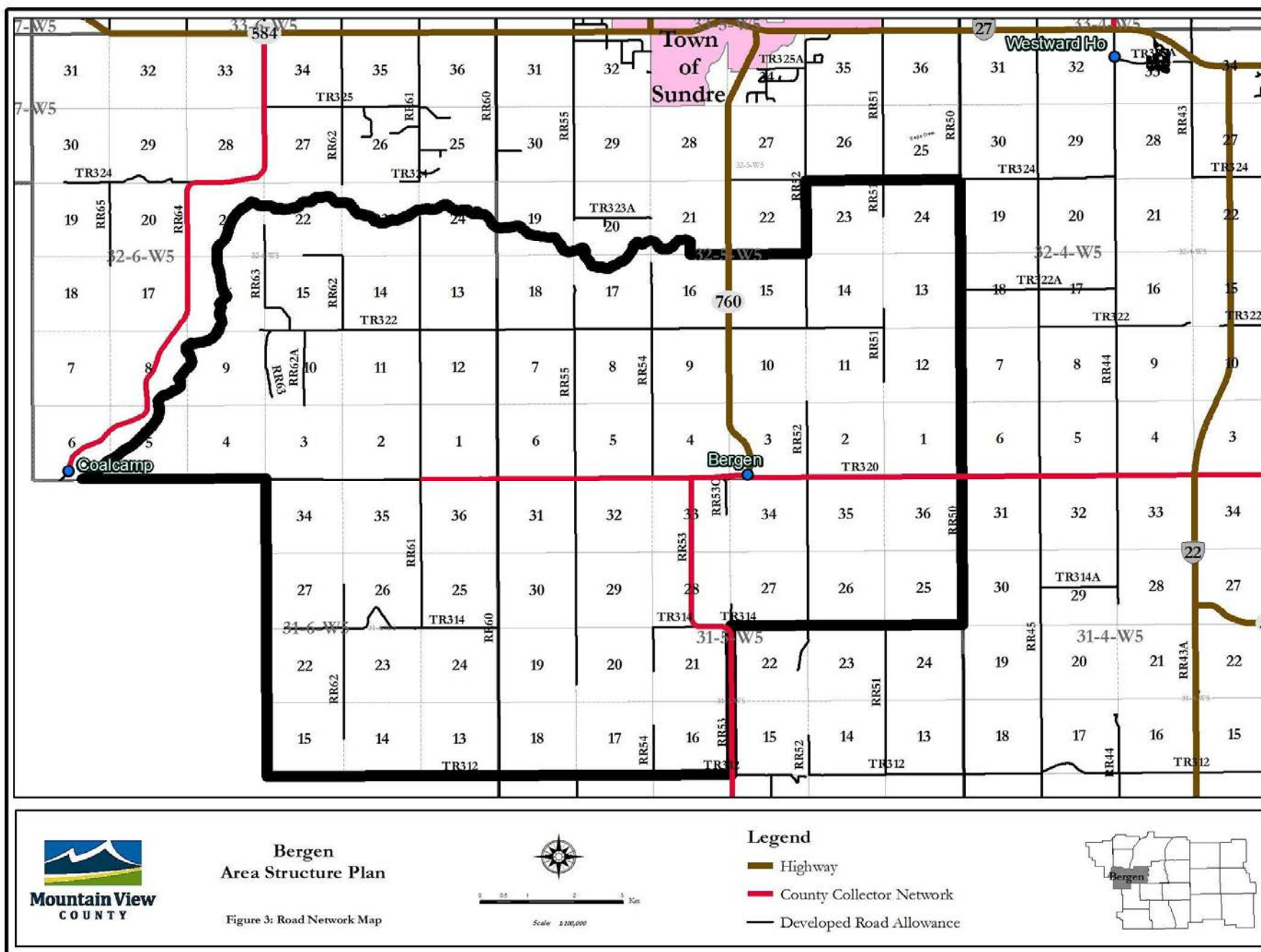
potential density and variety of development in the area; and the possibility of Recreational Vehicle Camping.

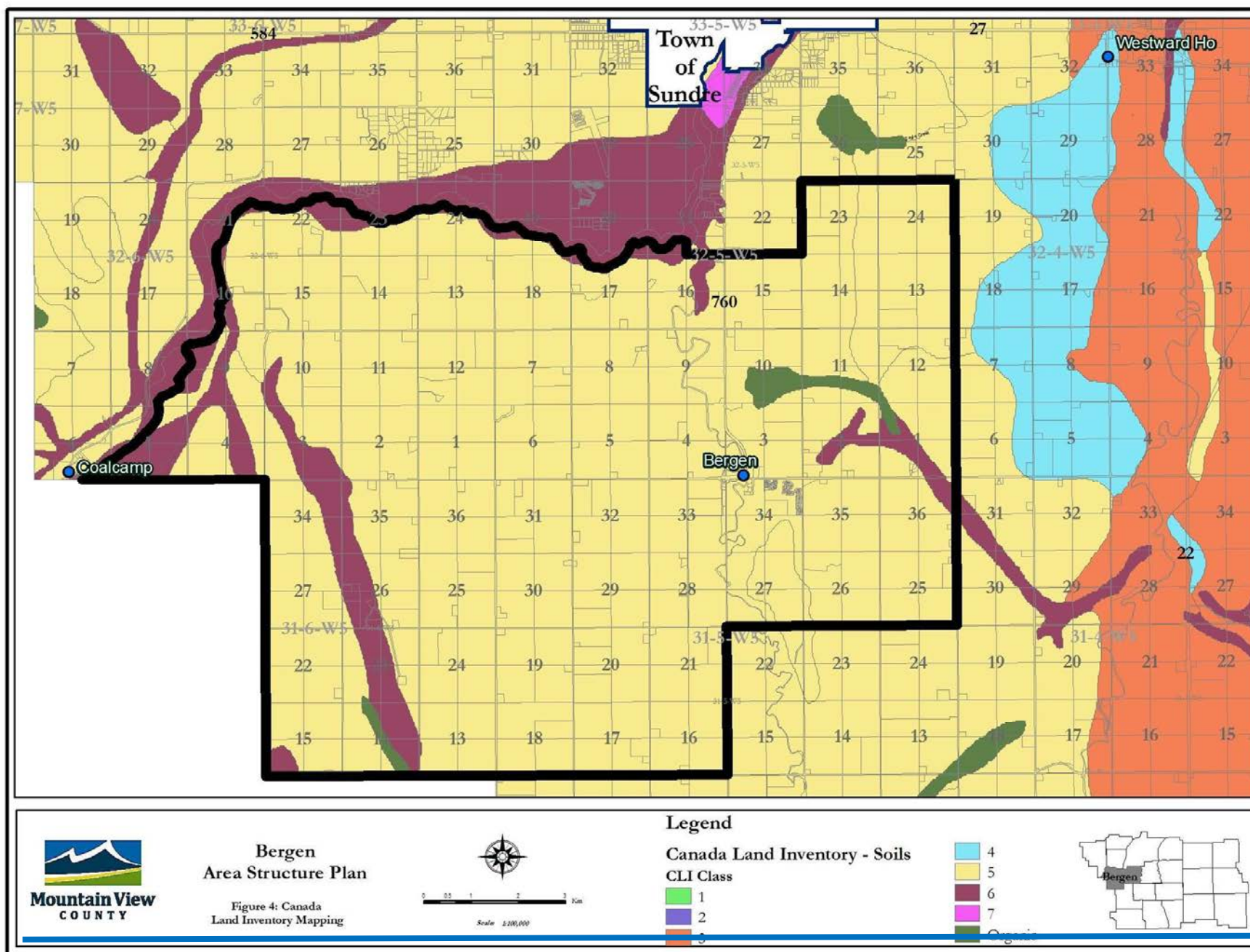




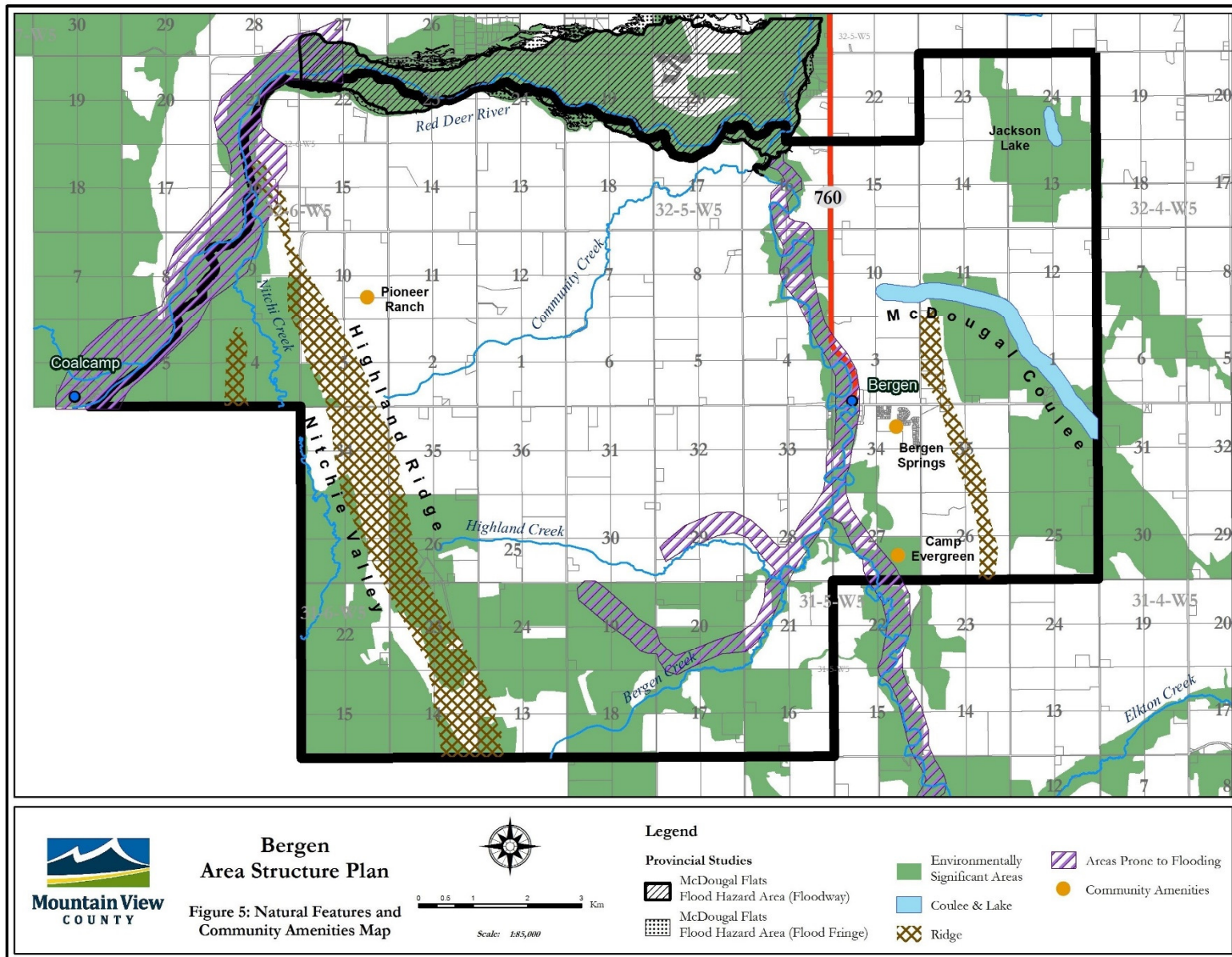


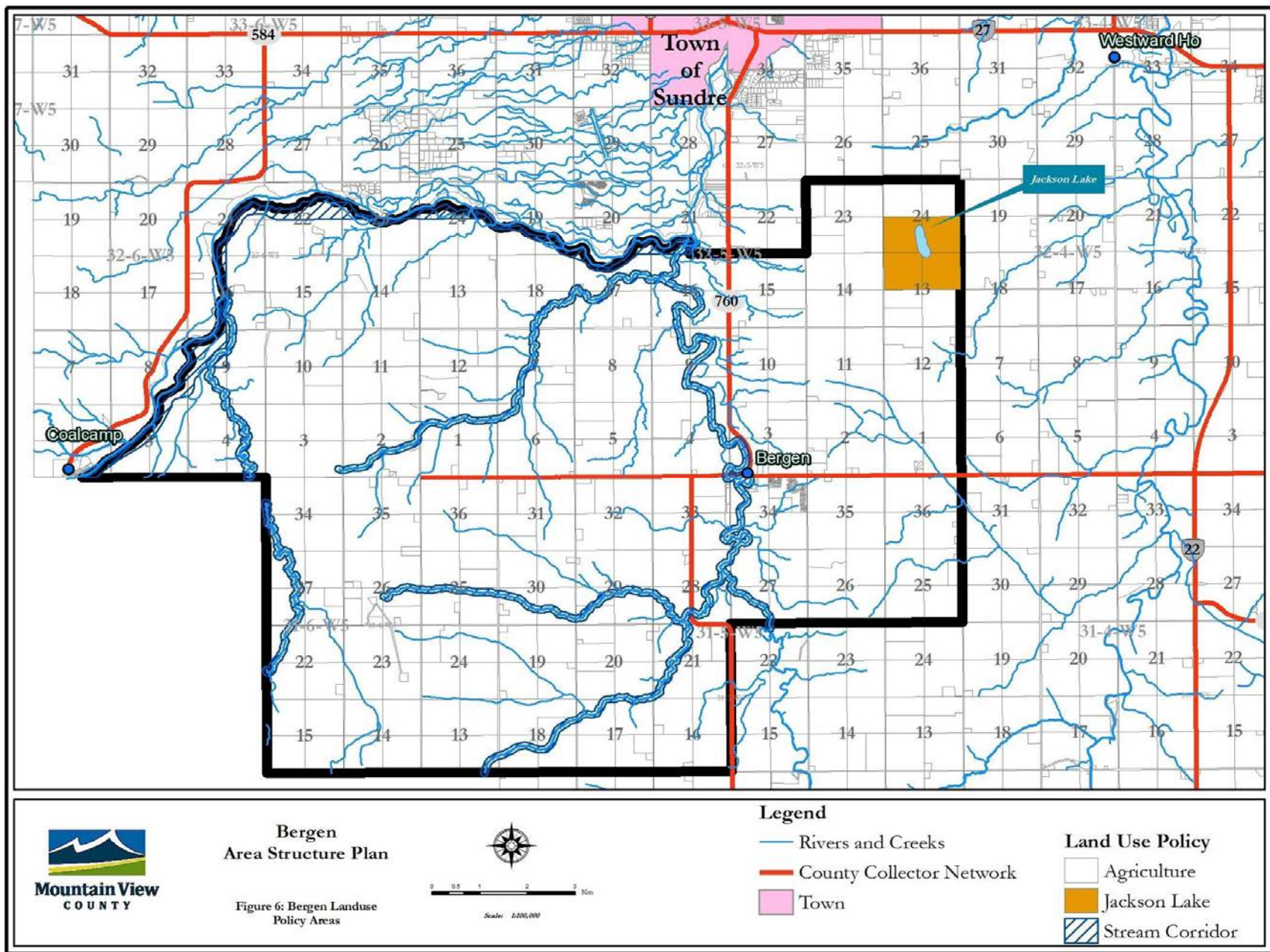




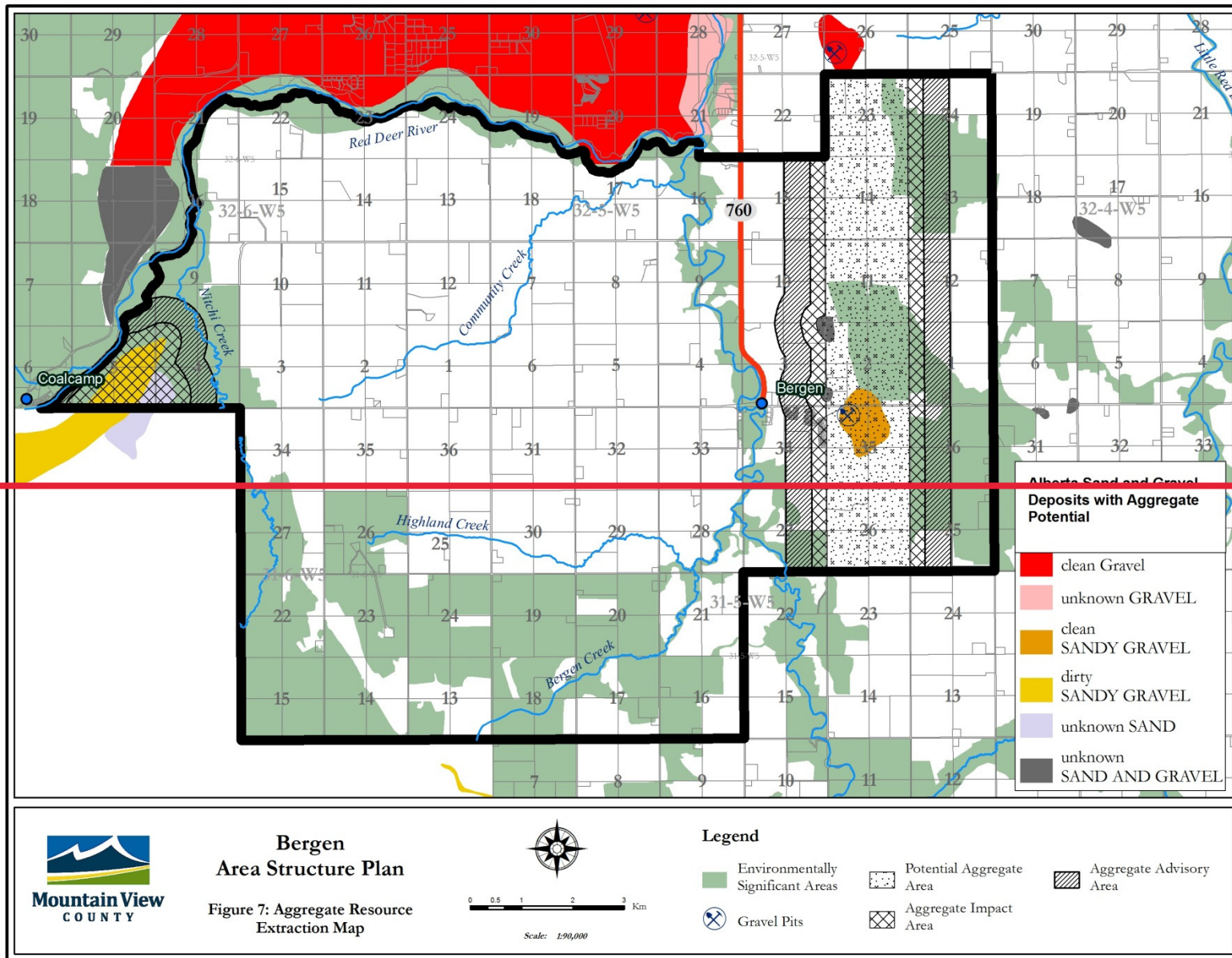














## Mountain View COUNTY

### Growth Management Conceptual Strategy Figure 3 & Bergen ASP

#### Legend

- Highway
- County Collector Network(CCN)
- Growth Centres  
(ASPs / Concept Plans Required)

- IDPs
- Agricultural Preservation Area
- Potential Multi-Lot Residential  
Development Area

#### Bergen ASP

- Agriculture
- Jackson Lake
- Stream Corridor
- Potential Aggregate Area
- Aggregate Impact Area
- Aggregate Advisory Area

\*Adapted from the Canada Land Inventory Class 1,2 & 3 soils; AGRASID's Land Suitability Rating System (LSRS) Class 2 & 3 as the 1st Dominant or Co-Dominant; as well as Environmentally Significant Areas (ESA) are shown shaded. Boundaries are not exact and boundaries must be confirmed or corrected from municipal assessment maps and field investigation. \*



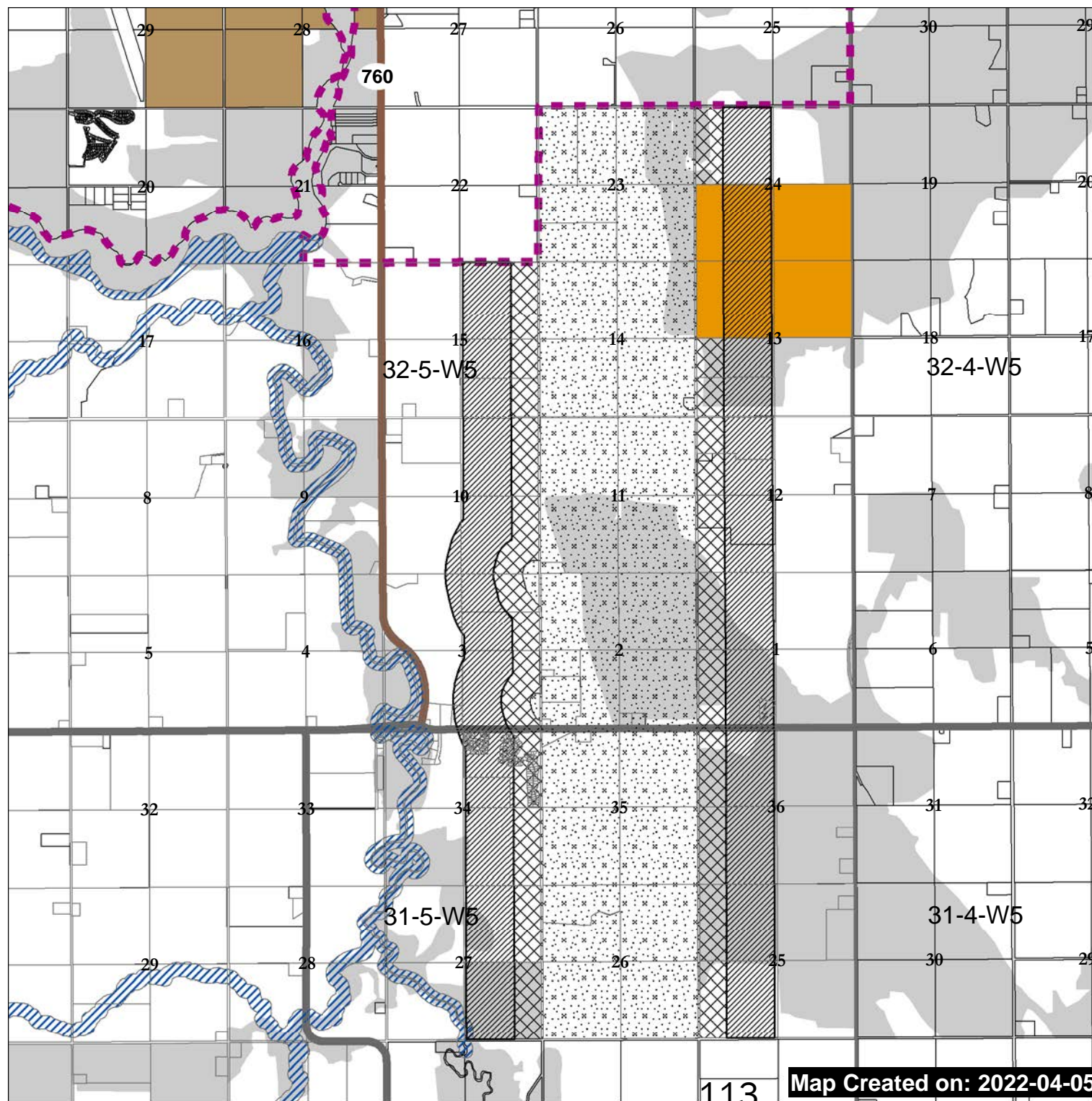
0 750 1,500 Meters

Scale: 1:56,752

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest

Projection: Transverse\_Mercator



113

Map Created on: 2022-04-05





**Mountain View**  
COUNTY

# Regular Council Meeting

## Request for Decision

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Planning & Development Services

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**Date:** February 23, 2022

**SUBJECT:** Bergen Area Structure Plan Review Request

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**RECOMMENDATION:** That Council receive the Bergen Area Structure Plan Review request as information and direct administration to provide a written response to landowners that the Bergen Area Structure Plan is currently contemplated to be reviewed in 2024.

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**ALTERNATIVE OPTIONS:** That Council direct Administration to include the Bergen Area Structure Plan Review in the 2022 budget and identify costs to complete the review with external resources.

That Council direct Administration to bring forward a Bergen Area Structure Plan Amendment to remove the policies and map that restricts subdivision in proximity to potential aggregate resources.

---

**BACKGROUND:**

Timeline

- March 2008 The first Bergen Area Structure Plan (ASP) was approved in March 2008 (Bylaw No. 08/08).
- June 2015 A review of the ASP led by a Steering Committee concluded in the adoption of the current ASP (Bylaw No. 03/15) in June 2015. The policies and map that restrict subdivision in proximity to potential aggregate resources was first introduced in the South East Sundre ASP in 2013. The Aggregate Areas were based on Provincial Gravel Deposits and gravel pits. The South East Sundre ASP borders the Bergen ASP to the north.
- May 2020 Council considered a request received from 23 Bergen residents (representing 17 parcels) to amend the ASP to remove policies that restrict residential subdivision in proximity to potential aggregate resources and includes reasons that future aggregate extraction is highly unlikely due to existing development (dwellings and pipelines) as well as environmental significant areas. On May 27, 2020, Council received the request and directed Planning to include the request with the MDP Review (Motion RC20-311).
- April 2021 The Bergen ASP was amended to align with the new Municipal Development Plan (MDP) that was approved in December 2020. During the Public Hearing for the ASP Amendment on April 14, 2021, Council heard from three (3) landowners who signed the request. Council defeated a motion to remove the policies and map (RC21-224).

## REQUEST:

On February 09, 2022, Administration received a request to establish a Steering Committee to review the Bergen ASP and is included as Attachment 01. The landowners in support of removing of policies and the map associated with the policies that restrict subdivision in proximity to potential aggregate resources is included as Attachment 02. Policy 8.2.2 states that: The County will review this plan in its entirety at least every six years.

A map that displays the 165 m buffer that new gravel pits must be setback from existing dwellings (as required in the Land Use Bylaw) as well as a 30 m buffer from existing pipelines (the controlled area of the Right of Way (ROW)) is included as Attachment 03. A map that displays the current Land Use Districts; Provincial Gravel Deposits; and Unsubdivided Quarter Sections within the Aggregate Areas is included as Attachment 04.

### 2022 Work Plan for Planning

The 2022 Work Plan for Planning includes the South McDougal Flats ASP Review. As part of the 2022 budget Council approved Project Sheet (PD-22-01) that identify the ASP Reviews for next four (4) years using staff resources and a budget allocation to cover costs of Open Houses:

2022 South McDougal Flats ASP

2023 Water Valley Winchell Lake ASP

2024 Bergen ASP

2025 TBD

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## RELEVANT POLICY:

[Bergen ASP](#)

[Policy and Procedure 6005 County Initiated New ASP or ASP Review Process](#)

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**BUDGET IMPLICATIONS:** TBD

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**Attachments** ☒ Nil ☐

01. Request to review the Bergen ASP

02. Bergen ASP Figure 7 with Landowners identified

03. Map with setbacks of existing dwellings and existing pipelines within the Aggregate Areas

04. Map with current Land Use Districts, Provincial Gravel Deposits and Unsubdivided Quarter Sections within the Aggregate Areas

---

**PREPARED BY:** MB

**REVIEWED BY:** JH

February 9, 2022

Mr. Jeff Holmes  
Chief Administration Officer  
County of Mountain View  
Via email: [cao@mvcounty.com](mailto:cao@mvcounty.com)

Dear Mr. Holmes:

**Re: Request for Council to Establish Bergen Area Structure Plan Steering Committee to Review the Bergen ASP**

On behalf of the attached list of landowners, I am requesting that Council initiate the process to review the Bergen Area Structure Plan as outlined in Section 8.2.2 of the Bergen Area Structure Plan (ASP).

As the bylaw had third reading on June 24, 2015, Section 8.2.2. outlines the County will review this plan in its entirety at least every six years. This would have provided for the review in 2021.

On February 8, 2020, the attached list of twenty-four landowners directly affected by the ASP, submitted a request to amend the ASP as provided by Section 8.3.1. This request was not responded to by the County until April 16, 2021 by way of a public hearing to update amendments to the MDP. At that time, some members of Council commented that despite input from twenty-four landowners directly affected by the ASP and in support of the requested amendment, Council did not feel the amendment should be considered and the request was not supported.

Since Council did not feel the amendment requested had enough public input and support from the Bergen community to approve the amendment, the review of the plan in its entirety would be the best process. The Steering Committee would be in the best position to gather input from the listed landowners and the community at large through the usual means of advertisement and open houses.

The first purpose of the ASP, "is to provide direction and guidance for the future development in a manner that reflects the **vision and aspirations of the landowners** and other stakeholders of the area". Some elements of the ASP no longer meet the needs or aspirations of affected landowners.

The provided list of landowners believes the plan needs to be reviewed as outlined in Section 8.2.2. at the earliest opportunity in 2022, with direct input from the members of the community that are directly affected by the ASP.

Your attention to this request is greatly appreciated.

Yours truly,

**Phillip J.C. Hambrook**

Email: [REDACTED]  
(On behalf of Attached List)

Attachment  
c.c. Gordon Krebs

February 8, 2020

Attention: The Council of Mountain View  
County of Mountain View

Re: Request for Amendment to the Bergen Area Structure Plan  
As provided for under Section 8.3.1 of the Bergen ASP

We the undersigned are landowners within the area defined between Township Road 324 and Township Road 314 and bordering lands between Range Road 51 and Range Road 52. These lands are in and adjacent to the area defined as a potential aggregate extraction area including aggregate impact, advisory and environmentally significant areas.

We are requesting the Council of Mountain View to initiate an amendment to remove the following sections from the Bergen Area Structure Plan:

- 1) Section 7.1.1 the condition of no new Country Residential lots and the 300 and 500 meter setbacks limiting development.
- 2) Section 7.1.2 Prohibition of Country Residential subdivision and development.

We believe these conditions outlined in the Bergen Area Structure Plan are inconsistent with County Policies and places conditions that do not exist in other areas of the county with regards to land development or subdivision or the creation of aggregate extraction operations.

We believe removal of these specific conditions will not restrict future potential aggregate resource extraction. Removal of these restrictions will, however, allow future development as the current landowners see fit within the current land use bylaws.

We believe the potential for future aggregate extraction in this area is highly unlikely considering the following:

- The number of existing homes (over 32 excluding the Bergen Springs residential area) that would invoke the setback requirements as outlined in Section 14.3 of the LUB (Aggregate Extraction site regulations of a radius of 160m).



- The existence, potential expansion and extension of numerous pipelines within this area. The setbacks and restrictions on pipelines right of ways in themselves would restrict any development of aggregate extraction by way of setbacks limiting activity on or near the right of ways as well as commercial access across existing pipeline right of ways.
- Several sections within this area are mapped as being environmentally significant areas. These sections in particular would be eliminated for potential aggregate extraction development.

The existing conditions which allow for agricultural subdivisions in this area of at least 40 acres, does not complement the County's policies that strive to preserve larger agricultural parcels. Section 7.1.1 and 7.1.2 does not contribute to the County's vision as outlined in Section 3.2 of the Bergen ASP:

- Encouraging the conservation of agricultural land and the rural lifestyle

As outlined in Section 4.1 of the Bergen Area Structure Plan we believe the plan, as is, no longer reflects the community's needs and desires.

With the economic challenges facing the County to find additional revenue sources that would have the least amount of impact on the existing community removal of the conditions of no country residential development, will benefit the County as well as landowners that wish to subdivide.

There has been a drastic change in the economic stability of the Province, County and individual landowners. It is deemed necessary that changes be made to the Bergen Area Structure Plan.

The removal of the conditions placed on these privately owned lands would allow landowners to develop the land in a manner consistent with other landowners within the County with regards to such opportunities as first parcel out of unsubdivided quarters for an agricultural parcel, residential farmstead, country residential or any other developments and their location on the land as provided by the Land Use Bylaw.

As most of the lands described in the area of potential aggregate extraction area is privately owned, there is no grantee these lands would ever be considered for that purpose and as such should be not subject by conditions that limit activity that has such limited potential of occurring.

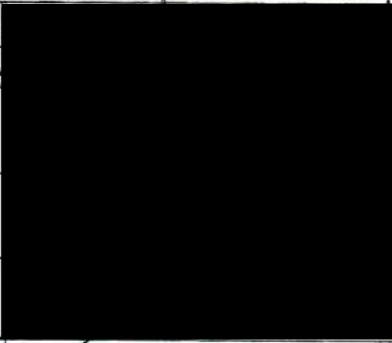
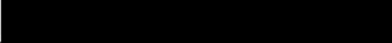
Your attention to this matter would be greatly appreciated and we look forward to working with the County to make these changes to the Bergen Area Structure Plan.

Respectfully Submitted by the undersigned:

## Re: Request for Amendment to the Bergen Area Structure Plan

Name	Signature	Legal Land
LEONARD Schaffer		NW-Quarter SEC 2 Twp 32- Range 5- Meridian 5
Loretta Schaffer		NW-Quarter Sec 2 Twp 32- Range 5 Meridian 5
Todd Surbey		NE 1/4 3-32-5W5 32072 Rg Rd 52
CURTIS FINDER		SW 1/4 SEC 2 Tp. 32 Rg 5 WSM
Mike Lunel		SW-02-32-05-5
Jennifer Lunel		SW-02-32-05-5
Jane Burrows		SW-02-32-05-5
Pete Burrows		SW-02-3-05-5
Naomi Talbot		SE-3-32-5W5 5234 Twp 320
Ty TALBOT		SE-3-32-5W5 5234 Twp 320

Re: Request for Amendment to the Bergen Area Structure Plan

Name	Signature	Legal Land
FRANK AMMIRATI		SW 1-32 5.5
		NW 1-32 5.5
VICKI AMMIRATI		SW 1-32 5.5
		NW 1-32-5.5
TED AMMIRATI		SW 1-32-5.5
		NW 1-32-5.5
JEN AMMIRATI		SW 1-32-5.5
		NW-1-32-5.5



Page 3 of 5

Re: Request for Amendment to the Bergen Area Structure Plan

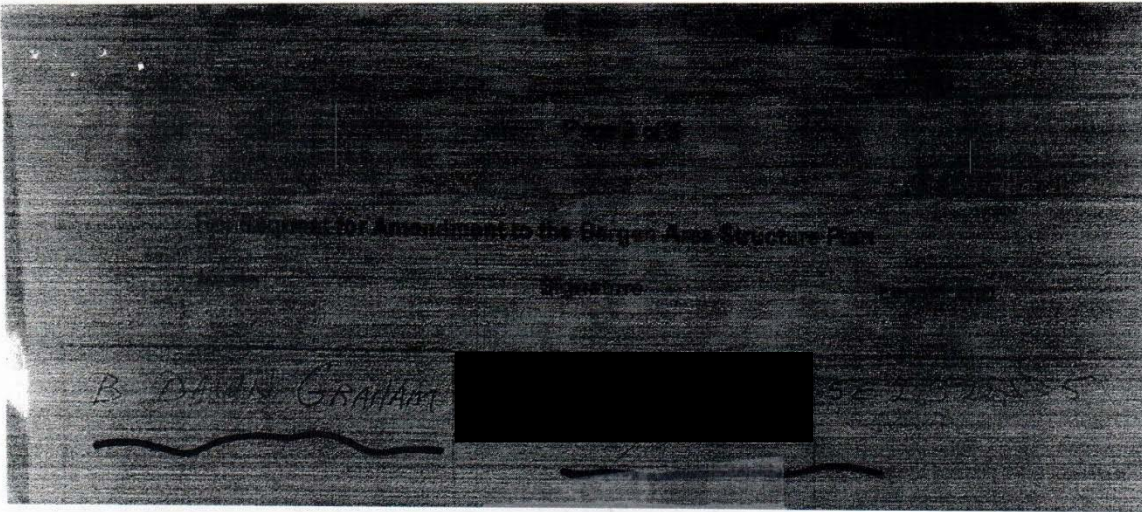
Name

Signature

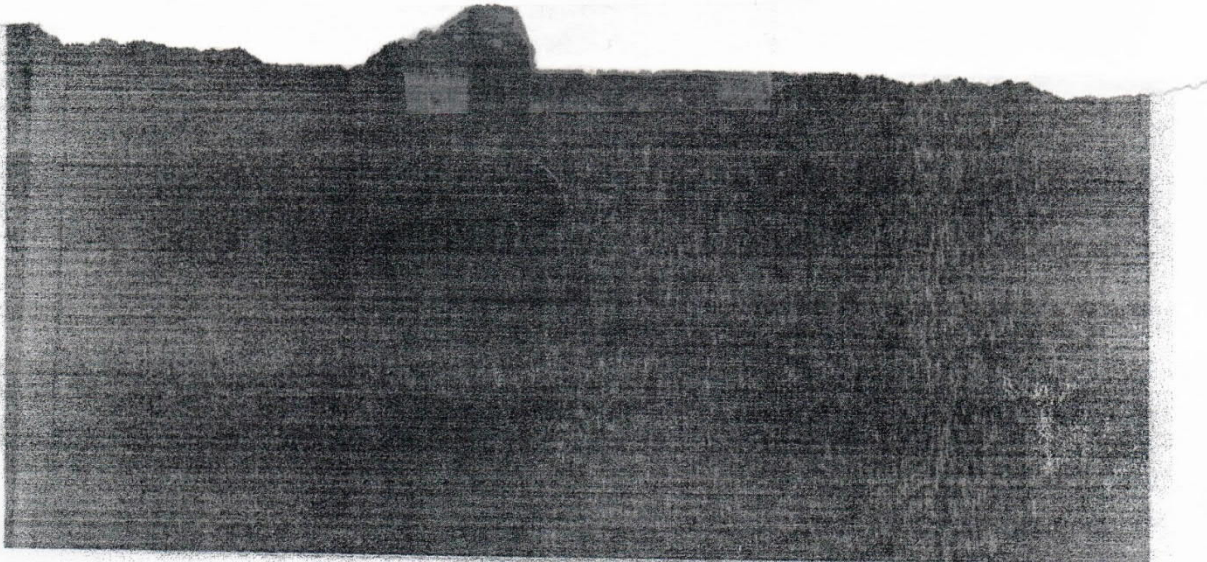
Legal Land

Phillip HAMBROOK		SE 15-32-5-W5
Valerie Hambrook		SE 15-32-5-W5





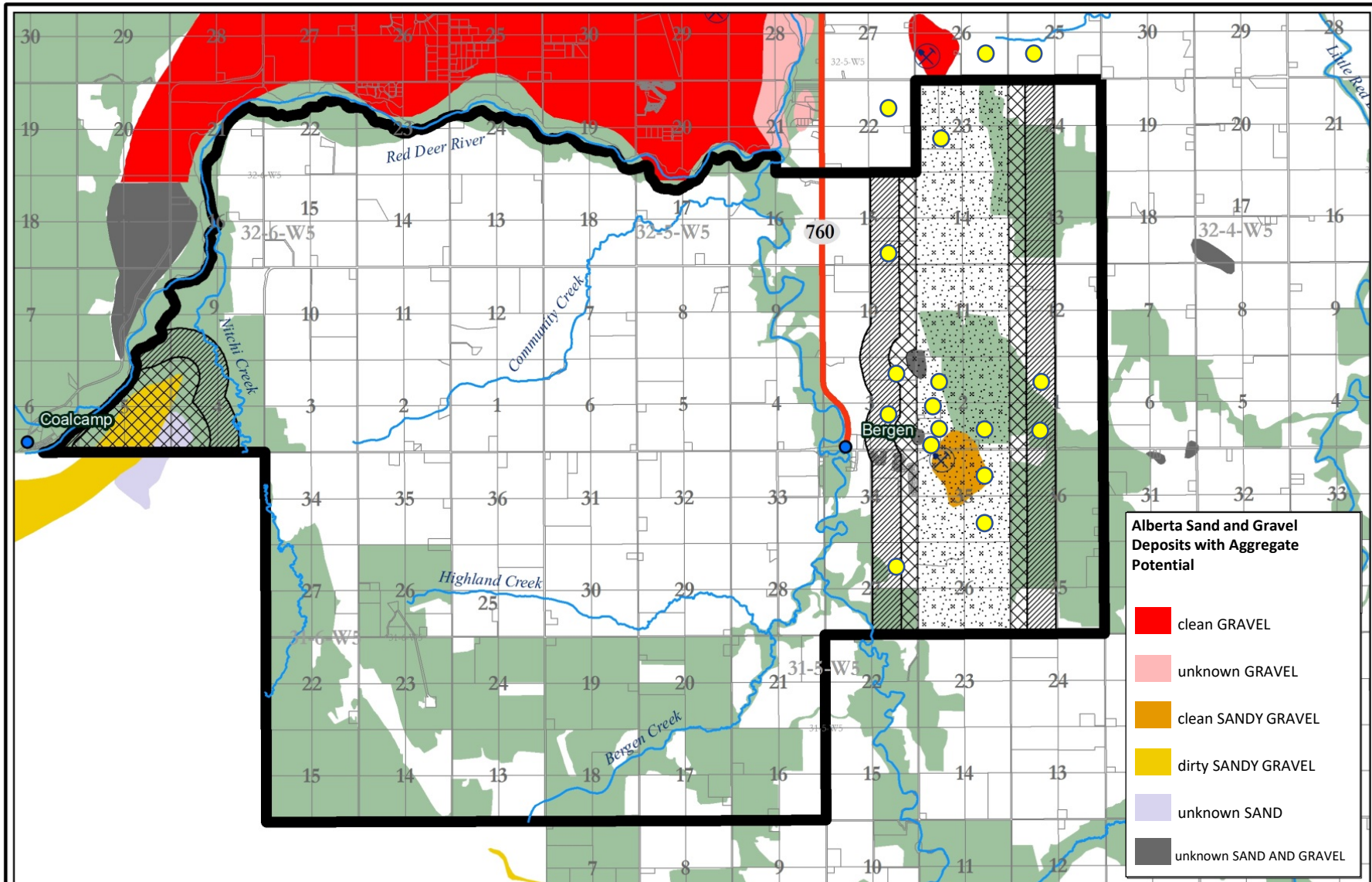
↑ Dawn Graham



Re: Request for Amendment to the Bergen Area Structure Plan

Name	Signature	Legal Land
ROBERT SAWATZKY		SW-23-32-5-5
European Delicatessen		NORTH 80 ACRES
Alida Seidel		<sup>1/4</sup> SW 25 32 5 5
11		SE 1/2 23 32 5 5
ROY BLECH		SW 26 32 5 5
		NW 23 32 5 5
		NE 22-32-5-5
DEAN MOORE		NE-26-31-05WS
Gladys Guzmanuk		E 1/2 35-31-5-WS
Roni Anann		NE-27-31-5-5





## Bergen Area Structure Plan

Figure 7: Aggregate Resource  
Extraction Map



0 0.5 1 2 3 Km

Scale: 1:90,000

### Legend

Environmentally  
Significant Areas

Gravel Pits

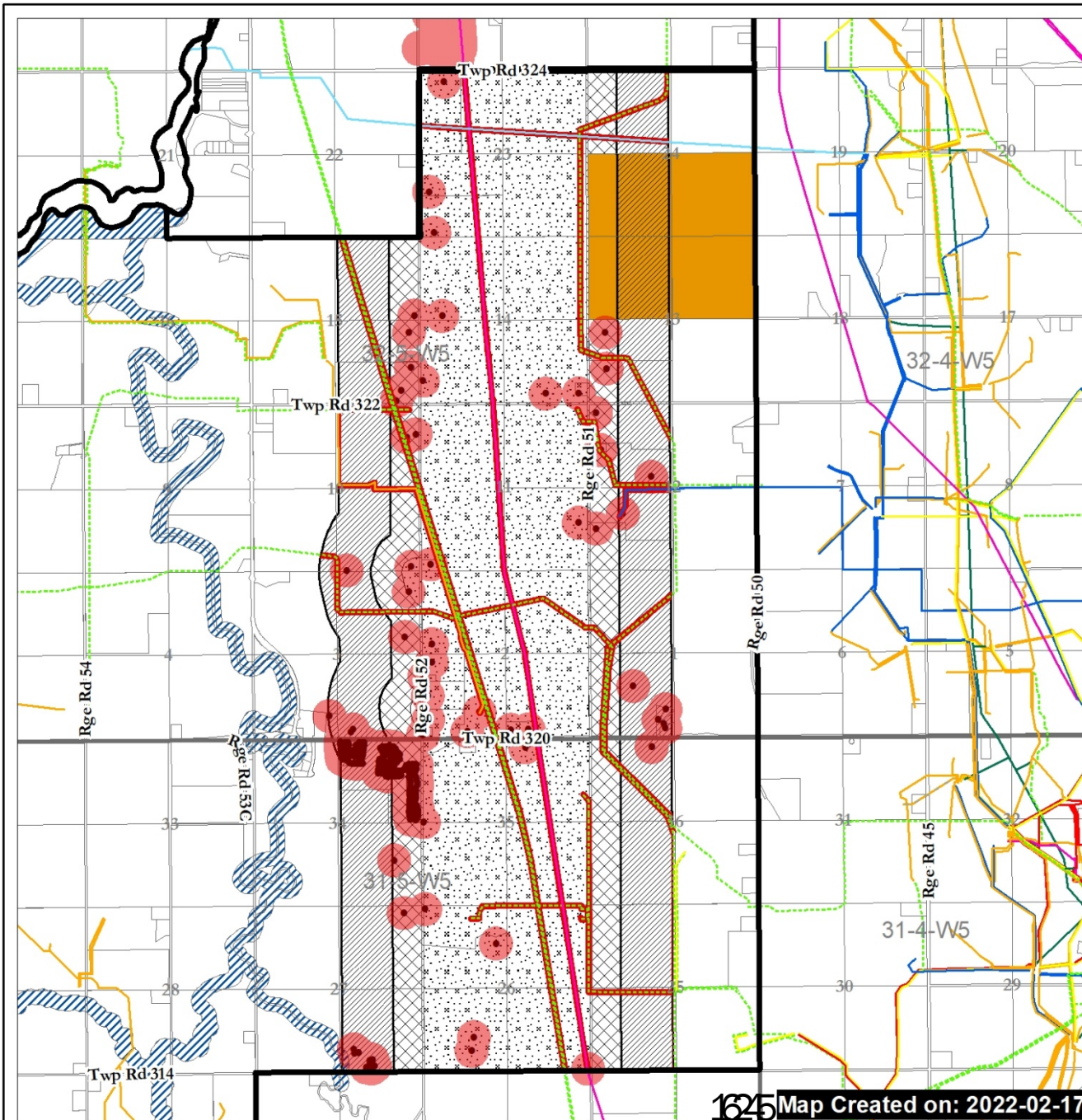
Potential Aggregate  
Area

Aggregate Impact  
Area

Aggregate Advisory  
Area

Landowners who signed  
the letter requesting an  
ASP Amendment

1634



# Mountain View COUNTY

## Bergen ASP & Buffers

### Legend

- Dwelling/Rural Address
- ASP Boundaries
- 30m Buffer from Pipelines
- 165m Buffer from Existing Dwellings

### Bergen ASP

- Agriculture
- Jackson Lake
- ▨ Stream Corridor
- ▨ Potential Aggregate Area
- ▨ Aggregate Impact Area
- ▨ Aggregate Advisory Area
- Cadastre - Parcel Linework

### Pipelines

- CRUDE OIL
- FRESH WATER
- FUEL GAS
- HVP PRODUCTS
- LVP PRODUCTS
- NATURAL GAS
- OIL WELL EFFLUENT
- SALT WATER
- SOUR NATURAL GAS
- UNKNOWN



0 0.5 1 2 Km

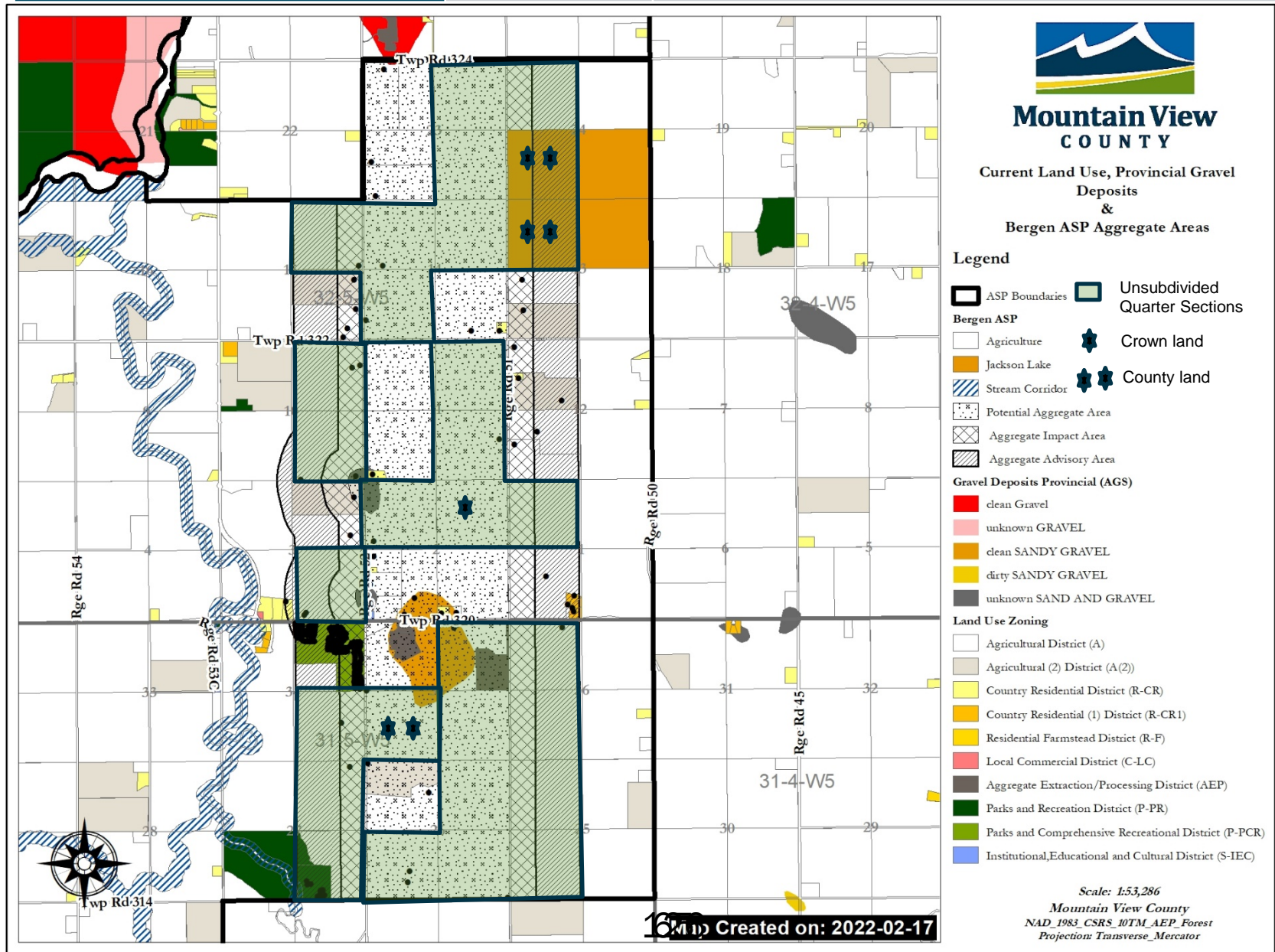
Scale: 1:53,286

Mountain View County

Accuracy of dwelling location may vary



	Quarter Sections	Unsubdivided Quarter Sections
Potential Aggregate Area	24	13 (*1 Crown Quarter Section excluded and **1 County Quarter Section excluded)
Aggregate Impact Area and Aggregate Advisory Area	22	13 (**2 County Quarter Sections excluded)
Total	46	26



April 7, 2022

Planning and Development Services  
Mountain View County  
1408 Township Road 320  
Mountain View County, AB T0M 0W0

**RECEIVED**

Apr 07, 2022

MOUNTAIN VIEW COUNTY  
DIDSBURY

Sent via email to: [plandev@mvcountry.com](mailto:plandev@mvcountry.com)

**ATTN: Susan Smyth, Administrative Assistant**

**RE: PLOTH20220076 - Bylaw No. 04/22 Bergen Area Structure Plan Amendment Public Hearing Notice**

**Your File #: PLOTH20220076**

**Our Reference #: R02697AB**

Thank you for sending B&A Planning Group notice of this project on March 25, 2022. B&A is the land use planning consultant for TC Energy (TC) in Western Canada. On behalf of TC, we work with municipalities and stakeholders regarding land use and development surrounding their pipeline infrastructure to ensure that it occurs in a safe and successful manner.

As per the requirements of the Canada Energy Regulator (CER), additional development in proximity to TC's pipelines with potential new residents, employees, structures, ground disturbance, and crossings could warrant pipeline remediation. Consultation between TC and the applicant prior to development assists both parties in determining the best course of action to proceed with potential remediation and development. This is to help prevent pipeline damage, unwarranted crossings, and identify development within proximity to the pipeline that may trigger a pipeline Class upgrade.

### **Description of Proposed Area Structure Plan**

We understand that this application is for an amendment to the Bergen Area Structure Plan (ASP), to remove restrictive subdivision policies and associated map in proximity to potential gravel resources. Please refer to **Attachment 01 Approximate Location of TC Infrastructure** for maps that show the proposal in relation to the approximate location of TC's infrastructure.

### **Assessment of Proposed Area Structure Plan**

As demonstrated in **Attachment 01 Approximate Location of TC Infrastructure**, TC Energy facilities and pipeline are located within the ASP boundaries.

Upon review of the existing ASP and proposed amendments, we have identified that none of the proposed amendments supporting alignment with the Municipal Development Plan are in reference to pipeline infrastructure, therefore **TC Energy has expressed no concerns with the proposed amendments**. However, in reviewing the ASP, it appears that none of the maps included demonstrate any pipeline infrastructure, and the only pipeline policy is with respect to the orientation of new pipelines and nothing with respect to development in proximity of existing pipelines. Therefore, if an update of the ASP is occurring, we would like to take the opportunity to

recommend some additional inclusions within the ASP to better address the existing pipeline infrastructure and planning/development within proximity of it.

## Recommendations

Based on a review of the ASP, the following list represents TC Energy's recommendations for inclusion in the plan to ensure safe development adjacent to pipeline infrastructure:

1. As per the requirements of the Canada Energy Regulator (CER) (formerly the National Energy Board (NEB)), TC Energy is required to monitor all new development in the vicinity of their pipelines that results in an increase in population or employment. To facilitate this, we recommend the following policy be included in the ASP:
  - "All subdivision and development applications that are located within 220 m of a pipeline should be referred to the pipeline operator for review and input"
2. As per the requirements of the Canada Energy Regulator (CER) (formerly the National Energy Board (NEB)), any ground disturbance within 30m of the pipeline, known as the "prescribed area" requires written consent from the pipeline operator (TC Energy). To ensure that developers and landowners are aware of this requirement, we recommend the inclusion of the following policy:
  - "All development within 30m of or crossings a pipeline shall require written consent from the pipeline operator and is the responsibility of the applicant to obtain prior to development permit approval."
3. To support the requirement for locate requests prior to conducting ground disturbance within proximity of a pipeline we recommend inclusion of the following policy:
  - "A Locate Request shall be made prior to any ground disturbance taking place within 30m of a pipeline."
4. To ensure that developers and landowners are aware of TC Energy's preferred setbacks from their pipelines, we recommend inclusion of the following policies:
  - "Permanent structures shall not be installed anywhere on the pipeline ROW and should be placed at least seven (7) metres from the edge of the ROW and twelve (12) metres from the edge of the pipeline."
  - "Temporary structures shall not be installed anywhere on the pipeline ROW and should be placed at least three (3) metres from the edge of the ROW and eight (8) metres from the edge of the pipeline."

5. None of the maps within the ASP include pipelines. We recommend that pipeline data be obtained from the AER and/or CER to identify all the pipelines located within the ASP area to support the recommended policies.

Additional best practices and guidelines for development adjacent to pipelines in the land use planning process are included within **Attachment 02 Work Safely Booklet**.

## Conclusion

Please continue to keep us informed about this project and any future policy, land use, subdivision, and development activities in proximity to TC's pipelines and facilities. Referrals and any questions regarding land use planning and development around pipelines should be sent to [tcenergy@bapg.ca](mailto:tcenergy@bapg.ca). Thanks again for providing us with the opportunity to provide comments on this project and we look forward to working with you in the future.

Sincerely,

**Kayla McCarthy**

**Community Planner | BComm, MPlan, RPP, MCIP**

(403) 692 4531 | [kmccarthy@bapg.ca](mailto:kmccarthy@bapg.ca)

B&A Planning Group 600, 215 - 9 Avenue SW | Calgary, AB T2P 1K3 | [www.bapg.ca](http://www.bapg.ca)

## Attachments

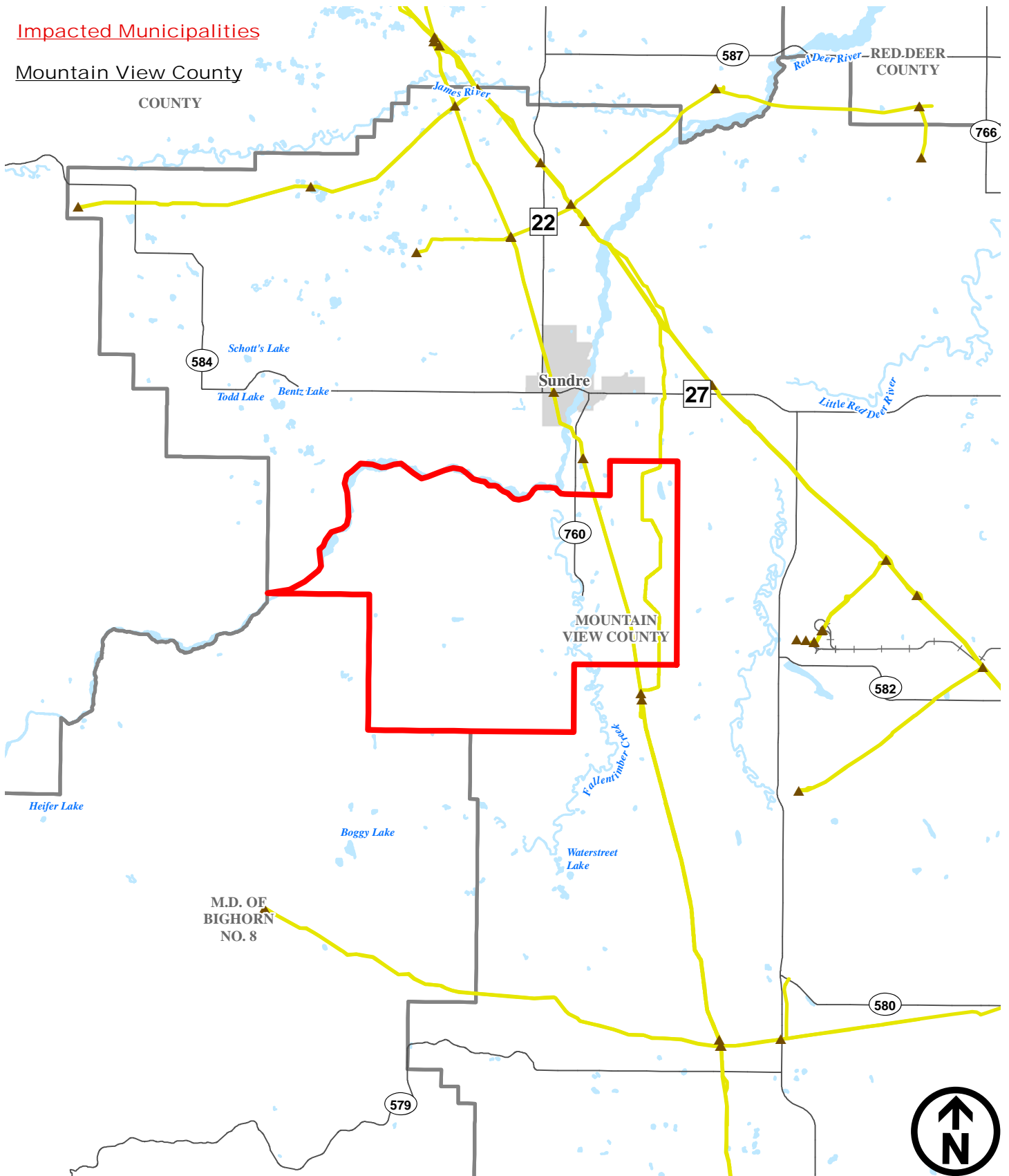
**Attachment 01 Approximate Location of TC Infrastructure**

**Attachment 02 Work Safely Booklet**



## Impacted Municipalities

Mountain View County  
COUNTY



Geographic Coordinates: -114.6892, 51.7093

Map File: R02697AB\_Context

Mar 30, 2022 - 15:55 PM W:\1969 Land Services Western Canada\Referrals and Responses\2600-2699\R02697AB\MountainViewCounty\_ASP\1\_Maps\R02697AB\_Context.mxd

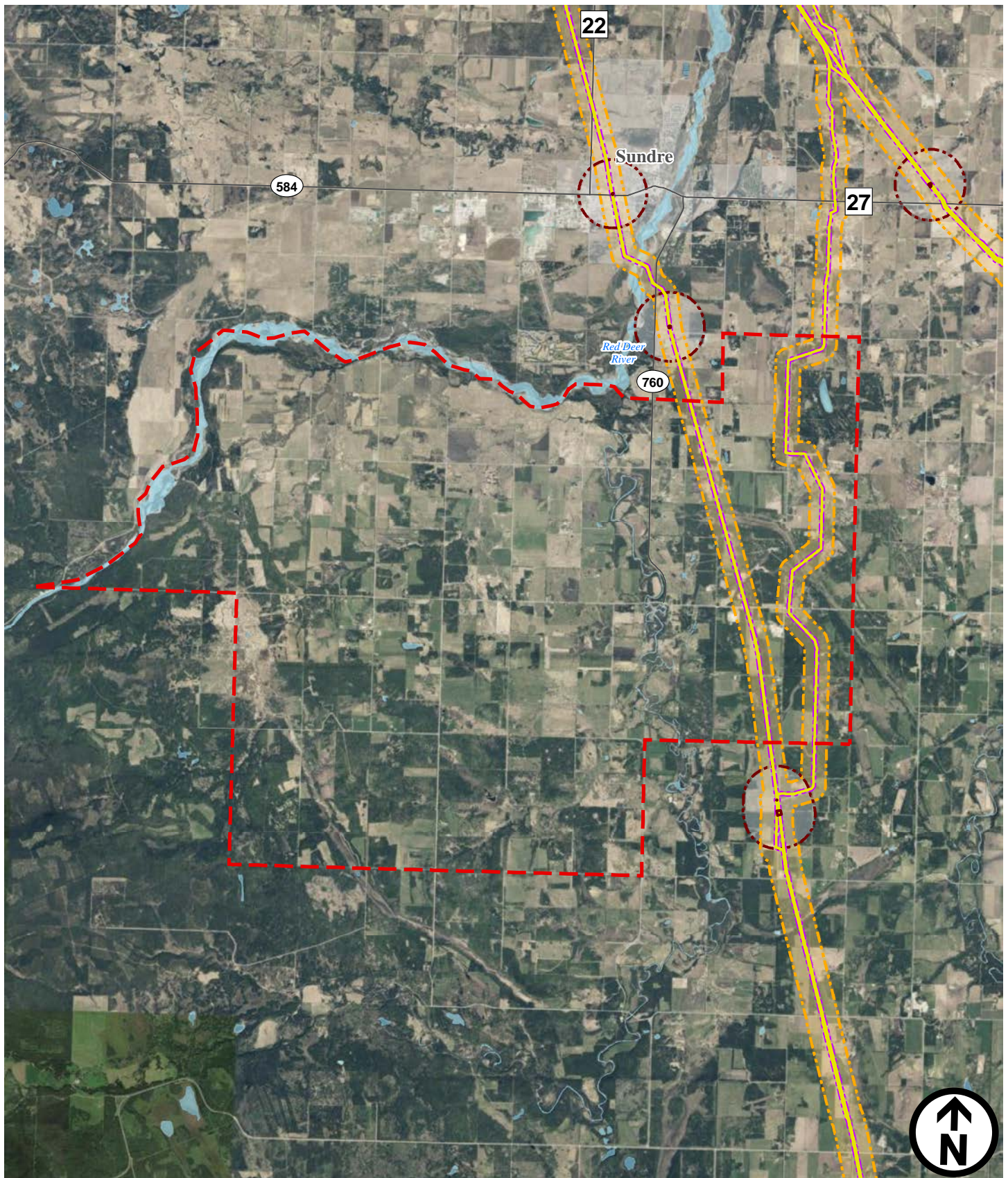


### Legend

- Subject Site
- ▲ TC Energy Facility
- TC Energy Pipeline
- +— Railway
- Major Road
- Rural Municipality
- Urban Municipality
- Waterbody

**Context Map**  
Plan of ASP Amendment  
Mountain View County  
Referral #: **R02697AB**  
TC Region: **Rocky Mountain**  
March 2022





Geographic Coordinates: -114.6892, 51.7093

Map File: R02697AB\_Concept

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0 1 2 3 4 Kilometers

1:125,000



#### Legend

- Subject Site
- TC Energy Pipeline
- TC Energy Facility
- Prescribed Area (30m)
- Pipeline Assessment Area (220m)
- Facility Assessment Area (800m)
- Urban Municipality
- Waterbody

## TC Energy Infrastructure

### Plan of ASP Amendment

Mountain View County

Referral #: R02697AB

Map and data for informational and planning purposes only  
Conceptual alignment only. Aerial Source: ESRI

March 2022



# Work safely.

## Development near our pipelines and facilities

These guidelines are intended to provide useful and timely safety information. TC Energy endeavors to ensure the information is as current and accurate as possible.

[TCEnergy.com](https://www.tcenenergy.com)



## About us

For over 65 years, TC Energy has proudly delivered the energy millions of North Americans rely on to power their lives and fuel industry.

Guided by our values of safety, responsibility, collaboration and integrity, our more than 7,000+ employees are deeply rooted in their communities and ensure that we develop and operate our facilities safely, reliably and with minimal impact on the environment. We are committed to listening to our neighbours and working with all our stakeholders to develop better project plans and create long-term opportunities and economic benefits in the communities where we operate across Canada, the U.S. and Mexico.

In May 2019, we changed our name from TransCanada to TC Energy to better reflect the scope of our operations and to reinforce our position as a leading North American energy infrastructure company. Whether our stakeholders know us as TC Energy in English, TC Énergie in French, or TC Energía in Spanish, our neighbours, partners and investors can continue to count on us to follow through on our commitments and live up to our values in everything we do.

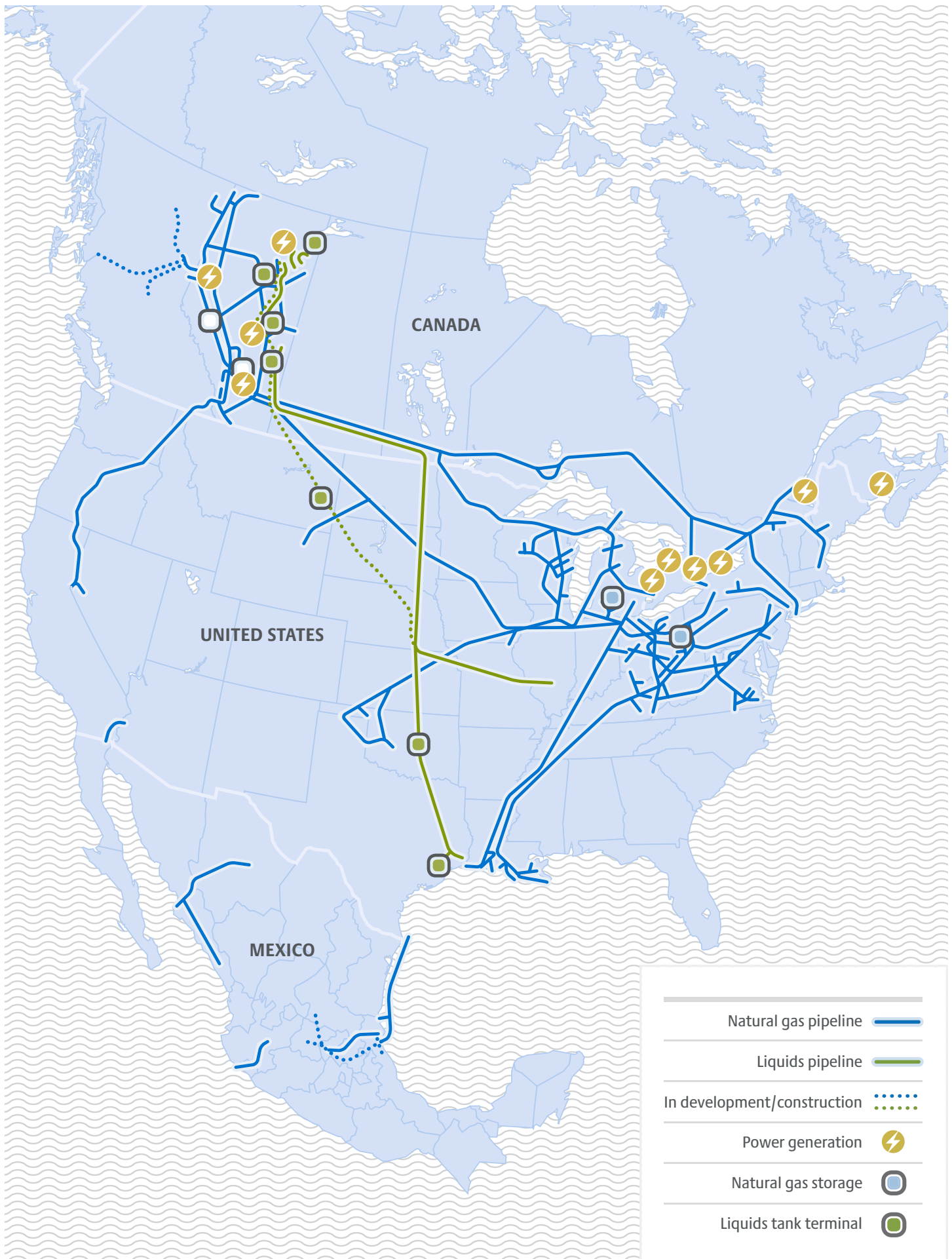
## Our pipelines

Pipelines are the safest and most efficient method to transport natural gas and oil to market. Natural gas is odourless, colourless and will dissipate quickly when released because it is lighter than air. However, the gas is flammable and can be explosive if ignited. Crude oil is a liquid mixture of naturally occurring petroleum hydrocarbons and can possess a rotten egg, gasoline, tar or “skunk-like” odour. Crude oil vapours are volatile, and can be flammable and explosive.

Typically, TC Energy does not own the land where our pipelines are located, but instead acquires the right prior to construction to install and operate the pipeline and related facilities within a pipeline right-of-way through an easement or right-of-way agreement with the landowner. The terms of the right-of-way agreements vary but generally provide TC Energy with the right to access, construct, operate, maintain and abandon the pipeline within the right-of-way.

The width of the right-of-way is based on the size and type of the pipeline and related facilities. By contrast, TC Energy does typically own the land where both compressor stations, which re-pressurize gas along the pipeline to ensure the gas flows continuously at a desired flow rate, and pump stations, which pump oil through the pipeline from one point to the next, are located. The lands required for meter stations, which measure product volume, are either leased directly from landowners or owned by TC Energy.





## Regulatory requirements

TC Energy's pipeline design, construction and maintenance programs meet or exceed industry and government standards. In Canada, our operations are regulated by provincial and federal authorities including the Canada Energy Regulator (CER). Legislation and regulations set out the requirements governing activities in proximity and on pipeline rights-of-way, including vehicle and equipment crossings, construction of facilities on or near a right-of-way, and other activities that could cause ground disturbances, which might impact the pipeline. Such legislation and regulations aim to ensure the safety and protection of the public, our employees, the environment as well as our pipeline facilities and other property.

## Safety

At TC Energy, we seek to anticipate and minimize hazards of every description. From design and construction to operation and maintenance, safety is an integral part of everything we do. TC Energy regularly communicates pipeline safety information to stakeholders through our public awareness program.

Our safety practices include monitoring changes in land use near our pipeline facilities. This can involve meetings with landowners, municipal decision makers, administrative staff and land use planners.

TC Energy also has an extensive pipeline maintenance program that ensures our pipeline facilities are regularly monitored, inspected and repaired in order to meet or exceed best industry practices and regulatory requirements. Our entire pipeline transmission system is monitored from our control centres 24 hours a day, 7 days a week. In addition, TC Energy carries out the following activities as part of our pipeline maintenance program:

**Aerial patrols** – TC Energy carries out aerial patrols of the pipeline route to identify hazards from outside sources, including unauthorized construction and ground disturbances near the pipeline. Sensitive detection equipment may be used during these patrols to identify gas leaks.

**In-line pipeline inspections** – TC Energy conducts in-line pipeline inspections using tools that travel through the pipeline collecting data and looking for locations where corrosion, metal loss or dents may have occurred.

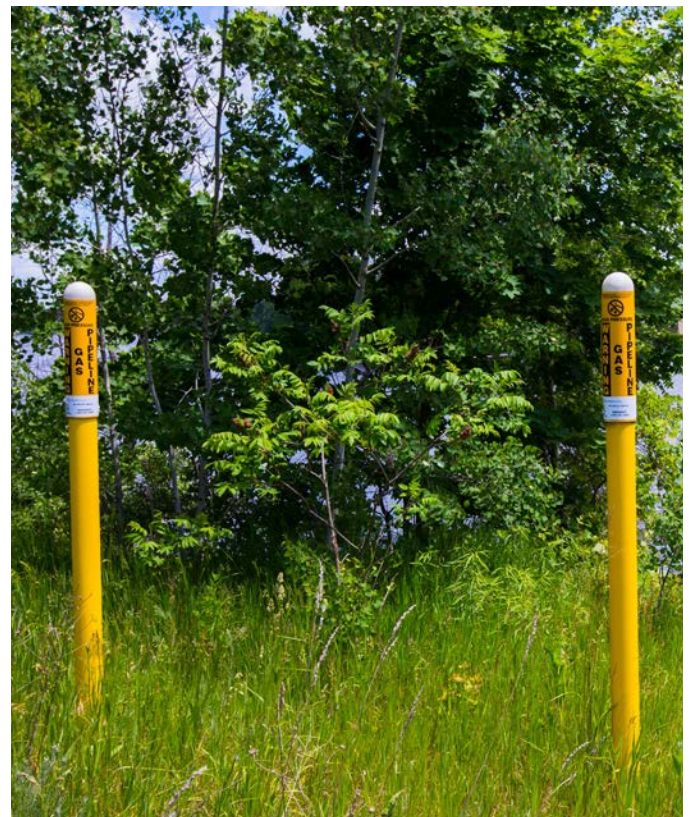
**Hydrostatic testing** – TC Energy uses hydrostatic testing, typically at the completion of pipeline construction, but to verify the safety of existing pipelines. Sections of the pipeline are filled with water and the pressure is increased beyond normal operating pressure to test pipeline strength and identify any pipeline leaks.

**Cathodic protection** – TC Energy uses cathodic protection, which involves applying a low-voltage electrical current to the metal pipe to protect the pipeline against corrosion. The cathodic protection system is monitored regularly to ensure proper protection against pipeline corrosion.

**Pipeline signage** – TC Energy installs pipeline signs at all road, rail, and waterbody crossings and at other strategic points along the pipeline route to identify the approximate location of our pipelines. Pipeline signs contain important information such as:

- The owner of the pipeline
- The product shipped in the pipeline
- Emergency contact numbers

**BE AWARE:** Pipeline signs will not designate the exact location, depth or number of pipelines in the area. Contact your local one-call centre and TC Energy will send a representative to the proposed excavation site to mark the pipeline.



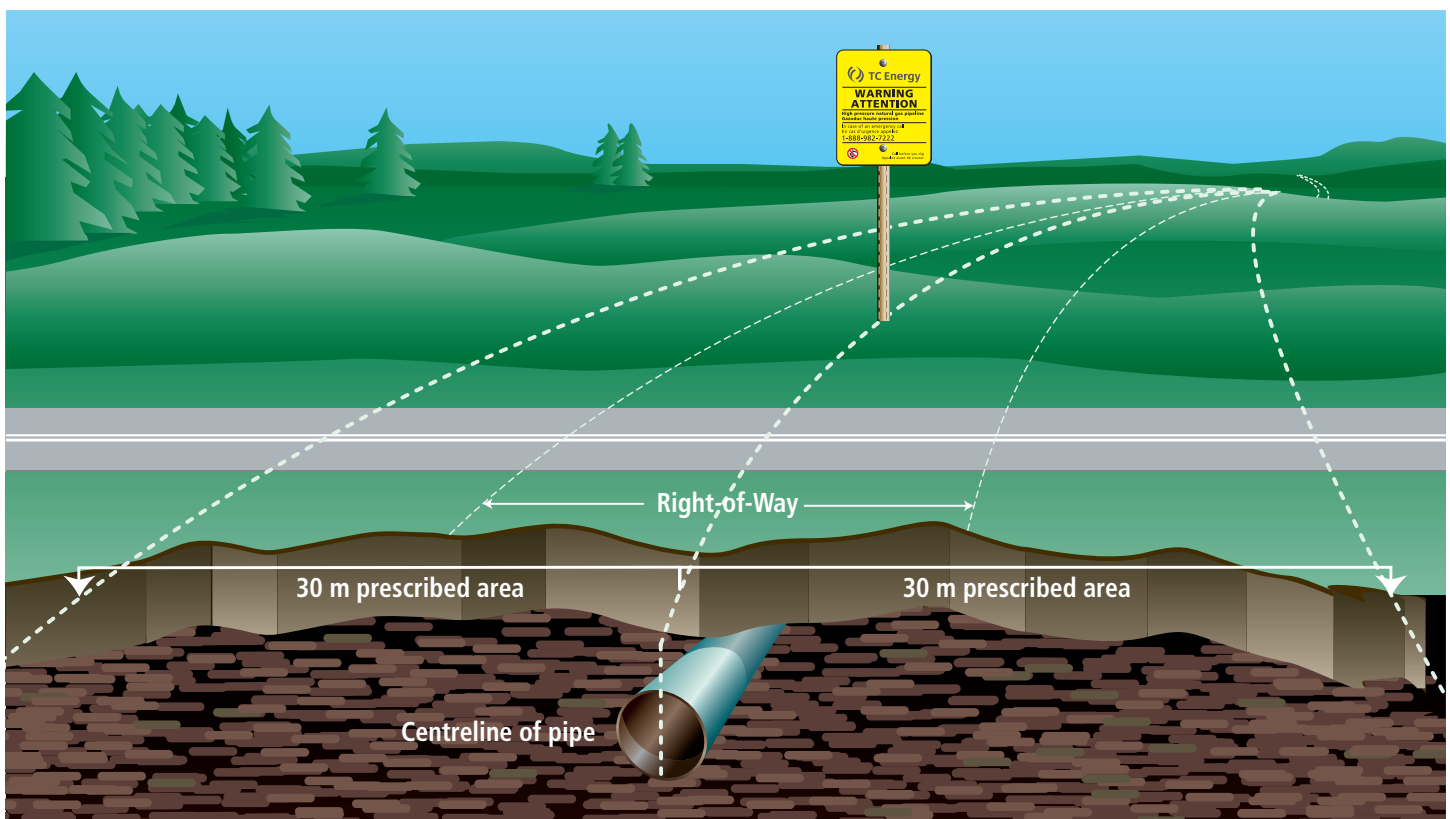
## Approvals for working around TC Energy's facilities

To ensure our pipelines and facilities operate safely, written consent from TC Energy must be obtained in Canada before any of the following:

- Constructing or installing a facility across, on, along or under a TC Energy pipeline right-of-way
- Conducting ground disturbance (excavation or digging) on or within the prescribed area (30 metres or 100 feet from the centreline of the pipeline)
- Driving a vehicle, mobile equipment or machinery across a TC Energy pipeline right-of-way outside the travelled portion of a highway or public road
- Using any explosives within 300 metres or 1,000 feet of TC Energy's pipeline right-of-way
- Use of the prescribed area for storage purposes

### The following are examples of ground disturbances:

- Digging
- Excavation
- Trenching
- Tunneling
- Boring/drilling/pushing
- Augering
- Topsoil stripping
- Land leveling/grading
- Plowing to install underground infrastructure
- Tree or shrub planting
- Cleaning and stump removal
- Subsoiling
- Blasting/using explosives
- Quarrying
- Grinding and milling of asphalt/concrete
- Seismic exploration
- Driving fence posts, bar, rods, pins, anchors or pilings
- In-ground swimming pools



## Locate request

Any person planning to construct a facility across, on, along or under a pipeline (including the right-of-way), conduct a ground disturbance activity within 30 metres of the centreline of a pipe, or operate a vehicle or mobile equipment across a right-of-way, must request a locate service.

Locate requests can be made online ([www.clickbeforeyoudig.com](http://www.clickbeforeyoudig.com)), via mobile apps (Saskatchewan and Quebec) or via phone (see the back of this booklet for more details). The locate request must be made at least three working days in advance of the ground disturbance, construction activity, or vehicle or mobile equipment crossing.

The One-Call Centre will notify TC Energy to send a representative to mark the facilities with flags, paint or other markings in order to help you avoid damaging them. The TC Energy representative will explain the significance of the markings and provide you with a copy of the locate report. The service is free and could prevent accidents, injuries or deaths.

## Written consent

After you apply for written consent, TC Energy will assess the planned work to ensure it does not pose a risk of damage to the pipeline and to ensure that access to the pipeline for maintenance or emergency purposes is not impeded.

Obstacles on a right-of-way, such as sheds, trailers, boats, garbage and vegetation can interfere with TC Energy's pipeline maintenance program (detailed in safety section above). In some cases, TC Energy may require additional time to assess the situation prior to providing consent.

### In review, prior to commencing any activities in proximity to the pipeline, you must:

- Make a locate request
- Obtain TC Energy's written consent (apply online at [writtenconsent.transcanada.com](http://writtenconsent.transcanada.com) or call 1-877-872-5177). Often written consent for minor activities can be obtained directly from regional TC Energy representative through a locate request.
- Obtain TC Energy's safety practices to be followed while working in the vicinity of its pipes or prescribed area and information that clearly explains the significance of the locate markings.

## Mobile equipment and vehicle crossings

The operation of a vehicle or mobile equipment across a TC Energy right-of-way requires TC Energy's written consent, except in the following circumstances:

- Vehicle or mobile equipment is operating within the travelled portion of a highway or public road across the right-of-way
- Vehicle and mobile equipment is being used to perform an agricultural activity and the following conditions are being met:
  1. The loaded axle weight and tire pressures of the vehicle is being operated within the manufacturer's approved limits and operating guidelines; and
  2. The point of crossing has not been identified by TC Energy as a location where a crossing could impair the pipeline's safety or security

## Agricultural activities

Agricultural activity involves the work of producing crops and raising livestock and includes tillage, plowing, disking, harrowing, and pasturing but does not include the construction of new buildings or the placement of footings, foundations, pilings or posts.

The following agricultural activities do not require written consent from TC Energy:

- Cultivation activities (e.g. tillage, plowing, disking and harrowing) to a depth of less than 45 centimetres, as these activities are exempt from the applicable statutory definitions of a ground disturbance (See the Approvals for Working Around TC Energy's Facilities section).
- Agricultural vehicle and mobile equipment crossings as described in the mobile equipment and vehicle crossings section above.





Warning sign



Warning sign



Vent marker



Aerial marker

## Development on or near the pipeline right-of-way

It is important for municipal authorities, developers and landowners to consult with TC Energy early in the planning stage of a development project on or near a right-of-way to ensure that TC Energy's pipelines and facilities are appropriately incorporated into the plan and that any new development near our facilities meets regulatory and TC Energy requirements.

Contact TC Energy before developing within 750 metres of TC Energy compressor stations and pump stations so that we can analyze potential impacts and recommend measures to protect adjacent lands from industrial impacts.

TC Energy requires significant advance notice for any development which increases the population density within approximately 200 metres of a pipeline. Population growth means potential changes to the operating requirements of the pipeline, and could result in a revision to operating pressure, a pipeline replacement, and/or other mitigation actions as necessary. Failure to consult with TC Energy in advance may result in significant delays and costs to the development, during these patrols to identify gas leaks.

Municipalities often prescribe minimum setback distances to restrict the building of a structure within a prescribed distance from a curb, property line, right-of-way or structure. These setbacks can help to minimize the risk of damage to buried infrastructure. As municipal setback requirements vary, contact the local authority and TC Energy to determine the requirements in your area.

**Any ground disturbance within 30 metres of the centerline of the pipe, construction of a facility across, on, along or under a pipeline (including the right-of-way), or vehicle or mobile equipment crossing the pipeline right-of-way may not occur without TC Energy's written consent.**

For detailed guidelines about applying for written consent from TC Energy, visit [writtenconsent.transcanada.com](https://www.transcanada.com/writtenconsent) or call **1-877-872-5177**. A copy of the guidelines can also be provided upon request.

The following must be taken into consideration when planning a development project.

**Subdivisions** – Contact TC Energy early in the design process so that we can comment on the proposed subdivision plans. TC Energy's practice is that our right-of-way be used as a passive green space or as part of a linear park system. Permanent structures on the right-of-way are not permissible.

**Roads and Utilities** – Contact TC Energy when designing roads and utilities. Roads may be permitted to cross and/or run parallel to the right-of-way, but no portion of a road allowance can be located on the right-of-way (apart from approved road crossings). TC Energy will also review the location of utilities, which are often proposed to be installed within road allowances.

**Blasting** – Contact TC Energy before conducting any blasting activities within 300 metres of the pipeline right-of-way so TC Energy can review your plans for potential impacts to its facilities. Blasting activities related to prospecting for mines and minerals within 40 metres of a federally regulated pipeline right-of-way require permission from the CER.

**Landscaping** – Contact TC Energy for written consent before landscaping. Projects such as pedestrian pathways and the planting of trees and shrubs may be permitted as long as they do not impede TC Energy's access along its right-of-way for operational or maintenance activities. Our written consent will specify the permitted landscaping requirements.

## Important contact information

### Canadian One-Call centres

British Columbia . . . . .	1-800-474-6886
Alberta . . . . .	1-800-242-3447
Saskatchewan. . . . .	1-866-828-4888
Manitoba . . . . .	1-800-940-3447
Ontario . . . . .	1-800-400-2255
Quebec . . . . .	1-800-663-9228
<a href="http://www.clickbeforeyoudig.com">www.clickbeforeyoudig.com</a>	

### Mobile phone apps

Saskatchewan. . . . .	Sask1st Call
Quebec . . . . .	Info-Excavation
Emergency . . . . .	1-888-982-7222

### General inquiries

Phone . . . . .	1-855-458-6715
Email . . . . .	<a href="mailto:public_awareness@tcenergy.com">public_awareness@tcenergy.com</a>

### Landowner inquiries

Phone . . . . .	1-866-372-1601
Email . . . . .	<a href="mailto:cdn_landowner_help@tcenergy.com">cdn_landowner_help@tcenergy.com</a>

### Applying for written consent

Online. . . . .	<a href="http://writtenconsent.transcanada.com">writtenconsent.transcanada.com</a>
Phone . . . . .	1-877-872-5177

### Crossings inquiries

Email . . . . .	<a href="mailto:crossings@tcenergy.com">crossings@tcenergy.com</a>
Quebec email. . . . .	<a href="mailto:quebec_crossings@tcenergy.com">quebec_crossings@tcenergy.com</a>

The majority of TC Energy's pipelines are regulated by the Canada Energy Regulator in Canada, with some pipelines regulated provincially. For more information on CER-regulated pipelines, visit [www.cer-rec.gc.ca](http://www.cer-rec.gc.ca).

March 10, 2022

To: Councillors County of Mountain View  
County of Mountain View  
Email: [cao@mvcounty.com](mailto:cao@mvcounty.com)  
(Or Division Councillors)

**RECEIVED**

March 16, 2022

MOUNTAIN VIEW COUNTY  
DIDSBURY

**RE: Bergen Area Structure Plan: Motion to amend Bergen Area Structure Plan**

Since the Bergen Area Structure Plan review will not be done with input from residents through an open house, this letter is in support the motion to change the ASP.

I/we would support the motion to remove the policies and map that restricts subdivision in proximity to potential aggregate resources as defined in Figure 7 of the ASP.

This change to the ASP would allow landowners the same opportunity provided to other landowners in the county and believe this would have no adverse affect to the overall Bergen Area Structure Plan.

Landowners should be given the opportunity to subdivide as provided by the land use bylaws.

It is hoped that Council will see fit to support the request to amend the Bergen Area Structure Plan.

Yours truly,

MARK HEDDEMA

CHRISTINE WILD



S/W-13-32-5<sup>WS</sup>  
S/W-13-32-5<sup>WS</sup>

To : Planning Department  
MountainView County

**RECEIVED**

Apr 05, 2022

Re: Bergen Area Structure Plan Amendment Proposal

**MOUNTAIN VIEW COUNTY  
DIDSBURY**

Dear Sir / Madam:

Regarding Bylaw No. 04/22, the proposed amendment to the Bergen ASP, I submit this letter in support of the proposed amendment.

Firstly I wish to say that I was a one of the three citizens at large that sat on the Steering Committee of the ASP when it was last updated (2015).

Secondly, the 12 section aggregate extraction area in question and the restrictive subdivision policies now in place was not brought forward by any of the three citizens on the committee and as far as I remember, not by any of the three councillors who also sat on the committee. I believe it was presented by the Planning Dept based on areas of aggregate potential as mapped by the Provincial Gov't. I cannot recall what issues, if any, and what discussions may have taken place with respect to this issue at the time, before it was written into the ASP.

However, I wish to present the following reasons why I now support the proposed amendment.

1. The area already contains many subdivisions which sterilizes a good portion of the area. It now seems too late to try and contain the remainder of the area as a single mineable piece.

2. In addition, the two mile east/west by 6 mile north/south rectangle that comprises the aggregate area has several pipelines bisecting it; including two which run virtually down the middle of the area from north to south. One of these is the largest pipeline in the entire country TransCanada's 48 inch natural gas line which has a volume throughput of about 8.5 billion cubic feet per day. There is also at least one pipeline which crosses the area in an east/west direction. These impediments make it unlikely that a large scale gravel mine could be built.

3. People familiar with the Bergen ASP area, (people who reside in the area or own property therein) know that several other parts of the ASP also contain gravel deposits. It doesn't seem fair that the landowners within the mapped area are subject to subdivision restrictions while other landowners, also sitting on gravel deposits, are not;

I would also like to say that I do not own any property within the aggregate area under discussion.

Sincerely,  
Patrick Cummins  
Location: NE-36-31-5 W5

Address: [REDACTED]  
[REDACTED]

Cell: [REDACTED]  
Email: [REDACTED]



From: [REDACTED]  
To: [PlanDev](#)  
Subject: Re: Bergen Area Structure Plan Amendment Bylaw 04/22  
Date: April 6, 2022 9:57:16 AM

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April 6, 2022

To: Councillors County of Mountain View      Email: [plandev@mvcounty.com](mailto:plandev@mvcounty.com)

**Re: Bylaw 04/22 To amendment to the Bergen Area Structure Plan**

This letter is in support of the proposed amendment bylaw to the Area Structure Plan.

This amendment will give back to landowners the **opportunity to develop and subdivide their land** as provided by County land use bylaws.

**Addition of Section 7.1.8.**

Of note, the addition of proposed section 7.1.8 that gravel deposits should be removed before subdivision and development seems out of place as the application to obtain a development permit for a gravel operation is both lengthy and costly in start-up and in reclamation. It seems unrealistic that a landowner considering subdivision would ever consider opening a gravel operation before subdividing. It is hoped this addition would not impede the subdivision process.

Those landowners who do have an interest in developing a gravel operation would not be impacted with the passing of this bylaw.

As with any new development application, the issue of increased activity mainly from traffic flows is usually the main reason for opposition.

Any potential gravel operation in this area will be subject to limited haul route options. The area is divided by the McDougal Collee and has dead-end road allowances. Haul routes to pavement would be mainly limited to Range Road 52 and TWP Road 322.

These routes have numerous existing dwellings already and any potential subdivisions would have little additional impact.

The adverse impacts of gravel operations are best dealt with by the County through specific conditions to the permit rather than trying to **minimize the number of potential persons that might be in opposition to the gravel operation.**

Gravel pits can have their place and exist without interfering with others in their use and enjoyment of neighboring properties.

The passing of this bylaw will not adversely impact those who want to extract the gravel resource.

These are privately owned lands and there is no guarantee that the gravel will ever be removed and it is hoped Council will see that this amendment request is made to give back to landowners the opportunity to develop their land and will not interfere with gravel extraction.

Valerie Hambrook Email: [REDACTED]

Phone: [REDACTED] SE 15-32-5-5.

\*\*\*\* IMPORTANT NOTICE \*\*\*\* This email originates from outside our organization so please proceed with caution and check the email and/or attachments for possible threats. \*\*\*\* IMPORTANT NOTICE \*\*\*\*

April 7, 2022

To: Councillors County of Mountain View

Email: [plandev@mvcounty.com](mailto:plandev@mvcounty.com)

**RECEIVED**

Apr 07, 2022

MOUNTAIN VIEW COUNTY  
DIDSBURY

Re: **Bylaw 04/22 To Amend the Bergen Area Structure Plan**

As the former Chair of the Steering Committee conducting the Bergen ASP review in 2014, I was asked to inform the 24 landowners who in 2020 requested the amendment to the Bergen ASP, the community as a whole of the passing of first reading and the date for the April 13, 2022 public hearing.

The details of the amendment and the notice of the matter going to public hearing was circulated twice through the Bergen community email network.

An invitation to discuss the bylaw was sent out to the Community. On March 31, 2022, thirty-five (35) area residents attended the meeting. During the meeting an informal survey was conducted to determine the level of support for the proposed bylaw. Only one person was not in favor of the amendment.

**This opposition to the proposed bylaw was not specific to the bylaw but was in opposition to any level of subdivision in the Bergen Area that would lead to an increase in population density.**

Over the last two years there has been discussion as to what the level of support from the community is for this amendment.

The last Bergen ASP review survey analysis conducted in July of 2014 revealed these results:

40 people attended an open house and were offered to complete a survey.

15 people completed the survey.

Resulting in a 37% response rate.

**Which was only 2.5% of the Bergen area population**

So actual public participation in the review process was minimal with regards to the overall population of Bergen.

**Continued page 2/**

**Proposed Bylaw Amendment**

Using the same rational thirty-five (35) people attended the meeting and only one expressed opposition to any subdivision within the Bergen Area

Twenty-four (24) landowners submitted a request to amend the bylaw. Thirty-four (34) landowners live in or adjacent to the potential gravel extraction area.

**Seventy percent (70%) of the landowners directly impacted by the ASP have requested the amendment as the ASP no longer meets their vision and aspirations.**

As with most changes proposed by Council, there is little public participation unless it directly affects them.

These landowners should be given the opportunity to develop as others do in the County.

**It is important to note that this bylaw amendment removes restrictions that did not come from community input at the time of last review in 2014.**

**The gravel resource is best managed by conditions to the permit that minimize the impact to the community as a whole rather than restrictions imposed on landowners.**

Respectfully submitted

Philip J.C. Hambrook

Email: [REDACTED]

Phone: [REDACTED]. SE 15-32-5-5-



**From:** [Ted Ammirati](#)  
**To:** [Margaretha Bloem](#)  
**Cc:** [Gord Krebs](#); [REDACTED]  
**Subject:** Amendment to Bergen ASP Regarding Proximity to Gravel resources.  
**Date:** April 7, 2022 1:56:56 PM

---

Good Afternoon Margaretha ,

We own south west and north west 01 32 5-5 and we totally support the ASP change to remove restrictive subdivision policies.

Thank you,

Ted Ammirati  
Jennifer Ammirati  
Francesco Ammirati  
Vittoria Ammirati

\*\*\*\* IMPORTANT NOTICE \*\*\*\* This email originates from outside our organization so please proceed with caution and check the email and/or attachments for possible threats. \*\*\*\*  
IMPORTANT NOTICE \*\*\*\*

From: [REDACTED]  
To: [PlanDev](#)  
Subject: RE: Bylaw #04/22 Bergen Area Structure Plan Amendment  
Date: April 7, 2022 10:17:42 PM

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**April 7, 2022**

To: County of Mountain View Council

Sent Via Email: [plandev@mvcounty.com](mailto:plandev@mvcounty.com)

Re: **Bylaw #04/22 Bergen Area Structure Plan Amendment**

I am writing this letter to show my support of the proposed amendment to the Bergen Area Structure Plan. Landowners should have the rights to develop their own land in their best interests. The fact that their land may be in the "gravel extraction area" does not mean that they will ever want to extract any gravel, but without this amendment, landowners rights are restricted. If the landowner does choose to develop their gravel resources, this amendment will not interfere with that process in any way.

Thank you for your attention.

Regards,

Randy Graham

[REDACTED]  
[REDACTED]  
[REDACTED]

Land Description: SE 2-32-5 W5

\*\*\*\* IMPORTANT NOTICE \*\*\*\* This email originates from outside our organization so please proceed with caution and check the email and/or attachments for possible threats. \*\*\*\*  
IMPORTANT NOTICE \*\*\*\*

Date: April 8th 2022

To: Council County of Mountain View

Email: plandev@mvcounty.com

Re: Bylaw #04/22 Bergen Area Structure Plan Amendment

This letter is submitted in support of the proposed amendment to the Bergen Area Structure Plan. Removing the restrictions to subdivision near or in the gravel extraction area will give landowners the opportunity to develop their land in their best interests.

This amendment would give back the same opportunities for development that other landowners have within the Bergen area and County as a whole.

This amendment will, in no way, interfere with landowners that want to develop local gravel resources.

It is hoped Council will see that there will be no impact on the extraction of potential gravel resources within the Bergen area by passing this bylaw.

Name: Gladys Guzmanak

Address: RR # 2 Sundre, Alta

Phone:

Email:

**Date: APRIL 8, 2022**

**To: Council County of Mountain View**

**Email: plandev@mycounty.com**

**Re: Bylaw #04/22 Bergen Area Structure Plan Amendment**

This letter is submitted in support of the proposed amendment to the Bergen Area Structure Plan. Removing the restrictions to subdivision near or in the gravel extraction area will give landowners the opportunity to develop their land in their best interests.

This amendment would give back the same opportunities for development that other landowners have within the Bergen area and County as a whole.

This amendment will, in no way, interfere with landowners that want to develop local gravel resources.

It is hoped Council will see that there will be no impact on the extraction of potential gravel resources within the Bergen area by passing this bylaw.

**Name: TOM GUZMANUK**

**Address: R R 2 SUNDRE.AB**

**Phone: [REDACTED]**

**Email: tom@bergengravel.com**



April 5, 2022

Mountain View County  
1408 – Twp. Rd 320  
Postal Bag 100  
Didsbury, Alberta T0M 0W0

**RECEIVED**

Apr 05, 2022

**Attention: Planning and Development Services**

**MOUNTAIN VIEW COUNTY  
DIDSBURY**

**RE: Bylaw No. 04/22  
Bergen Area Structure Plan Amendment**

Please accept this letter as my objection to the proposed Amendment. While I'm not directly impacted by this amendment, I do live in South McDougal Flats and am very aware of the problems caused by the close proximity of Gravel Pits to Country Residential development. The decision that was made in South McDougal Flats in the late 1990's to allow Aggregate Extraction adjacent to residential homes, has caused nothing but grief for both the residents and the Gravel Pit operators. I implore you to not repeat the mistakes of the past.

In February 2016 a decision regarding the rejection of an application to redesignate land from Agricultural District to Country Residential District was made by Mountain View County Council. This proposed parcel redesignation was in close proximity to existing gravel pits and **the vote was unanimous**. The logic behind the decision is as valid today as it was then and will be forever and is as follows:

**"The two land uses (residential and aggregate resource) are incompatible as gravel pit operations often have off-site impacts such as dust, traffic, water quality, noise, etc., that would negatively impact residential uses."**

**(Source – Mountain View Gazette - February 19, 2016)**

Clearly this is an either/or situation. The land is designated as either Aggregate Extraction or Country Residential. There is no such thing as mutual cohabitation. The decision to allow both developments to proceed without any clear boundaries is imprudent. If Council is prepared to perpetuate this error, they should be prepared for countless hearings and angry residents and operators in your future. Please let the experience of McDougal Flats help guide you in your decision.

Regards,  
Louise Pannenbecker



7-32749 RR 6.1



**Re: Bergen ASP Amendment Bylaw No. 04/22**

**I am opposed to this amendment.**

**My opposition is based on the impact to the intent of the ASP.**

- An ASP holds great value. It provides **stability and predictability** for the community and the County.
- An ASP provides a **strong, long-term statement** of community values and principles based on community input.
- An ASP gives a **framework** for future land use and decision-making.
- Decisions made in isolation—as opposed to within the context of a review—may adversely affect and unintentionally impact the overall ASP.
- Each time the ASP door is cracked open with another request to amend we **whittle away that long-term stability**.
- I am concerned about **precedent-setting decisions** that make it easier for future groups to request amendments between reviews.
- An argument has been put forth that allowing this particular amendment gives affected landowners the same right as all other landowners in the County.

*In addition to what we perceive as our “rights” we must also assume **responsibilities**—to become familiar with the ASP, to participate in the review process and to raise concerns at that point. An ASP is not without problems but it’s the best option we have now.*

## Background to the Bergen ASP

In the spring of 2006 Bergen faced the prospect of an 80-lot subdivision on the bare quarter across from the Bergen Store.

At a meeting held by the developer there was strong opposition but as residents we were at a loss as to what we could do. A voice at the meeting mentioned something called an ASP but no one knew what that was.

Three people—Laurie Syer, Marilyn Halvorson and I—decided our community was too important to go down without a fight.

We met with then CAO Doug Plamping. He explained the significance of an ASP and how we might go about asking Council for one. As a start he suggested a petition with 30 names would suffice.

We contacted nearly every resident in the Bergen area and got our petition—with more than 100 names. At the Public Hearing for the subdivision request:

- 74 people wrote letters against the development and for an ASP
- more than 100 people showed up
- 15 people spoke

Council Chambers was jammed and dozens of people overflowed into the foyer. The developer's request was turned down. Our request for an ASP was granted. It was finalized in 2008.

The Bergen community was galvanized. We'd become *engaged citizens*—in full support of an ASP to provide long-term stability that reflected our community vision.

Respectfully submitted,

Sally Banks

NE ¼ 20 31 5 W5



March 29, 2022

Via email

Gillian Grant  
Rodeo Coordinator  
C5 Rodeo, 2022 Oldstoberfest Committee

Dear Gillian:

This letter confirms an appointment for you to meet with County Council at **11:00 a.m., Wednesday, April 13, 2022**, in Council Chambers at 1408 Twp. Rd. 32.0, Didsbury, Alberta to discuss. As per County Bylaw #21/07 presentations should be kept to five (5) minutes in length, however, an extension of time may be granted by the Chair.

If you have information that could be included with the meeting agenda, we will need to receive it prior to April 6, 2022 or you could e-mail a copy of any PowerPoint presentation to [lmcmillan@mvcountry.com](mailto:lmcmillan@mvcountry.com) prior to April 11, 2022.

If you require additional information to assist with your presentation, please feel free to contact me.

We look forward to your presentation.

Sincerely,

Laura McMillan  
Executive Assistant

/lm

pc     Reeve A. Aalbers  
       Jeff Holmes, Chief Administrative Officer





# Regular Council Meeting

## Request for Decision

Corporate Services

**Date:** April 13, 2022

**SUBJECT:** Bylaw 03/22 – Tax Rate

### RECOMMENDATION:

That Council give 2nd reading to Bylaw 03/22 – Tax Rate.

That Council give 3rd reading to Bylaw 03/22 – Tax Rate

### ALTERNATIVE OPTIONS:

**BACKGROUND:** The Municipal Government Act requires Council to pass a tax rate bylaw each year to authorize the collection of property taxes. Property taxes are collected to pay for municipal operations. The requisitions: Alberta School Foundation Fund (ASFF); Designated Industrial Property (DIP), and Senior's Housing Commissions (MVSH) are collected on behalf of third parties. The tax rate bylaw must establish both Municipal and requisition property tax rates for each class of property. The 2022 mill rate is unchanged from 2021, therefore the additional revenue of \$1,304,249 (\$31,115,905 less 29,811,656) is a result of assessment growth.

	2021	2022
2021 Property Tax Levy	29,584,156	29,811,656
Incremental cost of Police Contract	227,500	190,000
Reduce Tax Rate Stabilization Reserve Transfer		743,640
Transfer to Reserves for future capital purchases		370,610
Adjustment required to set rates to four decimal places		-1
<b>2022 Municipal Tax Levy</b>	<b>29,811,656</b>	<b>31,115,905</b>
Increase in Total Municipal Tax Levy (%)		4.3750%
Education Requisition	12,239,874	12,844,312
Mountain View Senior Housing (MVSH)	1,720,388	1,702,054
Designated Industrial Property (DIP)	138,359	143,820
<b>2022 Total Requisitions</b>	<b>14,098,621</b>	<b>14,690,186</b>
Increase in Total Requisitions (%)		4.1959%
<b>Total 2022 Property Tax</b>	<b>43,910,277</b>	<b>45,806,091</b>
Increase in Total Property Tax (%)		4.3170%

RELEVANT POLICY: [Municipal Government Act \(MGA\) Sections 247 and 354 - 359](#)

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BUDGET IMPLICATIONS: The Tax Rate Bylaw reflects the budget with requisitions added to form the basis of the bylaw.

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Attachments ☒ Nil ☐

- 1. Bylaw 03/22 – Tax Rate – 3<sup>rd</sup> Reading
- 

PREPARED BY: MA  
REVIEWED BY: LM

**MOUNTAIN VIEW COUNTY**

**BYLAW NO. 03/22**

**2022 TAX RATE BYLAW**

Mountain View County  
Province of Alberta

Bylaw No. 03/22

**A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN MOUNTAIN VIEW COUNTY FOR THE 2022 TAXATION YEAR.**

**SECTION 1 - AUTHORITY**

- 1.01 This bylaw may be cited as the "2022 Tax Rate Bylaw."
- 1.02 Mountain View County has prepared and adopted detailed estimates of the municipal revenue and expenditures, as required, at the Council meeting held on March 23, 2022; and,
- 1.03 The estimated municipal expenditures (excluding non-cash items and requisitions) set out in the budget for Mountain View County for 2022 total \$23,096,819 and,
- 1.04 The estimated amount required for current year capital expenditures is \$17,913,765 and,
- 1.05 The estimated municipal revenues and transfers from all sources other than taxation is estimated at \$8,972,169; and,
- 1.06 The estimated amount required for current year expenditures to be funded by Municipal Reserves is \$12,615,418; and,
- 1.07 The estimated amount required for current year expenditures to be funded by Debenture is \$0; and,
- 1.08 The estimated amount to be placed into reserves is \$11,381,908; and,
- 1.09 A contingency of \$311,000; and,
- 1.10 The estimated amount levied for requisitions is \$14,690,186; and,
- 1.11 Therefore the total amount to be raised by general municipal taxation is \$31,115,905 including \$712,500 to cover the cost of policing from the province, and total taxation is \$45,806,091.



**SECTION 2 - REQUISITIONS**

2.01 The requisitions are:

<b>ASFF (Alberta School Foundation Fund)</b>	
Residential and Farmland	6,847,537
Non-Residential	5,996,775
Total ASFF Requisition	<u>12,844,312</u>
 Mountain View Senior's Housing Requisition	 1,702,054
 Designated Industrial Property	 143,820
 Total Requisitions	 <u>14,690,186</u>

**SECTION 3 - ASSESSMENT**

- 3.01 The Council of Mountain View County is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; and
- 3.02 Pursuant to the *Municipal Government Act*, Chapter M-26.1, Revised Statutes of Alberta, 2000, the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property; and
- 3.03 The assessed value of all property in Mountain View County as shown on the assessment roll is:

Farmland	158,162,930
DIP Farmland	170,220
Machinery & Equipment	10,036,780
DIP Machinery & Equipment	522,164,670
Non Residential	234,312,070
DIP Non Residential	113,160,460
Non Residential CoGen	28,760,150
Non Residential Linear	1,198,209,220
Non Residential Rail	14,759,230
Residential	2,554,321,030
DIP Residential	316,090
	<u>4,834,372,850</u>

**SECTION 4 – TAX RATES**

4.01 Therefore the Council of Mountain View County, in the Province of Alberta, duly assembled, enacts as follows:

4.02 The Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of Mountain View County:

<b>Municipal</b>	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax</b>
Farmland	1,292,257	158,162,930	8.1704
DIP Farmland	1,391	170,220	8.1704
M&E	103,877	10,036,780	10.3496
DIP M&E	5,404,205	522,164,670	10.3496
Non Res	2,425,040	234,312,070	10.3496
DIP Non Res	1,171,168	113,160,460	10.3496
Non Res CoGen	297,657	28,760,150	10.3496
Non Res Lin	12,401,008	1,198,209,220	10.3496
Non Res Rail	152,752	14,759,230	10.3496
Res	7,153,165	2,554,321,030	2.8004
DIP Res	885	316,090	2.8004
<b>Total</b>	<b>30,403,405</b>	<b>4,834,372,850</b>	
<b>Municipal (Provincial Policing)</b>	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax</b>
Farmland	23,310	158,162,930	0.1474
DIP Farmland	25	170,220	0.1474
M&E	1,479	10,036,780	0.1474
DIP M&E	76,958	522,164,670	0.1474
Non Res	34,533	234,312,070	0.1474
DIP Non Res	16,678	113,160,460	0.1474
Non Res CoGen	4,239	28,760,150	0.1474
Non Res Lin	176,595	1,198,209,220	0.1474
Non Res Rail	2,175	14,759,230	0.1474
Res	376,461	2,554,321,030	0.1474
DIP Res	47	316,090	0.1474
<b>Total</b>	<b>712,500</b>	<b>4,834,372,850</b>	
<b>Total Municipal Tax Levy</b>	<b>31,115,905</b>		
<b>ASFF</b>			
Residential and Farmland	6,778,929	2,685,788,098	2.5240
Non-Residential	5,980,149	1,556,114,815	3.8430
<b>Opted Out School Boards</b>			
Residential and Farmland	68,608	27,182,172	2.5240
Non-Residential	16,626	4,326,165	3.8430
<b>Total</b>	<b>12,844,312</b>		
<b>Mountain View Senior's Housing</b>	<b>1,702,054</b>	<b>4,834,372,850</b>	<b>0.3521</b>
<b>Designated Industrial Property</b>	<b>143,820</b>	<b>1,877,540,040</b>	<b>0.0766</b>
<b>Grand Total</b>	<b>45,806,091</b>		

**SECTION 5 – MINIMUM TAX**

5.01 The minimum property tax payable shall be \$60.00 per tax roll.

**SECTION 6 - EFFECTIVE DATE**

6.01 This Bylaw shall come into effect at such time as it has received third (3<sup>rd</sup>) reading and has been signed in accordance with the *Municipal Government Act*.

Read the first time this 23 day of March 2022.

Read the second time this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Read the third time this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Reeve

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

\_\_\_\_\_  
Date of Signing

# Regular Council Meeting

## Request for Decision

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Legislative, Community and Agricultural Services

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**Date:** April 13, 2022

**SUBJECT:** Bylaw No. 06/22 Establishing the Subdivision and Development Appeal Board

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**RECOMMENDATION:** That Council grant first reading to Bylaw No. 06/22 Establishing the Subdivision and Development Appeal Board.

That Council grant second reading to Bylaw No. 06/22 Establishing the Subdivision and Development Appeal Board.

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**ALTERNATIVE OPTIONS:** That Council provide unanimous consent to proceed to third reading of Bylaw No. 06/22 Establishing the Subdivision and Development Appeal Board.

That Council grant third reading to Bylaw No. 06/22 Establishing the Subdivision and Development Appeal Board.

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**BACKGROUND:** The Governance Review Committee met on March 29<sup>th</sup> 2022, and is recommending to Council that Bylaw No. 20/07 Establishing the Subdivision and Development Appeal Board and the associated amending bylaws, Bylaw No. 10/18, Bylaw No. 21/10, Bylaw No. 12/12, Bylaw No. 01/15 be repealed and that Bylaw No. 06/22 be approved.

The major amendments proposed by Bylaw 06/22 can be summarized as follows:

- Amendment of Secretary to Clerk to align with updated MGA wording.
  - Updating of Board Chair nomination process to be consistent with current practice.
  - Allowance for the Clerk to further delegate to another neutral employee of the County trained as a Clerk;
  - Inclusion of the Board Hearing process for transparency to all parties;
  - Amendment to confirm that the Board does not 'vote' but decides based on a majority consensus.
  - Confirmation that if the Board is unable to reach a majority consensus, the appeal is denied.
- 

**RELEVANT POLICY:** N/A

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**BUDGET IMPLICATIONS:** N/A

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**Attachments** ☒ Nil ☐

att 01 – Draft Bylaw No. 06/22 Establishing the Subdivision and Development Appeal Board

att 02 – Bylaw No. 20/07 Establishing the Subdivision and Development Appeal Board (Track Changes)

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**PREPARED BY:** CD

**REVIEWED BY:** CA



**MOUNTAIN VIEW COUNTY**  
**BYLAW NO. 06/22**  
**ESTABLISHING THE SUBDIVISION AND DEVELOPMENT APPEAL  
BOARD**

**Mountain View County  
Province of Alberta**

**Bylaw No. 06/22**

**A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA ESTABLISHING THE  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD FOR MOUNTAIN VIEW COUNTY.**

**SECTION 1 – AUTHORITY**

- 1.01 Section 627(1) of the Municipal Government Act provides that Council must by bylaw establish a Subdivision and Development Appeal Board.

**SECTION 2 - PURPOSE OF THE BYLAW**

- 2.01 The purpose of this bylaw is to establish the Subdivision and Development Appeal Board for Mountain View County.

**SECTION 3 - DEFINITIONS**

- 3.01 In this Bylaw, unless the context otherwise requires:
- a. **"Act"** refers to the Municipal Government Act, SA 2000, CM-26 as amended from time to time.
  - b. **"Appellant"** means the person who may appeal to the Board in accordance with the Act.
  - c. **"Board"** means the Subdivision and Development Appeal Board established by this bylaw.
  - d. **"Chair"** means the person appointed pursuant to Section 5.09 of this bylaw.
  - e. **"Chief Administrative Officer"** means the person appointed as the Chief Administrative Officer for Mountain View County.
  - f. **"Clerk"** means the person appointed by Mountain View County as Clerk to the Board that has completed the training prescribed by Section 627.3(a) of the Municipal Government Act
  - g. **"Commission"** means the Municipal Planning Commission of Mountain View County.
  - h. **"Council"** means the Council of Mountain View County.
  - i. **"County"** means Mountain View County.
  - j. **"Members"** means a member of the Board as appointed by Mountain View County that has completed the training prescribed by Section 627.3(b) of the Municipal Government Act.

**SECTION 4 - ESTABLISHMENTS/POWER**

- 4.01 The Subdivision and Development Appeal Board is hereby established.
- 4.02 The Board shall deal with subdivision and development appeals in accordance with the provisions the Act and shall exercise any other powers, duties and functions given to it by any other bylaws of Council.

#### **SECTION 5 - MEMBERSHIP**

- 5.01 Council shall appoint Members of the Board by resolution.
- 5.02 Each member at large shall be appointed for a term of up to three years at the Council Organizational Meeting or from time to time should vacancies occur.
- 5.03 A member may be reappointed on the expiry of their term.
- 5.04 Council shall appoint three members of Council annually at its Organizational meeting to the Board.
- 5.05 Only one (1) member of Council shall be permitted to preside over any hearing..
- 5.06 No person who is an employee of the County or is a member of the Municipal Planning Commission shall be appointed as a member of the Board.
- 5.07 The Board shall be composed of nine (9) total Members. Six (6) Members shall be members at large.
- 5.08 The Board Chair will determine the rotation of members of the Board on a per meeting basis.
- 5.09 The Chair will be selected by the Board Members at their first meeting following the County Organizational Meeting. The Chair shall not be a member of Council.
- 5.10 Nominations for the position of chair will be accepted by the Clerk in advance of the first meeting following the Organizational meeting of Council.
- 5.11 In the event that more than one Member receives a nomination for Chair, the Clerk shall call for a secret vote by proxy from all Members to determine the Chair. The result of the vote will be declared by the Clerk to the members by email prior to the next meeting.

#### **SECTION 6 - DUTIES OF THE CHAIR**

- 6.01 The Chair
  - a) shall be responsible to see that all things required to be carried out by the Board under the Act are carried out in accordance with the provisions of the Act.
  - b) is empowered to rule that evidence presented is irrelevant to the matter in issue and to direct the Members to disregard the evidence.
  - c) may limit a submission if they determine it to be repetitious.
  - d) shall, when a hearing is tabled and time is not fixed for its continuation, announce that notice of the continuation of the meeting will be sent to those persons leaving their name and address with the Clerk. Only those persons leaving their name and address shall be entitled to notice of the continuation of the hearing.

**SECTION 7 - DUTIES OF THE CLERK**

- 7.01 The Chief Administrative Officer must appoint a Clerk to the Board. The Clerk of the Board shall:
- a) receive notices of appeals
  - b) send notices related to hearings
  - c) answer inquiries and provide information to appellants and the public.
  - d) schedule hearings
  - e) attend hearings
  - f) keep a written record of the proceedings of the Board which shall include:
    - i) a summary of the evidence presented at the hearing
    - ii) the decision of the Municipal Planning Commission
    - iii) the Notice of Appeal and the Notice of Hearing of the Appeal
    - iv) the Board's decision on each appeal
    - v) the reasons for the Board's decision on each appeal
  - g) Maintain a list of names and addresses of persons who leave their names and addresses in accordance with Section 6.01(d) of this Bylaw
  - h) Draft the decision for signing by the Chair.
- 7.02 The Clerk may delegate the Clerk's duties and functions to an employee of the County who is not employed in the Planning and Development department provided that they have completed the prescribed Clerk training required by the Municipal Government Act.

**SECTION 8 - SUBMITTING AN APPEAL**

- 8.01 A person shall appeal to the Board in the manner provided in the Act.
- 8.02 At the time of service of the Notice of Appeal, the Appellant shall pay the County a Fee in accordance with the County's Fee Bylaw.

**SECTION 9 - OPERATION OF THE BOARD**

- 9.01 The Board shall meet as required upon the submission of a Notice of Appeal.



- 9.02 A Board hearing shall require three (3) to five (5) members, one (1) of which may be a member of Council. In the event that the Board is required to rehear an appeal, the Board shall be comprised of three (3) members, one (1) of which may be a member of Council.
- 9.03 The Board shall hold public hearings respecting appeals in accordance with the Act.
- 9.04 A Member who for any reason is unable to attend the whole of the hearing of an appeal, shall not participate in the Board's deliberations or the decision made by the Board on that appeal.
- 9.05 If the Chair is unable to attend a hearing, the Members present at the hearing shall elect a Chair from amongst themselves. The Chair for the hearing may be either a public member or member of Council.
- 9.06 If a Member has any interest, whether direct or indirect, in any matter before the Board, the Member shall declare such interest to the Board before discussion of the matter, and shall not participate in the hearing, discuss or vote upon the matter, and such abstention shall be recorded in the minutes.
- 9.07 A quorum at a hearing of the Board shall be three (3) Members.
- 9.08 At the hearing of the Appeal, the Board shall hear all the persons that the Board is required to hear under the Act.
- 9.09 At the hearing of the Appeal, should the Board desire further technical information, legal opinions or other assistance, it may table the hearing pending receipt of such information, opinion or other assistance.
- 9.10 The hearing procedures will typically be in the following order:
- a) The Chair will open the hearing;
  - b) The Chair will outline the procedure to be followed at the hearing and seek any objections to any members present at the appeal;
  - c) The Clerk will read the details of the appeal including the jurisdiction that the appeal is being heard under.
  - d) The Chair will call for any preliminary matters to be dealt with;
  - e) County Administration will have an opportunity to make a presentation on the details of the appeal;
  - f) The Appellant will have an opportunity to make a presentation;
  - g) Persons speaking in support of the Appellant may make a presentation;
  - h) The Respondent will have an opportunity to make a presentation;
  - i) Persons speaking in support of the Respondent may make a presentation
  - j) The Respondent is given an opportunity for rebuttal and concluding remarks;
  - k) The Appellant is given an opportunity for rebuttal and concluding remarks.

l) The Chair will either recess the hearing or declare the hearing closed.

9.11 The Board shall have full discretion to amend the hearing procedures listed in Section 9.10 to permit a more efficient or transparent hearing process.

#### **SECTION 10 - DECISIONS**

10.01 After hearing all submissions and rebuttal, if any, the Board shall deliberate and reach its decision in private.

10.02 In arriving at its decision, a consensus reached by the majority of those Members present shall constitute the decision of the Board.

10.03 In the event that the Board is unable to reach a consensus from a majority of those Members present, the appeal shall be deemed to be denied.

10.04 The decision of the Board shall be given in writing in accordance with the Act.

10.05 The decision of the Board shall be signed by the Chair who presided at the hearing at which the decision was made.

10.06 The Board shall file its written decision and reasons in accordance with the Act to:

- a) the Applicant;
- b) the Appellant;
- c) the Respondent; and
- d) those affected persons who gave their name and address to the Clerk during the public hearing.

#### **SECTION 11 - REPEAL OF BYLAW**

11.01 Bylaw No. 20/07 Subdivision and Development Appeal Board is repealed.

11.02 Bylaw No. 21/10 Subdivision and Development Appeal Board is repealed.

11.03 Bylaw No. 12/12 Amendments to Establishing Subdivision and Development Appeal Board is repealed.

11.04 Bylaw No. 01/15 Amendments to Establishing Subdivision and Development Appeal Board is repealed.

11.05 Bylaw No. 10/18 Amendments to Bylaw 20/07 Establishing the Subdivision and Development Appeal Board is repealed.

#### **SECTION 12 - EFFECTIVE DATE**

12.01 This Bylaw shall come into effect at such time as it has received third (3<sup>rd</sup>) reading and has been signed in accordance with the *Municipal Government Act*.

Read the first time this \_\_\_\_ day of \_\_\_\_\_ 2022.

Read the second time this \_\_\_\_ day of \_\_\_\_\_ 2022.

Read the third time this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Reeve

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

\_\_\_\_\_  
Date of Signing

MOUNTAIN VIEW COUNTY

BYLAW NO. ~~20/0706/22~~

ESTABLISHING THE SUBDIVISION AND DEVELOPMENT APPEAL  
BOARD

~~Consolidated February 28, 2018~~

Note:

~~All persons making use of the consolidation are reminded that it has no legislative sanction, that the amendments have been embodied for convenience of reference only, and that the original bylaws should be consulted for all purpose of interpreting and applying the bylaw.~~



**OFFICE CONSOLIDATION**

**Mountain View County  
Province of Alberta**

Bylaw No. ~~0620/0722~~

**A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA ESTABLISHING THE  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD FOR MOUNTAIN VIEW COUNTY.**

**SECTION 1 – AUTHORITY**

- 1.01 Section 627(1) of the Municipal Government Act provides that Council must by bylaw establish a Subdivision and Development Appeal Board.

**SECTION 2 - PURPOSE OF THE BYLAW**

- 2.01 The purpose of this bylaw is to establish the Subdivision and Development Appeal Board for Mountain View County.

**SECTION 3 - DEFINITIONS**

- 3.01 In this Bylaw, unless the context otherwise requires:

- a. **"Act"** refers to the Municipal Government Act, SA 2000, CM-26 as amended from time to time. ~~————— (Bylaw No. 12/12)~~
- b. **"Appellant"** means the person who may appeal to the Board in accordance with the Act.
- c. **"Board"** means the Subdivision and Development Appeal Board established by this bylaw.
- d. ~~\_\_\_\_\_~~ **"Chair"** means the person appointed pursuant to Section 5.09 of this bylaw.
- e. ~~\_\_\_\_\_~~ **"Chief Administrative Officer"** means the person appointed as the Chief Administrative Officer for Mountain View County.
- ~~d.f.~~ ~~\_\_\_\_\_~~ **"Clerk"** means the person appointed by Mountain View County as Clerk to the Board that has completed the training prescribed by Section 627.3(a) of the Municipal Government Act
- ~~e.g.~~ ~~\_\_\_\_\_~~ **"Commission"** means the Municipal Planning Commission of Mountain View County.
- ~~h.f.~~ ~~\_\_\_\_\_~~ **"Council"** means the Council of Mountain View County.
- ~~g.i.~~ ~~\_\_\_\_\_~~ **"County"** means Mountain View County.
- ~~h.~~ ~~\_\_\_\_\_~~ **"County CAO"** means the person appointed as the Chief Administrative Officer for Mountain View County.
- ~~h.j.~~ ~~\_\_\_\_\_~~ **"Members"** means a member of the Board as appointed by Mountain View County that has completed the training prescribed by Section 627.3(b) of the Municipal Government Act.

~~j.k. "Secretary" means the person appointed by Mountain View County as Secretary to the Board.~~

#### **SECTION 4 - ESTABLISHMENTS/POWER**

- 4.01 The Subdivision and Development Appeal Board is hereby established.
- 4.02 The Board shall deal with subdivision and development appeals in accordance with the provisions the Act and shall exercise any other powers, duties and functions given to it by any other bylaws of Council.

#### **SECTION 5 - MEMBERSHIP**

- 5.01 Council shall appoint Members of the Board by resolution.
- 5.02 Each member at large shall be appointed for a term of up to three years at the Council Organizational Meeting or from time to time should vacancies occur. ~~(Bylaw No. 21/10)~~
- 5.03 A member may be reappointed on the expiry of their term.
- 5.04 Council shall appoint three members of Council annually at its Organizational meeting to the Board. ~~(Bylaw No. 21/10)~~
- 5.05 ~~The majority of Members of the Board shall not be members of Council.~~ Only one (1) member of Council shall be permitted to preside over any hearing.. ~~(Bylaw No. 10/18)~~
- 5.06 No person who is an employee of the County or is a member of the Municipal Planning Commission shall be appointed as a member of the Board.
- 5.07 The Board shall be composed of nine (9) total Members. Six (6) Members shall be members at large. ~~(Bylaw No. 12/12)~~
- 5.08 The Board Chair will determine the rotation of members of the Board on a per meeting basis. ~~(Bylaw No. 12/12)~~
- 5.09 The Chair will be selected by the Board Members at their first meeting following the County Organizational ~~Meeting, the~~ Meeting. The Chair shall not be a member of Council.
- 5.10 Nominations for the position of chair will be accepted by the ~~Clerk~~ Secretary in advance of the first meeting following the Organizational meeting of Council. ~~(Bylaw No. 12/12)~~
- 5.11 ~~In the event that more than one Member receives a nomination for Chair, the Clerk shall call for a secret vote by proxy from all Members to determine the Chair. The result of the vote will be declared by the Clerk to the members by email prior to the next meeting. Members not physically present at the first meeting following the Organizational meeting of Council may submit their vote for chair by proxy through the Secretary. (Bylaw No. 12/12)~~

#### **SECTION 6 - DUTIES OF THE CHAIR**

- 6.01 The Chair
- a) shall be responsible to see that all things required to be carried out by the Board under the Act are carried out in accordance with the provisions of the Act.

- b) is empowered to rule that evidence presented is irrelevant to the matter in issue and to direct the Members to disregard the evidence.
- c) may limit a submission if they determine it to be repetitious.
- d) shall, when a hearing is tabled and time is not fixed for its continuation, announce that notice of the continuation of the meeting will be sent to those persons leaving their name and address with the ~~Clerk Secretary~~. Only those persons leaving their name and address shall be entitled to notice of the continuation of the hearing.

**SECTION 7 - DUTIES OF THE ~~SECRETARY~~CLERK**

- 7.01 The ~~County CAO~~Chief Administrative Officer must appoint a ~~Secretary-Clerk to~~of the Board. The ~~Secretary-Clerk~~ of the Board shall:
- a) receive notices of appeals
  - b) send notices related to hearings
  - c) answer inquiries and provide information to appellants and the public.
  - d) schedule hearings
  - e) attend hearings
  - f) keep a written record of the proceedings of the Board which shall include:
    - i) a summary of the evidence presented at the hearing
    - ii) the decision of the Municipal Planning Commission
    - iii) the Notice of Appeal and the Notice of Hearing of the Appeal
    - iv) the Board's decision on each appeal
    - v) the reasons for the Board's decision on each appeal
    - vi) draft the decision for signing by the Chair
    - vii) a list of names and addresses of persons who leave their names and addresses in accordance with Section 6.01(d) of this Bylaw

~~7.02 The Clerk may delegate the Clerk's duties and functions to an employee of the County who is not employed in the Planning and Development department provided that they have completed the prescribed Clerk training required by the Municipal Government Act.~~

**SECTION 8- SUBMITTING AN APPEAL**

~~8.01 A person shall appeal to the Board in the manner provided in the Act.~~

~~8.02 At the time of service of the Notice of Appeal, the Appellant shall pay the County, a Fee in accordance with the County's Fee Bylaw.~~

**SECTION ~~98~~ - OPERATION OF THE BOARD**

~~8.01~~ ~~9.01~~ The Board shall meet as required upon the submission of a Notice of Appeal.

~~98.02~~ A Board hearing shall require three (3) to five (5) or fewer members, one (1) of which may be a member of Council. ~~providing that quorum is met.~~ In the event that the Board is required to rehear an appeal, the Board shall be comprised of three (3) members, one (1) of which shall may be a member of Council.

(Bylaw No. 10/18)

~~98.03~~ The Board shall hold public hearings respecting appeals in accordance with the Act.

~~9.8.04A~~ Member who for any reason is unable to attend the whole of the hearing of an appeal, shall not participate in the Board's deliberations or the decision made by the Board on that appeal.

~~98.05~~ If the Chair is unable to attend a hearing, the Members present at the hearing shall elect a Chair from amongst themselves. The Chair for the hearing may be either a public member or member of Council, councillor"  
(Bylaw No. 01/15)

~~98.06~~ If a Member has any interest, whether direct or indirect, in any matter before the Board, the Member shall declare such interest to the Board before discussion of the matter, and shall not participate in the hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.

~~98.07~~ A quorum at a hearing of the Board shall be three (3) Members.

~~9.08~~ At the hearing of the appeal, the Board shall hear all the persons that the Board is required to hear under the Act.

~~9.09~~ At the hearing of the Appeal, should the Board desire further technical information, legal opinions or other assistance, it may table the hearing pending receipt of such information, opinion or other assistance.

~~9.10~~ The hearing procedures will typically be in the following order:

- a) The Chair will open the hearing;
- b) The Chair will outline the procedure to be followed at the hearing and seek any objections to any members present at the appeal;
- c) The Clerk will read the details of the appeal including the jurisdiction that the appeal is being heard under.
- d) The Chair will call for any preliminary matters to be dealt with;
- e) County Administration will have an opportunity to make a presentation on the details of the appeal;
- f) The Appellant will have an opportunity to make a presentation;
- g) Persons speaking in support of the Appellant may make a presentation;
- h) The Respondent will have an opportunity to make a presentation;
- i) Persons speaking in support of the Respondent may make a presentation
- j) The Respondent is given an opportunity for rebuttal and concluding remarks;
- k) The Appellant is given an opportunity for rebuttal and concluding remarks.
- l) The Chair will either recess the hearing or declare the hearing closed.

~~9.11~~ The Board shall have full discretion to amend the hearing procedures listed in Section ~~98.10~~ to permit a more efficient or transparent hearing process.



**SECTION 9 - APPEALS**

~~9.01 A person shall appeal to the Board in the manner provided in the Act.~~

~~9.02 At the time of service of the Notice of Appeal, the Appellant shall pay the County, a Fee in accordance with the County's Fee Bylaw.~~

~~9.03 At the hearing of the appeal, the Board shall hear all the persons that the Board is required to hear under the Act.~~

~~9.0. At the hearing of the Appeal, should the Board desire further technical information, legal opinions or other assistance, it may table the hearing pending receipt of such information, opinion or other assistance.~~

**SECTION 10 - DECISIONS**

10.01 After hearing all submissions and rebuttal, if any, the Board shall deliberate and reach its decision in private.

10.02 In arriving at its decision, a consensus reached by the majority ~~vote~~ of those Members present shall constitute the decision of the Board.

~~10.03 In the event that the Board is unable to reach a consensus from a majority of those Members present, the appeal shall be deemed to be denied.~~

10.0~~4~~<sup>3</sup> The decision of the Board shall be given in writing in accordance with the Act.

10.0~~5~~<sup>4</sup> The decision of the Board shall be signed by the Chair who presided at the hearing at which the decision was made.

10.0~~6~~<sup>5</sup> The Board shall file its written decision and reasons in accordance with the Act to:

- a) the Applicant;
- b) the Appellant; and
- c) those affected persons who gave their name and address to the ~~Secretary-Clerk~~ during the public hearing.

**SECTION 11 - REPEAL OF BYLAW**

11.01 Bylaw No. ~~20/07~~<sup>18</sup>/02 Subdivision and Development Appeal Board is repealed.

~~11.02 Bylaw No. 21/10 Subdivision and Development Appeal Board is repealed.~~

~~11.03 Bylaw No. 12/12 Amendments to Establishing Subdivision and Development Appeal Board is repealed.~~

~~11.04 Bylaw No. 01/15 Amendments to Establishing Subdivision and Development Appeal Board is repealed.~~

~~11.04 Bylaw No. 10/18 Amendments to Bylaw 20/07 Establishing the Subdivision and Development Appeal Board is repealed.~~

**SECTION 12 - EFFECTIVE DATE**

12.01 This Bylaw shall come into effect at such time as it has received third (3<sup>rd</sup>) reading and has been signed in accordance with the *Municipal Government Act*. ~~become effective on the~~  
date on which this Bylaw is passed.


Read the first time this 14<sup>th</sup> day of October, 2007

Read the second time this 14<sup>th</sup> day of October, 2007

Read the third time this 14<sup>th</sup> day of October, 2007

  
\_\_\_\_\_  
Reeve

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

  
\_\_\_\_\_  
Date of Signing



# Regular Council Meeting

## Request for Decision

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Legislative, Community and Agricultural Services

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**Date:** April 13, 2022

**SUBJECT:** Bylaw No. 07/22 Establish the Position of Chief Administrative Officer

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**RECOMMENDATION:** That Council grant first reading to Bylaw No. 07/22 Establish the Position of Chief Administrative Officer.

That Council grant second reading to bylaw No. 07/22 Establish the Position of Chief Administrative Officer

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**ALTERNATIVE OPTIONS:** That Council provide unanimous consent to proceed to third reading of Bylaw No. 07/22 Establish the Position of Chief Administrative Officer

That Council grant third reading to Bylaw No. 07/22 Establish the Position of Chief Administrative Officer

---

**BACKGROUND:** The Governance Review Committee met on March 29, 2022 and is recommending to Council that Bylaw No. 17/19 be repealed, and Bylaw No. 07/22 be approved in its place.

There are two amendments proposed to this Bylaw:

- 1) The amendment of SDAB Secretary to SDAB Clerk to align with Bylaw 06/22 – Establishing the SDAB;
  - 2) Inclusion of verbiage to delegate the authority under Section 213(5) of the MGA to allow for signatures to be reproduced (this aligns with MVC's use of electronic signatures through M-Files workflow approvals)
- 

**RELEVANT POLICY:**

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**BUDGET IMPLICATIONS:**

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**Attachments** ☒ Nil ☐

att 01 – Draft Bylaw No. 07/22 Establish the Position of Chief Administrative Officer

att 02 – Bylaw No. 17/19 Establish the Position of Chief Administrative Officer Track Changes

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**PREPARED BY:** CD

**REVIEWED BY:** CA

**MOUNTAIN VIEW COUNTY**

**BYLAW NO. 07/22**

**ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER**

**Mountain View County  
Province of Alberta**

**Bylaw No. 07/22**

**A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION  
OF CHIEF ADMINISTRATIVE OFFICER**

**SECTION 1 - AUTHORITY**

- 1.01 The Municipal Government Act, Chapter M-26 Statutes of Alberta 2000, and amendments section 205(1) authorizes Council, by bylaw, to establish a position of Chief Administrative Officer.

**SECTION 2 - ESTABLISHMENT**

- 2.01 The position of Chief Administrative Officer is hereby established.
- 2.02 The Title of Chief Administration Officer shall be included on all bylaws, resolutions or other documents as required.
- 2.03 Council shall by resolution, appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions of that individual's employment.
- 2.04 Any reference in any bylaw, resolution, policy, agreement or regulation to the "County Commissioner" or "County Administrator" which has been passed, adopted or entered into prior to the passage of this bylaw shall be deemed for all purposes to refer to the position of Chief Administrative Officer established and continued under this bylaw.

**SECTION 3 - RESPONSIBILITIES**

- 3.01 As outlined within *Municipal Government Act* Section 207, the Chief Administrative Officer:
- a. is the administrative head of the municipality;
  - b. ensures that the policies and programs of the municipality are implemented;
  - c. advises and informs the council on the operation and affairs of the municipality;
  - d. performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by the *Municipal Government Act* and other enactments or assigned by council.

**SECTION 4 – ADMINISTRATIVE DUTIES**

- 4.01 As outlined within *Municipal Government Act* Section 208, the Chief Administrative Officer must ensure that:
- a. minutes of each council meeting
    - (i) are recorded in the English language without note or comment,
    - (ii) include the names of the councillors present at the council meeting,



- (iii) are given to council for adoption at a subsequent council meeting, and
  - (iv) are recorded in the manner and to the extent required under section 230(6) of the *Municipal Government Act* when a public hearing is held;
  - b. all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;
  - c. the Minister is sent a list of all the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;
  - d. the council is advised in writing of its legislative responsibilities under this Act.
- 4.02 As outlined within *Municipal Government Act* Section 213 (5) may facilitate signatures to be printed, lithographed, or otherwise reproduced if deemed necessary.

## **SECTION 5 – DELEGATION**

- 5.01 The Chief Administrative Officer may delegate any of the Chief Administrative Officer's powers, duties or functions under this Act, including the Chief Administrative Officer's duties referred to in this Bylaw, the *Municipal Government Act* or under any other enactment or bylaw to a designated officer or an employee of the municipality.
- 5.02. In the event of the temporary absence of the Chief Administrative Officer, the Chief Administrative Officer shall be at liberty to delegate to an employee or employees of the County all or any portion of the powers, duties and functions of the Chief Administrative Officer and such employee or employees shall be entitled to carry out those powers, duties and functions of the Chief Administrative Officer during the temporary absence.

## **SECTION 6 – DELEGATED AUTHORITIES**

- 6.01 In addition to those authorities granted to the Chief Administrative Officer as outlined within this Bylaw, the *Municipal Government Act*, or any other Bylaw or Provincial Legislation, the Chief Administrative Officer shall also be delegated the following responsibilities under Section 203(1) of the *Municipal Government Act*:
- a. Authority to appoint the Clerk of the Subdivision and Development Appeal Board under Section 627.1 of the *Municipal Government Act*;
  - b. Authority to appoint fire guardians to enforce the *Forest and Prairie Protection Act* under Section 4(2) of the *Forest and Prairie Protection Act*;
  - c. Authority to appoint inspectors to enforce and monitor compliance with the *Weed Control Act* under Section 7(1) of the *Weed Control Act*;
  - d. Authority to appoint inspectors to carry out the *Agricultural Pests Act* under Section 9(1) of the *Agricultural Pests Act*;
  - e. Authority to appoint soil conservation officers to carry out the *Soil Conservation Act* under Section 15(1) of the *Soil Conservation Act*;
  - f. Authority to appoint an agricultural fieldman to carry out the *Agricultural Services Board Act*, and other Provincial Legislation, under Section 8(1) of the *Agricultural Services Board Act*.

- g. Authority to appoint a municipal assessor to carry out the *Municipal Government Act* under Section 284.2 of the *Municipal Government Act*.
- h. Authority to appoint a Volunteer Fire Chief as the head of the Cremona and District Emergency Services Department;
- i. Authority to appoint an assessment review board clerk under Section 456(1) and authority to prescribe the clerks remuneration and duties under Section 456(4) of the *Municipal Government Act*;
- j. Authority to designate inspectors and investigators to carry out the *Environmental Protection and Enhancement Act* under Section 27(1) of the *Environmental Protection and Enhancement Act*;
- k. Authority to act as the organization's liaison with legal counsel and to instruct legal counsel involving any legal or administrative matters involving Mountain View County;
- l. Authority to prepare administrative consolidation of Bylaws under Section 69 of the *Municipal Government Act*.

#### **SECTION 7 - REPEAL OF BYLAW**

7.01 Bylaw No. 17/19 is hereby repealed.

#### **SECTION 8 - EFFECTIVE DATE**

8.01 This Bylaw shall come into effect at such time as it has received third (3<sup>rd</sup>) reading and has been signed in accordance with the *Municipal Government Act*.

Read the first time this \_\_\_\_ day of \_\_\_\_\_ 2022

Read the second time this \_\_\_\_ day of \_\_\_\_\_2022

Read the third time this \_\_\_\_ day of \_\_\_\_\_2022.

\_\_\_\_\_  
Reeve

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

\_\_\_\_\_  
Date of Signing

MOUNTAIN VIEW COUNTY

BYLAW NO. ~~17/19~~07/22

ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

Mountain View County  
Province of Alberta

Bylaw No. ~~17/19~~07/22

A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

**SECTION 1 - AUTHORITY**

- 1.01 The Municipal Government Act, Chapter M-26 Statutes of Alberta 2000, and amendments section 205(1) authorizes Council, by bylaw, to establish a position of Chief Administrative Officer.

**SECTION 2 - ESTABLISHMENT**

- 2.01 The position of Chief Administrative Officer is hereby established.
- 2.02 The Title of Chief Administration Officer shall be included on all bylaws, resolutions or other documents as required.
- 2.03 Council shall by resolution, appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions of that individual's employment.
- 2.04 Any reference in any bylaw, resolution, policy, agreement or regulation to the "County Commissioner" or "County Administrator" which has been passed, adopted or entered into prior to the passage of this bylaw shall be deemed for all purposes to refer to the position of Chief Administrative Officer established and continued under this bylaw.

**SECTION 3 - RESPONSIBILITIES**

- 3.01 As outlined within *Municipal Government Act* Section 207, the Chief Administrative Officer:
- a. is the administrative head of the municipality;
  - b. ensures that the policies and programs of the municipality are implemented;
  - c. advises and informs the council on the operation and affairs of the municipality;
  - d. performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by the *Municipal Government Act* and other enactments or assigned by council.

**SECTION 4 – ADMINISTRATIVE DUTIES**

- 4.01 As outlined within *Municipal Government Act* Section 208, the Chief Administrative Officer must ensure that:
- a. minutes of each council meeting
    - (i) are recorded in the English language without note or comment,
    - (ii) include the names of the councillors present at the council meeting,

- (iii) are given to council for adoption at a subsequent council meeting, and
- (iv) are recorded in the manner and to the extent required under section 230(6) of the Municipal Government Act when a public hearing is held;
- b. all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;
- c. the Minister is sent a list of all the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;
- d. the council is advised in writing of its legislative responsibilities under this Act.

4.02 As outlined within *Municipal Government Act* Section 213 (5) may facilitate signatures to be printed, lithographed, or otherwise reproduced if deemed necessary.

## **SECTION 5 – DELEGATION**

- 5.01 The Chief Administrative Officer may delegate any of the Chief Administrative Officer's powers, duties or functions under this Act, including the Chief Administrative Officer's duties referred to in this Bylaw, the Municipal Government Act or under any other enactment or bylaw to a designated officer or an employee of the municipality.
- 5.02. In the event of the temporary absence of the Chief Administrative Officer, the Chief Administrative Officer shall be at liberty to delegate to an employee or employees of the County all or any portion of the powers, duties and functions of the Chief Administrative Officer and such employee or employees shall be entitled to carry out those powers, duties and functions of the Chief Administrative Officer during the temporary absence.

## **SECTION 6 – DELEGATED AUTHORITIES**

- 6.01 In addition to those authorities granted to the Chief Administrative Officer as outlined within this Bylaw, the Municipal Government Act, or any other Bylaw or Provincial Legislation, the Chief Administrative Officer shall also be delegated the following responsibilities under Section 203(1) of the *Municipal Government Act*:
  - a. Authority to appoint the ~~Secretary-Clerk~~ of the Subdivision and Development Appeal Board under Section 627.1 of the *Municipal Government Act*;
  - b. Authority to appoint fire guardians to enforce the *Forest and Prairie Protection Act* under Section 4(2) of the *Forest and Prairie Protection Act*;
  - c. Authority to appoint inspectors to enforce and monitor compliance with the *Weed Control Act* under Section 7(1) of the *Weed Control Act*;
  - d. Authority to appoint inspectors to carry out the *Agricultural Pests Act* under Section 9(1) of the *Agricultural Pests Act*;
  - e. Authority to appoint soil conservation officers to carry out the *Soil Conservation Act* under Section 15(1) of the *Soil Conservation Act*;
  - f. Authority to appoint an agricultural fieldman to carry out the *Agricultural Services Board Act*, and other Provincial Legislation, under Section 8(1) of the *Agricultural Services Board Act*.



- g. Authority to appoint a municipal assessor to carry out the *Municipal Government Act* under Section 284.2 of the *Municipal Government Act*.
- h. Authority to appoint a Volunteer Fire Chief as the head of the Cremona and District Emergency Services Department;
- i. Authority to appoint an assessment review board clerk under Section 456(1) and authority to prescribe the clerks remuneration and duties under Section 456(4) of the *Municipal Government Act*;
- j. Authority to designate inspectors and investigators to carry out the *Environmental Protection and Enhancement Act* under Section 27(1) of the *Environmental Protection and Enhancement Act*;
- k. Authority to act as the organization's liaison with legal counsel and to instruct legal counsel involving any legal or administrative matters involving Mountain View County;
- l. Authority to prepare administrative consolidation of Bylaws under Section 69 of the *Municipal Government Act*.

#### **SECTION 7 - REPEAL OF BYLAW**

7.01 Bylaw No. [17/1902/06](#) is hereby repealed.

#### **SECTION 8 - EFFECTIVE DATE**

8.01 This Bylaw shall come into effect at such time as it has received third (3<sup>rd</sup>) reading and has been signed in accordance with the *Municipal Government Act*.

Read the first time this 14 day of August 2019.

Read the second time this 14 day of August 2019.

Read the third time this 28 day of August 2019.

\_\_\_\_\_  
Reeve

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

\_\_\_\_\_  
Date of Signing

# Regular Council Meeting

## Request for Decision

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Legislative, Community & Agricultural Services

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**Date:** April 13, 2022

**SUBJECT:** Bylaw No. 08/22 Procedure and Conduct of Council Meetings Amendment

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**RECOMMENDATION:** That Council grant first reading to Bylaw No. 08/22 Procedure and Conduct of Council Meetings Amendment.

That Council grant second reading to Bylaw No. 08/22 Procedure and Conduct of Council Meetings Amendment

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**ALTERNATIVE OPTIONS:** That Council provide unanimous consent to proceed to third reading of Bylaw No. 08/22 Procedure and Conduct of Council Meetings Amendment.

That Council grant third reading to Bylaw No. 08/22 Procedure and Conduct of Council Meetings Amendment.

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**BACKGROUND:** The Governance Review Committee met on March 29<sup>th</sup> 2022, and is recommending to Council that Bylaw No. 24/20 Procedure and Conduct of Council Meetings be amended to adjust the delegation presentation time from five (5) minutes up to ten (10) minutes with additional time for questions as determined by Council.

Administration has provided the following summary from surrounding municipalities and the delegation time that is permitted according to their Bylaw.

County	Delegation Presentation Time	Bylaw Referenced
Clearwater County	10 minutes Extension upon approval	1080/19
Rocky View County	20 minutes Additional Question Period	C-8030-2020
Red Deer County	10 minutes Extension upon approval	2008/3

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**RELEVANT POLICY:** [Bylaw 24/20 Procedure and Conduct of Council Meetings](#)

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**BUDGET IMPLICATIONS:**

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**Attachments** ☒ Nil ☐

att 01 – Draft Bylaw No. 08/22 Procedure and Conduct of Council Meetings Amendment  
att 02 – Bylaw 24/20 Procedure and Conduct of Council Meetings – Track Changes  
att 03 – Consolidated Bylaw 24/20 – Clean Version

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**PREPARED BY:** CD  
**REVIEWED BY:** CA

**MOUNTAIN VIEW COUNTY**

**BYLAW NO. 08/22**

**Amendment to BYLAW NO. 24/20  
Procedure and Conduct of Council Meetings**

Mountain View County  
Province of Alberta

Bylaw No. 08/22

A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA TO AMEND BYLAW 24/20  
PROCEDURE AND CONDUCT OF COUNCIL MEETINGS

**SECTION 1 - AUTHORITY**

- 1.01 The Municipal Government Act, Chapter M-26 Statutes of Alberta 2000, and amendments authorizes the Council of a municipality to, by bylaw, revise any of its bylaws or any one or more provisions in them.
- 1.02 Mountain View County hereby enacts that Procedure and Conduct of Council Meetings, Bylaw No. 24/20, be amended as follows:

**SECTION 2 - AMENDMENTS**

**2.01 To Remove Section 4.02**

"Delegations shall be granted a maximum of five (5) minutes to present the matter outlined in their letter. Where the Reeve or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Reeve or other presiding officer."

**To Add Section 4.02**

"Delegations shall be granted a maximum of ten (10) minutes to present the subject matter, with additional time for questions from Council at Council's discretion. Where the Reeve or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Reeve or other presiding officer."

**SECTION 3 - EFFECTIVE DATE**

- 3.01 This Bylaw shall come into effect at such time as it has received third (3<sup>rd</sup>) reading and has been signed in accordance with the *Municipal Government Act*.

Read the first time this \_\_\_\_ day of \_\_\_\_\_, 2022.

Read the second time this \_\_\_\_ day of \_\_\_\_\_, 2022.

Read the third time this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Reeve

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

\_\_\_\_\_  
Date of Signing

**MOUNTAIN VIEW COUNTY**

**BYLAW NO. 24/20**

**PROCEDURE AND CONDUCT OF COUNCIL MEETINGS**



Procedure and Conduct of Council Meetings

**Mountain View County**

**Province of Alberta**

**Bylaw No. 24/20**

**A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE  
PROCEDURE AND CONDUCT OF COUNCIL MEETINGS.**

**SECTION 1 - AUTHORITY**

- 1.01 The Municipal Government Act, Chapter M-26 Statutes of Alberta 2000, and amendments authorizes Council to pass a bylaw in relation to procedure and conduct of public meetings.
- 1.02 This bylaw may be cited as the "Procedure and Conduct of Council Meetings".
- 1.03 Mountain View County hereby enacts the following:

**SECTION 2 – MEETINGS OF COUNCIL**

- 2.01 The regular meetings of Council shall be held in the Council Chamber, Mountain View County Office building on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month or as otherwise determined by resolution of Council at the annual Organizational Meeting.
- 2.02 Regular meetings of Council shall commence at such time as determined by resolution of Council at the annual Organizational Meeting.
- 2.03 The Chief Administrative Officer shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or departure prior to the completion of the meeting.
- 2.04 If a quorum is not present within thirty (30) minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
- 2.05 In the case the Reeve or Deputy Reeve is not in attendance after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chair shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve.

**SECTION 3 – CONDUCT OF MEETINGS**

## Procedure and Conduct of Council Meetings

- 3.01 Every delegate to Council and each member of Council shall address the chair but shall not speak until recognized by the chair.
- 3.02 The Reeve or other presiding officer may, upon request of a member of Council authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and within time limits specified by the Reeve or other presiding officers.
- 3.03 Resolutions do not require a seconder. A resolution may be withdrawn by the mover at any time before voting, subject to there being no objection from any other member of Council.
- 3.04 The following resolutions are not debatable by Council.
- a. Adjournment.
  - b. Take a Recess.
  - c. Question of Privilege.
  - d. Point of Order.
  - e. Limit Debate on the Matter before Council.
  - f. Division of a Question.
- 3.05 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Reeve or other presiding officer so directs.
- 3.06 Whenever the Reeve or other presiding officer is of the opinion that a resolution is contrary to the rules and privileges of the Council, they shall advise the member thereof immediately, before calling the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two-thirds majority vote of the members present.

**SECTION 4 - DELEGATIONS**

- 4.01 A person or a representative of any delegation or group of persons who wishes to appear before Council to bring any matter to the attention of the Council, or who wishes to have any matter considered by the Council shall address a letter of request or other communication to Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer, containing the full mailing address of the requestor. A request to appear as a delegation may be accepted or rejected at the discretion of the presiding officer.
- 4.02 Delegations shall be granted a maximum of ~~five (5)~~ ten (10) -minutes to present the subject matter, with additional time for questions from Council at Council's discretion. ~~to present the matter outlined in their letter.~~ Where the Reeve or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Reeve or other presiding officer.
- 4.03 Notwithstanding Section 4.02, where the Reeve or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter, the Reeve or other presiding officer may limit the length of time granted to the delegation.

## Procedure and Conduct of Council Meetings

- 4.04 Delegations who have not submitted a letter in accordance with Section 4.01 may be granted by the Reeve or other presiding officer a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Sections 4.02 and 4.03 to present the matter outlined.
- 4.05 In the event that a request to appear before Council as a delegation is denied the requestor may address a letter outlining the subject matter to be brought forward to Council and this will be included as a Correspondence item in the Agenda.
- 4.06 Whenever a delegation appears before Council that requires further Council direction, that item requiring action shall be added to a subsequent Council Meeting for consideration.

**SECTION 5 – AGENDA AND ORDER OF BUSINESS**

- 5.01 Prior to each regular meeting, the Chief Administrative Officer shall prepare a statement of the order of business to be known as the "Agenda" of all business to be brought before the Council at such meeting, and to enable the Chief Administrative Officer to do so, all documents and notices of delegation intended to be submitted to the Council shall be received by the Chief Administrative Officer not later than 1:00 p.m., the Wednesday before the regular meeting.
- 5.02 Councillors wishing to add business to the Agenda shall forward that item to the Reeve for inclusion in the Agenda with sufficient time to meet the time requirements outlined in Section 5.01.
- 5.03 The Chief Administrative Officer shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials not later than 4:00 p.m., the Friday before the regular meeting.
- 5.04 Notwithstanding section 5.03, a revised agenda may be developed containing either items that are emergent and require immediate attention by Council, or items with supporting materials that provide additional information for an existing agenda item. This revised agenda shall be distributed not later than 4:00 pm, the Monday before the regular meeting.
- 5.05 Where the deadline in Section 5.04 occurs on a statutory holiday, the revised agenda shall be distributed by 12:00 pm, the Tuesday before the regular meeting.
- 5.06 Where the deadlines in Sections 5.01, 5.02, 5.03, 5.04 or 5.05 are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at the regular meeting.
- 5.07 The business of the Council intended to be dealt with shall be stated in the agenda in the following order:
  - 1. Call to Order
  - 2. Agenda

## Procedure and Conduct of Council Meetings

3. Adoption of the previous minutes
4. Business arising out of the minutes
5. Public Hearings
6. Delegations
7. Bylaws
8. Directives
9. Old Business
10. New Business
11. Councillor Reports
12. Correspondence
13. Confidential Items
14. Adjournment

5.08 The order of business established in the foregoing paragraph shall apply unless altered by the Reeve or presiding officer without objection by a member of Council, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

5.09 The Chief Administrative Officer is authorized to publish the order of business of any Council or Committee meetings in advance of the meeting and prior to the adoption of the Order of Business, and at the discretion of the Chief Administrative Officer, to release to the public or the media all, or any portions of the prepared Agenda materials.

**SECTION 6 – MINUTES**

6.01 The unadopted minutes of Council shall be published.

**SECTION 7 – PUBLIC HEARINGS**

7.01 Public Hearings shall be scheduled and held in accordance with Mountain View County's "Establishing Procedure and Conduct of Public Hearings" Bylaw.

**SECTION 8 – GENERAL**

8.01 Unless otherwise outlined within an approved Terms of Reference, Standing Committees of Council should adopt formal procedures that align with this Bylaw while respecting the character and intent of the committee.

8.02 In all cases not provided for in the proceedings of the Council the "Revised Bourinots Rules of Order" shall be followed and in such cases the decision of the Reeve or other presiding officer shall be final and accepted without debate.

**SECTION 9 - REPEAL OF BYLAW**

9.01 Bylaw No. 21/07 and all amendments thereto are hereby repealed.

**SECTION 10 - EFFECTIVE DATE**

Procedure and Conduct of Council Meetings

10.01 This Bylaw shall come into effect at such time as it has received third (3<sup>rd</sup>) reading and has been signed in accordance with the *Municipal Government Act*.

Read the first time this 25<sup>th</sup> day of November 2020.

Read the second time this 25<sup>th</sup> day of November 2020.

Read the third time this 25<sup>th</sup> day of November 2020.



Reeve



Chief Administrative Officer

November 25, 2020

Date of Signing



**MOUNTAIN VIEW COUNTY**

**BYLAW NO. 24/20**

**PROCEDURE AND CONDUCT OF COUNCIL MEETINGS**

**Consolidated April 4, 2022**

Note: All persons making use of the consolidation are reminded that it has no legislative sanction, that the amendments have been embodied for convenience of reference only, and that the original bylaw should be consulted for all purposes of interpreting and applying the bylaw.

**Mountain View County**

Procedure and Conduct of Council Meetings

Province of Alberta

Bylaw No. 24/20

**A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE PROCEDURE AND CONDUCT OF COUNCIL MEETINGS.**

**SECTION 1 - AUTHORITY**

- 1.01 The Municipal Government Act, Chapter M-26 Statutes of Alberta 2000, and amendments authorizes Council to pass a bylaw in relation to procedure and conduct of public meetings.
- 1.02 This bylaw may be cited as the "Procedure and Conduct of Council Meetings".
- 1.03 Mountain View County hereby enacts the following:

**SECTION 2 – MEETINGS OF COUNCIL**

- 2.01 The regular meetings of Council shall be held in the Council Chamber, Mountain View County Office building on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month or as otherwise determined by resolution of Council at the annual Organizational Meeting.
- 2.02 Regular meetings of Council shall commence at such time as determined by resolution of Council at the annual Organizational Meeting.
- 2.03 The Chief Administrative Officer shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or departure prior to the completion of the meeting.
- 2.04 If a quorum is not present within thirty (30) minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
- 2.05 In the case the Reeve or Deputy Reeve is not in attendance after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chair shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve.

**SECTION 3 – CONDUCT OF MEETINGS**

- 3.01 Every delegate to Council and each member of Council shall address the chair but shall not speak until recognized by the chair.
- 3.02 The Reeve or other presiding officer may, upon request of a member of Council authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and within time limits specified by the Reeve or other presiding officers.

## Procedure and Conduct of Council Meetings

- 3.03 Resolutions do not require a seconder. A resolution may be withdrawn by the mover at any time before voting, subject to there being no objection from any other member of Council.
- 3.04 The following resolutions are not debatable by Council.
- a. Adjournment.
  - b. Take a Recess.
  - c. Question of Privilege.
  - d. Point of Order.
  - e. Limit Debate on the Matter before Council.
  - f. Division of a Question.
- 3.05 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Reeve or other presiding officer so directs.
- 3.06 Whenever the Reeve or other presiding officer is of the opinion that a resolution is contrary to the rules and privileges of the Council, they shall advise the member thereof immediately, before calling the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two-thirds majority vote of the members present.

**SECTION 4 - DELEGATIONS**

- 4.01 A person or a representative of any delegation or group of persons who wishes to appear before Council to bring any matter to the attention of the Council, or who wishes to have any matter considered by the Council shall address a letter of request or other communication to Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer, containing the full mailing address of the requestor. A request to appear as a delegation may be accepted or rejected at the discretion of the presiding officer.
- 4.02 Delegations shall be granted a maximum of ten (10) minutes to present the subject matter, with additional time for questions from Council at Council's discretion. Where the Reeve or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Reeve or other presiding officer.
- (Bylaw No. 08/22)
- 4.03 Notwithstanding Section 4.02, where the Reeve or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter, the Reeve or other presiding officer may limit the length of time granted to the delegation.
- 4.04 Delegations who have not submitted a letter in accordance with Section 4.01 may be granted by the Reeve or other presiding officer a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Sections 4.02 and 4.03 to present the matter outlined.
- 4.05 In the event that a request to appear before Council as a delegation is denied the requestor may address a letter outlining the subject matter to be brought forward to Council and this will be included as a Correspondence item in the Agenda.

## Procedure and Conduct of Council Meetings

- 4.06 Whenever a delegation appears before Council that requires further Council direction, that item requiring action shall be added to a subsequent Council Meeting for consideration.

**SECTION 5 – AGENDA AND ORDER OF BUSINESS**

- 5.01 Prior to each regular meeting, the Chief Administrative Officer shall prepare a statement of the order of business to be known as the "Agenda" of all business to be brought before the Council at such meeting, and to enable the Chief Administrative Officer to do so, all documents and notices of delegation intended to be submitted to the Council shall be received by the Chief Administrative Officer not later than 1:00 p.m., the Wednesday before the regular meeting.
- 5.02 Councillors wishing to add business to the Agenda shall forward that item to the Reeve for inclusion in the Agenda with sufficient time to meet the time requirements outlined in Section 5.01.
- 5.03 The Chief Administrative Officer shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials not later than 4:00 p.m., the Friday before the regular meeting.
- 5.04 Notwithstanding section 5.03, a revised agenda may be developed containing either items that are emergent and require immediate attention by Council, or items with supporting materials that provide additional information for an existing agenda item. This revised agenda shall be distributed not later than 4:00 pm, the Monday before the regular meeting.
- 5.05 Where the deadline in Section 5.04 occurs on a statutory holiday, the revised agenda shall be distributed by 12:00 pm, the Tuesday before the regular meeting.
- 5.06 Where the deadlines in Sections 5.01, 5.02, 5.03, 5.04 or 5.05 are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at the regular meeting.
- 5.07 The business of the Council intended to be dealt with shall be stated in the agenda in the following order:
1. Call to Order
  2. Agenda
  3. Adoption of the previous minutes
  4. Business arising out of the minutes
  5. Public Hearings
  6. Delegations
  7. Bylaws
  8. Directives
  9. Old Business
  10. New Business
  11. Councillor Reports
  12. Correspondence
  13. Confidential Items

## Procedure and Conduct of Council Meetings

## 14. Adjournment

- 5.08 The order of business established in the foregoing paragraph shall apply unless altered by the Reeve or presiding officer without objection by a member of Council, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
- 5.09 The Chief Administrative Officer is authorized to publish the order of business of any Council or Committee meetings in advance of the meeting and prior to the adoption of the Order of Business, and at the discretion of the Chief Administrative Officer, to release to the public or the media all, or any portions of the prepared Agenda materials.

**SECTION 6 – MINUTES**

- 6.01 The unadopted minutes of Council shall be published.

**SECTION 7 – PUBLIC HEARINGS**

- 7.01 Public Hearings shall be scheduled and held in accordance with Mountain View County's "Establishing Procedure and Conduct of Public Hearings" Bylaw.

**SECTION 8 – GENERAL**

- 8.01 Unless otherwise outlined within an approved Terms of Reference, Standing Committees of Council should adopt formal procedures that align with this Bylaw while respecting the character and intent of the committee.
- 8.02 In all cases not provided for in the proceedings of the Council the "Revised Bourinots Rules of Order" shall be followed and in such cases the decision of the Reeve or other presiding officer shall be final and accepted without debate.

**SECTION 9 - REPEAL OF BYLAW**

- 9.01 Bylaw No. 21/07 and all amendments thereto are hereby repealed.

**SECTION 10 - EFFECTIVE DATE**

- 10.01 This Bylaw shall come into effect at such time as it has received third (3<sup>rd</sup>) reading and has been signed in accordance with the *Municipal Government Act*.

Read the first time this 25<sup>th</sup> day of November 2020.



Procedure and Conduct of Council Meetings

Read the second time this 25<sup>th</sup> day of November 2020.

Read the third time this 25th day of November 2020.



Reeve

  
Chief Administrative Officer

November 25, 2020  
Date of Signing

## Request for Decision

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
www.mountainviewcounty.com

SUBJECT:	Bylaw No. LU 09/22	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	Council Meeting	CAO:
MEETING DATE:	April 13, 2022	MANAGER: HM
DEPARTMENT:	Planning and Development Services	DIRECTOR: MB
FILE NO.:	PLRDSD20220005	PREPARER: TC
LEGAL:	NW 7-33-4-5	LEGAL/POLICY REVIEW:
		FINANCIAL REVIEW:

### ADMINISTRATIVE POSITION:

That Council give first reading to Bylaw No. LU 09/22 redesignating the lands within the NW 7-33-4-5 as contained in the agenda package.

That Council set the Public Hearing for Bylaw No. LU 09/22 redesignating the lands within the NW 7-33-4-5 for May 11, 2022, at or after 9:00 a.m.

### BACKGROUND / PROPOSAL:

To redesignate an approximate four point seven-five (4.75) acres from Agricultural District (A) to Country Residential District (R-CR).

#### Application Overview:

Applicant	Bemoco Land Surveying Ltd
Property Owner	BARTHLOW, Ryan J & Shauna R
Title Transfer Date	Dec. 9, 2013
Existing Parcel Size	160 acres
Purpose of redesignation	Create a separate parcel that encompasses one of the dwellings closest to the north boundary of the quarter. The landowners live in the other dwelling.
Division	5
Rural Neighbourhood/Urban Centre	EagleHill/Westward Ho

#### Key Dates, Communications and Information

Application Submitted	January 13, 2022
Application Circulation Period	January 14, 2022 – February 13, 2022
Supportive Information Requested/Submitted	No additional information was requested.
Application Revised from Submission	Yes, the original proposed parcel included the driveway that provides access to the remainder of the quarter. The parcel was reconfigured to allow the access to the balance to be separate from the proposed parcel.
Communications Received from Referrals	<u>EQUS</u> – No objections <u>Telus Communications Inc.</u> – No objections <u>Fortis Alberta</u> – No easement is required <u>Foothills Natural Gas Co-op Limited</u> - Conditionally approves the subdivision. They advise of their standard

	conditions including any existing right-of-way shall remain in effect and any installation of or improvement of natural gas service is the responsibility of the landowner. No secondary lines are permitted to supply natural gas service from one titled property to another.
Objections Received and Addressed	No objections or concerns received during the referral period

Applicable Directions, Policy and Regulations:

Intermunicipal Development Plan	The property is not within an IDP
Municipal Development Plan Bylaw No. 20/20	<p>According to Figure 3 Growth Management Conceptual Strategy this property is within the Agricultural Preservation area.</p> <p><b>Section 3.0 Agricultural Land Use Policies</b></p> <p>3.3.5</p> <p>(a) The “first parcel out” of a previously unsubdivided quarter section may only be supported by the County for the creation of one additional parcel, subject to redesignation and subdivision application and the provisions of the Land Use Bylaw and the MDP.</p> <p>(b) A first parcel out subdivision within the Agricultural Preservation Area or the Potential Multi-Lot Residential Development Area shall be evaluated in accordance with section 3.0 of the MDP.</p> <p>3.3.6 The maximum number of titles in the Agricultural Preservation Area should be two (2) titles per quarter section.</p> <p>3.3.8 All new titles created in an agricultural district for non-agricultural use, shall require a redesignation to the appropriate land use district and a concurrent subdivision application.</p> <p>3.3.9 Non-agricultural uses shall be directed to areas that minimize the impact on agricultural operations.</p> <p>3.3.13 A Country Residential parcel may be permitted from an unsubdivided quarter subject to redesignation and subdivision in lieu of an agricultural parcel or farmstead separation. The parcel size should be two (2) to three (3) acres (0.81 to 1.21 ha). Lot sizes greater than three (3) acres (1.21 ha) (up to a maximum of five (5) acres (2.02 ha)) may be considered where setbacks, topography and easements prevent the creation of a reasonable building envelope.</p>
Area Structure Plan	No ASP has been adopted for this area
Land Use Bylaw No. 21/21	<p><b>Section 12.1 R-CR Country Residential District</b></p> <p><b>Purpose:</b> To accommodate low density, country residential</p>

	uses on unserviced residential parcels and fragmented parcels by way of natural or man-made features of 1.21 - 2.02 ha (3.0 - 5.0 acres) in size that meet Municipal and Provincial servicing standards. Parcel size may increase to 6.07 ha (15.0 acres) when in compliance with an approved Area Structure Plan.
Policy and Procedures	N/A

#### DISCUSSION:

##### Land Use and Development

Predominant land Use on property	The quarter has two dwellings and is mostly tree covered and utilized as livestock pasture.
Predominant development on property	The proposed parcel has a dwelling and accessory buildings, there is a dwelling on the balance of the quarter.
Oil and gas facilities on property/adjacent	There are two oil well effluent pipelines crossing the quarter and an oil well. There is a natural gas pipeline that provides service to the residence on the balance of the quarter. The adjacent quarter to the east has two natural gas pipelines and HVP pipeline and one fuel gas pipeline, and two crude oil pipelines one has a status of abandoned.
Surrounding land uses	Six of the surrounding quarters have one parcel subdivided, one has two parcels subdivided, and one of the adjacent quarters is unsubdivided. The quarter directly to the east (NE7) has an area in the southeast corner that is zoned Aggregate Extraction/Processing District. The operator of the pit was circulated, and no objection or concern was received.
Proximity to utilities	The parcel contains a serviced residential site.

##### Physical and Natural Features

Waterbodies and wetlands on property	There is a seasonal unclassified stream on the balance of the quarter, the proposed parcel has a dugout/pond that was created because of a borrow pit.
Topographical constraints on property	The property is relatively flat with minor changes to the topography, no constraints were identified during the site visit.
ESA areas and classifications	There are no ESA areas identified within the quarter.
Drainage and Soil Characteristics	The entire quarter section has a CLI soil classification of 5 and according to AGRASID the property has as the 1 <sup>st</sup> Dominant soil of Class 3H and a 2 <sup>nd</sup> Co-Dominant soil of Class 7WV.
Potential for Flooding	No risk for flooding was identified during the site visit.

##### Planning and Development History

Prior RD/SD/DP Applications	PLDP20130385 – Dwelling, modular. PLDP20180100 – Dwelling, secondary
Encumbrances on title affecting application	Life Estate Agreement – the landowner has advised that the parties named in the life estate are aware of the application and support it.

#### Servicing and Improvements Proposed

Water Services	Private existing
Sewer Services	Private existing
Stormwater/Drainage Improvements	No improvements proposed
Solid Waste Disposal	No improvements proposed

Suitability Assessment: Site assessment evaluation to be done at time of Public Hearing.

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#### OPTIONS / BENEFITS / DISADVANTAGES:

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#### ATTACHMENT(S):

- 01 - Bylaw No. LU 09/22 and Schedule "A"
- 02 - Location, Land Use and Ownership Map
- 03 - Proposed Redesignation Sketch
- 04 - Environmental Scan Maps
- 05 - Aerial Photograph
- 06 - Figure 3 MDP



BYLAW NO. LU 09/22

Being a Bylaw of Mountain View County in the Province of Alberta to amend Land Use Bylaw No. 21/21 affecting NW 7-33-4-5 pursuant to the Municipal Government Act.

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The Council of Mountain View County, duly assembled, enacts that Bylaw No. 21/21 be amended as follows:

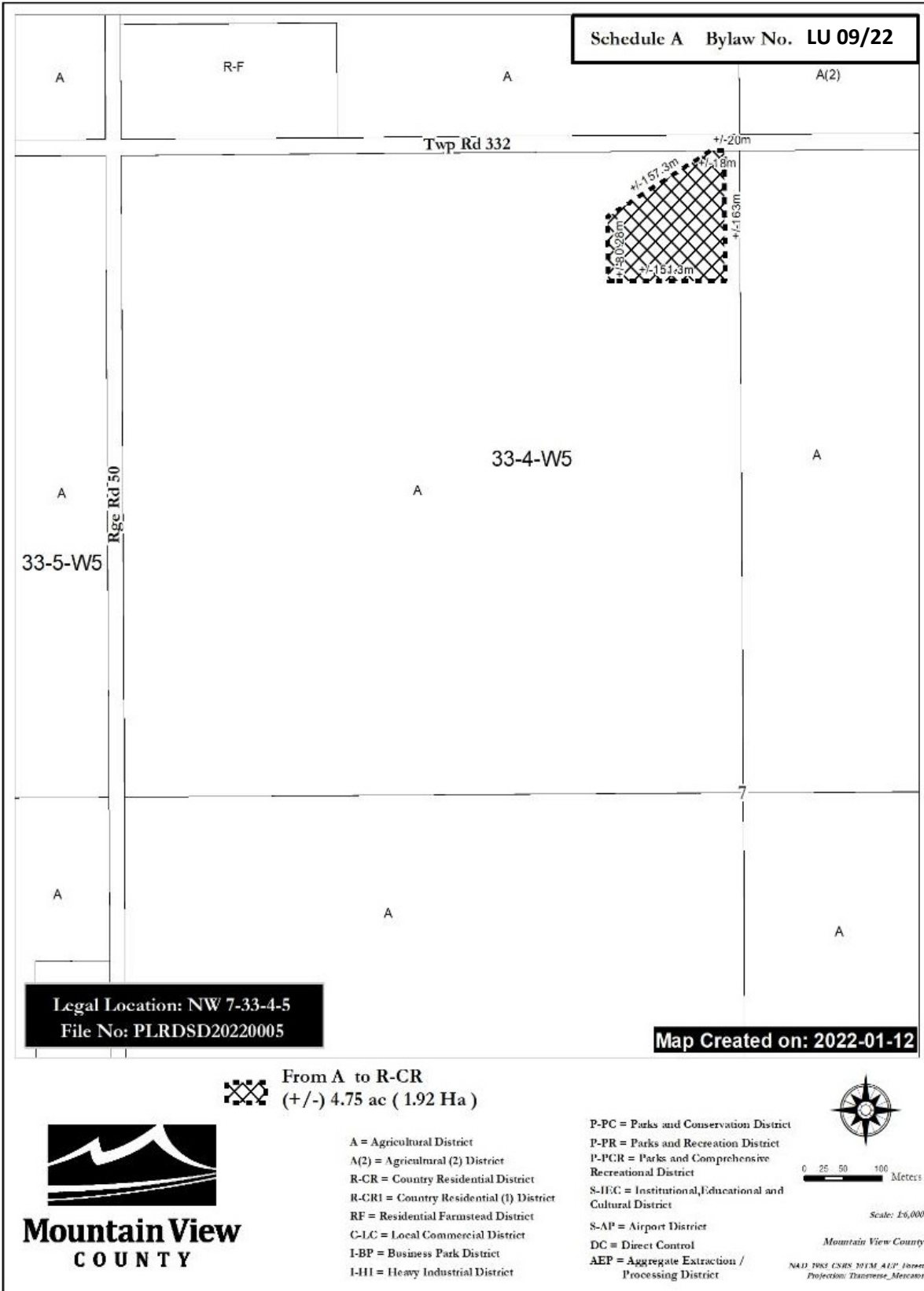
To redesignate from Agricultural District (A) to Country Residential District (R-CR) an approximate four point seven-five (4.75) acres (1.92 hectares) in the Northwest (NW) Quarter of Section seven (7), Township thirty-three (33), Range four (4), West of the fifth (5<sup>th</sup>) Meridian, as outlined on Schedule "A" attached hereto.

Received first reading \_\_\_\_\_,

\_\_\_\_\_  
Reeve

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

\_\_\_\_\_  
Date of Signing





## Mountain View COUNTY

### Location, Land Use, Ownership & Circulation

#### Legend

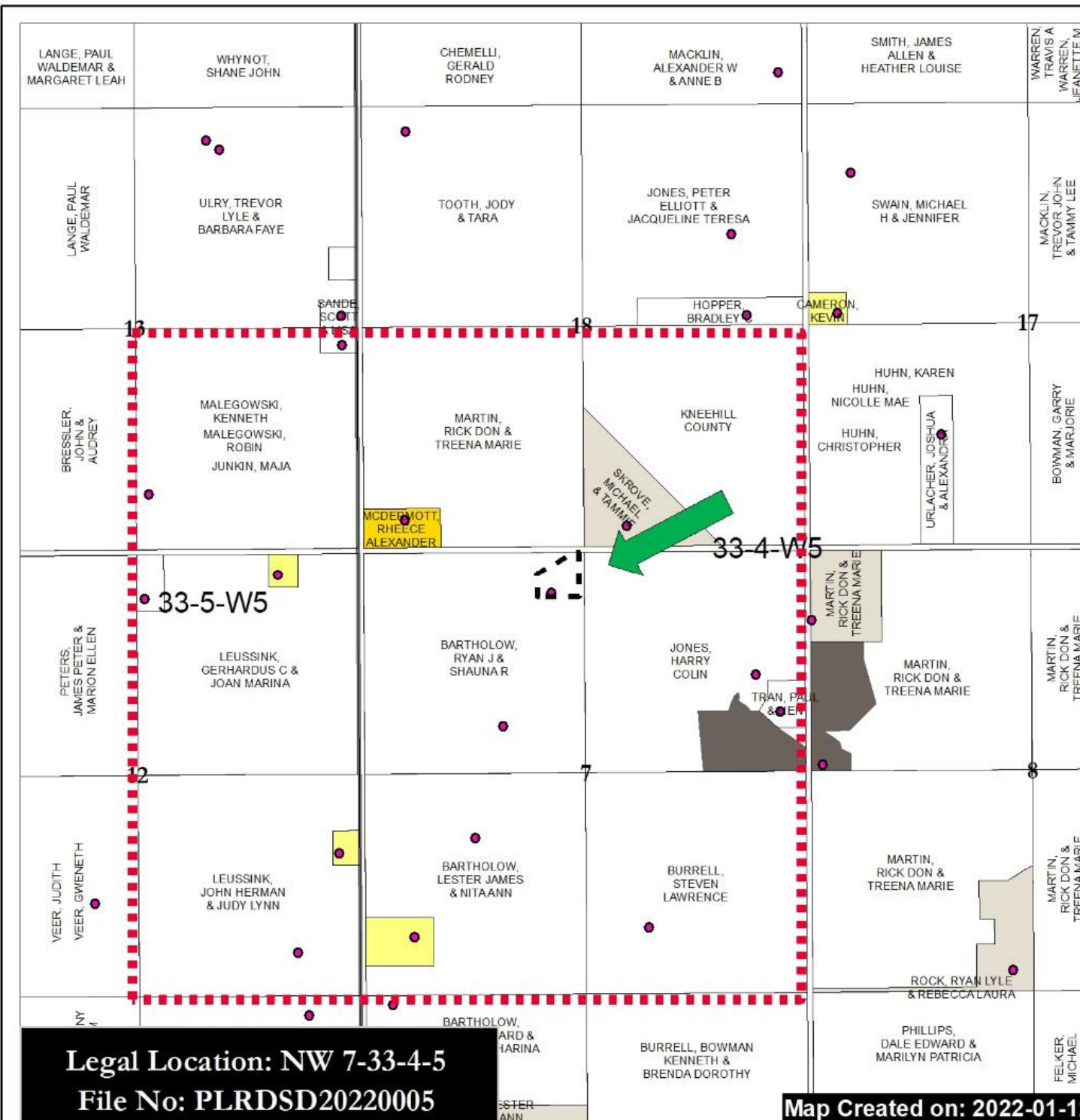
- Rural Address
- Proposed Redesignation Subdivision Boundary
- Land Use Zoning**
  - Agricultural District (A)
  - Agricultural (2) District (A(2))
  - Country Residential District (R-CR)
  - Country Residential (1) District (R-CR1)
  - Residential Farmstead District (R-F)
  - Local Commercial District (C-LC)
  - Business Park District (I-BP)
  - Heavy Industrial District (I-HI)
  - Aggregate Extraction/Processing District (AEP)
  - Parks and Conservation District (P-PC)
  - Parks and Recreation District (P-PR)
  - Parks and Comprehensive Recreational District (P-PCR)
  - Institutional, Educational and Cultural District (S-IEC)
  - Airport District (S-AP)
  - Direct Control
- Subject Land
- Landowners Circulated



0 250 500 1,000 Meters

Scale: 1:20,000

Mountain View County  
NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator



Legal Location: NW 7-33-4-5  
File No: PLRDS20220005

Map Created on: 2022-01-12

LOT 1  
BLOCK 1  
PLAN 181 0217

**S.W. 1/4 Sec. 18-33-4-5**

R/W  
PLAN  
201 1130

ROAD ALLOWANCE

PROPOSED  
JOINT  
ACCESS

R/W PLAN 151 3398

EXISTING  
ACCESS

APPROX.  
SEPTIC  
TANK

POND

DWELLING

W/C 4-7

W/C  
102/13-18

**Lot 1  
Block 1**  
±1.92 HA.  
(±4.74 AC.)

**N.E. 1/4 Sec. 12-33-5-5**

ROAD ALLOWANCE

**N.E. 1/4 Sec. 7-33-4-5**

*Remainder of the*  
**N.W. 1/4 Sec. 7-33-4-5**

EXISTING DRIVEWAY

EXISTING DRIVEWAY

RESIDENCE

R/W PLAN  
1297 LK

R/W PLAN  
991 2207

R/W PLAN 121 0716

**S.W. 1/4 Sec. 7-33-4-5**

**7**  
-33-4-5

**MOUNTAIN VIEW COUNTY  
TENTATIVE PLAN**

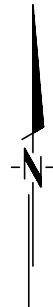
SHOWING

**PROPOSED SUBDIVISION**

OF PART OF THE

**N.W 1/4 7-33-4-5**

**PROPOSED R-CR ZONING**



SCALE = 1:5000

NOTES:

- Buildings are plotted from aerial photo and are approx.
- Distances shown are in metres.
- Area dealt with is bounded thus and contains 1.92 Ha. (4.74 acres)

**BEMOCO LAND  
SURVEYING LTD.**

100, 6040-47th AVENUE

RED DEER, AB., PH. 403-342-2611

WWW.BEMOCO.COM

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REV	DATE	DESCRIPTION
3	Jan 10-22	Issued
FILE No: S-087-21 tent		





MOUNTAIN VIEW COUNTY  
TENTATIVE PLAN  
SHOWING  
PROPOSED SUBDIVISION  
OF PART OF THE  
N.W 1/4 7-33-4-5  
PROPOSED R-CR ZONING



SCALE = 1:5000

NOTES:

- Buildings are plotted from aerial photo and are approx.
- Distances shown are in metres.
- Area dealt with is bounded thus and contains 1.92 Ha. (4.74 acres)

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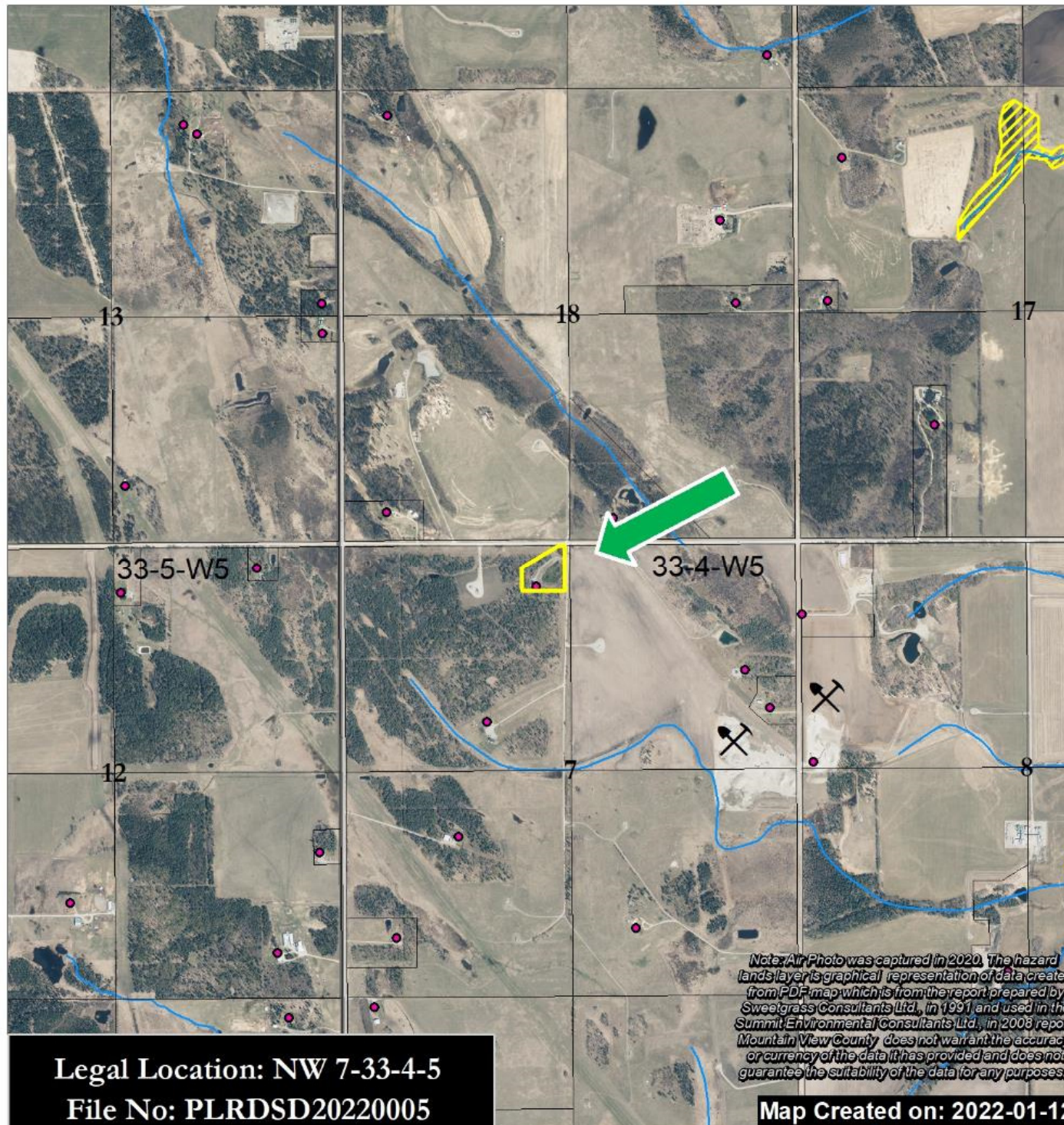
REV	DATE	DESCRIPTION
3	Jan 10-22	Issued
FILE No: S-087-21 tent		





# Mountain View COUNTY

## Environmental Scan



### Legend

- Floodway
- Flood Funge
- Environmental Scan**
  - Rivers and Creeks
  - Floodplain
  - Aeolian Deposit
  - Wetlands
  - Colonial Nesting Bird Range
  - Provincial ESA (2014)
- Environmentally Significant Areas**
  - 1 (Very High)
  - 2 (High)
  - 3 (Moderate)
  - 4 (Low)
- Alberta Merged Wetland**
  - Bog
  - Fen
  - Marsh
  - Open Water
  - Swamp
- Conservation Easement (Legacy Land Trust Society)
- Rural Address
- Proposed Redesignation Subdivision Boundary
- Growth Centres
- Historical Resources**
  - <all other values>
  - a-Archaeological Resources
  - a, p
  - h-Historical Sites
  - p-Paleontological Resources
- Nuisance Grounds**
  - Landfills
  - Gravel Pits
  - Sewage Lagoons
  - CFO - NRCB Approved
- Subject Land



0 50 00 200 300 400 500 600 700 800  
Meters

Scale: 1:20,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator





# Mountain View COUNTY

## Environmental Scan

### Legend

#### Provincial Flood Mapping

- Provincial Flood Mapping
- Floodway
- Flood Fringe

#### Environmental Scan

- Rivers and Creeks
- Floodplain
- Aeolian Deposit
- Wetlands
- Colonial Nesting Bird Range
- Provincial ESA (2014)

#### Environmentally Significant Areas

ESA\_number

- 1 (Very High)
- 2 (High)
- 3 (Moderate)
- 4 (Low)

#### Alberta Merged Wetland

- Bog
- Fen
- Marsh
- Open Water
- Swamp

Conservation Easement (Legacy Land Trust Society)

Rural Address

Proposed Redesignation Subdivision Boundary

Growth Centres

#### Historical Resources

- <all other values>
- a-Archaeological Resources
- a, p
- h-Historical Sites
- p-Palaeontological Resources

#### Nuisance Grounds

- Landfills
- Gravel Pits
- Sewage Lagoons
- CFO - NRCB Approved

Note: Air Photo was captured in 2020. The hazard landslayer is graphical representation of data created from PDF map which is from the report prepared by Sweetgrass Consultants Ltd., in 1991 and used in the Summit Environmental Consultants Ltd., in 2008 report. Mountain View County does not warrant the accuracy or currency of the data it has provided and does not guarantee the suitability of the data for any purposes.

Legal Location: NW 7-33-4-5  
File No: PLRDSD20220005

Map Created on: 2022-01-12



0 50 100  
Meters

Scale: 1:5,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator









## Mountain View COUNTY

### Growth Management Conceptual Strategy Figure 3

#### Legend

- Highway
- County Collector Network(CCN)
- Special Policy Area:
  - Highway 2/27  
(Concept Plans Required)
- Growth Centres  
(ASPs / Concept Plans Required)
- Economic Nodes  
(ASPs / Concept Plans Required)
- Towns/Village
- IDPs
- Agricultural Preservation Area
- Potential Multi-Lot Residential Development Area

\*Adapted from the Canada Land Inventory Class 1,2 & 3 soils: AGRASID's Land Suitability Rating System (LSRS) Class 2 & 3 as the 1st Dominant or Co-Dominant; as well as Environmentally Significant Areas (ESA) are shown shaded. Boundaries are not exact and boundaries must be confirmed or corrected from municipal assessment maps and field investigation. \*

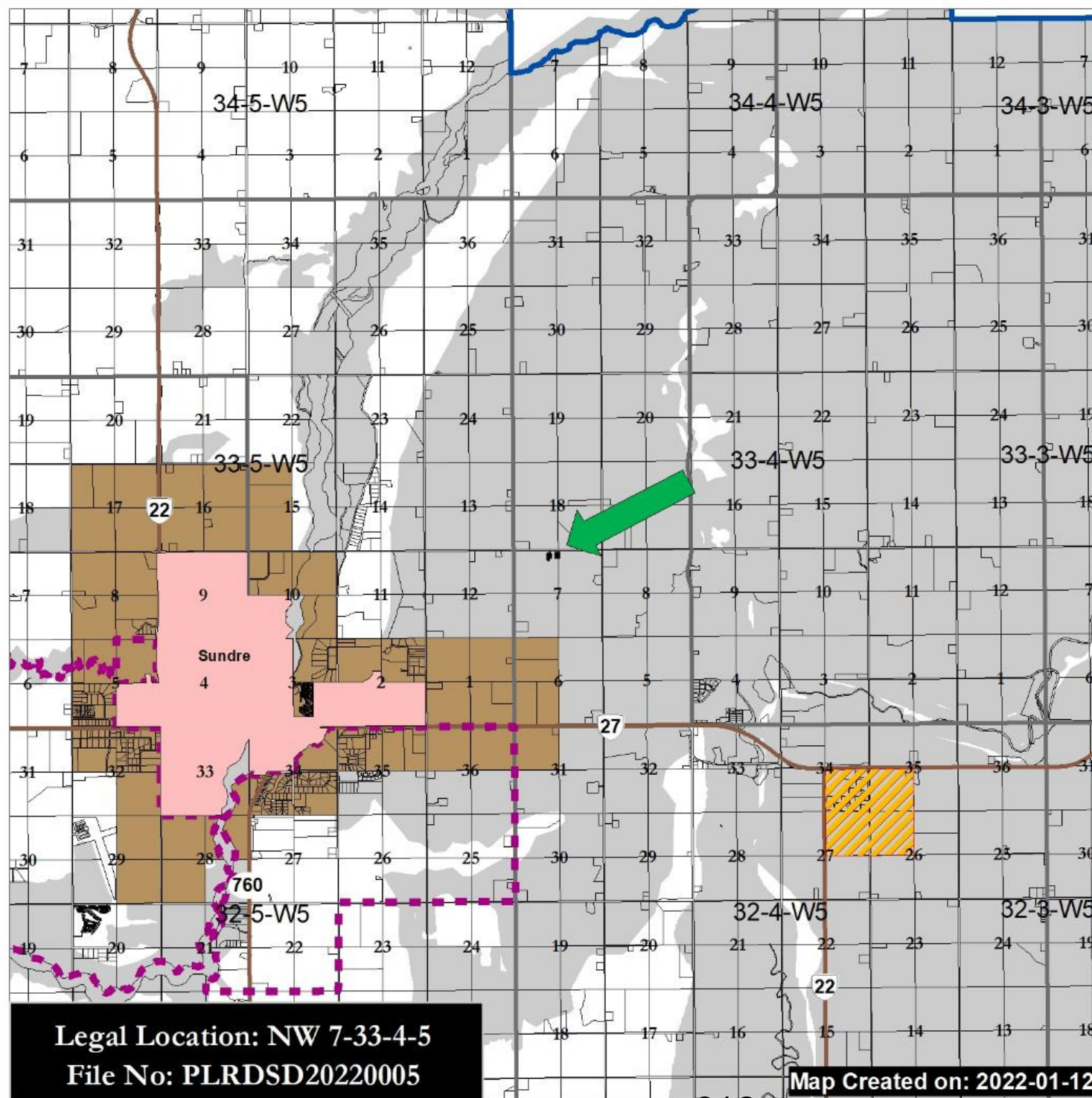


0 750 1,500 3,000 4,500 Meters

Scale: 1:100,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse Mercator



## Request for Decision

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
www.mountainviewcounty.com

SUBJECT:	Bylaw No. LU 12/22	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	Council Meeting	CAO:
MEETING DATE:	April 13, 2022	MANAGER: HM
DEPARTMENT:	Planning and Development Services	DIRECTOR: MB
FILE NO.:	PLRDSD20220013	PREPARER: TC
LEGAL:	NE 35-30-28-4	LEGAL/POLICY REVIEW:
		FINANCIAL REVIEW:

### ADMINISTRATIVE POSITION:

That Council give first reading to Bylaw No. LU 12/22 redesignating the lands within the NE 35-30-28-4 as contained in the agenda package.

That Council set the Public Hearing for Bylaw No. LU 12/22 redesignating the lands within the NE 35-30-28-4 for May 11, 2022 at or after 9:00 a.m.

### BACKGROUND / PROPOSAL:

To redesignate an approximate nine point two six (9.26) acres from Agricultural District (A) to Residential Farmstead District (R-F).

#### Application Overview:

Applicant	THOMPSON, Dustin Levi & Lorelei Dawn
Property Owner	THOMPSON, Dustin Levi & Lorelei Dawn
Title Transfer Date	Feb. 9, 2018
Existing Parcel Size	163.56 acres
Purpose of redesignation	To create a separate parcel for the farmstead site.
Division	3
Rural Neighbourhood/Urban Centre	Midway

#### Key Dates, Communications and Information

Application Submitted	January 14, 2022
Application Circulation Period	January 21, 2022, to February 20, 2022
Supportive Information Requested/Submitted	No additional information requested.
Application Revised from Submission	No
Communications Received from Referrals	<p><u>Telus Communications</u> – No objections.</p> <p><u>Fortis Alberta</u> – No easement is required.</p> <p><u>Alberta Transportation</u> – The proposal must meet the requirements of Sections 14 and 15 of the Subdivision and Development Regulation, due to the proximity of Highway 791. The department is currently protecting Highway 791 to a Minor Two-Lane standard at this location.</p> <p>If the proposed use complies with the Land Use Bylaw, the above-noted subdivision proposal meets both Section 14 and 15 of the Regulation, therefore, no variance from Alberta Transportation is required. The department</p>



	<p>anticipates minimal impact on the highway from this proposal. Additionally, there is no direct access to the highway as well as sufficient local road access to the subdivision and adjacent lands.</p> <p>Should the approval authority receive any appeals regarding this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d)(ii) of the regulation, Alberta Transportation (AT) agrees to waive the referral distance for this particular subdivision application. As far as AT is concerned an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.</p>
Objections Received and Addressed	No objections received.

Applicable Directions, Policy and Regulations:

Intermunicipal Development Plan	The property is not within an IDP.
Municipal Development Plan Bylaw No. 20/20	<p>According to Figure 3 Growth Management Conceptual Strategy the property is within Agricultural Preservation. This area allows for two titles within a quarter.</p> <p><b>3.0 Agricultural Land Use Policies</b></p> <p>3.3.5 (a) The “first parcel out” of a previously unsubdivided quarter section may only be supported by the County for the creation of one additional parcel, subject to redesignation and subdivision application and the provisions of the Land Use Bylaw and the MDP.</p> <p>(b) A first parcel out subdivision within the Agricultural Preservation Area or the Potential Multi-Lot Residential Development Area shall be evaluated in accordance with section 3.0 of the MDP.</p> <p>3.3.6 The maximum number of titles in the Agricultural Preservation Area should be two (2) titles per quarter section.</p> <p>3.3.8 All new titles created in an agricultural district for non-agricultural use, shall require a redesignation to the appropriate land use district and a concurrent subdivision application.</p> <p>3.3.9 Non-agricultural uses shall be directed to areas that minimize the impact on agricultural operations.</p> <p>3.3.10 A farmstead separation, considered a non-agricultural use, may be subdivided from a previously unsubdivided quarter section, where the farmstead has been in existence for a minimum of 10 years or more at the time of application.</p> <p>3.3.11 The maximum parcel size for farmstead separations should be 9 acres (3.64 ha) with a minimum parcel size of two (2) acres (0.81 ha). Larger lot sizes may</p>

	<p>be permitted when required for shelter belts, ancillary buildings, physical characteristics, and land required to provide physical access.</p> <p>3.3.12 Farmstead separation applications shall be considered a non-agricultural subdivision and therefore shall require redesignation to an appropriate land use district, and will be reviewed in accordance with the following criteria:</p> <ul style="list-style-type: none"> <li>(i) Demonstration that the Farmstead satisfies the definition of a Farmstead as contained in the Plan;</li> <li>(ii) The proposed parcel is a single parcel created from a previously unsubdivided quarter section;</li> <li>(iii) The proposed parcel is compact and limited in size to the original Farmstead as defined by physical characteristics, vegetation and shelter belts and such other land as required to provide physical access to the site and does not include cultivated farmland, pastureland or lands suitable for agricultural production as part of the remainder unless included within a shelter belt and the physically defined area of the farmstead. Fencing alone shall not constitute a physical defined area of the farmstead;</li> <li>(iv) Access to the proposed parcel is available via direct access or easement or panhandle road to a developed public roadway acceptable to the Municipality;</li> <li>(v) The balance of the quarter section is maintained as an agricultural land use; and</li> <li>(vi) Where two (2) detached dwelling units exist on the proposed farmstead separation parcel, the County may consider redesignation and subdivision approval. At the Subdivision stage, the Approving Authority (Municipal Planning Commission or Administrative Subdivision and Development Approving Authority) may deem the additional dwelling legally non-conforming.</li> </ul>
Area Structure Plan	An ASP has not been developed for this area.
Land Use Bylaw No. 21/21	<p><b>Section 12.3 R-F Residential Farmstead District</b></p> <p><u>Purpose:</u> To accommodate a single residential parcel of land containing the farmstead from an unsubdivided quarter section. Agricultural uses may be accessory to the residential use.</p>
Policy and Procedures	N/A

**DISCUSSION:**

**Land Use and Development**

Predominant land use on property	Agricultural and Farmstead residential
----------------------------------	--

Predominant development on property	The proposed parcel has two dwellings and agricultural accessory buildings.
Oil and gas facilities on property/adjacent	The quarter is bisected by natural gas pipelines, one of the pipelines provides service to the residential site. There is one flowing coalbed methane well on the balance and one abandoned well. The wells are well removed from the proposal and should not impact the proposed parcel.
Surrounding land uses	The surrounding quarters are mostly agricultural properties. Three of the adjacent quarters have one subdivision and one to the northwest has four residential parcels.
Proximity to utilities	The proposed parcel encompasses a serviced residential site.

#### Physical and Natural Features

Waterbodies and wetlands on property	There are no waterbodies within the quarter.
Topographical constraints on property	The property is relatively flat with very little change in the topography, no concerns were identified during the site visit.
ESA areas and classifications	There is one small area on the balance of the quarter towards the west side of the quarter and well removed from the proposal that has been identified as ESA Level 2. According to the Alberta Merged Wetland data there are several areas identified as marsh. These areas should not impact the proposal.
Drainage and Soil Characteristics	According to CLI the quarter has Class 1 soils. The AGRASID LSRS has identified that quarter has a dominant soil type of 2H and a co-dominant of 5W.
Potential for Flooding	No flood risk was noted during the site visit.

#### Planning and Development History

Prior RD/SD/DP Applications	None
Encumbrances on title affecting application	None

#### Servicing and Improvements Proposed

Water Services	Private existing
Sewer Services	Private existing
Stormwater/Drainage Improvements	No improvements proposed
Solid Waste Disposal	No improvements proposed

Suitability Assessment: Site assessment evaluation to be done at time of Public Hearing.

---

#### OPTIONS / BENEFITS / DISADVANTAGES:

---

#### ATTACHMENT(S):

- 01 - Bylaw No. LU 12/22 and Schedule "A"
- 02 - Location, Land Use and Ownership Map
- 03 - Proposed Redesignation Sketch
- 04 - Environmental Scan Maps
- 05 - Aerial Photograph
- 06 - Figure 3 MDP

BYLAW NO. LU 12/22

Being a Bylaw of Mountain View County in the Province of Alberta to amend Land Use Bylaw No. 21/21 affecting NE 35-30-28-4 pursuant to the Municipal Government Act.

---

The Council of Mountain View County, duly assembled, enacts that Bylaw No. 21/21 be amended as follows:

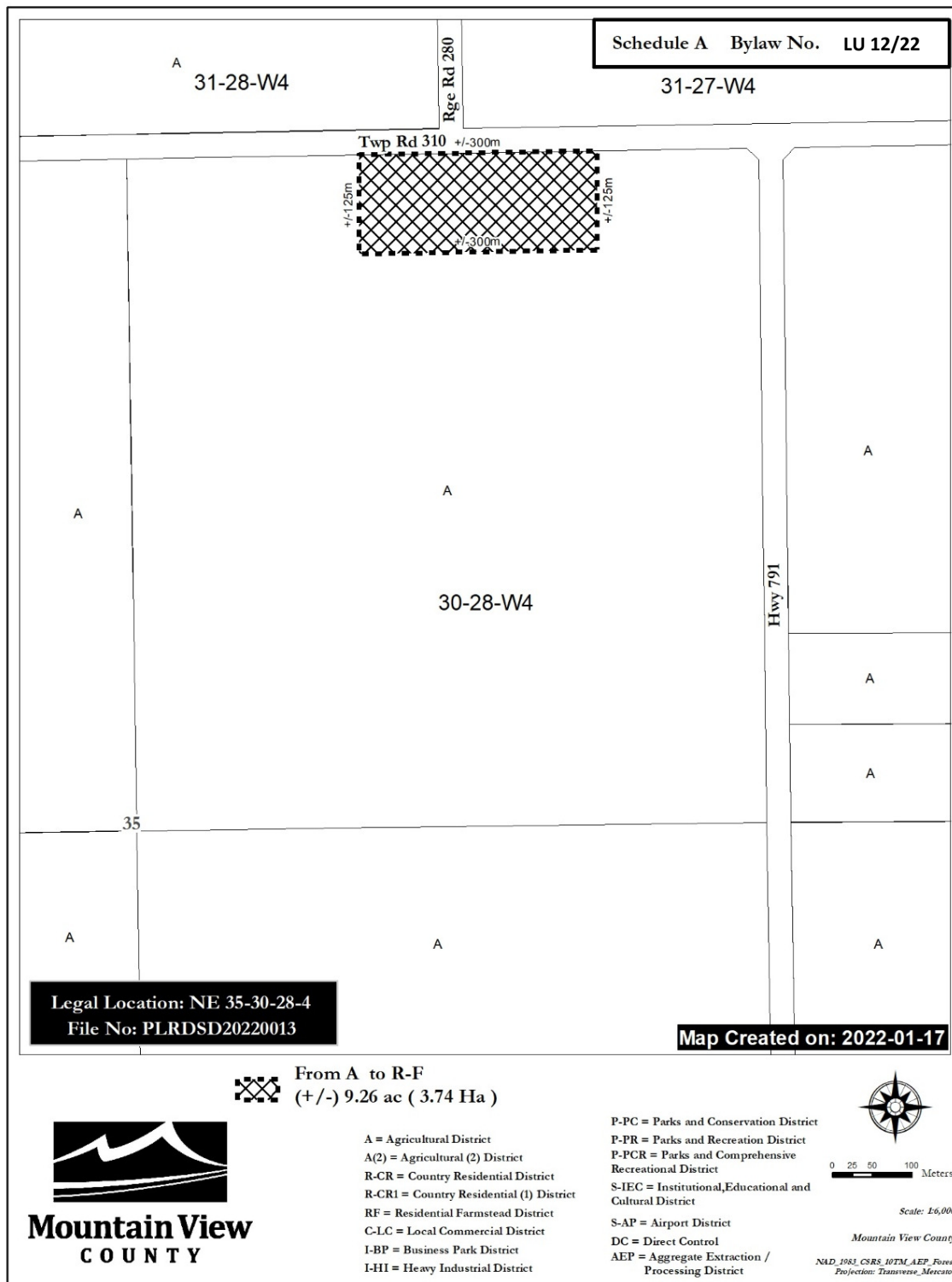
To redesignate from Agricultural District (A) to Residential Farmstead District (R-F) an approximate nine point two-six (9.26) acres (3.74 hectares) in the Northeast (NE) Quarter of Section thirty-five (35), Township thirty (30), Range twenty-eight (28), West of the fourth (4<sup>th</sup>) Meridian, as outlined on Schedule "A" attached hereto.

Received first reading \_\_\_\_\_,

\_\_\_\_\_  
Reeve

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

\_\_\_\_\_  
Date of Signing







## Mountain View COUNTY

### Location, Land Use, Ownership & Circulation

#### Legend

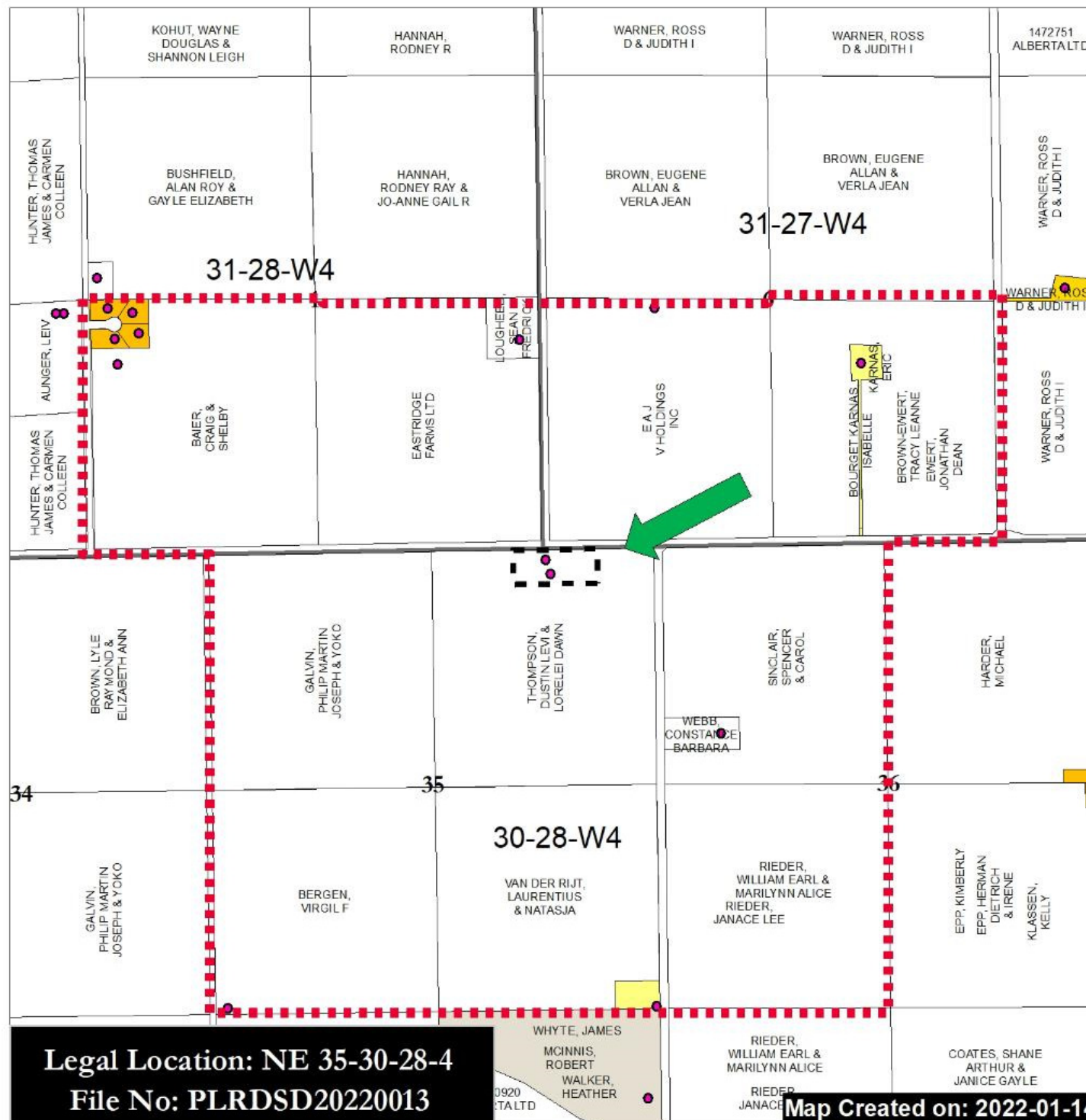
- Rural Address
- Proposed Redesignation Subdivision Boundary
- Land Use Zoning**
  - Agricultural District (A)
  - Agricultural (2) District (A(2))
  - Country Residential District (R-CR)
  - Country Residential (1) District (R-CR1)
  - Residential Farmstead District (R-F)
  - Local Commercial District (C-LC)
  - Business Park District (I-BP)
  - Heavy Industrial District (I-HI)
  - Aggregate Extraction/Processing District (AEP)
  - Parks and Conservation District (P-PC)
  - Parks and Recreation District (P-PR)
  - Parks and Comprehensive Recreational District (P-PCR)
  - Institutional, Educational and Cultural District (S-IEC)
  - Airport District (S-AP)
  - Direct Control
- Subject Land
- Landowners Circulated



0 250 500 1,000 Meters

Scale: 1:20,000

Mountain View County  
NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator



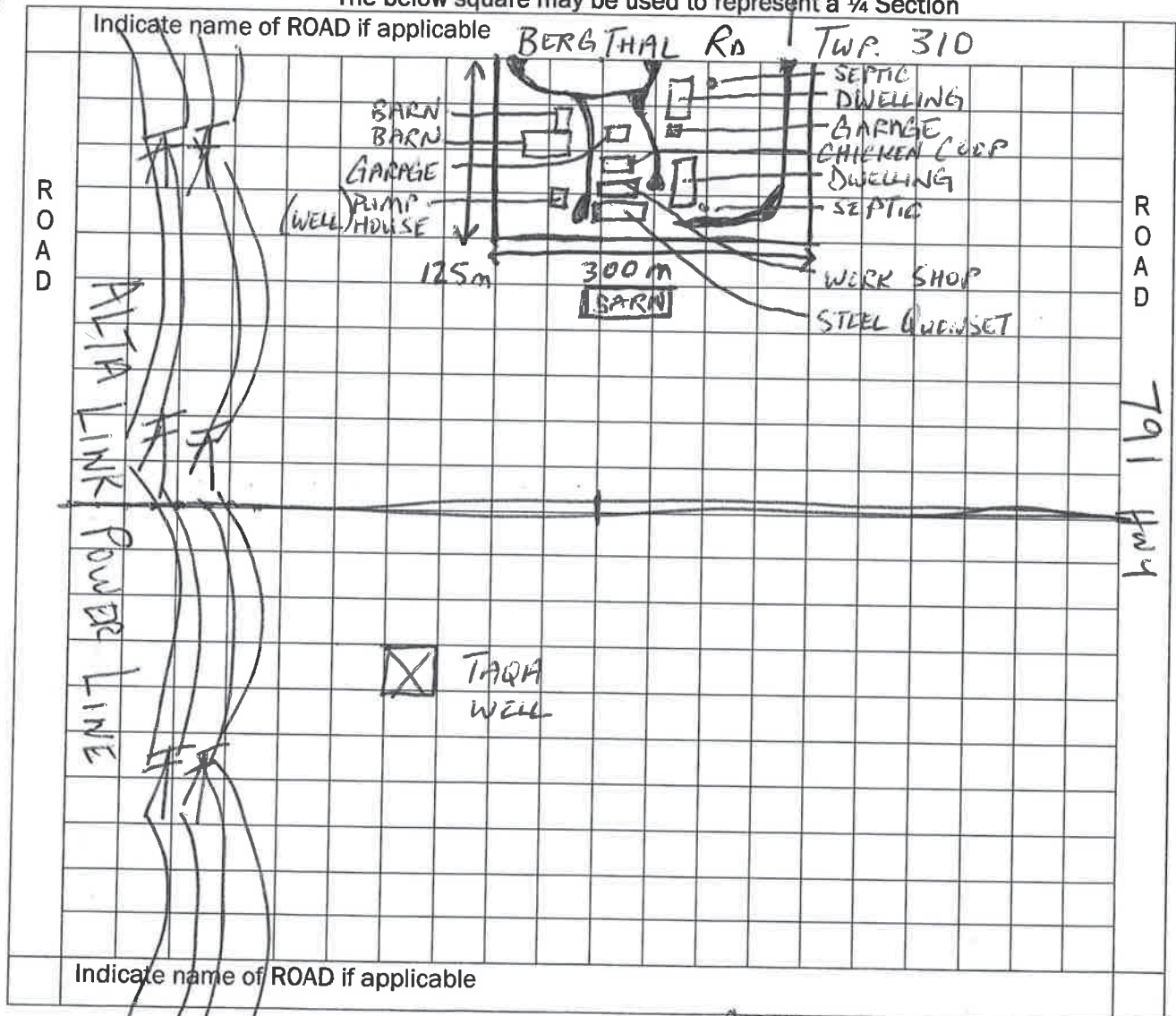
## PROPOSED REDESIGNATION/SUBDIVISION SKETCH

The Site Plan **must** include all of the following information (if applicable) in order for it to be considered complete:

- ☐ Location, dimensions, and boundaries of the entire property and of the portion of the property to be redesignated/subdivided;
- ☐ Location and dimensions of existing buildings and structures on the property, including distances from property lines. Identify buildings that will be demolished or moved;
- ☐ Location and names of proposed and existing roadways, driveways and road approaches;
- ☐ Location of existing wells and septic systems;
- ☐ Location and description of natural site features such as steep slopes, water bodies or courses, woodlots and shelterbelts;
- ☐ Location and description of man made site features such as drainage ditches, wells and private sewage disposal systems, gravel working, etc.;
- ☐ Location, dimensions and boundaries of proposed lot boundaries and rights-of-way (if applicable).



The below square may be used to represent a 1/4 Section



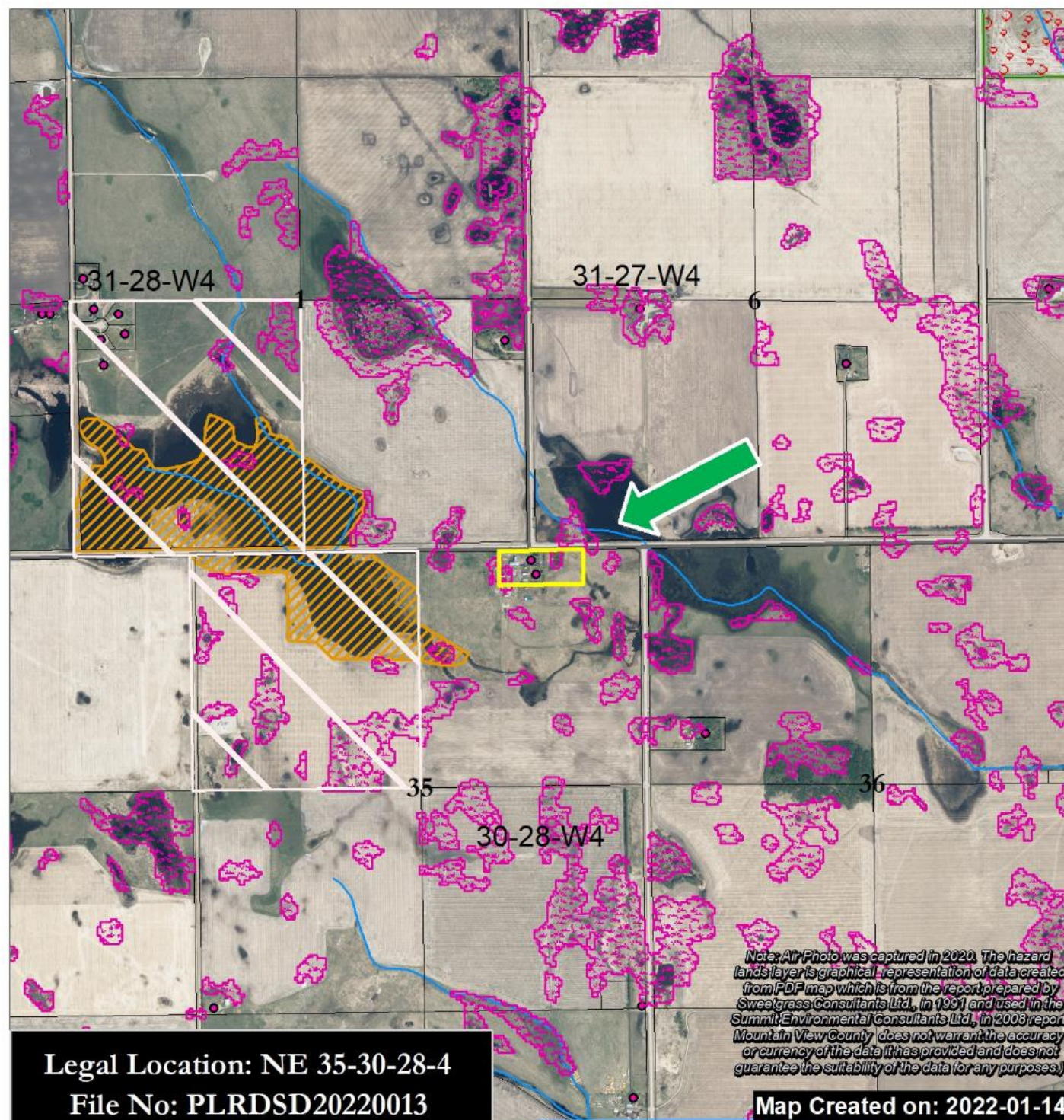
THE PERIMETER IS 850 m  
THE AREA IS 37,323 m<sup>2</sup>  
9.2227 ACRES





# Mountain View COUNTY

## Environmental Scan



Legal Location: NE 35-30-28-4  
File No: PLRDSD20220013

Note: Air Photo was captured in 2020. The hazard lands layer is graphical representation of data created from PDF map which is from the report prepared by Sweetgrass Consultants Ltd., in 1991 and used in the Summit Environmental Consultants Ltd., in 2008 report. Mountain View County does not warrant the accuracy or currency of the data it has provided and does not guarantee the suitability of the data for any purposes.

Map Created on: 2022-01-14

### Legend

- Floodway
- Flood Funge
- Environmental Scan
- Rivers and Creeks
- Floodplain
- Aolian Deposit
- Wetlands
- Colonial Nesting Bird Range
- Provincial ESA (2014)
- Conservation Easement (Legacy Land Trust Society)
- Rural Address
- Proposed Redesignation Subdivision Boundary
- Growth Centres
- Historical Resources
- <all other values>
- a-Archaeological Resources
- a, p
- h-Historical Sites
- p-Paleontological Resources
- Nuisance Grounds
- Landfills
- Gravel Pits
- Sewage Lagoons
- CFO - NRCB Approved
- Subject Land

### Environmentally Significant Areas

ESA\_number

- 1 (Very High)
- 2 (High)
- 3 (Moderate)
- 4 (Low)

### Alberta Merged Wetland

- Bog
- Fen
- Marsh
- Open Water
- Swamp



0 50 00 200 300 400 500 600 700 800  
Meters

Scale: 1:20,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator





## Mountain View COUNTY

### Environmental Scan

#### Legend

##### Provincial Flood Mapping

- Provincial Flood Mapping
- Floodway
- Flood Fringe

##### Environmental Scan

- Rivers and Creeks
- Floodplain
- Aeolian Deposit
- Wetlands
- Colonial Nesting Bird Range
- Provincial ESA (2014)

##### Environmentally Significant Areas

ESA\_number

- 1 (Very High)
- 2 (High)
- 3 (Moderate)
- 4 (Low)

##### Alberta Merged Wetland

- Bog
- Fen
- Marsh
- Open Water
- Swamp

- Conservation Easement (Legacy Land Trust Society)
- Rural Address

- Proposed Redesignation Subdivision Boundary
- Growth Centres

##### Historical Resources

- <all other values>
- a-Archaeological Resources
- a, p
- h-Historical Sites
- p-Palaeontological Resources

##### Nuisance Grounds

- Landfills
- Gravel Pits
- Sewage Lagoons
- CFO - NRCB Approved

Note: Air Photo was captured in 2020. The hazard lands layer is graphical representation of data created from PDF map which is from the report prepared by Sweetgrass Consultants Ltd., in 1991 and used in the Summit Environmental Consultants Ltd., in 2008 report. Mountain View County does not warrant the accuracy or currency of the data it has provided and does not guarantee the suitability of the data for any purposes.



0 50 100  
Meters

Scale: 1:5,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator

Legal Location: NE 35-30-28-4  
File No: PLRDSD20220013

Map Created on: 2022-01-14





# Mountain View COUNTY

## Site Dimension

### Legend

- |   |                         |
|---|-------------------------|
| ● Application Location                      | <b>Pipelines</b>        |
| ● Rural Address                             | --- <all other values>  |
| <b>Gas Plants, Battery Sites, etc.</b>      | <b>SUBST_A</b>          |
| ● <all other values>                        | — CRUDE OIL             |
| Gas Processing Plant                        | — FRESH WATER           |
| Wells                                       | — FUEL GAS              |
| Proposed Redesignation Subdivision Boundary | — HVP PRODUCTS          |
| Altalink Powerline Buffer (30m)             | — LVP PRODUCTS          |
| Streetlights - Fortis                       | — MISCELLANEOUS LIQUIDS |
| Power Poles - Fortis                        | — NATURAL GAS           |
|   | — OIL WELL EFFLUENT     |
|   | — SALT WATER            |
|   | — SOUR NATURAL GAS      |
|   | — UNKNOWN               |



Scale: 1:2,500

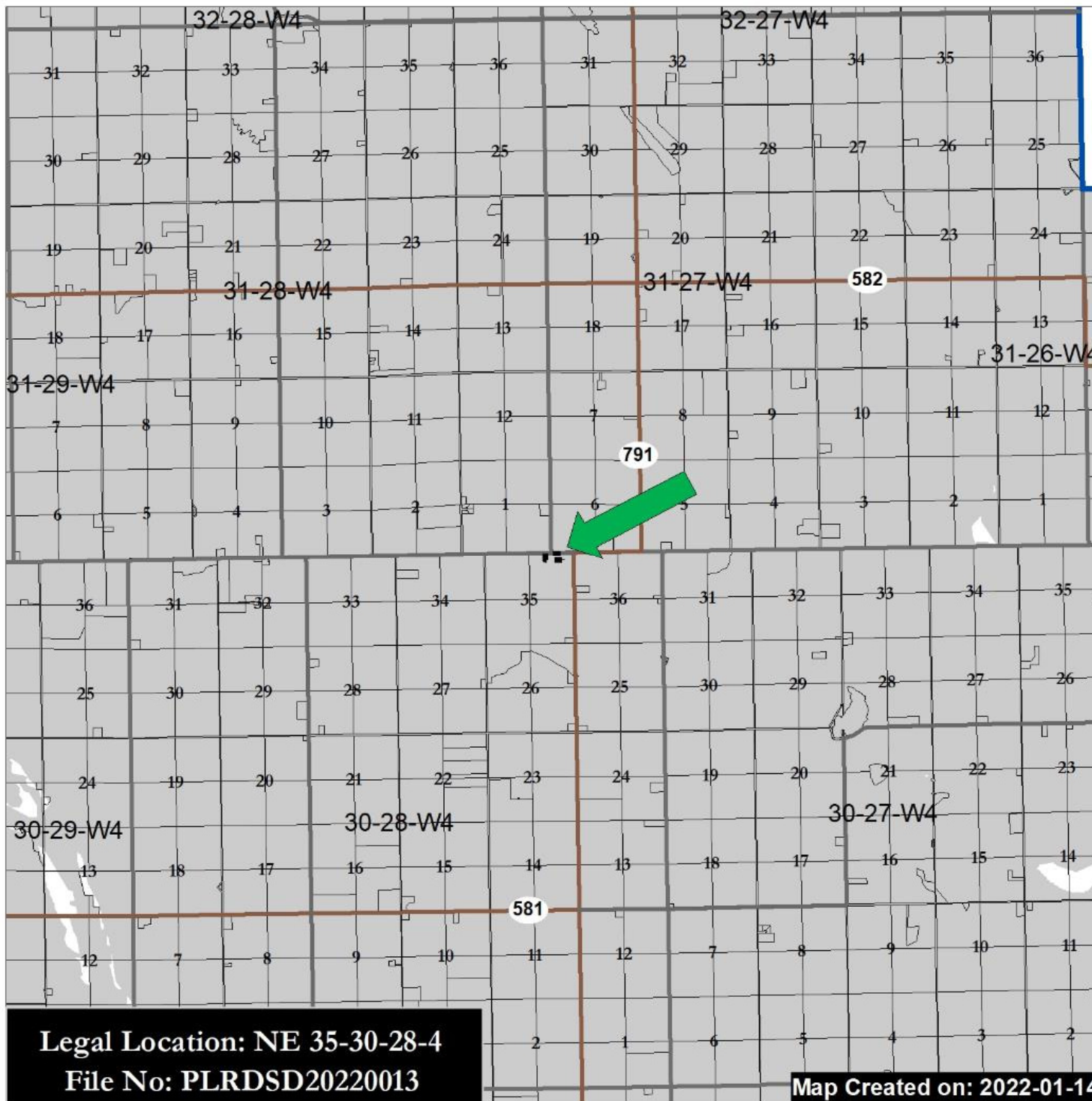
Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator

NOTE: For Exact Wells Classification review  
its Attribute Table or Contact AER

Map Created on: 2022-01-14





## Mountain View COUNTY

### Growth Management Conceptual Strategy Figure 3

#### Legend

- Highway
- County Collector Network(CCN)
- Special Policy Area:
  - X Highway 2/27  
(Concept Plans Required)
- Growth Centres  
(ASPs / Concept Plans Required)
- Economic Nodes  
(ASPs / Concept Plans Required)
- Towns/Village
- IDPs
- Agricultural Preservation Area
- Potential Multi-Lot Residential Development Area

\*Adapted from the Canada Land Inventory Class 1,2 & 3 soils: AGRASID's Land Suitability Rating System (LSRS) Class 2 & 3 as the 1st Dominant or Co-Dominant; as well as Environmentally Significant Areas (ESA) are shown shaded. Boundaries are not exact and boundaries must be confirmed or corrected from municipal assessment maps and field investigation. \*



0 750 1,500 3,000 4,500 Meters

Scale: 1:100,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse Mercator

## Request for Decision

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
www.mountainviewcounty.com

SUBJECT:	Bylaw No. LU 13/22	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	Council Meeting	CAO:
MEETING DATE:	April 13, 2022	MANAGER: HM
DEPARTMENT:	Planning and Development Services	DIRECTOR: MB
FILE NO.:	PLRDSD20220011	PREPARER: TC
LEGAL:	NW 20-31-1-5	LEGAL/POLICY REVIEW:
		FINANCIAL REVIEW:

### ADMINISTRATIVE POSITION:

That Council give first reading to Bylaw No. LU 13/22 redesignating the lands within the NW 20-31-1-5 as contained in the agenda package.

That Council set the Public Hearing for Bylaw No. LU 13/22 redesignating the lands within the NW 20-31-1-5 for May 25, 2022 at or after 9:00 a.m.

### BACKGROUND / PROPOSAL:

To redesignate an approximate nine point zero three (9.03) acres from Agricultural District (A) to Country Residential District (R-CR).

#### Application Overview:

Applicant	Dietz, Ryan & Lindsey G
Property Owner	Ybur Holdings Ltd. & Dietz, Ryan & Lindsey G
Title Transfer Date	July 3, 2021
Existing Parcel Size	150.37 acres
Purpose of redesignation	To create new residential parcels in alignment with Low Density Residential Development policies.
Division	3
Rural Neighbourhood/Urban Centre	Rosebud

#### Key Dates, Communications and Information

Application Submitted	January 14, 2022
Application Circulation Period	January 28 to February 28, 2022
Supportive Information Requested/Submitted	No additional information was requested
Application Revised from Submission	No
Communications Received from Referrals	<p>Telus Communications – No objections</p> <p>Fortis Alberta – No easement is required.</p> <p>Foothills Natural Gas Co-op - - Conditionally approves the subdivision. They advise of their standard conditions including any existing right-of-way shall remain in effect and any installation of or improvement of natural gas service is the responsibility of the landowner. No secondary lines are permitted to supply natural gas service from one titled property to another.</p>

	<u>MVC Operational Services</u> – A non-conforming road inspection was conducted for Township Road 314 and the report indicated that TWP 314 is a consistent 7.6m where the proposed subdivision is to take place narrowing to 7.0m approximately 300m east of the intersection with TWP 314. RR 15 conforms to County standards.
Objections Received and Addressed	No objections received

**Applicable Directions, Policy and Regulations:**

Didsbury Intermunicipal Development Plan Bylaw No. 20/21	<p>The property is within the Town of Didsbury IDP in the Referral Area according to Figure 1.</p> <p><b>4.0 Land Use and Growth Management</b></p> <p><b>Referral Area Policies</b></p> <p>4. Changes in land use designation and/or subdivision of lands identified as Referral Area on Figure 1 shall only be considered to facilitate low-density development that shall not exceed a maximum number of four (4) titles per quarter-section and shall comply with the applicable policies of the County's MDP, as amended from time to time.</p>
Municipal Development Plan Bylaw No. 20/20	<p>According to Figure 3 Growth Management Conceptual Strategy this property is with the Agricultural Preservation Area.</p> <p><b>Section 3.0 Agricultural Land Use Policies</b></p> <p>3.3.5</p> <p>(a) The "first parcel out" of a previously unsubdivided quarter section may only be supported by the County for the creation of one additional parcel, subject to redesignation and subdivision application and the provisions of the Land Use Bylaw and the MDP.</p> <p>(b) A first parcel out subdivision within the Agricultural Preservation Area or the Potential Multi-Lot Residential Development Area shall be evaluated in accordance with section 3.0 of the MDP.</p> <p>3.3.6 The maximum number of titles in the Agricultural Preservation Area should be two (2) titles per quarter section.</p> <p>3.3.13 A Country Residential parcel may be permitted from an unsubdivided quarter subject to redesignation and subdivision in lieu of an agricultural parcel or farmstead separation. The parcel size should be two (2) to three (3) acres (0.81 to 1.21 ha). Lot sizes greater than three (3) acres (1.21 ha) (up to a maximum of five (5) acres (2.02 ha)) may be considered where setbacks, topography and easements prevent the creation of a reasonable building envelope.</p>

Area Structure Plan	An ASP has not been developed for this area.
Land Use Bylaw No. 21/21	<b>Section 12.1 R-CR Country Residential District</b> <b>Purpose:</b> To accommodate low density, country residential uses on unserviced residential parcels and fragmented parcels by way of natural or man-made features of 1.21 - 2.02 ha (3.0 - 5.0 acres) in size that meet Municipal and Provincial servicing standards. Parcel size may increase to 6.07 ha (15.0 acres) when in compliance with an approved Area Structure Plan.
Policy and Procedures	N/A

#### DISCUSSION:

##### Land Use and Development

Predominant land use on property	The quarter is predominantly in agricultural production except for the yard within the proposed redesignation area. There is a parcel subdivided from the quarter that is a developed residential site.
Predominant development on property	The proposed area contains a residential site with a dwelling and accessory buildings and an undeveloped area west and south of the yard.
Oil and gas facilities on property/adjacent	There are three natural gas pipelines bisecting the quarter and the subdivided parcel as well as the residential site within the proposed area is serviced with natural gas. There are three sour gas pipelines that cross the northeast corner of the quarter, these pipelines are well removed from the proposed area and should not impact the proposal. The oil and gas operators were circulated, and no concerns or objections were received.
Surrounding land uses	Two of the adjacent quarters within the County are unsubdivided and three have one subdivision. The Town of Didsbury boundary is adjacent to the west and south of the quarter.
Proximity to utilities	There is a developed serviced residential site within the proposed area.

##### Physical and Natural Features

Waterbodies and wetlands on property	There are no waterbodies within the quarter, according to the Alberta Merged Wetland data there are two small areas identified as marsh and both are outside of the proposed area.
Topographical constraints on property	The quarter is mostly flat with very little topographical changes, no concerns were noted during the site visit.
ESA areas and classifications	There are no ESA areas within the quarter.
Drainage and Soil Characteristics	According to the Canada Land Inventory (CLI) there are three soil classifications within the quarter, 1,3,5 and the proposal is with the Class 3 area. AGRASID LSRS rating for this quarter identifies that quarter is within two soil polygons, the northeast corner has Class 3H as the 1 <sup>st</sup> Dominant soil and two Co-Dominant soils, 4 and 5W. The second polygon is along the southwest side of the quarter and has Class 3H as the dominant soil type.

Potential for Flooding	No flood risk was noted during the site visit
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#### Planning and Development History

Prior RD/SD/DP Applications	<p><u>SD 17/25</u>- consideration for a 20-acre parcel, refused Dec. 18, 1961.</p> <p><u>SD 26/1179</u> – proposal to create a 9.63-acre parcel containing the farmstead, was refused by the Red Deer Regional Planning Commission on August 23, 1985. The refusal was appealed, and the appeal was upheld, and the subdivision approved by the Alberta Planning Board on October 25, 1985. The parcel was registered May 15, 1987.</p> <p><u>RD 93-002</u> – Proposal to redesignate approximately 40 acres to Agriculture &amp; Associated Uses 'AAU' was defeated February 23, 1993.</p> <p><u>LP 037-97</u> – Dwelling unit and shop issued June 4, 1997.</p>
Encumbrances on title affecting application	The Mountain View Regional Water Services Commission has a utility right of way registered on title, they were circulated and did not respond with any concerns.

#### Servicing and Improvements Proposed

Water Services	Private proposed
Sewer Services	Private proposed
Stormwater/Drainage Improvements	No improvements proposed
Solid Waste Disposal	No improvements proposed

Suitability Assessment: Site assessment evaluation to be done at time of Public Hearing.

#### OPTIONS / BENEFITS / DISADVANTAGES:

#### ATTACHMENT(S):

- 01 - Bylaw No. LU 13/22 and Schedule "A"
- 02 - Location, Land Use and Ownership Map
- 03 - Proposed Redesignation Sketch
- 04 - Environmental Scan Maps
- 05 - Aerial Photograph
- 06 - Figure 3 MDP
- 07 - Correspondence with administration and applicant
- 08 - Non-Conforming Road Inspection Form



BYLAW NO. LU 13/22

Being a Bylaw of Mountain View County in the Province of Alberta to amend Land Use Bylaw No. 21/21 affecting NW 20-31-1-5 pursuant to the Municipal Government Act.

---

The Council of Mountain View County, duly assembled, enacts that Bylaw No. 21/21 be amended as follows:

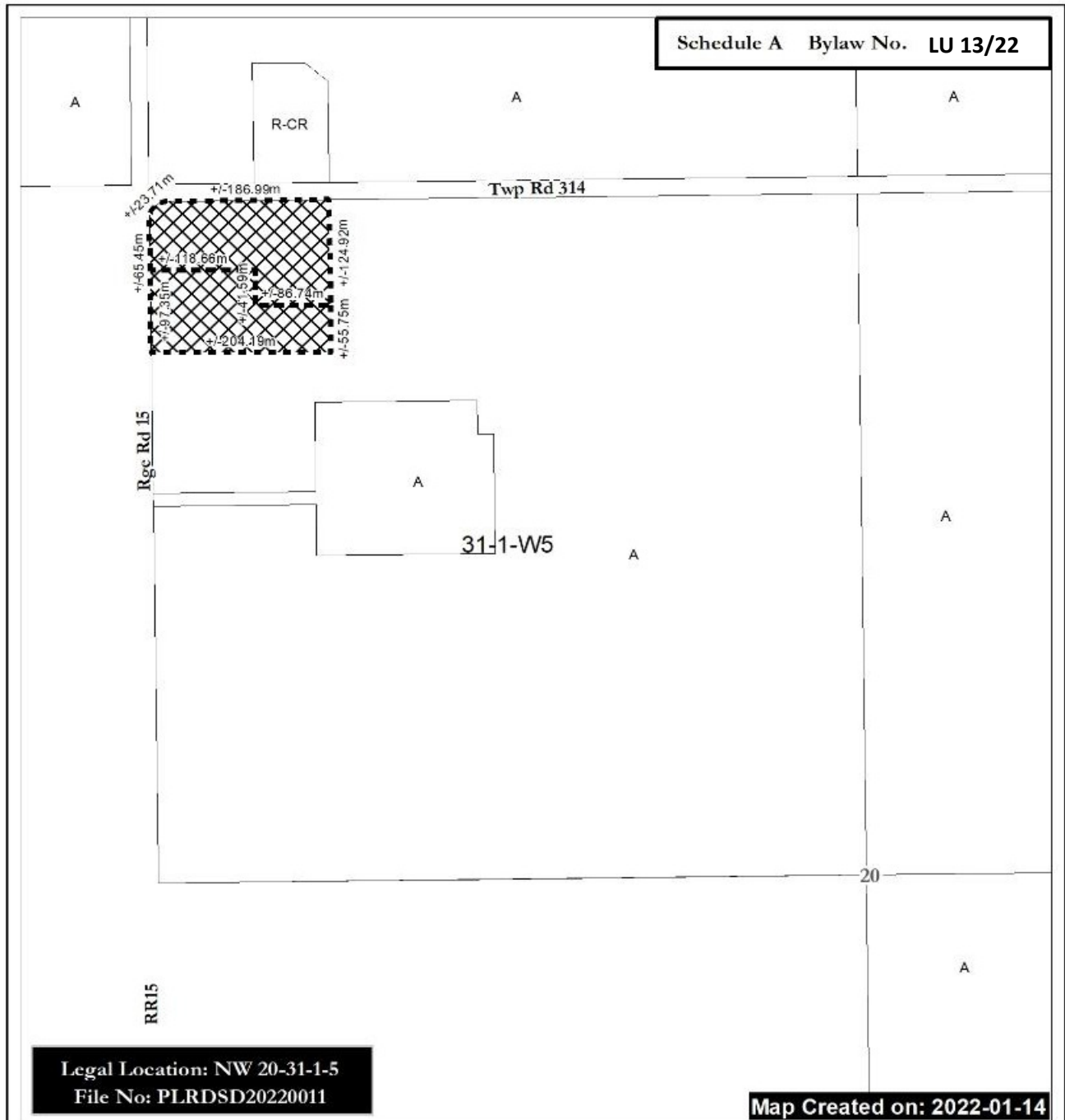
To redesignate from Agricultural District (A) to Country Residential District (R-CR) an approximate nine point zero-three (9.03) acres (3.65 hectares) in the Northwest (NW) Quarter of Section twenty (20), Township thirty-one (31), Range one (1), West of the fifth (5<sup>th</sup>) Meridian, as outlined on Schedule "A" attached hereto.


Received first reading \_\_\_\_\_,

\_\_\_\_\_  
Reeve

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

\_\_\_\_\_  
Date of Signing



 From A to R-CR  
(+/-) 9.03 ac (3.65 Ha)



A = Agricultural District  
A(2) = Agricultural (2) District  
R-CR = Country Residential District  
R-CR1 = Country Residential (1) District  
RF = Residential Farmstead District  
C-LC = Local Commercial District  
I-BP = Business Park District  
I-HI = Heavy Industrial District

P-PC = Parks and Conservation District  
P-PR = Parks and Recreation District  
P-PCR = Parks and Comprehensive Recreational District  
S-IEC = Institutional, Educational and Cultural District  
S-AP = Airport District  
DC = Direct Control  
AEP = Aggregate Extraction / Processing District



0 25 50 100 Meters

Scale: 1:6,000

Mountain View County

NAD 1983 CNRS 30TM AEP Zone  
Projection: Transverse\_Mercator



# Mountain View COUNTY

## Location, Land Use, Ownership & Circulation

### Legend

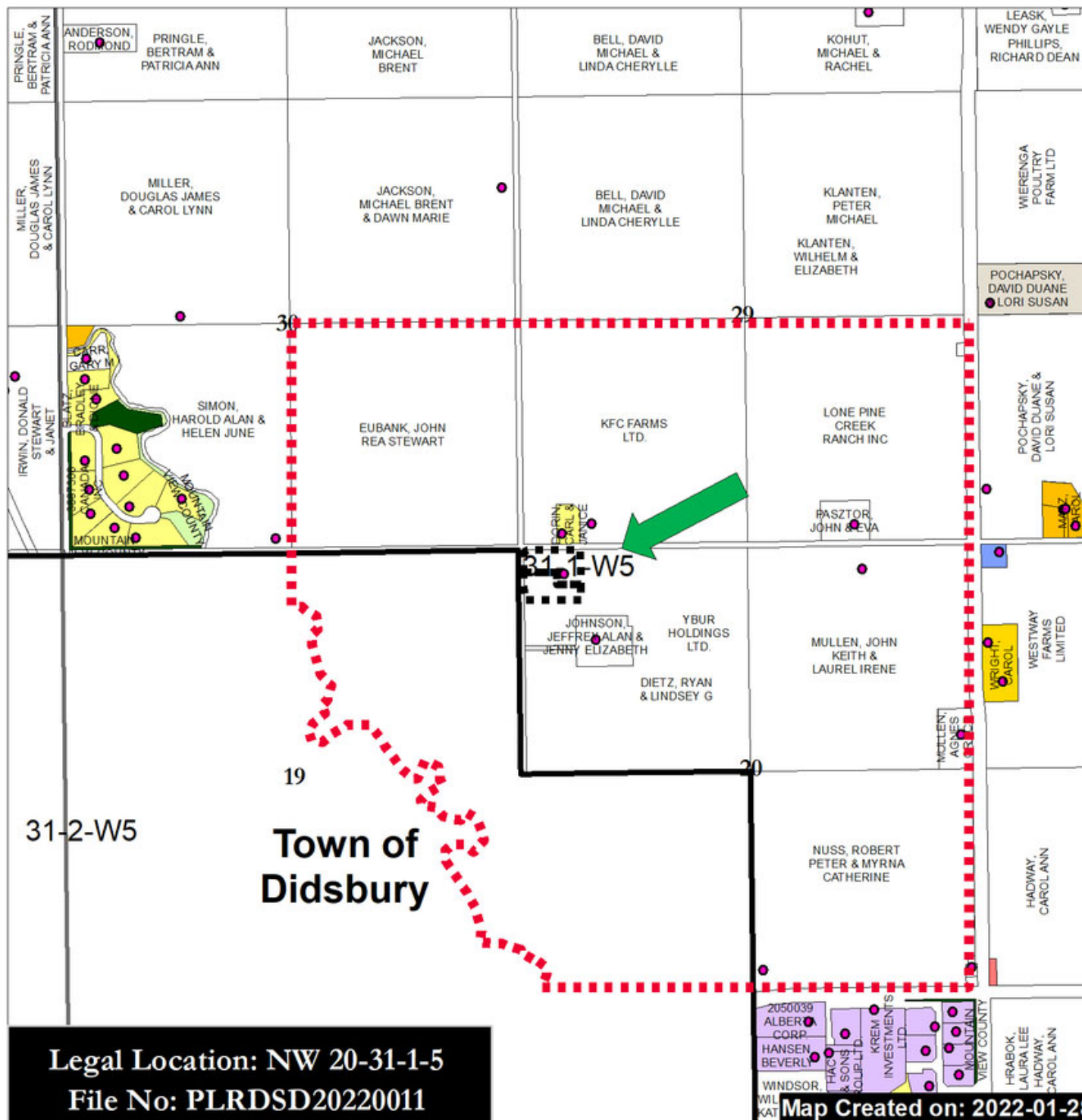
- Rural Address
- Proposed Redesignation Subdivision Boundary
- Land Use Zoning
  - Agricultural District (A)
  - Agricultural (2) District (A(2))
  - Country Residential District (R-CR)
  - Country Residential (1) District (R-CR1)
  - Residential Farmstead District (R-F)
  - Local Commercial District (C-LC)
  - Business Park District (I-BP)
  - Heavy Industrial District (I-HI)
  - Aggregate Extraction/Processing District (AEP)
  - Parks and Conservation District (P-PC)
  - Parks and Recreation District (P-PR)
  - Parks and Comprehensive Recreational District (P-PCR)
  - Institutional, Educational and Cultural District (S-IEC)
  - Airport District (S-AP)
  - Direct Control
- Subject Land
- Landowners Circulated



0 250 500 1,000 Meters

Scale: 1:20,000

Mountain View County  
NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator



## PROPOSED REDESIGNATION/SUBDIVISION SKETCH

The Site Plan **must** include all of the following information (if applicable) in order for it to be considered complete:

- ☐ Location, dimensions, and boundaries of the entire property and of the portion of the property to be redesignated/subdivided;
- ☐ Location and dimensions of existing buildings and structures on the property, including distances from property lines. Identify buildings that will be demolished or moved;
- ☐ Location and names of proposed and existing roadways, driveways and road approaches;
- ☐ Location of existing wells and septic systems;
- ☐ Location and description of natural site features such as steep slopes, water bodies or courses, woodlots and shelterbelts;
- ☐ Location and description of man made site features such as drainage ditches, wells and private sewage disposal systems, gravel working, etc.;
- ☐ Location, dimensions and boundaries of proposed lot boundaries and rights-of-way (if applicable).



The below square may be used to represent a 1/4 Section



	Indicate name of ROAD if applicable <span style="font-size: 1.2em;">TWP 314</span>																				
	<div style="position: relative; width: 100%; height: 100%;"> <div style="position: absolute; top: 5%; right: 5%; font-size: 1.5em;">APPROACH</div> <div style="position: absolute; top: 40%; left: 10%; font-size: 1.2em;">ROAD</div> <div style="position: absolute; top: 40%; right: 10%; font-size: 1.2em;">ROAD</div> <div style="position: absolute; top: 55%; left: 5%; font-size: 1.5em; transform: rotate(-90deg);">RR 15</div> <div style="position: absolute; top: 40%; left: 35%; font-size: 1.2em;">SHELTER BELTS</div> <div style="position: absolute; top: 45%; left: 15%; font-size: 1.2em;">PROPOSED APPROACH</div> </div>																				
	Indicate name of ROAD if applicable																				

Plan 101 3524

Plan 101 3525

Road Plan  
3744 BM

TWP 314

ROAD ALLOWANCE

NE 1/4 Sec. 19-31-1-W5M

RR 15

ROAD ALLOWANCE

Ac=31.15

67.49

97.36

PARCEL 'A'  
Area= 2.02ha.  
(5.00 ac.)

124.17

PARCEL 'B'  
Area= 1.62ha.  
(4.00 ac.)

103m

HORSE SHED 8x12m

PROPOSED DRIVEWAY

197.68

177.97

75m

21m

41.59

64m

SEPTIC

73.55

CI RT BIKE  
TRACK

128.87

SHOP 9x12m

55.75

- PROPOSED BOUNDARY

- SHELTER BELT

NW 1/4 Sec. 20-31-1-W5M



### Mountain View County - Sketch

Showing  
Proposed Area  
within

NW 1/4 Sec. 20-31-1-W5M

#### NOTE

Dimensions are in metres  
and decimals thereof.

15 December, 2021 Scale 1:1500





## Mountain View County - Sketch

Showing  
Proposed Area  
within

NW 1/4 Sec. 20-31-1-W5M

235

### NOTE

Dimensions are in metres  
and decimals thereof.

22 September, 2021 Scale 1:5000



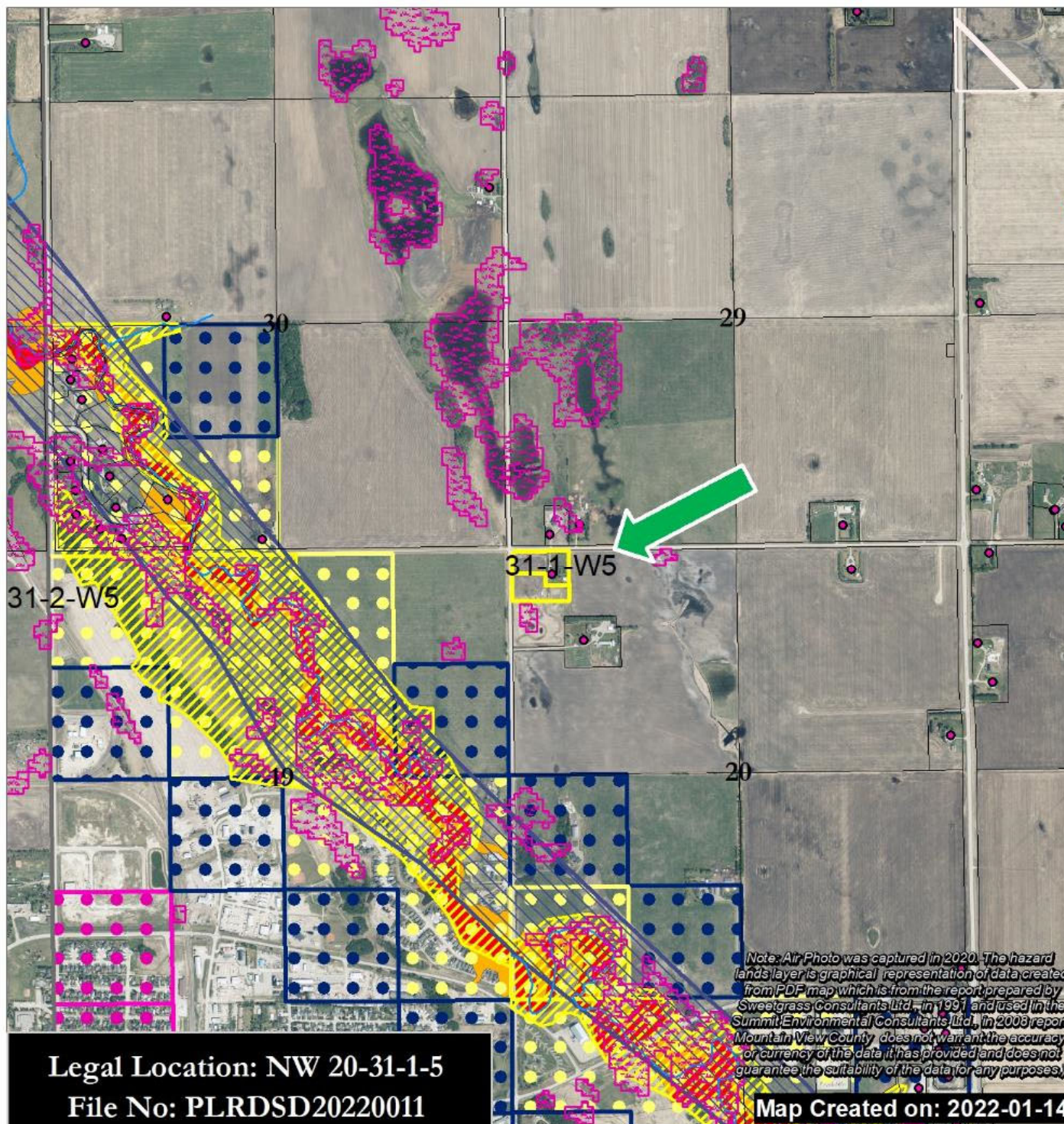


# Mountain View COUNTY

## Environmental Scan

### Legend

- Floodway
- Flood Funge
- Rivers and Creeks
- Floodplain
- Aeolian Deposit
- Wetlands
- Colonial Nesting Bird Range
- Provincial ESA (2014)
- Conservation Easement (Legacy Land Trust Society)
- Rural Address
- Proposed Redesignation Subdivision Boundary
- Growth Centres
- Historical Resources
  - <all other values>
  - a-Archaeological Resources
  - a, p
  - h-Historical Sites
  - p-Paleontological Resources
- Environmentally Significant Areas
  - ESA\_number
    - 1 (Very High)
    - 2 (High)
    - 3 (Moderate)
    - 4 (Low)
- Alberta Merged Wetland
  - Bog
  - Fen
  - Marsh
  - Open Water
  - Swamp
- Landfills
- Gravel Pits
- Sewage Lagoons
- CFO - NRCB Approved
- Subject Land



0 50 100 200 300 400 500 600 700 800  
Meters

Scale: 1:20,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator





## Mountain View COUNTY

### Environmental Scan

#### Legend

##### Provincial Flood Mapping

- Provincial Flood Mapping
- Floodway
- Flood Fringe

##### Environmental Scan

- Rivers and Creeks
- Floodplain
- Aeolian Deposit
- Wetlands
- Colonial Nesting Bird Range
- Provincial ESA (2014)

##### Environmentally Significant Areas

- ESA\_number
- 1 (Very High)
  - 2 (High)
  - 3 (Moderate)
  - 4 (Low)

##### Alberta Merged Wetland

- Bog
- Fen
- Marsh
- Open Water
- Swamp

- Conservation Easement (Legacy Land Trust Society)
- Rural Address

- Proposed Redesignation Subdivision Boundary
- Growth Centres

##### Historical Resources

- <all other values>
- a-Archaeological Resources
- a, p
- h-Historical Sites
- p-Paleontological Resources

##### Nuisance Grounds

- Landfills
- Gravel Pits
- Sewage Lagoons
- CFO - NRCB Approved



0 50 100  
Meters

Scale: 1:5,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator

31-1-W5

Legal Location: NW 20-31-1-5  
File No: PLRDSD20220011

*Note: Air Photo was captured in 2020. The hazard lands layer is graphical representation of data created from PDF map which is from the report prepared by Sweetgrass Consultants Ltd., in 1991 and used in the Summit Environmental Consultants Ltd., in 2008 report. Mountain View County does not warrant the accuracy or currency of the data it has provided and does not guarantee the suitability of the data for any purposes.*

Map Created on: 2022-01-14



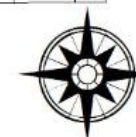
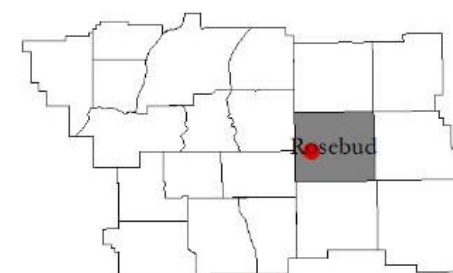


# Mountain View COUNTY

## Site Dimension

### Legend

- |   |                        |
|---|------------------------|
| Application Location                        | <b>Pipelines</b>       |
| Rural Address                               | --- <all other values> |
| <b>Gas Plants, Battery Sites, etc.</b>      | <b>SUBST_A</b>         |
| <all other values>                          | CRUDE OIL              |
| Gas Processing Plant                        | FRESH WATER            |
| Wells                                       | FUEL GAS               |
| Proposed Redesignation Subdivision Boundary | HVP PRODUCTS           |
| Altalink Powerline Buffer (30m)             | LVP PRODUCTS           |
| Streetlights - Fortis                       | MISCELLANEOUS LIQUIDS  |
| Power Poles - Fortis                        | NATURAL GAS            |
|   | OIL WELL EFFLUENT      |
|   | SALT WATER             |
|   | SOUR NATURAL GAS       |
|   | UNKNOWN                |



Scale: 1:1,500

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse\_Mercator

NOTE: For Exact Wells Classification review  
its Attribute Table or Contact AER



Legal Location: NW 20-31-1-5  
File No: PLRDS20220011

Note: Air Photo was captured in 2020

Map Created on: 2022-01-14





## Mountain View COUNTY

### Growth Management Conceptual Strategy Figure 3

#### Legend

- Highway
- County Collector Network (CCN)
- Special Policy Area:
  - Highway 2/27 (Concept Plans Required)
- Growth Centres (ASPs / Concept Plans Required)
- Economic Nodes (ASPs / Concept Plans Required)
- Towns/Village
- IDPs
- Agricultural Preservation Area
- Potential Multi-Lot Residential Development Area

\*Adapted from the Canada Land Inventory Class 1, 2 & 3 soils: AGRASID's Land Suitability Rating System (LSRS) Class 2 & 3 as the 1st Dominant or Co-Dominant; as well as Environmentally Significant Areas (ESA) are shown shaded. Boundaries are not exact and boundaries must be confirmed or corrected from municipal assessment maps and field investigation. \*

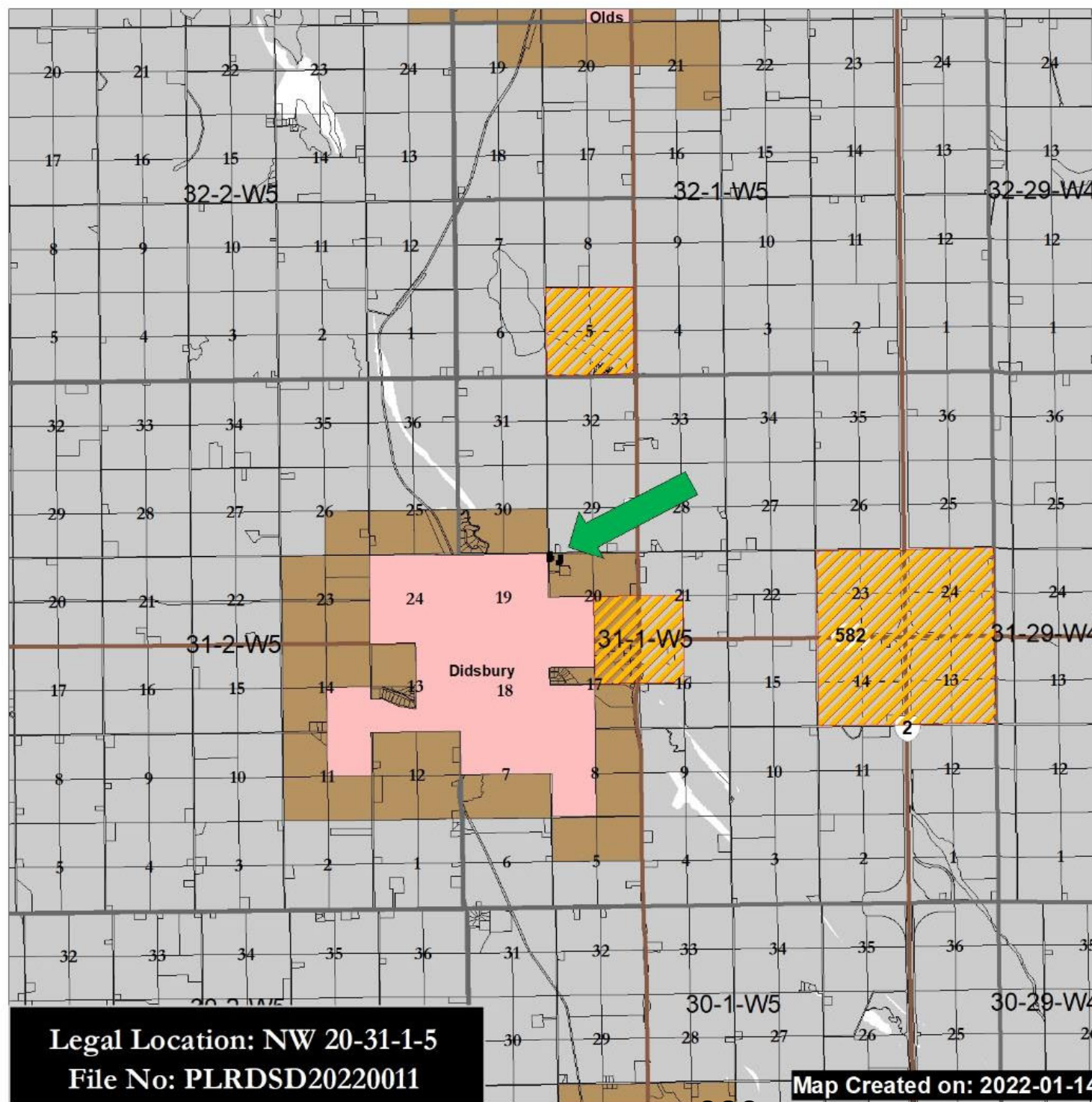


0 750 1,500 3,000 4,500 Meters

Scale: 1:100,000

Mountain View County

NAD\_1983\_CSRS\_10TM\_AEP\_Forest  
Projection: Transverse Mercator



Legal Location: NW 20-31-1-5  
File No: PLRDS20220011

Map Created on: 2022-01-14



## Tracey Connatty

---

**From:** Ryan Dietz [REDACTED]  
**Sent:** December 15, 2021 2:23 PM  
**To:** Tracey Connatty  
**Cc:** Margaretha Bloem  
**Subject:** RE: Dietz Subdivision

Hello Tracy, and Margaretha

Thank you for sending the information on staff's decision to not support our application.

I have a couple questions regarding the application itself. My wife Lindsey and I are minority owners of this quarter. Do we need the other owner to authorize me as the applicant and do you need his info in the "Landowners" section of the application? Also the AER abandoned well map shows no abandoned wells at this location. Is proof required or can I just check No?

Tracy, for the application fees, we will be applying for 2 lots. One five acres and one four.

Thank you,

Ryan Dietz  
[REDACTED]



TROFAST DEVELOPMENTS

---

**From:** Tracey Connatty <tconnatty@mvcounty.com>  
**Sent:** December 10, 2021 2:55 PM  
**To:** Ryan Dietz [REDACTED]  
**Subject:** RE: Dietz Subdivision

Good Afternoon Ryan;

The next step would be to apply for the Redesignation/Subdivision for your proposal.

In your application you could attach a letter that describes your proposal and outlines why you think it fits within the area. Be prepared to attend the Public Hearing meeting for your application so you can explain to Council your reasons why you think the application should be supported.

Once we receive the complete application it will be circulated for a period of 30 days to adjacent landowners and relevant agencies. During the circulation period is when a site visit is conducted.

At the completion of the circulation, you will receive a copy of all responses we have received. You will also be receiving correspondence from us outlining the non-support of the application.

The file will then be scheduled for First Reading and a Public Hearing. As I pointed out it would be important that you participate in the public hearing so you can explain your position to Council.

After the decision of Council, the next step is Subdivision, if Council does not approve the redesignation, we would look to you for direction whether you want to proceed to subdivision with the understanding that administration can't support the subdivision.

The decision of the subdivision authority is one that can be appealed by the applicant.

If you would like me to calculate the application fees just let me know how many parcels and what size they are.

I hope this helps you plan your next steps.

If you have more questions just let me know.

Sincerely;

Tracey Connatty BSc RPP MCIP | Planning

403-335-3311 ext. 225 | [tconnatty@mvcounty.com](mailto:tconnatty@mvcounty.com)



Mountain View County Office: 403-335-3311 | Fax: 403-335-9207  
1408 Twp Rd. 320 | Didsbury, AB | T0M 0W0

---

**From:** Ryan Dietz <[REDACTED]>  
**Sent:** December 10, 2021 2:43 PM  
**To:** Tracey Connatty <[tconnatty@mvcounty.com](mailto:tconnatty@mvcounty.com)>  
**Subject:** Dietz Subdivision

Hello Tracy

We have decided we would like to pursue this subdivision out here, even though staff can not support it. What is the process for getting this started?

Thank you,

Ryan Dietz  
[REDACTED]



TROFAST **DEVELOPMENTS**

## Tracey Connatty

---

**From:** Margaretha Bloem  
**Sent:** December 13, 2021 12:24 PM  
**To:** [REDACTED]  
**Cc:** Tracey Connatty  
**Subject:** RE: Dietz Subdivision

Good afternoon Ryan,

As discussed during the meeting on Thursday, the Didsbury IDP policies for the Referral Area do not support further redesignation and subdivision from the subject quarter NW 20-31-1-5 that already benefits from the first parcel out; and forms the basis for Administration not supporting an application.

In the IDP Referral Area: Policy 3 aims to minimize the amount of land taken out of agricultural production; while Policy 4 indicates that proposals shall not exceeding a maximum of 4 titles per quarter section and that proposals shall comply with the policies of the MDP.

In the MDP, the subject quarter is located in the Agricultural Preservation Area (Class 1-3 CLI soils and AGRASID's Land Suitability Rating System (LSRS) Class 2 and 3 as 1<sup>st</sup> Dominant or Co-Dominant and County Environmental Significant Areas (ESAs)) where Section 3 policies only support first parcel out. While not discussed during the meeting, Section 4 of the MDP deals with residential subdivisions that include applications beyond the first parcel out of a quarter section (that applies to the subject quarter) and policy 4.3.3 criteria will also be evaluated when we receive an application.

The Didsbury IDP and the County's MDP can be viewed on our website: <https://www.mountainviewcounty.com/council-boards-services/bylaws>

Regards,  
Margaretha

Margaretha Bloem | Director of Planning and Development Services  
[403-335-3311 ext. 166](tel:403-335-3311) | [mbloem@mvcounty.com](mailto:mbloem@mvcounty.com)

Mountain View County Office: [403-335-3311](tel:403-335-3311) | Fax: [403-335-9207](tel:403-335-9207)  
1408 Twp Rd. 320 | Didsbury, AB | T0M 0W0  
[www.mountainviewcounty.com](http://www.mountainviewcounty.com)

---

**From:** Ryan Dietz <[REDACTED]>  
**Sent:** December 10, 2021 3:59 PM  
**To:** Tracey Connatty <[tconnatty@mvcounty.com](mailto:tconnatty@mvcounty.com)>  
**Subject:** RE: Dietz Subdivision

That's great, thank you. Would you or Margareta be able to send me an email with the reason/reasons that staff is unable to support our application?

Ryan Dietz  
403-700-8496



TROFAST DEVELOPMENTS

---

**From:** Tracey Connatty <[tconnatty@mvcounty.com](mailto:tconnatty@mvcounty.com)>  
**Sent:** December 10, 2021 2:55 PM

**To:** Ryan Dietz <[REDACTED]>

**Subject:** RE: Dietz Subdivision

Good Afternoon Ryan;

The next step would be to apply for the Redesignation/Subdivision for your proposal.

In your application you could attach a letter that describes your proposal and outlines why you think it fits within the area. Be prepared to attend the Public Hearing meeting for your application so you can explain to Council your reasons why you think the application should be supported.

Once we receive the complete application it will be circulated for a period of 30 days to adjacent landowners and relevant agencies. During the circulation period is when a site visit is conducted.

At the completion of the circulation, you will receive a copy of all responses we have received. You will also be receiving correspondence from us outlining the non-support of the application.

The file will then be scheduled for First Reading and a Public Hearing. As I pointed out it would be important that you participate in the public hearing so you can explain your position to Council.

After the decision of Council, the next step is Subdivision, if Council does not approve the redesignation, we would look to you for direction whether you want to proceed to subdivision with the understanding that administration can't support the subdivision.

The decision of the subdivision authority is one that can be appealed by the applicant.

If you would like me to calculate the application fees just let me know how many parcels and what size they are.

I hope this helps you plan your next steps.

If you have more questions just let me know.

Sincerely;

Tracey Connatty BSc RPP MCIP | Planning

403-335-3311 ext. 225 | [tconnatty@mvcounty.com](mailto:tconnatty@mvcounty.com)



Mountain View County Office: 403-335-3311 | Fax: 403-335-9207  
1408 Twp Rd. 320 | Didsbury, AB | T0M 0W0

---

**From:** Ryan Dietz <[REDACTED]>

**Sent:** December 10, 2021 2:43 PM

**To:** Tracey Connatty <[tconnatty@mvcountry.com](mailto:tconnatty@mvcountry.com)>

**Subject:** Dietz Subdivision

Hello Tracy

We have decided we would like to pursue this subdivision out here, even though staff can not support it. What is the process for getting this started?

Thank you,

Ryan Dietz  
403-700-8496



TROFAST **DEVELOPMENTS**

\*\*\*\* IMPORTANT NOTICE \*\*\*\* This email originates from outside our organization so please proceed with caution and check the email and/or attachments for possible threats. \*\*\*\* IMPORTANT NOTICE \*\*\*\*

\*\*\*\* IMPORTANT NOTICE \*\*\*\* This email originates from outside our organization so please proceed with caution and check the email and/or attachments for possible threats. \*\*\*\* IMPORTANT NOTICE \*\*\*\*



## Non-Conforming Road - Inspection

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
www.mountainviewcounty.com

Application #	PLRDSD20220011
Legal	NW 20-31-1 W5M
Inspection Date	Feb 17, 2022
Inspector	Will Jewson

Approved by	RM
Date	February 23, 2022

<b>Location Description</b>	<b>Range Road &amp; Township:</b> TWP 314 and RR 15 <b>Length of Road Inspected:</b> 800m South on RR15 and 800m East on TWP 314	
<b>Road Width</b>	Is the width consistent? <input checked="" type="checkbox"/> YES      Most Consistent Width in Meters: 7.0m <input type="checkbox"/> NO <b>Comments:</b> TWP 314 is a consistent 7.6m where the proposed subdivision is to take place narrowing to 7.0m approximately 300m east of the intersection with RR314. RR15 conforms to County standards	
<b>Surface Type</b>	<b>Comments:</b> Gravel for both	
<b>Ditch Condition</b>	<input checked="" type="checkbox"/> Typical County road conditions <input type="checkbox"/> Needs Improvement <b>Comments:</b> _____	
<b>Drainage</b>	<input type="checkbox"/> Well drained <input checked="" type="checkbox"/> Typical County road conditions <input type="checkbox"/> Not well drained <input type="checkbox"/> Needs Improvement <b>Comments:</b> _____	
<b>Brush / Trees</b>	<input type="checkbox"/> Close to road <input checked="" type="checkbox"/> Typical County road conditions <input type="checkbox"/> Excessive trees/brush <input type="checkbox"/> Needs Improvement <b>Comments:</b> Very Few trees in the Right of way	
<b>Maintenance</b>	<input checked="" type="checkbox"/> Regularly Maintained <input checked="" type="checkbox"/> Regular Snow Removal <b>Comments:</b> Its not one of the first roads plowed after a snow event	
<b>Maintenance Issues</b>	<input type="checkbox"/> Difficult snow removal <input type="checkbox"/> Soft Spots <input type="checkbox"/> Other <b>Comments:</b> As a narrow road, when attempting to pass maintenance or snow removal equipment it would be hazardous	
<b>Nearby Residences</b>	<input checked="" type="checkbox"/> YES – 2 homes on the north side TWP 314, 1 directly across, the other to the east ~150m <input type="checkbox"/> NO	
<b>Accessibility</b>	<input checked="" type="checkbox"/> Through access <input type="checkbox"/> Multiple road access <input type="checkbox"/> Dead End <b>Comments:</b> It would be tight to install a second access to the north subdivision from RR15	
<b>OVERALL</b>	<input checked="" type="checkbox"/> Acceptable for above application <input type="checkbox"/> Not acceptable for above application <b>Comments:</b> TWP 314 is currently being used to access other residential lots in the same area.	

# Regular Council Meeting

## Request for Decision

---

Planning & Development Services

---

**Date:** April 13, 2022

**SUBJECT:** Bylaw No. 05/22 Town of Olds Intermunicipal Development Plan Amendment

---

**RECOMMENDATION:** That Council give first reading to Bylaw No. 05/22 Town of Olds Intermunicipal Development Plan Amendment as contained in the agenda package.

That Council set the Public Hearing for Bylaw No. 05/22 Town of Olds Intermunicipal Development Plan Amendment for May 11, 2022, at or after 9:00 a.m.

---

**ALTERNATIVE OPTIONS:** N/A

---

**BACKGROUND:** Mountain View County and the Town of Olds Intermunicipal Development Plan (IDP) was adopted by the Town and County in the Fall of 2020. Shortly after adoption of the IDP, the Town submitted an application to the Province to annex the Short Term Annexation Area (three quarter sections). The annexation application was approved and took effect as of January 1, 2022.

The IDP includes a policy that the Town and County would amend the IDP following a decision on annexation. A set of changes to the IDP have been prepared by the Town and County Administration and has been reviewed by the Intermunicipal Collaboration Committee (ICC) in March 2022.

Bylaw No. 05/22 is included as attachment 01.

The proposed changes that relate to annexation:

1. Remove all references to the "Short Term Annexation" throughout the document and renumbering sections where needed; and
2. Replace Map 1 with a version that shows the expanded Town boundary and Town of Olds Area and adjusted IDP Plan Area boundary.

Two additional changes that do not relate to annexation:

1. Changes to clause 4 in Section I (now H) College Area to reflect the preparation of the Campus Master Plan by the College; and
2. Addition of clause 7 in Section R (now Q) Referral and Circulation Process to clarify expectations when either the Town or the County seeks input from the landowners/residents in the other municipality.

The proposed changes are shown in the attached "tracked changes" and is included as attachment 02.

Both Administrations agree to hold separate Public Hearings but will schedule third reading at a future Council meeting to ensure both municipalities approve the same IDP. The advertising of the Public Hearing will be scheduled for April 26 and May 3 and a joint referral letter will be sent to Referral Agencies.

---

**RELEVANT POLICY:** [Town of Olds Intermunicipal Development Plan - Bylaw No. 19/20](#)

---

**BUDGET IMPLICATIONS:** N/A

---

**Attachments** ☒ Nil ☐  
att 01 – Bylaw No. 05/22  
att 02 – Track change Version

---

**PREPARED BY:** HM  
**REVIEWED BY:** MB

**MOUNTAIN VIEW COUNTY**

**BYLAW NO. 05/22**

**TOWN OF OLDS INTERMUNICIPAL DEVELOPMENT PLAN  
BYLAW NO. 19/20 AMENDMENT**

**Mountain View County  
Province of Alberta**

**Bylaw No. 05/22**

**A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA TO AMEND THE INTERMUNICIPAL DEVELOPMENT PLAN BETWEEN MOUNTAIN VIEW COUNTY AND THE TOWN OF OLDS BYLAW NO. 19/20**

**SECTION 1 - AUTHORITY**

- 1.01 Section 631 of the *Municipal Government Act*, Chapter M-26 Statutes of Alberta 2000, as amended from time to time, provides that Council may by Bylaw adopt an Intermunicipal Development Plan.
- 1.02 The *Municipal Government Act*, as amended from time to time, provides that an Intermunicipal Development Plan may be amended from time to time.

**SECTION 2 - AMENDMENTS**

- 2.01 Mountain View County hereby enacts that Bylaw No. 19/20 be amended as follows:

**To delete the following from the Table of Contents**

F. Short Term Annexation

**To delete the following from Section D IDP Area and Map 1**

- 1) (a) Short Term Annexation;
- 2) "Short Term Annexation" means the area that shall be included in an annexation application to the Province following adoption of the IDP. It includes three quarter sections agreed to in principle by the County and the Town and the abutting road allowances on the west and east sides of these quarter sections.
- 3) Map 1

**To delete Map 1**

**To replace Map 1 as attached and marked Schedule "A"**

**To delete Section F**

**F. SHORT TERM ANNEXATION**

- 1) The Short Term Annexation area shown on Map 1 consists of three quarter sections located in Section 4-33-1-W5, a one mile portion of Range Road 14 along the west side of Section 4.
- 2) The Short Term Annexation area shall be addressed in a formal application to the Province for annexation following adoption of this IDP.



- 3) No land use bylaw amendments or subdivisions shall be approved for lands within the Short Term Annexation area. Development approvals shall be limited to those allowed under the current designation under the County's Land Use Bylaw.
- 4) The future intended uses for the Short Term Annexation area, once annexed into the Town, are found in the Town of Olds Municipal Development Plan, and consist of commercial and industrial land uses. The land uses show in the Town's Municipal Development Plan do not apply and have no direct bearing on planning approvals until the lands have been annexed into the Town's jurisdiction.
- 5) Following a decision on the formal annexation application by the Province, the IDP shall be amended to show the annexed portions of the Short Term Annexation area as part of the Town of Olds area on Map 1. Any portions of the Short Term Annexation area that are not approved for annexation shall be changed to Urban Fringe on Map 1.

**To delete the following from Section G Urban Fringe**

- 1) The Urban Fringe is those lands within the County that have been identified for future Town growth beyond the Town's current boundaries. The selection of the Urban Fringe areas is based on the projected land area needed for the Town to be able to grow to a future population of 36,000 (expected in 2076 based on current projections). When the Urban Fringe area is added to the lands available in the current Town boundaries (Town of Olds area on Map 1) and the Short Term Annexation area shown on Map 1 it provides for approximately 60 years projected Town residential growth, 50 years projected Town commercial growth and 70 years projected Town industrial growth.
- 2) The Urban Fringe shall be the priority areas for future annexations by the Town. It is expected that the Urban Fringe will be annexed to the Town in blocks (one or more quarter sections at a time) based on justified need for additional residential, commercial and industrial lands in accordance with Section Q of this IDP. The timing and identification of portions of the Urban Fringe for future annexations shall be determined through consultations between the Town and County.

**To add the following to Section G Urban Fringe**

- 1) The Urban Fringe is those lands within the County that have been identified for future Town growth beyond the Town's current boundaries. The selection of the Urban Fringe areas is based on the projected land area needed for the Town to be able to grow to a future population of 36,000 (expected in 2076 based on current projections). When the Urban Fringe area is added to the lands available in the current Town boundaries (Town of Olds area on Map 1) it provides for approximately 60 years projected Town residential growth, 50 years projected Town commercial growth and 70 years projected Town industrial growth.
- 2) The Urban Fringe shall be the priority areas for future annexations by the Town. It is expected that the Urban Fringe will be annexed to the Town in blocks (one or more quarter sections at a time) based on justified need for additional residential, commercial and industrial lands in accordance with Section P of this IDP. The timing and identification of portions of the Urban Fringe for future annexations shall be determined through consultations between the Town and County.

**To delete the following from Section I College Area**

- 4) The Town and County shall recommend that the College prepare a Campus Master Plan, in consultation with the Town and County, to further understanding of the long term land use and servicing implications that may need to be coordinated between the Town and County.

**To add the following to Section I College Area**

- 4) The Town and County shall recommend that the College uses a Campus Master Plan to further understanding of the long term land use and servicing implications that may need to be coordinated between the Town and County.

**To delete the following from Section J Referral Area**

- 1) The Referral Area shown on Map 1 identifies lands that are not intended to accommodate Town growth within the 50-70- year horizon of this IDP. Planning matters such as proposed changes in land use and subdivision shall be referred to the Town to enable coordination of planning and servicing decisions that will be made for the adjacent Urban Fringe areas, Short Term Annexation area or Town of Olds areas.

**To add the following to Section J Referral Area**

- 1) The Referral Area shown on Map 1 identifies lands that are not intended to accommodate Town growth within the 50-70- year horizon of this IDP. Planning matters such as proposed changes in land use and subdivision shall be referred to the Town to enable coordination of planning and servicing decisions that will be made for the adjacent Urban Fringe areas or Town of Olds areas.

**To add the following to Section R Referral and Circulation Process**

- 7) Either municipality may send referrals or use other means to seek input on planning and development matters from landowners and residents in the other municipality. Where either the Town or County is required or elects to seek input from landowners and residents in the other municipality, the Town or County may use a referral letter to individual landowners or an advertisement in the local newspaper. The Town and County agree that either of these two approaches is an acceptable means of seeking input from landowners and residents within their respective municipalities by the other municipality.

**To renumber the sections affected by the above amendments to result in sequential numbering and lettering throughout the Bylaw.**

**SECTION 3 – EFFECTIVE DATE**

3.01 This Bylaw shall come into effect at such time as it has received third (3<sup>rd</sup>) reading and has been signed in accordance with the *Municipal Government Act*.

Received first reading \_\_\_\_\_,

Received second reading \_\_\_\_\_,

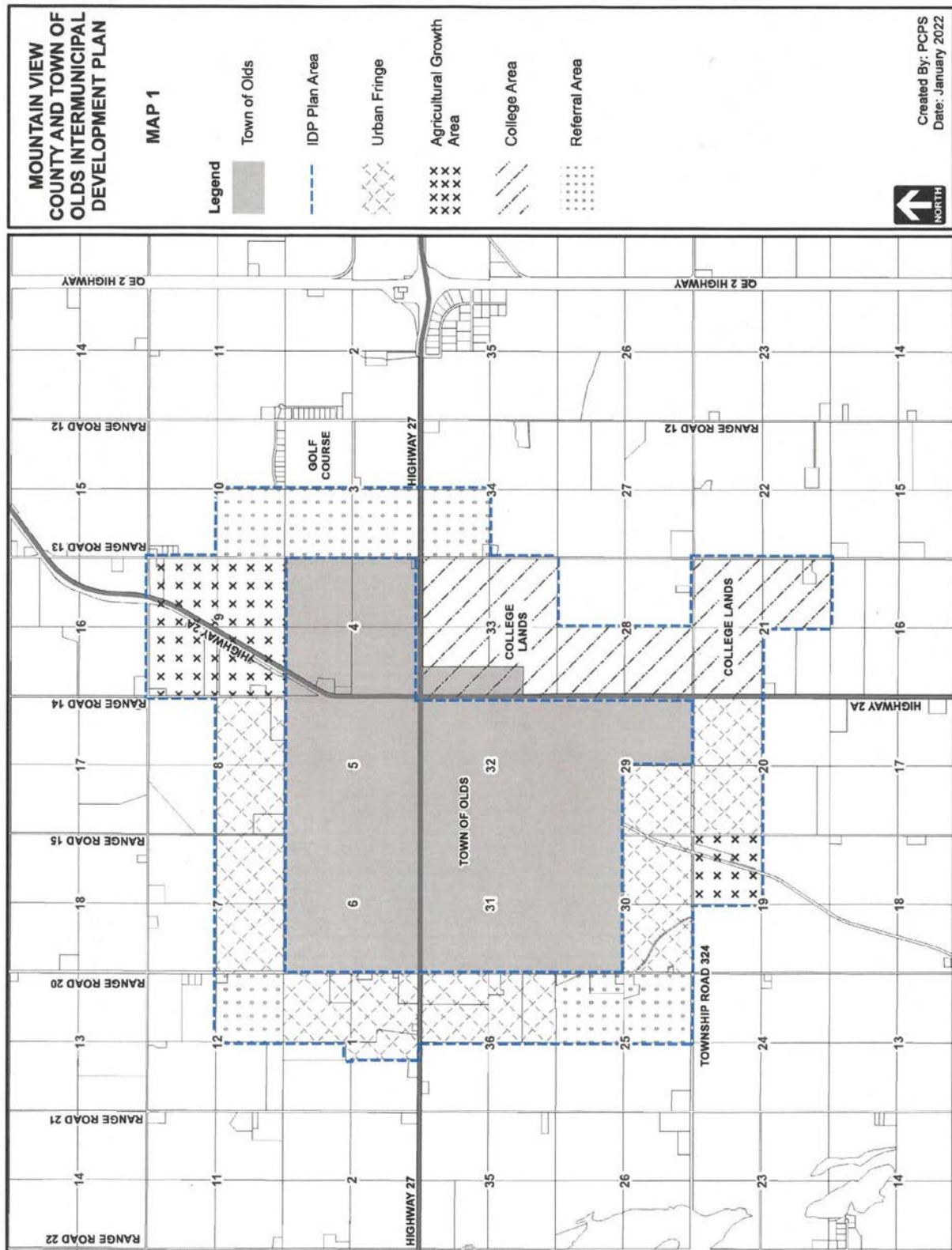
Received third reading \_\_\_\_\_.

\_\_\_\_\_  
Reeve

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

\_\_\_\_\_  
Date of Signing

Schedule "A"



# MOUNTAIN VIEW COUNTY and TOWN OF OLDS

## INTERMUNICIPAL DEVELOPMENT PLAN



~~SEPTEMBER 2020~~ MARCH 2022

### Document History

This Document: ~~Draft for ICC Review~~ Final for Council Consideration –  
~~September 2020~~ March 2022

### Previous Documents:

Approved by Council – September 2020

Edited for Public Input and ICC Review in September 2020

Edited based on ICC Review on June 17, 2020

Draft for Joint Council Review sent May 29, 2020



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## **A. INTRODUCTION**

- 1) The Town and the County have agreed to prepare and adopt an intermunicipal development plan (IDP) as described in the Municipal Government Act.
- 2) The Town and the County have agreed to enter into the Town of Olds and Mountain View County Inter-municipal Cooperation Master Agreement (Master Agreement) relating to the sharing of costs for the provision of services by the Town to the residents of the County and for the sharing of revenue in exchange for the extension of water and wastewater services by the Town to the County.
- 3) The Master Agreement constitutes the Intermunicipal Collaboration Framework (ICF) between the Town and the County that is required under the Municipal Government Act.
- 4) Together, the IDP and the Master Agreement form the basis of cooperative efforts between the Town and the County to serve the needs of their communities.
- 5) In preparing the IDP, the Town and the County recognize that all municipalities are equals and have:
  - a) the right to growth and development; and
  - b) the right to plan and build the type of community desired by their residents and ratepayers in accordance with their respective Municipal Development Plan.
- 6) The purpose of the IDP is to:
  - a) provide a policy framework for planning matters requiring coordination between the Town and County, such as future land uses, environmental matters, and transportation and infrastructure planning; and
  - b) provide processes for ongoing communication, cooperation, decision making and, if needed, dispute resolution related to land use planning matters in the IDP area.

## **B. IDP GOALS**

- 1) To reinforce and enhance the positive and mutually beneficial relationships between the Town and County recognizing that the town and surrounding rural areas function as one diverse, mutually supporting community;
- 2) To achieve a common purpose for growth and development in the area around Olds which recognizes the importance of agricultural preservation, supports

intermunicipal agreements, and is consistent with cooperative initiatives in the effective and efficient provision of municipal services;

- 3) To encourage dialogue to reduce the potential for land use conflicts and foster a better understanding of each other's interests and views on land use planning matters while considering the effects that development in one municipality might have on the other;
- 4) To confirm future Town growth directions and land requirements and protect the identified areas in the IDP to enable the efficient, orderly and economical expansion of the Town;
- 5) To establish a direction for attracting new economic opportunities and improve existing opportunities to secure a long-term economic base for the region;
- 6) To provide for effective coordination of transportation systems and protection of required land for future road network developments; and
- 7) To plan for utility corridors to support future growth and development of the IDP area, and to ensure oil and gas development/pipelines do not inhibit or restrict the future development of the region.

## **C. IDP INTERPRETATION**

- 1) This IDP contains "shall", "should" and "may" policies which are interpreted as follows:
  - a) "shall" policies must be complied with,
  - b) "should" policies mean compliance in principle is required but it is subject to the discretion of the applicable authority on a case by case basis, and
  - c) "may" policies indicate support in principle but it is subject to the applicable authority determining the level of compliance that is required.
- 2) In the hierarchy of statutory plans, the policies of the IDP shall take precedence over any other municipal statutory plan and document except where the IDP specifically defers to the policy direction provided under a more detailed, adopted statutory plan or Land Use Bylaw.

## D. IDP AREA AND MAP 1

- 1) The lands that are subject to the policies and agreements under the IDP are shown on Map 1. The IDP Area includes all lands identified as:

~~a) Short Term Annexation;~~

~~a) Urban Fringe;~~

~~b) Agricultural Growth Area;~~

~~c) College Area; and~~

~~d) Referral Area.~~

- 2) Map 1 also breaks the IDP Area into different categories with each category subject to different policies and long term expectations. The categories and symbols shown on Map 1 and their meaning are as follows:

**“Town of Olds”** means the area falling within the present boundaries of the Town and consisting of existing built areas and lands available to accommodate growth over the next 20-30 years.

~~**“Short Term Annexation”** means the area that shall be included in an annexation application to the Province following adoption of the IDP. It includes three quarter sections agreed to in principle by the County and the Town and the abutting road allowances on the west and east sides of these quarter sections.~~

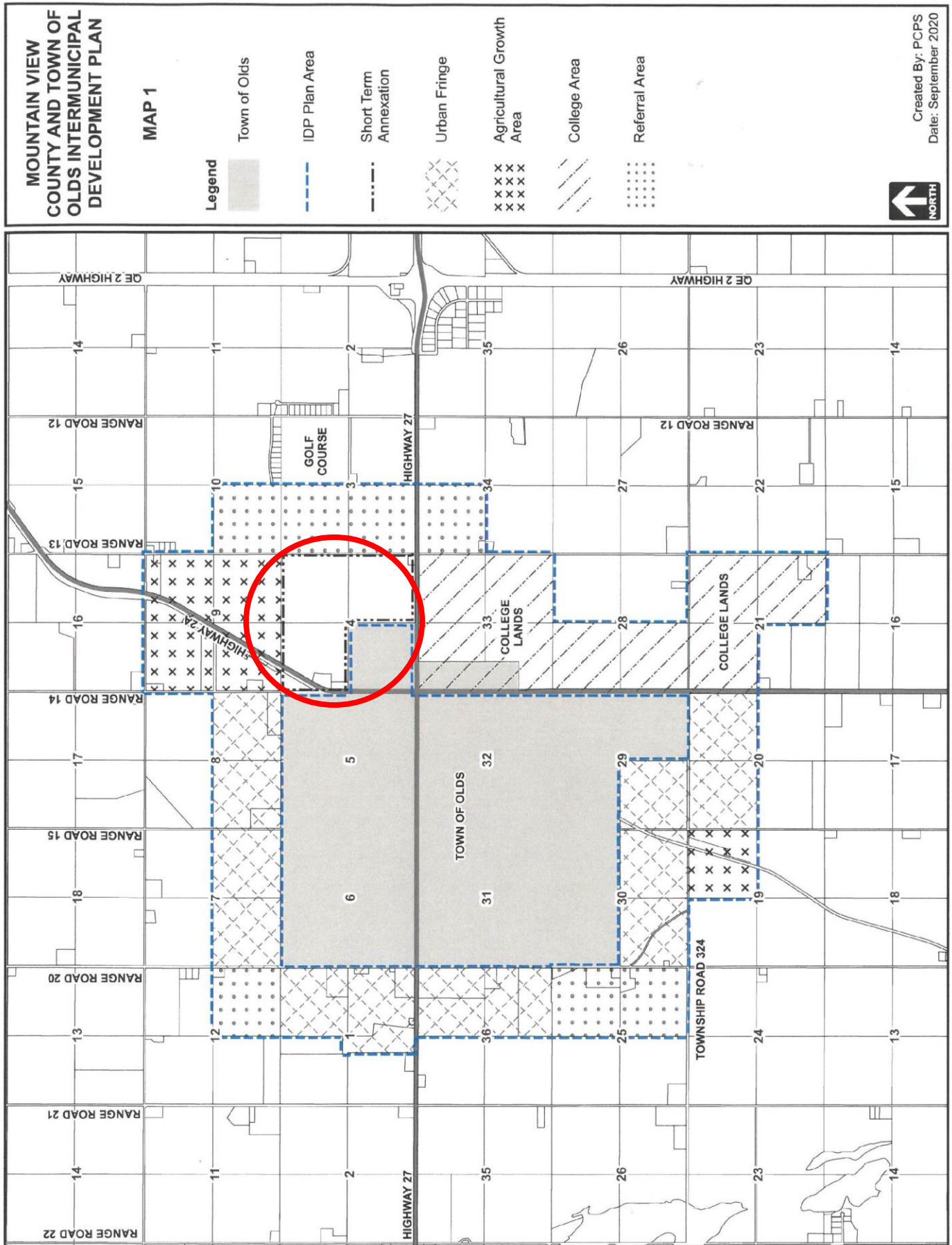
**“Urban Fringe”** means that area in the County that shall be set aside to accommodate future town expansion and shall be annexed to the Town as the Town’s need for additional residential, commercial and industrial lands emerges and can be justified.

**“Agricultural Growth Area”** means the areas in the County that shall be set aside for agricultural uses and agriculture support uses that are important to the area’s agricultural industry or other complementary uses requiring rail access. This area is not intended to be annexed by the Town.

**“College Area”** means the lands owned by the College, in the Town and County, where the Town and County wish to pursue further discussions with Olds College before establishing specific policies in the IDP.

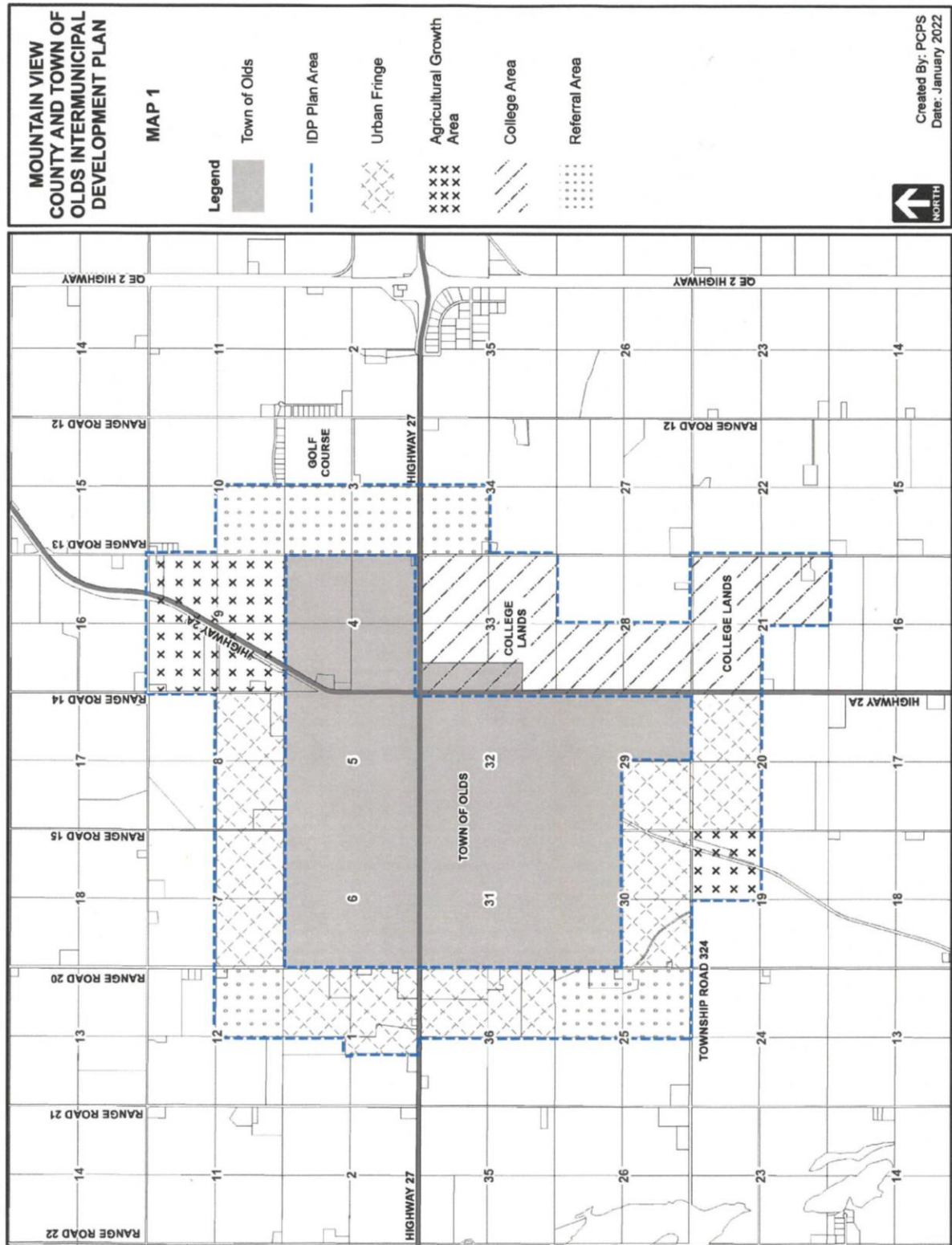
**“Referral Area”** means that area in the County that is not meant to accommodate future Town expansion or be annexed to the Town and where planning matters shall be referred to the Town to ensure coordination of planning and servicing decisions.

- 3) The role and expectations of each category assigned under Map 1 is described in greater detail in the sections that follow.





**Updated Map - Remove Short Term Annexation Area/Expand Town of Olds Area/Adjust IDP Plan Area**



## **E. TOWN OF OLDS**

- 1) The Town of Olds area shown on Map 1 contains the lands that are within the present boundaries of the Town.
- 2) With the exception of the portion of the College Lands located in the Town of Olds area, the policies of the IDP do not apply to lands within the Town of Olds.
- 3) The future intended uses for the Town of Olds area are found in the Town of Olds Municipal Development Plan.

## **~~F. SHORT TERM ANNEXATION~~**

- ~~1) The Short Term Annexation area shown on Map 1 consists of three quarter sections located in Section 4-33-1-W5, a one mile portion of Range Road 13 along the east side of Section 4, and a quarter mile portion of Range Road 14 along the west side of Section 4.~~
- ~~2) The Short Term Annexation area shall be addressed in a formal application to the Province for annexation following adoption of this IDP.~~
- ~~3) No land use bylaw amendments or subdivisions shall be approved for lands within the Short Term Annexation area. Development approvals shall be limited to those allowed under the current designation under the County's Land Use Bylaw.~~
- ~~4) The future intended uses for the Short Term Annexation area, once annexed into the Town, are found in the Town of Olds Municipal Development Plan, and consist of commercial and industrial land uses. The land uses shown in the Town's Municipal Development Plan do not apply and have no direct bearing on planning approvals until the lands have been annexed into the Town's jurisdiction.~~
- ~~5) Following a decision on the formal annexation application by the Province, the IDP shall be amended to show the annexed portions of the Short Term Annexation area as part of the Town of Olds area on Map 1. Any portions of the Short Term Annexation area that are not approved for annexation shall be changed to Urban Fringe on Map 1.~~

## **FG. URBAN FRINGE**

- 1) The Urban Fringe is those lands within the County that have been identified for future Town growth beyond the Town's current boundaries. The selection of the Urban Fringe areas is based on the projected land area needed for the Town to be able to grow to a future population of 36,000 (expected in 2076 based on current projections). When the Urban Fringe area is added to the lands available in the current Town boundaries (Town of Olds area on Map 1) ~~and the Short Term Annexation area shown on Map 1~~ it provides for approximately 60 years projected Town residential growth, 50 years projected Town commercial growth and 70 years projected Town industrial growth.
- 2) The Urban Fringe shall be the priority areas for future annexations by the Town. It is expected that the Urban Fringe will be annexed to the Town in blocks (one or more quarter sections at a time) based on justified need for additional residential, commercial and industrial lands in accordance with Section ~~PQ~~ of this IDP. The timing and identification of portions of the Urban Fringe for future annexations shall be determined through consultations between the Town and County.
- 3) To preserve large blocks of land for efficient, economical design as part of a future urban area and to avoid impeding the ability of the Town to grow, subdivision and development in the Urban Fringe shall be limited.
- 4) Use and development of the lands identified as Urban Fringe on Map 1 shall be based on the current designations under the County's Land Use Bylaw that are in place as of the date the IDP is adopted. With the exception of the items under clause 6, changes in land use designation to allow for non-agricultural uses shall not be approved.
- 5) The approval of subdivision of the lands identified as Urban Fringe on Map 1 shall be limited to applications involving a first parcel out in the form of a fragmented parcel, or a farmstead separation, or a vacant country residential parcel, or an agricultural parcel in accordance with the Agricultural Land Use Policies of the County's Municipal Development Plan.
- 6) Changes in land use designation for lands identified as Urban Fringe on Map 1 shall only be approved to facilitate first parcel out subdivisions in accordance with the Agricultural Land Use Policies of the County's Municipal Development Plan.
- 7) No new or expanded confined feeding operations shall be permitted within the Urban Fringe areas shown on Map 1.

- 8) The future intended uses for the Urban Fringe, once annexed into the Town, are found in the Town of Olds Municipal Development Plan. The land uses shown in the Town's Municipal Development Plan do not apply and have no direct bearing on planning approvals until the lands have been annexed into the Town's jurisdiction.

#### **GH. AGRICULTURAL GROWTH AREA**

- 1) The Agricultural Growth Areas shown on Map 1 are centered on the existing grain elevators and rail transshipment facilities that are north and south of Olds. These facilities are critical to the area's agricultural operations and agricultural economy.
- 2) The Agricultural Growth Areas shall be set aside for expansions of the current agricultural support facilities and the addition of new agricultural support uses or complementary uses requiring rail access.
- 3) Until such time as an area structure plan has been prepared for each of the Agricultural Growth Areas shown on Map 1, uses and development in each area shall be based on the current designations under the County's Land Use Bylaw and the current policies and land uses assigned under the County's Municipal Development Plan.
- 4) The process to prepare an area structure plan and the contents of the area structure plan shall be based on the requirements of the County's Municipal Development Plan and related planning policies.
- 5) As the Urban Fringe area and other lands that are adjacent each of the Agricultural Growth Areas is planned, subdivided and developed, suitable transition between uses shall be provided so that potential land use conflict does not limit the ability of the agricultural uses and agricultural support uses to operate or expand.
- 6) The Agricultural Growth Areas shall not be annexed into the Town of Olds.

## **H. COLLEGE AREA**

- 1) The College Area shown on Map 1 contains the lands that are owned by Olds College within the Town of Olds and within Mountain View County and form the main campus area.
- 2) The College Area is of interest to both municipalities in terms of:
  - a) ensuring the ongoing success of a key public institution that benefits the larger community;
  - b) coordinating planning decisions as uses and activities on and around the College lands change; and
  - c) coordinating ongoing municipal service delivery to the College lands and the public on the College lands such as emergency services, municipal utilities, maintenance of access roads, etc.
- 3) The Town and County recognize the need to increase communication with the College. The proposed approach to achieve this shall be as follows:
  - a) the Town and County shall invite Olds College to participate in regular annual meetings that would serve as the main forum to identify issues and opportunities of interest to any of the parties;
  - b) the Town and County shall propose that these meetings be attended by:
    - (i) the Inter-Municipal Cooperation Committee or ICC appointees from the Town and County and senior administrator (or designates) of each municipality; and
    - (ii) 3 or more representatives of Olds College with at least one representative being an executive member;
  - c) the Town and County shall propose holding additional meetings as needed.
- 4) The Town and County shall recommend that the College ~~uses prepare~~ uses a Campus Master Plan, ~~in consultation with the Town and County,~~ to further understanding of the long term land use and servicing implications that may need to be coordinated between the Town and County.
- 5) Use and development of the College Area within the Town of Olds shall be based on the land use designations under the Town of Olds Land Use Bylaw. Use and development of the College Area within Mountain View County shall be based on the land use designations under the County's Land Use Bylaw.



## **IJ. REFERRAL AREA**

- 1) The Referral Area shown on Map 1 identifies lands that are not intended to accommodate Town growth within the 50 -70 year horizon of this IDP. Planning matters such as proposed changes in land use and subdivision shall be referred to the Town to enable coordination of planning and servicing decisions that will be made for the adjacent Urban Fringe areas, ~~Short Term Annexation area~~ or Town of Olds areas.
- 2) Use and development of land within the Referral Area shall be based on the present land use designations under the County's Land Use Bylaw and the land uses and policies assigned under the County's Municipal Development Plan.
- 3) An area structure plan shall be required for any residential subdivision creating more than 3 lots or an industrial or commercial subdivision creating more than one industrial or commercial lot. The process to prepare an area structure plan and the contents of the area structure plan shall be based on the requirements of the County's Municipal Development Plan and related planning policies.
- 4) No new or expanded confined feeding operations shall be permitted within the Referral Area.

## **JK. WATER AND WASTEWATER SERVICES**

- 1) The County may apply to the Town for connection to water and wastewater services for new developments within the Urban Fringe, Referral Area or the Agricultural Growth Area that require these services.
- 2) The Town agrees that all development within the Urban Fringe, Referral Area or Agricultural Growth Area shall be permitted to connect to the Town's water and wastewater services based on agreement under the Master Agreement. If an application for connection to Town water and/or wastewater is made a sub-agreement shall be developed.

## **KL. DRAINAGE**

- 1) The Town and County agree to manage storm water run-off and drainage issues as development occurs in their respective jurisdictions so that lands in either municipality are not negatively impacted by changes in drainage volumes and patterns.

- 2) The Town and County recognize that storm water management facilities located in the Town and located in the County may require shared outfall routes and rights of way to reach an acceptable receiving body that meets Alberta Environment and Parks requirements. The Town and County agree to work together to secure outfall routes that may benefit both municipalities.

#### **LM. TRANSPORTATION SYSTEMS**

- 1) The Town and County shall share information to ensure a safe and efficient transportation network can be developed and maintained to service the residents and businesses within the IDP area.
- 2) The Town and County may work with Alberta Transportation to establish a Highway Vicinity Management Agreement that facilitates intersections along Highway 27 and Highway 2A to give access to commercial and industrial areas.
- 3) Both municipalities shall coordinate the planning of major transportation links. Where these links involve Provincial highways the two municipalities shall work in concert with Alberta Transportation.
- 4) Both municipalities shall share their respective capital plans for transportation improvements to coordinate road upgrades.
- 5) As subdivision occurs, lands required for future transportation corridors shall be protected. This may take the form of dedication of road right-of-way, registration of land acquisition agreements on title, additional building setback requirements, or a combination of these measures.

#### **MA. ENTRANCEWAY CORRIDOR**

- 1) Both the Town and County shall consider the impact developments may have on the aesthetic appearance of the entrance corridors to the Town.
- 2) The County shall apply the Land Use Bylaw and Business, Commercial and Industrial Design Guidelines when considering new development permit applications.

## **NO. UTILITY CORRIDORS**

- 1) The Town and County acknowledge that future development within the area is dependent on access to water and wastewater services. The Town and County agree to work together to ensure the corridors for the Mountain View Regional Water Services Commission and the South Red Deer Regional Wastewater Commission are protected.
- 2) The Town and County also acknowledge that the development of the oil and gas industry has played an integral part in the development of the region. The Town and County shall endeavour to work with the oil and gas industry to ensure that the orderly development of the area is not unduly restricted by the development of oil and gas infrastructure, including pipelines.
- 3) The County and the Town shall work together to protect municipal utility corridors.

## **OP. ECONOMIC DEVELOPMENT**

- 1) The municipalities have agreed to work together to promote and support economic development that is good for both municipalities.
- 2) Both municipalities shall work towards diversification of local economic sectors to increase employment opportunities and increase the size of the non-agricultural and non-residential assessment base. Activities that are not related to the oil and gas sector, such as value added agriculture, value added manufacturing or processing of resources, and tourism, shall be strongly encouraged in addition to accommodating ongoing investment in the oil and gas sector.
- 3) Through their respective Municipal Development Plan, the Town and County shall ensure that their combined land use patterns provide a suitable inventory of lands for commercial and industrial development. This includes a range of choice for potential commercial and industrial activities in terms of parcel sizes, access and visibility along major travel corridors, available municipal services, and levels of servicing.
- 4) While a broad range of commercial and industrial (which includes value-added agriculture) uses and development is desirable, those uses and developments which may detract from the community's character, quality of life for area residents, unduly impact on the environment, or cause negative social implications may not be allowed.

## **PQ. ANNEXATION**

- 1) The County recognizes and agrees that annexation of lands from the County by the Town to provide additional land for Town growth shall be needed from time to time.
- 2) Either municipality may put forward an annexation proposal.
- 3) Where annexation is proposed by either municipality, efforts shall be made to ensure that affected landowners, meaning those whose land is proposed to be transferred to the Town jurisdiction, are notified prior to the general public.
- 4) Annexation proposals shall be reviewed by the ICC prior to submission of a Notice of Intent to the respective Councils and the Municipal Government Board.
- 5) If deemed necessary by the ICC, at least one joint meeting of the two Councils to discuss the rationale for the annexation shall be held prior to submission of the annexation application to the Municipal Government Board.
- 6) The Town and County shall endeavour to reach an inter-municipal agreement on the annexation prior to submitting the annexation to the Municipal Government Board.
- 7) In evaluating the appropriateness of an annexation proposal, the following criteria shall be taken into account and documented in a supporting report:
  - a) justifiable based on projected growth rates reflecting historic trends or anticipated economic stimulus;
  - b) availability and cost of providing municipal services including consideration of economies of scale related to the financing of municipal service extensions;
  - c) adequacy of transportation systems and ability to expand to accommodate demands resulting from annexation including consideration of economies of scale related to the financing of transportation infrastructure;
  - d) landowner interest in pursuing development and as high a degree of concurrence among affected landowners as possible;
  - e) measures to mitigate the impacts of annexation relating to such aspects as change in taxation levels, service provisions and treatment of and continuation of existing, approved uses and development;
  - f) consistency with adopted statutory plans;
  - g) logical extension of jurisdictional boundaries including consideration of long term responsibilities for maintenance and service delivery and the establishment of rational planning units or boundaries;
  - h) the financial impact on both municipalities and any means of mitigating impacts; and

- i) legislation as provided for in the Municipal Government Act Section 76 and the Municipal Government Board's Annexation Principles.

## **QR. REFERRAL AND CIRCULATION PROCESS**

- 1) Notwithstanding that the policies of the IDP only apply to the lands contained within the IDP Area, the Town of Olds agrees to refer planning matters to the County. The matters to be referred shall include:
  - a) subdivision applications;
  - b) land use bylaw amendments and re-designations;
  - c) new area structure plans or amendments to an existing area structure plan;
  - d) new area redevelopment plans or amendments to an existing area redevelopment plans; and
  - e) amendments to the Town's Municipal Development Plan;where the lands subject to one or more of the items listed above is adjacent the Town boundary or is within the College Area shown on Map 1.
- 2) The County agrees to refer planning matters to the Town. The matters to be referred shall include:
  - a) subdivision applications;
  - b) land use bylaw amendments and re-designations;
  - c) new area structure plans or amendments to an existing area structure plan;
  - d) new area redevelopment plans or amendments to an existing area redevelopment plans; and
  - e) amendments to the County's Municipal Development Plan;where the lands subject to one or more of the items listed above is within the Urban Fringe, Agricultural Growth Area, College Area, or Referral Area shown on Map 1.
- 3) The Town and County have agreed that they shall not refer development permit applications to each other.
- 4) Circulations shall be sent to each Administration with the expectation that comments shall be provided from an Administrative perspective. Each municipality shall offer comments from the perspective of specific implications that have a high likelihood of affecting their own planning efforts around land uses, development, and infrastructure. General observations and advice on issues that have no bearing on the planning efforts of the commenting municipality shall be avoided.
- 5) The Administration receiving the circulation shall be given at least 14 calendar days to submit their comments and shall make their comments in writing within the 14 calendar day period. The CAO of the municipality sending the referral may



agree to an extension of the review period and where an extension is provided it shall be communicated in writing.

- 6) When issues are raised through the referral and circulation process, they shall be addressed using the process steps described below. While these steps are underway, the municipality having jurisdiction over the matter should not proceed with making a decision.

Step 1: Once an issue is identified, the Administration of the municipality having jurisdiction shall provide the other municipality's Administration with all available information concerning the matter.

Step 2: The Administration of the commenting municipality shall evaluate the matter and provide written comments to the other municipality.

Step 3: Every attempt shall be made to discuss the issue with the intent of arriving at a mutually acceptable resolution.

Step 4: If an agreement or understanding on how to approach the issue is reached, the Administration of the commenting municipality shall indicate same to the Administration of the other municipality in writing. If no agreement can be reached, the matter shall be referred to each Council to determine if the dispute resolution process is to be used. This step shall not apply to referrals of subdivision applications.

- 7) Either municipality may send referrals or use other means to seek input on planning and development matters from landowners and residents in the other municipality. Where either the Town or County is required or elects to seek input from landowners and residents in the other municipality, the Town or County may use a referral letter to individual landowners or an advertisement in the local newspaper. The Town and County agree that either of these two approaches is an acceptable means of seeking input from landowners and residents within their respective municipalities by the other municipality.

## **RS. PLAN ADMINISTRATION AND IMPLEMENTATION**

### **Inter-Municipal Cooperation Committee (ICC)**

- 1) The Inter-Municipal Cooperation Committee (ICC) formed under the Town of Olds and Mountain View County Inter-municipal Cooperation Master Agreement shall be the primary forum for discussing matters relating to the IDP.

- 2) The mandate of the ICC with respect to the IDP shall include discussion and consideration of the following:
  - a) making recommendations to both Councils on intermunicipal matters related to land use planning and development that are referred to the ICC by either municipality;
  - b) monitoring the progress of the IDP including overseeing any implementation actions and follow up identified in the IDP;
  - c) reviewing any proposed annexations;
  - d) reviewing any proposed amendments to the IDP; and
  - e) if necessary, assisting with the resolution of disputes in accordance with the IDP.
- 3) The ICC shall conduct their meetings and decision making based on the protocols and processes outlined in the Master Agreement.
- 4) At least once annually, the ICC shall discuss progress on any initiatives arising out of the IDP or required to implement the full intent of the IDP and any issues and opportunities related to the IDP.

#### **Approving Authorities**

- 5) The Town shall be responsible for the administration and decisions on all statutory plans, non-statutory plans, land use bylaws, amendments thereto, subdivision applications and development applications falling within the boundaries of the Town.
- 6) The County shall be responsible for the administration and decisions on all statutory plans, non-statutory plans, land use bylaws, amendments thereto, subdivision applications and development applications falling within the boundaries of the County.

#### **Plan Amendments**

- 7) An amendment to the IDP may be proposed by either municipality. Any proposed amendment should first be presented to the Administration of the other municipality to facilitate review prior to discussion of the proposed amendment at an ICC meeting.
- 8) Following the conclusion of any annexation process or change in municipal boundaries, the IDP map and text impacted by the change in municipal boundaries shall be amended.

- 9) An amendment to the IDP has no effect if not adopted by both municipalities by bylaw pursuant to the Municipal Government Act.

### **Plan Review**

- 10) At the end of five years from the date that the IDP is adopted by both Councils, the two municipalities shall consider the need for a review of the IDP. If deemed necessary, the IDP shall be updated and revised. Thereafter the IDP shall be considered for review every five years unless an alternative timeframe is agreed to by both Councils.

### **Procedure to Repeal**

- 11) If either municipality deems the current IDP is no longer workable or not in their interests, the municipality may initiate the process to repeal the current IDP.
- 12) The following procedure to repeal the current IDP shall be applied:
  - a) the municipality wishing to repeal the current IDP shall give the other municipality written notice of its intention to repeal its bylaw adopting the current IDP;
  - b) within 30 days of the date of written notice being forwarded to the other municipality, an ICC meeting shall be convened at which meeting the municipality initiating the repeal process shall provide its reasons for doing so;
  - c) following the ICC meeting, the municipality initiating the repeal process may either withdraw its intention to repeal the current IDP by giving written notice to the other municipality or proceed to consider a bylaw to repeal the current IDP;
  - d) once one municipality has given first reading to a bylaw repealing the current IDP, the two municipalities shall start the process to create a replacement IDP and the bylaw to repeal the current IDP shall not advance to consideration of second reading;
  - e) until such time as the replacement IDP has been agreed to by both municipalities, the current IDP remains in effect;
  - f) once a replacement IDP has been agreed to, the bylaws adopting the replacement IDP shall repeal the current IDP;
  - g) in the event that a replacement IDP cannot be agreed upon, the municipalities shall notify the Minister of Municipal Affairs and seek guidance on how to proceed in accordance with the Municipal Government Act.

## **Dispute Resolution Process**

- 13) The Town and County agree that disputes relating to matters covered by the IDP shall be restricted to the following:
  - a) lack of agreement on any proposed amendment to the IDP;
  - b) lack of agreement on any proposed statutory plan, land use bylaw or amendment to either located within or affecting the IDP Area; or
  - c) lack of agreement on an interpretation of the IDP.
- 14) Lack of agreement on the matters listed above is defined as a statutory plan, land use bylaw or amendment to either where first reading of a bylaw is given by one Council and which the other Council deems to be inconsistent with the policies of this IDP or detrimental to their planning interests as a municipality.
- 15) A dispute on a matter not listed above may be referred to the appropriate authority or appeal board that deals with that issue.
- 16) The dispute resolution process of the IDP may only be initiated by Town Council or County Council.
- 17) Identification of a dispute and the desire to go through the dispute resolution process may only occur within 30 calendar days of first reading being given to the item that is in question. The Council wishing to go through the dispute resolution process shall provide written indication of their desire and reasons to the other Council before the end of the 30 calendar day period.
- 18) Once either municipality has received written notice of a dispute, the dispute resolution process must be started within 15 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 19) In the event the dispute resolution process is initiated the municipality having authority over the matter shall not give any further approval in any way until the dispute has been resolved or an attempt to reach a mediated resolution has been concluded.
- 20) A dispute shall be addressed using the process described below. At any stage the dispute may be resolved:

Stage 1: ICC Review - The ICC shall convene to consider and attempt to resolve the dispute. Both Administrations shall present their perspectives and views on the issue. The ICC may:

- a) provide suggestions to both Administrations on how to address the issue and refer the matter back to both Administrations for further discussion between them;
- b) seek additional information and alternatives for consideration at a future meeting of the ICC;
- c) if possible, agree on a consensus position that resolves the issue and provide the details of the consensus to each municipality in writing; or
- d) conclude that no initial agreement can be reached and communicate their conclusion to the two Councils.

Stage 2: Mediation – If the ICC Review does not resolve the dispute, the dispute shall then be referred to mediation. The services of an independent mediator shall be retained to mediate/facilitate discussions by the ICC based on an approved mediation process and schedule. The mediator shall present written recommendations to both Councils.

- 21) In the event mediation does not resolve the dispute, the Municipality that gave first reading to the item in question, may proceed to adopt the bylaw and, in accordance with the Municipal Government Act, the other municipality may appeal to the Municipal Government Board.
- 22) The municipality initiating a dispute may withdraw their objections at any time. The municipality initiating the dispute shall provide written confirmation that the dispute is withdrawn to the other municipality.
- 23) Both municipalities agree that time shall be of the essence when working through the dispute resolution process.



# Regular Council Meeting

## Request for Decision

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CAO Services

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**Date:** April 13, 2022

**SUBJECT:** Council Directives

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**RECOMMENDATION:** That Council receive the Council Directives as information.

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**ALTERNATIVE OPTIONS:**

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**BACKGROUND:** Receive as Information

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**RELEVANT POLICY:** N/A

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**BUDGET IMPLICATIONS:** N/A

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**Attachments** ☒ Nil ☐

1. 2022 Directives List
  2. 2021 Directives List
- 

**PREPARED BY:** LMC

## 2022 Council Directives

MOTION #	ACTION	DIRECTOR RESPONSIBLE	STATUS/COMMENTS
RC22-023	That Council request that Administration purchase and install a plaque, similar to the Century Farm Award, to be displayed outside at the Olds-Didsbury Airport and the Sundre Airport, to commemorate the efforts of the Olds Didsbury Flying Association and the Sundre Flying Club with costs to be funded from the CAO Contingency	Director, Legislative, Community and Agricultural Services	Design and purchase in progress
RC22-081	That Council direct Administration to bring forward a Bergen Area Structure Plan Amendment to remove the policies and map that restricts subdivision in proximity to potential aggregate resources	Director, Planning and Development	BF March 23, 2022 for First Reading
RC22-112	That Council direct Administration to bring forward an RFD for reuse of the returned 2020 and 2021 grant funding from Mountain View Seniors' Housing for repurposing	Director, Legislative, Community and Agricultural Services	Completed March 23, 2022
RC22-121	That Administration add the following condition:25. That the owner, applicant, and/or landowner confirm that the lights have been redirected to a downward facing position and that confirmation be passed on to the County when completed	Director, Planning and Development	Development Permit issued on March 23, 2022
RC22-122	That Council approve the proposed Self-Storage Facility (Phase 1, Building C) in accordance with Land Use Bylaw No. 21/21 and the submitted application, within SE 27-29-5-5, submitted by WESTWARD DEVELOPMENTS LTD, Development Permit No. PLDP20210490, subject to the conditions outlined and amended	Director, Planning and Development	Development Permit issued on March 23, 2022
RC22-125	That Council amend Bylaw No. 02/22 to include the numbering of 10.19 for the Specific Use Regulations for Utility Services, Minor Infrastructure and renumber Work Camp, Long Term as 10.20	Director, Planning and Development	Complete
RC22-138	That Council consolidate closed Road Plan Number 051 1358 with the adjacent land in NE 34-30-3 W5	Director, Operational Services	Currently being surveyed. Will submit to land titles when completed.
RC22-143	That Council approve an additional \$135,000 expense for the replacement of BF 79527, to be funded from the existing 2022 Capital Bridge Program Budget	Director, Corporate Services	Completed and included in 2022 Project Budget.
RC22-147	That Council direct Administration to include the total Provincial Policing costs in Tax Rate Bylaw 03/22	Director, Corporate Services	Bylaw amended for second and third reading, to be brought forward to April 13, 2022 RCM.
RC22-148	That Council direct Administration to invite PAMZ as a delegation at a future Council meeting	CAO Services	Delegation confirmed for May 25, 2022
RC22-149	That Council approve payment of the Annual Parkland Airshed Management Zone (PAMZ) membership in the amount of \$4571.95	CAO Services	Invoice paid April 1, 2022
RC22-153	That Council authorize Administration to refund the \$425.00 appeal fee related to SDAB PLRDSD20210281	Director, Corporate Services	In progress for the April 4, 2022 cheque run.
RC22-154	That Council nominate the Town of Sundre Wastewater Treatment Project for the 2022 Ministers Awards for Municipalities and Public Library Excellence	CAO Services	Submitted on March 25, 2022
RC22-156	That Council direct Administration to invite Dr. Renate Weller, Dean and Professor of the Faculty of Veterinary Medicine at the University of Calgary as a delegation at a future Council meeting	CAO Services	Delegation confirmed for May 25, 2022
RC22-160	That Council approve the lease of County owned Agricultural lands for Part of the W ½ 29-32-5 W5M, E ½ 29-32-5 W5M, SE 32-32-5 W5M to David Foat at a rate of \$14,500.00 per year for a three year grazing lease ending December 31, 2024	Director, Legislative, Community and Agricultural Services	Complete
RC22-161	That Council appoint the following to the South McDougal Flats ASP Steering Committee: Aalbers, Harris, Krebs, Richard warnock, Greg Camkin, Kevin Saunders, Cindy Iverson, Robert Killeleagh, Robin Tudor	Director, Planning and Development/Director, Legislative, Community and Agricultural Services	Letters sent; Scheduling 1st Steering Committee meeting

RC22-162	That Council direct administration to add to the Terms of Reference for the McDougal Flats ASP Review that policies for the Sundre Airport lands include the option to develop a Concept Plan in future	Director, Planning and Development	Updated
RC22-163	That Council approves a maximum contribution of \$35,683.75 funded from the facility reserve, to cover the Carstairs Fire Hall furnishings	CAO Services	In progress for the April 15, 2022 cheque run
RC22-164	That Council request that Administration make a final offer of \$64,000 for the Jet A Fuel Tank and any associated chattels necessary for the operation of the Jet A Fuel System at the Olds/Didsbury Airport, with an appropriate deadline for decision	Director, Legislative, Community and Agricultural Services	Letter sent March 25, 2022
RC22-165	That Council request that Administration notify the Olds/Didsbury Flying Association that in the event that the offer to purchase is not accepted, the County demands that the Olds/Didsbury Flying Association, in accordance with Section 11.03 of the previously held License to Occupy and Operate Agreement, remove all chattels owned by the Operator from the Premises, complete a Phase 2 Environmental Study on the Lands and remediate the Lands back to the satisfaction of the County within a time frame established by Administration that minimizes service interruption to users	Director, Legislative, Community and Agricultural Services	Letter sent March 25, 2022

## 2021 Council Directives

MOTION #	ACTION	DIRECTOR RESPONSIBLE	STATUS/COMMENTS
RC21-291	That Council direct the Chief Administrative Officer to seek approval from the Minister of Transportation to permanently close Road Plan 4226EZ within NE 1-32-2 W5, in accordance with Section 24 of the Municipal Government Act.	CAO	Preparing submission to Land Titles
RC21-440	That Council request that the Chief Administrative Officer contact all Recreational Condominium Corporations to determine their interest in the approval process.	Director, Planning and Development	For the next LUB Review
RC21-442	That Council authorize administration to pursue the negotiation with the adjacent landowners for the lease of a portion of the lands and to return a draft agreement for Council's consideration regarding the expansion of Davidson Park.	Director, Legislative, Community and Agricultural Services	Negotiations underway
RC21-446	That Council defer amendments to the Municipal Development Policy and Land Use Policy to address the Flood Hazard Area on a date to be determined by Council after the 2021 Municipal Election.	Director, Planning and Development	BF in 2022
RC21-589	That Council request that Municipal Planning Commission consider implementing a development permit condition that requires a compliance review of take place 5 years after approval	Director, Planning and Development	BF to MPC
RC21-590	That Council request that Municipal Planning Commission consider implementing a development permit condition that restricts Aggregate extraction below the water table	Director, Planning and Development	BF to MPC
RC21-592	That Council request that Municipal Planning Commission consider development permit conditions that take into consideration the dust management plan contained in the Comprehensive Site Development Plan	Director, Planning and Development	BF to MPC
OR21-006	That Council request administration add the Agricultural Service Board Terms of Reference to a future Council meeting for consideration of adding Youth members.	Director, Legislative, Community and Agricultural Services	Referring to ASB for comment.
RC21-683	That Council direct Administration to send a letter to the towns, and ICC committees regarding fire budget looking at a maximum of CPI, and any increase in the budget to be justified through the ICC process.	CAO Services	In Progress
RC21-696	That Council request that Administration develop a Terms of Reference for the Mountain View Aviation Advisory Board and return it to a future Council meeting for consideration.	Director, Legislative, Community and Agricultural Services	In Progress
RC21-716	That Council direct Administration to amend Section 6.01 (b) items a. and b. to read: a. Development prior to January 1st 2022 and adherence to a Winter Maintenance Program to the County's satisfaction, including clear key performance indicators to be monitored.and; b. Development prior to May 1st 2022 and adherence to a Summer Maintenance Program to the County's satisfaction, including clear key performance indicators to be monitored.	Director, Legislative, Community and Agricultural Services	In Progress

# Regular Council Meeting

## Request for Decision

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Legislative, Community & Agricultural Services

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**Date:** April 13, 2022

**SUBJECT:** 2022 Cemetery Grant Funding

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**RECOMMENDATION:**

That Council receives as information the 2022 Cemetery Grant funding approvals in the amount of \$11,000.00.

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**ALTERNATIVE OPTIONS:** N/A

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**BACKGROUND:**

Mountain View County will provide financial assistance to rural registered cemetery organizations within Mountain View County to enhance their ability to operate and deliver services to the community. Up to \$1,000.00 may be approved for each rural registered cemetery organization in any given year.

Grants may be used for general operational expenses such as grass cutting and general maintenance. Operating costs would only be approved to cemetery boards using the services of a yard care maintenance company. Volunteer hours will not be compensated for the purpose of operational or any expenses. Approved funding may also be used for fixed outdoor assets such as benches, signage, mapping, garbage and recycling collection, storage shed, etc., that would enhance the ambiance of the cemetery.

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**RELEVANT POLICY:** Policy No. 8010 – Cemetery Grant Funding

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**BUDGET IMPLICATIONS:** A budget of \$19,000.00 has been established in 2022 for Cemetery Grant Approvals. Any unallocated amounts will not be carried over for the following year.

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**Attachments** ☒ Nil ☐

1. 2022 Cemetery Grant Application Summary - Approvals
- 

**PREPARED BY:** JA  
**REVIEWED BY:** CA



**2022 Cemetery Grant Application Summary**

G/L: 8142 OP.560 GRNT (1.2.5.60.7.0.711)

<b>Budget</b>		<b>19,000.00</b>	<b>19,000.00</b>		<b>19,000.00</b>
<b>Organization</b>	<b>Project - 2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>
		Approved	Approved	Requested	Approved
Bergen Cemetery	Grounds Maintenance	1,000.00	1,000.00	1,000.00	1,000.00
Bergthal Mennonite Church Cemetery	Concrete Pads	1,000.00	1,000.00	1,000.00	1,000.00
Big Prairie Cemetery	Upkeep of Cemetery	1,000.00	1,000.00	1,000.00	1,000.00
Eagle Hill Cemetery	Maintenance/new gate/flowers	1,000.00	1,000.00	1,000.00	1,000.00
Eagle Valley Cemetery	Maintenance and Tree Planting	1,000.00	1,000.00	1,000.00	1,000.00
East Olds Baptist Church Cemetery	Maintenance	1,000.00	1,000.00	1,000.00	1,000.00
Harmattan Cemetery	Maintenance	1,000.00	1,000.00	1,000.00	1,000.00
Redeemer Lutheran Church Cemetery	Fencing/Enhancements	1,000.00	1,000.00	1,000.00	1,000.00
Sundre & District Cemetery	Maintenance	1,000.00	1,000.00	1,000.00	1,000.00
Westcott Community Cemetery	Maintenance	1,000.00	1,000.00	1,000.00	1,000.00
Westerdale Cemetery	Maintenance	1,000.00		1,000.00	1,000.00
<b>Grand Totals</b>		<b>13,000.00</b>	<b>10,000.00</b>	<b>11,000.00</b>	<b>11,000.00</b>

# Regular Council Meeting

## Request for Decision

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Legislative, Community and Agricultural Services

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**Date:** April 13, 2022

**SUBJECT:** 2022 Health Funding Applications

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**RECOMMENDATION:** That Council approves funding to the following organizations for health initiatives that support residents of Mountain View County, as follows:

- Hope 4 MVC Kids Society
- Olds & District Hospice Society
- Sundre Health Professional Attraction & Retention
- Village of Cremona

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**ALTERNATIVE OPTIONS:**

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**BACKGROUND:** Mountain View County Council supports innovative solutions that support health care service delivery within the Mountain View County region. If a proposed project is beneficial to an Urban Municipality(s), that Municipality should contribute an equal per capita amount. This funding commitment should be obtained by the applicant prior to Council approval.

This funding is directed to support health programs and services for enhanced and sustainable health care. Any allocated funding for health care initiatives must have a direct benefit to residents of Mountain View County. Projects/programs shall support health initiatives in a capacity such as promotion, prevention, treatment, continuing care, and/or rehabilitation. Requests for operational funding shall be prioritized higher than requests for funding of capital items.

Applications for Capital Funding shall demonstrate that a minimum of 25% of the total cost of the capital purchase has been raised prior to Council considering the application.

Amounts of \$2,000 or less will receive 100% of the funds upon approval &/or commencement of the project/program. Amounts greater than \$2,000 will receive 75% upon approval &/or commencement of the project/program, and the remaining 25% will be provided upon the conclusion of the project/program. A Project Completion/Financial Report form shall be completed prior to December 31 of the grant year and forwarded to the County, with accompanying invoices/receipts, prior to the release of the remaining 25% grant payment.

The requested amounts for 2022 are listed in the attachment.

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**RELEVANT POLICY:** [Policy No. 5001 – Health Funding](#)

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**BUDGET IMPLICATIONS:** A total funding amount of \$48,515.83 has been requested in 2022. A budget of \$64,905.00 (12,981 x \$5.00/per capita) has been approved in 2022 for Health Funding grant approvals. Any unallocated amounts will not be carried over to the following year.

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**Attachments** ☒ Nil ☐

1. 2022 Health Funding Grant Applications – Summary
  2. 2022 Health Funding Application Summary Reports (each organization)
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**PREPARED BY:** JA  
**REVIEWED BY:** CA

<b>2022 Health Funding Grant Information</b>					
2022 G/L: 8141 OP.560 GRNT (1.2.5.60.7.0.711)					
Population 12,981 x \$5.00/per capita					
<b>Budget</b>		<b>65,370.00</b>	<b>65,370.00</b>		<b>64,905.00</b>
<b>Program</b>	<b>Project - 2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>
		Approved	Approved	Requested	Approved
Hope 4 MVC Kids Society	Help Families in Medical Need	16,940.00	16,950.00	15,765.83	
Olds & District Hospice Society	Hospice Suite Lease	15,000.00	15,000.00	20,000.00	
Sundre Health Prof Attrac & Ret	Health Improvement Activities	10,000.00	10,000.00	10,000.00	
Village of Cremona	Red Cross First Aid Course/Mental Health	1,225.00		2,750.00	
<b>Totals</b>		<b>48,565.00</b>	<b>56,468.26</b>	<b>48,515.83</b>	<b>-</b>

## 2022 Health Funding Application Summary Report

<b>Organization Name:</b> Hope 4 MVC Kids Society		<b>Project/Program Name:</b> Helping families in medical need
<b>Funding Information:</b> Previous Funding Year – 2021	Dollars Allocated: <b>\$16,950.00</b>	<b>2022 Funding Request: \$15,765.83</b>

2017	Hope 4 MVC Kids	Health Funding Grant	8,950.00	Help families in medical need
2018	Hope 4 MVC Kids	Health Funding Grant	9,850.00	Help families in medical need
2019	Hope 4 MVC Kids	Health Funding Grant	9,850.00	Help families in medical need
2020	Hope 4 MVC Kids	Health Funding Grant	16,940.00	Help families in medical need
2021	Hope 4 MVC Kids	Health Funding Grant	16,950.00	Help families in medical need
<b>Subtotal</b>			<b>62,540.00</b>	

### Additional Information:

- Hope 4 MVC Kids Society is a non-profit society and registered charity. It is operated 100% by volunteers from Mountain View County supporting families that live in Mountain View County. Since 2014 they have been able to help more than 70+ families across the County.
- Program 1
  - Assisting with costs incurred if a local child is hospitalized (admitted), including car parking fees, meals, fuel, and sibling care. For long-term admission there is the potential for additional supports such as rent, mortgage and utility assistance.
- Program 2
  - Assisting a local child that needs adaptive equipment for home or school that is not covered by other sources.
- Program 3
  - Assisting a local child that requires home adaptations due to illness or disability that is not covered by other sources.
- Program 4
  - Assisting a local child who requires therapy, such as counseling, private o/t, p/t, mental health needs or alternative therapy not covered by health insurance or other sources.
- Program 5
  - Assisting a local child that requires prescription supports not covered by health insurance or other sources.
- Program 6
  - Assisting a local family with support, advocacy, and information; navigating a child's illness or diagnosis can be overwhelming. Due to personal journeys of many on the board they have been where many families are. They assist families with understanding and advice of where to find additional resources or support.
- Though they do not assess financial need, they do make evaluations of how much help they can provide a family based upon their Society's specific guidelines and criteria.
- Total Expenditures \$68,250
  - Office Supplies/Postage \$1,500
  - Operating Costs \$3,500
  - Insurance \$1,600
  - To Families \$60,000
  - Advertising \$1,500



<ul style="list-style-type: none"> <li>○ Bank Fees \$150</li> <li>• Total Estimated Revenue and Contributions \$52,484.17 <ul style="list-style-type: none"> <li>○ Funding from own Organization \$15,000</li> <li>○ Fundraising \$7,000</li> <li>○ Donations \$25,000</li> <li>○ Interest \$149.99</li> <li>○ GST Return \$334.18</li> </ul> </li> <li>• Estimated Commencement Date: January 1, 2022</li> <li>• Estimated Completion Date: Ongoing</li> </ul>	
<b>2021 Project Report Comments:</b> <ul style="list-style-type: none"> <li>• Funds were used to fulfill a total of 21 applications across Mountain View County, key activities included confidentially processing family applications, ensuring they align with the 6 programs and continuing fundraising efforts to be able to sustain and finance the project on an ongoing basis.</li> <li>• Due to Covid-19 there was a 30% reduction in applications.</li> </ul>	
<b>Community Outreach Coordinator Comments:</b> <ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Council Decision:</b>	<b>Reason:</b>

## 2022 Health Funding Application Summary Report

<b>Organization Name:</b> <b>Olds &amp; District Hospice Society</b>		<b>Project/Program Name:</b> <b>Palliative Care Suites - Lease</b>
<b>Funding Information:</b> Previous Funding Year – 2021	Dollars Allocated: <b>\$25,000.00</b>	<b>2022 Funding Request: \$20,000.00</b>

2017	Olds & District Hospice Society	FCSS	3,960.00	Education/Awareness/Volunteer
2017	Olds & District Hospice Society	Health Funding	15,000.00	Palliative Care Suites
2018	Olds & District Hospice Society	FCSS	4,000.00	Education/Awareness/Volunteer
2018	Olds & District Hospice Society	Health Funding	15,000.00	Palliative Care Suites
2019	Olds & District Hospice Society	FCSS	4,000.00	Education/Awareness/Volunteer
2019	Olds & District Hospice Society	Health Funding	15,000.00	Palliative Care Suites
2020	Olds & District Hospice Society	FCSS	4,000.00	Advertising & Volunteer
2020	Olds & District Hospice Society	Health Funding	15,000.00	Palliative Care Suites
2021	Olds & District Hospice Society	Health Funding	15,000.00	Palliative Care Suites
2021	Olds & District Hospice Society	Health Funding	10,000.00	2nd Round Funding - Palliative Care Suites
2021	Olds & District Hospice Society	FCSS	4,000.00	Advertising & Volunteer
2022	Olds & District Hospice Society	FCSS	4,000.00	Education Advocacy/ Advertising
<b>Subtotal</b>			<b>108,960.00</b>	

### Additional Information:

- Grant funding will go towards providing support for improved hospice palliative care within Mountain View County; specifically, to offset monthly lease expenses on two hospice suites in an assisted living facility.
- Often caregivers are overwhelmed at home and do not have the resources to hire a full-time nurse at home.
- The Hospice suites are provided at no charge for families requiring hospice care.
- When staying home is not an option, they are able to offer space in a home-like environment where end-of-life can be faced, and patients do not have to leave their community.
- Total Expenditures \$260,000
  - Personnel \$117,400
  - Suite Rental \$85,000
  - Office rent & Expenses \$18,690
  - Communications & Promotion \$11,460
  - Services & Program Expenses \$20,250
  - Client & Suite Expenses \$8,200
- Estimated Revenue & Contributions \$240,000
  - Fundraising \$47,000
  - Grants \$85,000
  - Donations \$93,600
  - AHS Funding \$14,400
- In-Kind Contributions \$45,000
  - 3000 Volunteer Hours at \$15/hour \$45,000

### 2021 Project Report Comments:

- The Hospice Society supported clients in their overall care, and based on decision they make the Hospice Society will support them through various services as well as volunteer support.

<ul style="list-style-type: none"> <li>• They offer six components of care to support clients and their families: Contact base; Information Base; Trained Hospice Volunteers Support; Bereavement &amp; Navigation Support; Communication and Advocacy; Nav-Care Support.</li> <li>• 100 families in 2021 accessed the hospice society's programs and support.</li> <li>• 84 volunteers assist with programs.</li> </ul>	
<b>Community Outreach Coordinator Comments:</b> <ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Council Decision:</b>	<b>Reason:</b>

## 2022 Health Funding Application Summary Report

<b>Organization Name:</b> <b>Sundre Health Professions Attraction and Retention Committee</b>		<b>Project/Program Name:</b> <b>Health Care Professions Recruitment and Retention</b>
<b>Funding Information:</b> Previous Funding Year – 2021	Dollars Allocated: <b>\$10,000</b>	<b>2022 Funding Request: \$10,000</b>

✓ 2017	Sundre Health Prof Att & Ret	Health Funding Grant	10,000.00	Physician Attraction/Retention
✓ 2018	Sundre Health Prof Att & Ret	Health Funding Grant	10,000.00	Physician Attraction/Retention
✓ 2019	Sundre Health Prof Att & Ret	Health Funding Grant	10,000.00	Health Care Attraction/Retention
✓ 2020	Sundre Health Prof Att & Ret	Health Funding Grant	10,000.00	Health Care Attraction/Retention
✓ 2021	Sundre Health Prof Att & Ret	Health Funding Grant	10,000.00	Health Care Attraction/Retention
<b>Subtotal</b>			<b>50,000.00</b>	

### Additional Information:

- The committee is seeking to access funds for health improvement activities in their community, including the retention and recruitment of health professionals.
- Plan to open their new training facility in January and will be purchasing equipment and manuals to facilitate the training of health care professionals, as well as first aid training for community volunteers.
- They will also be visiting with nursing students in Red Deer and Calgary University programs to encourage them to pursue their health professional careers in rural Alberta, and Sundre in particular.
- They will be holding several local activities including BBQ's, pancake breakfast and long service awards – may be modified due to Covid-19 restrictions.
- The Town of Sundre has agreed to provide a grant of \$10,000 for 2022.
- Total Expenditures \$20,000.00
  - Welcome Attraction/Liaison \$5,000
  - Retention \$5,500
  - Education (E-SIM Training Centre) \$8,000
  - Ongoing Expenses \$1,500
- Total Revenue \$10,000
  - Grant – Town of Sundre \$10,000

### 2021 Project Report Comments:

- This grant helped to recruit and retain health professionals in the Sundre Community. There were many initiatives to support recruitment and retention of their multidisciplinary positions in the Hospital, Community Health, Mental Health, and Physicians/Locums/Residents and Medical Students.
- The grant funds received enhanced their projects by providing food and venue for appreciation events, as well as provided seed money to fund the new training area for training simulations.
- Activities include: Appreciation Baking Trays, Gift Packages, Individual Initiatives/Evenings out, Filled Coffee Stations, Meetings with the AHS zone leads, President and CEO of Alberta Health Services and the Minister of Health.
- Assisted in funding an HCA Course for local residents interested in becoming health care professionals

- There are approximately 300 people that utilize their facility and/or program.
- There are approximately 100 volunteers that contribute around 2,000 hours to this project.

**Community Services Coordinator Comments:**

- 

**Council Decision:**

**Reason:**



## 2022 Health Funding Application Summary Report

<b>Organization Name:</b> <b>Village of Cremona/FCSS</b>		<b>Project/Program Name:</b> <b>Red Cross First Aid Course and Mental Health Experience</b>
<b>Funding Information:</b> Previous Funding Year – 2020	Dollars Allocated: <b>\$1,225</b>	<b>2022 Funding Request: \$2,750</b>

2017	Village of Cremona	Cremona-Library Requisition	20,711.48	2017 Library Requisition
2017	Village of Cremona	WV-Library Requisition	8,876.36	2017 Library Requisition
2017	Village of Cremona	Transportation Grant	4,000.00	Formerly Crem Gold/Silver
2018	Village of Cremona	Health Funding	29,700.00	Medical Clinic Startup Costs
2018	Village of Cremona	Health Funding	- 29,700.00	Project did not take place
2020	Village of Cremona	Health Funding	1,225.00	Red Cross First Aid Course
2021	Village of Cremona	Cremona Rec Board	6,000.00	Canada Day/Cremona Day Celebration
<b>Subtotal</b>			<b>40,812.84</b>	

### Additional Information:

- Cremona FCSS would like to host a Red Cross First Aid Course for area residents, as this appears to be a need in the area for those requiring recertification to return to work or to keep their current job(s), or for those who need a more affordable option.
- Running a first aid course is not within the mandate of FCSS, although the Village can provide the venue and take registration.
- **First Aid Course:**
- Total Expenditures \$1,750
  - Instructor Fees (based off 20 participants) \$1,500
  - Lunch \$250
- Total Revenue \$1,000
  - Participant Fees \$1,000
- Cremona FCSS would also like to host a group experience where participants can learn new Mental Health tools, including ways to decompress, relax and breath.
- Possible activities include: meditation for beginners, float therapy, sound infusion, viewing selected Ted talks/motivational speakers, Drum circles, massage, aromatherapy, attending the Health and Wellness Expo.
- After completing the Mental Health activities participants will have the option to make 2 stained glass raven feathers (one to keep and one to give away).
- Participants are encouraged to bring a friend and to hopefully make a friend.
- **Mental Health Tools:**
- Total Expenditures \$6,450
  - Modules \$3,600
  - Transportation \$750
  - Admission \$200
  - Feather/Bowl \$800
  - Books/Journals \$700
  - Miscellaneous (water/snacks honorariums) \$400

<ul style="list-style-type: none"> <li>• Total Revenue \$3,700               <ul style="list-style-type: none"> <li>○ Funding from own organization \$2,500</li> <li>○ Participant Fees \$1,200</li> </ul> </li> </ul>	
<b>2020 Project Report Comments:</b> <ul style="list-style-type: none"> <li>• In 2020 Mountain View County approved funding for the first aid course.</li> <li>• They had 24 participants from the community register for the course.</li> </ul>	
<b>Community Outreach Coordinator Comments:</b> <ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Council Decision:</b>	<b>Reason:</b>



**Mountain View**  
COUNTY

# Regular Council Meeting

## Request for Decision

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Legislative, Community and Agricultural Services

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**Date:** April 13, 2022

**SUBJECT:** 2022 Rural Community Grant Approvals

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**RECOMMENDATION:** That Council receives as information the 2022 Rural Community Grant funding allocations as approved by the Grant Review Committee on March 24, 2022, in the amount of \$70,000.00.

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**ALTERNATIVE OPTIONS:** N/A

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**BACKGROUND:**

In 2020, Agricultural Related Project Funding was combined with the Rural Community Grant Funding.

Mountain View County will provide grants to rural communities and organizations that operate programs and/or facilities that promote recreation, culture or agriculture in rural Mountain View County. This grant may be used towards operating or facility upgrade costs and expenditures required for recreational, cultural and agricultural programs and facilities (not including Rural Community Hall Facilities). Organizations within the Cremona Recreation District shall apply for recreation and culture funding through the Cremona and District Recreation Board.

Grants of \$2,000 or less will receive 100% of the funds upon the approval of the grant. Grants greater than \$2,000 will receive 75% of the grant upon approval of the grant and the remaining 25% once the project is completed, and a Project Completion and Financial Report has been received (including project receipts). This policy is intended to address grant/funding requests from Community Organizations that are not eligible to receive funding under the County's other grant/funding programs.

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**RELEVANT POLICY:** [Policy No. 8015 – Rural Community Grant Funding](#)

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**BUDGET IMPLICATIONS:** A total of \$70,000 was available for allocation in 2022. Any unallocated amounts will not be carried forward to the following year. The full amount was allocated for 2022.

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**Attachments** ☒ Nil ☐

1. 2022 Rural Community Grant Approvals

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**PREPARED BY:** JA



## 2022 Rural Community Grant Information

Program	Project 2022	2021	2021	2022	2022
		Requested	Approved	Requested	Approved
Alberta High School Rodeo Assoc	Evening Showcasing Community	12,000.00	10,000.00	10,000.00	7,800.00
Bergen Institute for Agriculture & Arts	Bergen News			2,000.00	2,000.00
Carstairs & District 4H - Late	78th Annual Show and Sale	2,254.55	2,255.00	2,436.00	2,400.00
Carstairs Heritage Festival	Carstairs Heritage Festival and the Parade of Kilts			3,000.00	2,500.00
Carstairs High School Rodeo Club	Annual High School Rodeo			3,500.00	3,000.00
Didsbury Ag Society	Project one: Flooring upgrades	5,000.00	5,000.00	29,840.00	-
Didsbury Ag Society	Project two: Building improvements			15,338.07	15,000.00
Didsbury & District Historical Society	Shingle Replacement	3,281.00	3,000.00	10,000.00	-
Didsbury Elks	Cipperly's Pond Upgrades			4,534.38	4,300.00
First Alberta Two Cylinder Club	Facilities Upgrade			5,000.00	3,000.00
Greenwood Neighbourhood Place	The Den-SYC Patio Completion Project			2,250.00	-
Midway Centennial Park	Centennial Park Improvements	2,500.00	2,500.00	2,000.00	2,000.00
Mount View Special Riding Assoc	Therapeutic Riding	2,000.00	2,000.00	2,000.00	2,000.00
Mountain View Arts Society	Arts Society Events	7,000.00	5,000.00	8,047.00	5,000.00
Mountain View BearSmart Society	Wildlife Safety & Awareness	6,300.00	6,000.00	6,500.00	6,500.00
Olds Regional Exhibition (ORE)	Rural Youth Programming	10,000.00	10,000.00	10,000.00	10,000.00
Reed Ranch Country Fair Committee - Late	Reed Ranch Country Fair			500.00	500.00
Sundre & District Historical Society	Repair and Revitalization to Pioneer Village			6,000.00	-
Sundre Daycare Centre	Sundre Daycare Centre Summer Programming	6,112.81	3,245.00	4,391.66	-
Wild Rose Humane Society	Community Dog Care & Educational Workshops	5,500.00	4,000.00	5,500.00	4,000.00
<b>Totals</b>		<b>94,632.55</b>	<b>70,000.00</b>	<b>132,837.11</b>	<b>70,000.00</b>



# Regular Council Meeting

## Request for Decision

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Legislative, Community and Agricultural Services

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**Date:** April 13, 2022

**SUBJECT:** 2022 Rural Community Hall Grant Approvals

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**RECOMMENDATION:** That Council receives as information the 2022 Rural Community Hall Grant funding allocations as approved by the Grant Review Committee on March 24, 2022 in the amount of \$90,000.00.

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**ALTERNATIVE OPTIONS:** N/A

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**BACKGROUND:**

In 2020, Playground Grant Funding was combined with the Rural Community Hall Grant Funding.

Mountain View County will provide grants to community halls within rural Mountain View County. This grant may be used towards operating, playground, or facility upgrade costs. The approved funding must be used in the year in which the support was requested and used exclusively for the project identified in the application.

Grants of \$2,000 or less will receive 100% of the funds upon approval of the grant. Grants greater than \$2,000 will receive 75% of the grant upon approval of the grant and the remaining 25% when the project is complete, and a Project Completion and Financial Report has been received (including project receipts).

Minor capital funding requests, including the repair or replacement of existing assets, construction of playground facilities, or minor improvements to the facility shall be eligible under this Policy and Procedure.

Major capital funding requests, including the construction of new hall facilities, will be dealt with independently from this Policy and Procedure.

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**RELEVANT POLICY:** Policy No. 8014 - Rural Community Hall Grant Funding

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**BUDGET IMPLICATIONS:** A total of \$90,000 was available for allocation in 2022. Any unallocated amounts will not be carried forward to the following year. The full amount was allocated for 2022.

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**Attachments** ☒ Nil ☐

1. 2022 Rural Community Hall Grant Approvals
- 

**PREPARED BY:** JA  
**REVIEWED BY:** CA

**2022 Rural Community Hall Grant Information**

2022 G/L: 8144 OP.560 (1.2.5.60.7.0.711) GRNT

<b>Budget</b>		<b>70,000.00</b>	<b>90,000.00</b>	<b>2022</b>	<b>90,000.00</b>
<b>Name</b>	<b>Project 2022</b>	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Requested</b>	<b>2022 Approved</b>
Bearberry Wapitana Society	2022 Projects	11,500.00	15,550.00	23,000.00	15,000.00
Bergen Community Association	Floor and Tree Project	9,000.00		5,370.00	5,000.00
Coburn Community Club	Repair of exterior walls, roof and attic	1,204.00	1,184.00	5,000.00	5,000.00
Dogpound Hall	New Flooring	4,700.00	5,700.00	15,520.04	5,000.00
Eagle Hill Memorial Comm Hall	Maintenance/Upkeep, Diamonds/Playground/Hall		7,900.00	12,900.00	7,000.00
Eagle Valley Community Centre	Priority 1: Binzebo		1,900.00	3,500.00	3,000.00
Eagle Valley Community Centre	Priority 2: Operating		900.00	996.00	1,000.00
East Olds Baptist Church	Automatic Door Openers			2,000.00	2,000.00
Harmattan Community Centre	Insurance; Utilities & Lawn Maintenance	8,500.00	10,000.00	15,103.00	7,500.00
James River Community Hall	Online Streaming/projector			8,010.03	8,000.00
Lone Pine Hall/ Ag Society	Eavestrough; Air Dryers; Roof Repair; Dishwasher		2,500.00	3,500.00	3,500.00
Midway Community Centre	Flooring in Dressing Room; Clean Carpet	2,000.00	2,500.00	2,600.00	2,600.00
Rosebud Community Hall	Remove and Replace Furnace and Hot Water Heater			4,615.00	4,600.00
Rugby Recreation Society	Priority 1: Outdoor Maintenance			8,605.00	-
Rugby Recreation Society	Priority 2: Plumbing and Heating			8,900.00	8,900.00
Rugby Recreation Society	Priority 3: Hall Security			2,100.00	1,300.00
Water Valley Community	Priority 1: Operating Expenses	5,000.00	11,000.00	14,010.20	8,000.00
Water Valley Community	Priority 2: Additional Security Cameras			1,754.40	-
Water Valley Community	Priority 3: Improved Interior Lighting			1,349.10	-
Zella Community Association	Upkeep and Utilities	7,000.00		2,647.69	2,600.00
<b>Total Allocated to date:</b>		<b>69,806.00</b>	<b>79,086.00</b>	<b>141,480.46</b>	<b>90,000.00</b>



# Regular Council Meeting

## Request for Decision

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Legislative, Community and Agricultural Services

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**Date:** April 13, 2022

**SUBJECT:** 2022 Transportation Grant Funding Approvals

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**RECOMMENDATION:** That Council receives as information the 2022 Transportation Grant funding allocations as approved by the Grant Review Committee on March 24, 2022, in the amount of \$45,000.00

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**ALTERNATIVE OPTIONS:** N/A

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**BACKGROUND:**

Mountain View County recognizes the importance of providing transportation grant funding to organizations who provide transportation benefits to those with no transportation options, enabling them to live independently and participate in their communities.

This grant is established to improve mobility options for those who do not have access to their own transportation; enhance the capacity to better meet the local community transportation demand; and contribute to organizations that support local communities and regions for viable options of transportation services.

Grants of \$2,000 or less will receive 100% of the funds upon approval &/or commencement of the project/program. Amounts greater than \$2,000 will receive 75% upon approval &/or commencement of the project/program, and the remaining 25% will be provided when a Project Completion and Financial Report has been received (including project receipts). Any unused funding must be returned to Mountain View County prior to December 31, 2022.

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**RELEVANT POLICY:** Policy No. 8013 – Transportation Grant Funding

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**BUDGET IMPLICATIONS:** A budget of \$45,000 has been established in 2022 for Transportation Grant Approvals. Any unallocated amounts will not be carried over for the following year. The full amount was allocated for 2022.

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**Attachments** ☒ Nil ☐

1. 2022 Transportation Grant Funding Approvals

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**PREPARED BY:** JA

REVIEWED BY: CA

Public Transportation & Operating Assistance Grants

2022

2022 G/L: 8138 PB.001 GRNT (1.2.5.60.7.0.711) - All Districts

Budget	45,000.00 Approved 2020	45,000.00 Approved 2021	Requested 2022	45,000.00 Approved 2022
Accredited Supports to the Community	10,000.00	13,500.00	17,356.00	17,000.00
Cremona School Enhancement Society	4,500.00		5,000.00	-
MVSH - Aspen Ridge Lodge - Didsbury	4,500.00	4,500.00	6,500.00	4,000.00
MVSH - Chinook Winds Lodge - Carstairs	4,500.00	4,500.00	5,925.00	4,000.00
MVSH - Mount View Lodge - Olds	4,500.00	4,500.00	4,500.00	4,000.00
MVSH - Sundre Supportive Living Facility	4,500.00	4,500.00	12,011.00	4,000.00
Olds & District Evergreen Club	3,000.00	3,000.00	3,552.00	3,500.00
Sundre Daycare Centre	-	3,500.00	5,940.00	4,600.00
Village of Cremona			3,920	3,900.00
<b>TOTAL</b>	<b>\$ 45,000.00</b>	<b>\$ 41,800.00</b>	<b>\$ 64,704.00</b>	<b>\$ 45,000.00</b>



# Regular Council Meeting

## Request for Decision

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Legislative, Community & Agricultural Services

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**Date:** April 13, 2022

**SUBJECT:** Procedure Amendments

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**RECOMMENDATION:**

That Council accept the amendments to Procedure 8009-01 Strings & Keys Music Education Fund, Procedure 8010-01 Cemetery Grant Funding, Procedure 8013-01 Transportation Grant Funding, Procedure 8014-01 Rural Community Hall Grant, Procedure 8015-01 Rural Community Grant, Procedure 8016-01 Cremona Recreation Board, Procedure 5001-01 Health Funding, Procedure 1030-01 Public Participation and Procedure 6309-01 Riparian Ecological Enhancement Program as information.

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**ALTERNATIVE OPTIONS:**

That Council request that Administration consider the following amendments to Procedure \_\_\_\_\_.

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**BACKGROUND:** On March 29, 2022, the Governance Review Committee reviewed eleven Policies and their accompanying Procedures. The Committee did not highlight any recommended changes for any of the Policies. The Procedures that have recommended changes are included as attachments for Council's review and information.

The summary of amendments is as follows:

Procedure 8009-01 Strings and Keys Music Education Fund

- Removal of Section 2.2 as Section 2.1 already determines age eligibility.
- Removal of establishment clause in Section 3.3 to reflect the Committee no longer requires a staggering of Committee appointments
- Allowance to allocate 100% of award to reflect nature of the grant and decreased Administrative time.

Procedure 8010-01 Cemetery Grant Funding

- Removal of Section 3.3 due to the size of the grant, reality that the funds are used operationally with very little receipts provided historically and to reduce Administrative time.
- Recommendation to make cemeteries located in Urban Municipalities eligible.
- **Governance Review Committee would like Council to consider the potential to increase the project award from \$1,000 per cemetery to \$1,500 or \$2,000 annually.**

#### Procedure 8013-02 Transportation Grant

- Both the Governance Review Committee and Grant Review Committee have recommended that Council consider making Mountain View Seniors Housing ineligible to apply for this grant for the following reasons:
  - o MVSH requests historically account for more than half of the total grant funding available;
  - o MVSH has the ability to include these expenses in their operating budget and subsequently requisition all Member Municipalities for their respective portion of that expense rather than Mountain View County funding the entire amount.
- Amendment to Section 3.7 to require a Project Completion form to be received prior to any future funding allocations to the organization.

#### Policy 8014 Rural Community Hall Grant

- **Both the Governance Review Committee and the Grant Review Committee has recommended that Council consider providing further clarification relative to “Major Capital Funding Requests” to guide which applications should go under this grant program and which should be required to seek subsequent Council approval.**

#### Procedure 8014-01 Rural Community Hall Grant

- Amendment to Section 5.7 to require a Project Completion form to be received prior to any future funding allocations to the organization.

#### Procedure 8015-01 Rural Community Grant Funding

- Amendment to Section 3.7 to require a Project Completion form to be received prior to any future funding allocations to the organization.
- Inclusion of Section 6.5 requiring for event organizers to demonstrate alignment with MVC’s strategic objectives.
- Inclusion of Section 6.6 requiring events held in an urban municipality to confirm the level of support received from that urban municipality.

#### Procedure 1030-01 Cremona Recreation Board

- Amendment to Section 3.8 to require a Project Completion form to be received prior to any future funding allocations to the organization.

#### Procedure 5001-01 Health Funding

- Amendment to Section 3.7 to require a Project Completion form to be received prior to any future funding allocations to the organization.

#### Procedure 1030-01 Public Participation

- Amendment to Public Participation Campaign definition to further clarify legislated public participation not covered by the Policy.
- Inclusion of “Empower” category in Appendix A to provide Council a further option for public participation.

#### Procedure 6309-01 Riparian and Ecological Enhancement Program Funding

- Addition of definition of Forbs.
- Amendment to Section 2.3 to include further clarification on the types of plantings permitted and requirement for dugouts to be either part of a larger management change or linkage to natural water body.
- Inclusion of portable electric fencing criteria due to increased applications.
- Increase from \$1000 to \$3000 for applications resulting from subdivision or development conditions

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RELEVANT POLICY: N/A

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BUDGET IMPLICATIONS: N/A

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Attachments ☒ Nil ☐

- att 01 - Procedure 8009-01 Strings & Keys Music Education Fund
  - att 02 - Procedure 8010-01 Cemetery Grant Funding
  - att 03 - Procedure 8013-01 Transportation Grant Funding
  - att 04 – Policy 8014 Rural Community Hall Grant
  - att 05 - Procedure 8014-01 Rural Community Hall Grant
  - att 06 - Procedure 8015-01 Rural Community Grant
  - att 07 - Procedure 8016-01 Cremona Recreation Board
  - att 08 - Procedure 5001-01 Health Funding
  - att 09 - Procedure 1030-01 Public Participation
  - att 10 - Procedure 6309-01 Riparian Ecological Enhancement Program
- 

PREPARED BY: CD  
REVIEWED BY: CA

Procedure Title: Strings & Keys Music Education Fund Application

Procedure No.: 8009-01

Approval: CAO

Effective Date: February 11, 2015

Approval Date: February 11, 2015

Amended Date: April 24, 2019

Amended Date: November 25, 2020

Amended Date:

Supersedes Procedure No.: New

## 1. Definitions

- 1.1 **"Annual Grant Funds"** mean the amount of funds allocated annually to the General Grants component of the County's Budget for the Strings & Keys Music Education Fund.
- 1.2 **"Council"** means Mountain View County Council.
- 1.3 **"Councillors"** mean the individual Council members elected to Council.
- 1.4 **"County"** means Mountain View County.
- 1.5 **"Geographical Boundary"** means all rural and urban land within the borders of Mountain View County.
- 1.6 **"Grant Application"** means the application form that the applicant remits to the County, as part of their efforts to obtain a grant under this policy, outlining a specific project or program.
- 1.7 **"Strings & Keys Funding Committee"** means a committee appointed by Council to review and approve the Music Education Fund grant applications.
- 1.8 **"Strings & Keys Music Award"** means a cash award that recognizes a demonstrated dedication to developing musical talent and improving musical skills in the community.
- 1.9 **"Urban"** means those incorporated urban communities within the geographical boundary of the County including; Village of Cremona; and the Towns of Carstairs, Didsbury, Olds and Sundre.

## 2 Criteria

- 2.1 To be eligible for the Strings & Keys Music Award, ~~an applicant~~you must be a resident, or living within the geographical boundary of Mountain View County, up to and including the age of twenty five (25).
- ~~2.2 The Strings & Keys Music Award will be presented to one or more individual(s) of high school and/or post-secondary age, residing within the geographical boundaries of Mountain View County.~~
- 2.3 The Strings & Keys Music Award will be presented to a student(s) who demonstrates a dedication to developing musical talent and improving musical skills; a good attitude towards music; and shows

enthusiasm and initiative.

- 2.4 Project examples as follows, but not limited to:
  - 2.4.1 Cost of private music lessons
  - 2.4.2 Cost of instrument rental and/or maintenance
  - 2.4.3 Cost of summer music programs
  - 2.4.4 Cost of post-secondary music education
  - 2.4.5 Cost of travel to auditions or competitions
- 2.5 The amount of the annual Strings & Keys Music Award funding will be \$4,000. .
  - 2.5.1 Individuals may be approved funding up to a maximum of \$2,500 annually.

3. **Application/Selection Process**

- 3.1 All applications must be submitted on the approved Strings & Keys Music Education Fund Application Form and must contain all the requested information:
  - 3.1.1 Applicant's musical activities and goals;
  - 3.1.2 Detailed description of one or more specific projects;
  - 3.1.3 Total cost of the project(s), broken down by project, and an indication of the proportion of costs to be supported by the Strings & Keys Fund;
  - 3.1.4 Project(s) expected outcome.
- 3.2 Completed Application Forms will be received at the County and forwarded to the Strings & Keys Funding Committee annually.
- 3.3 The Strings & Keys Funding Committee will consist of four (4) members:
  - 3.3.1 One (1) Councillor
  - 3.3.2 Three (3) Public Members

All members appointed shall be residents of Mountain View County for two (2) year terms. ~~The initial committee member appointments shall be for two (2) Committee members for two (2) year terms and one (1) Committee member for a one year term, and future appointments by Council Resolution for two (2) year terms will be made at the annual organizational meeting, or when required due to the resignation of a board member.~~ In the event a vacancy occurs, the person appointed to fill the vacancy shall hold office for the remainder of the subject term.

A member may resign from the Committee by submitting a letter of resignation to the Chair and/or Administration. Administration will then advise the Committee and Council of the resignation and request Council to appoint a new member.

- 3.4 The Strings & Keys Committee will be responsible for allocating funds within the approved budget. The results will be circulated to Council as an information item.
- 3.5 Mountain View County will notify the successful recipient(s) in writing of the Strings & Keys Committee funding decision.

5. **Guidelines**

- 5.1 ~~Award recipients will receive mounts of \$1,000 or less will receive 100% of the funds upon approval of the project. The recipient is required to submit a report to Mountain View County upon completion of the project~~ The recipient is required to submit a report to Mountain View County upon completion of the program outlining the use of funds-
- 5.2 ~~Amounts greater than \$1,000 will receive 75% upon approval of the project, and the remaining 25% will~~



~~be provided upon the conclusion of the project, once Mountain View County has received a project report (receipts included), or unless otherwise directed by motion of Council.~~

~~5.3 Award recipients are not eligible to apply for further funding until a satisfactory report on their previous project has been received by Mountain View County.~~

5.4 Upon depletion of this fund, further funding options may be presented to Council, or the Strings & Keys Music Education Fund may be cancelled.

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Procedure Title: Cemetery Grant Funding

Procedure No.: 8010-01

Approval: CAO

Effective Date: September 9, 2015

Approval Date: September 9, 2015

Amended Date: April 24, 2019

Amended Date: November 25, 2020

Amended Date:

Supersedes Procedure No.: New

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## 1. Definitions

- 1.1 "Annual Grant Funds" mean the amount of funds allocated annually to the County's Budget to fund ~~this grant program.~~[the Cemetery Grant program.](#)
- 1.2 "Applicant" means the person or group applying for funding on behalf of a registered cemetery organization.
- 1.3 "Chief Administrative Officer" means the individual appointed by Council to that position or their designate.
- 1.4 "Community [Outreach](#) Coordinator" means designated staff of Mountain View County.
- 1.5 "Council" means the Council of Mountain View County.
- 1.6 "County" means Mountain View County.
- 1.7 "Grant Application" means the application form that the applicant remits to the County, as part of its efforts to obtain a grant under this policy, outlining a specific project or program.
- 1.8 "Project Completion/Financial Report" means the report an applicant must submit on the required form by December 31, to the County that outlines how the funds received, were spent.
- 1.9 "Project/Program" means the specifics of the application for which any approved funding will be allocated.
- 1.10 "Registered Cemetery Organization" means a cemetery or organization having status under the Cemeteries Act or the Societies Act.

## 2. General

- 2.1 Council shall annually establish a budget amount to be distributed under this policy in each fiscal year.
- 2.2 Projects eligible for County funding must provide services to rural residents. It would be expected that the general public would have access to the cemetery grounds.

- 2.3 The Community ~~Services-Outreach~~ Coordinator shall be responsible for allocating funds within the Council approved budget. The results will be circulated to Council as an information item.
- 2.4 Up to a maximum of \$1,000 may be approved for each registered cemetery organization in any given year.
- 2.5 Grants may be used for general operational expenses such as grass cutting and general maintenance. Operating costs would only be approved to cemetery boards using the services of a yard care maintenance company. Volunteer hours will not be compensated for the purpose of operational or any expenses.
- 2.6 Approved funding may also be used for fixed outdoor assets such as benches, signage, mapping, garbage and recycling collection, storage shed, etc. that would enhance the ambiance of the cemetery.
- 2.7 Special project requests will be reviewed on a case by case basis. County Council has the authority to amend funding criteria, as they deem appropriate to meet the needs of the cemetery grant funding.
- 2.8 Project-based or enhancement funding allocations must be completed within the same calendar year of approval.
- 2.9 The annual budget amount, or portions thereof, will not be carried over if the funds are not allocated within that year.
- 2.10 Funding approved in one fiscal year does not guarantee approved funding in subsequent years.
- 2.11 The County may approve all, part, or deny any request received.

3. **Procedures**

- 3.1 Funding requests must be submitted on the approved annual cemetery grant application form. Additional information may be requested by the Community ~~Services-Outreach~~ Coordinator to aid in the review and funding process.
- 3.2 Project/Program change requests, received subsequent to the annual grant process, in writing, may be approved by the Community ~~Services-Outreach~~ Coordinator or designate, contingent upon complying with policy and procedure.
- ~~3.3 A Project Completion/Financial Report form shall be completed prior to December 31 of the grant year and forwarded to Mountain View County, with accompanying invoices/receipts. In the event that a Project Completion/Final Report is not submitted, the Community Services Coordinator may deny any or all future funding requests.~~
- 3.34 Funded recipients are required to repay any surplus project/program funds or unaccounted expenditures prior to December 31 of the grant year.

4. **Eligible**

- 4.1 The cemetery must be registered under the cemeteries act, or an organization acting on behalf of the cemetery board registered under the societies act.
- 4.2 The property must be located in Mountain View County.
- 4.3 Meeting the eligibility requirements of this Policy does not guarantee funding approval.
- ~~4.4 Properties located in Urban Centers.~~

5. Ineligible

- 5.1 Goods or services serving an individual or private interest such as cemetery fees, funeral expenses, the purchase or replacement of grave markers, repairs to memorial markers, internment, etc.
- 5.2 The purchase of land for the purpose of a burial ground or portion thereof.

~~5.3 Properties located in Urban Centers.~~

Procedure Title: Transportation Grant Funding

Procedure No.: 8013-01

Approval: CAO

Effective Date: April 24, 2019

Approval Date: April 24, 2019

Amended Date:

Supersedes Procedure No.: New

## 1. Definitions

- 1.1 **"Annual Grant Funds"** mean the amount of funds allocated annually to the [Transportation Grant during Council's budget deliberations](#). ~~General Grants component of the County's Budget for transportation.~~
- 1.2 **"Applicant"** means the person or group applying for funding on behalf of a registered organization.
- 1.3 **"Chief Administrative Officer"** means the individual appointed by Council to that position or their designate.
- 1.4 **"Community [Outreach Services](#) Coordinator"** means designated staff of Mountain View County.
- 1.5 **"Committee"** means the Grant Review Committee as established by Council to review and approve grant funding applications received through this Policy and Procedure.
- 1.6 **"Council"** means the Council of Mountain View County.
- 1.7 **"County"** means Mountain View County
- 1.8 **"Geographical Boundary"** means all rural and urban land within the borders of Mountain View County.
- 1.9 **"Grant Application"** means the application form that the applicant remits to the County, as part of its efforts to obtain a grant under this policy, outlining a specific project or program.
- 1.10 **"Non-Profit Organizations"** means an organization which exists for charitable reasons and from which its shareholders, trustees or board members do not benefit financially, and are registered or incorporated under the Province of Alberta Societies Act.
- 1.11 **"Project Completion/Financial Report"** means the report an applicant must submit on the required form by December 31, to the County that outlines how the funds received, were spent.
- 1.12 **"Project/Program"** means the specifics of the application for which any approved funding will be allocated.
- 1.13 **"Urban"** means those incorporated urban communities within the boundaries of Mountain View County, including: Village of Cremona; and the Towns of Carstairs, Didsbury, Olds and Sundre.



## 2. General

- 2.1 Council shall annually establish a budget amount to be distributed under this policy in each fiscal year.
- 2.2 Projects eligible for County funding must provide services to rural residents.
- 2.3 Non-profit organizations requesting funding must be registered or incorporated under the Province of Alberta Societies Act.
- 2.4 The Committee shall be responsible for allocating funds within the Council approved budget. The results will be circulated to Council as an information item.
- 2.5 Multiple grant applications to different grant funding projects/programs will generally not be accepted.
- 2.6 The annual budget amount, or portions thereof, will not be carried forward if the funds are not allocated within that year.
- 2.7 Funding approved in one fiscal year does not guarantee approved funding in subsequent years.
- 2.8 The Committee may approve all, part, or deny any request received.

## 3. Procedures

- 3.1 Funding requests must be submitted on the approved annual Transportation Grant application form. Additional information may be requested by the Committee to aid in the funding process.
- 3.2 Applications will be reviewed by the Community [Services-Outreach](#) Coordinator and recommendations brought forward to the Grant Review Committee for approval, then forwarded to Council as an information item.
- 3.3 The Committee will meet once annually to review grant applications. A second round of funding may be advertised provided the budget has not been fully allocated. In the event that applications are received for the second round of funding, the Committee will meet a second time to review and consider the applications for approval in the same manner as outline in Section 3.2.
- 3.4 Mountain View County will notify applicants, in writing, of the Committee's decision.
- 3.5 Project/Program change requests, received subsequent to the annual grant process, may be approved by the Chief Administrative Officer or designate, contingent upon complying with policy and procedure.
- 3.6 Amounts of \$2,000 or less will receive 100% of the funds upon approval &/or commencement of the project/program. Amounts greater than \$2,000 will receive 75% upon approval &/or commencement of the project/program, and the remaining 25% will be provided upon the conclusion of the project/program.
- 3.7 A Project Completion/Financial Report form shall be completed prior to Dec 31 of the grant year and forwarded to Mountain View County, with accompanying invoices/receipts, prior to the release of the remaining 25% grant payment. In the event that a Project Completion/Final Report is not submitted, ~~Council~~[the Committee shall](#)~~may~~ deny any or all future funding requests [until the Project Completion/Final report is received.](#)
- 3.8 Funded recipients are required to repay any surplus project/program funds or unaccounted expenditures prior to December 31 in any given year.

4. **Eligible**

- 4.1 Non-profit Seniors Lodges
- 4.2 Non-profit Organizations
- 4.3 Towns, Villages within the geographical boundary of Mountain View County
- 4.4 Transportation operating costs and/or expenditures required for transportation projects/programs

5. **Ineligible**

- 5.1 For-profit Organizations
- 5.2 Private Functions
- 5.3 Individuals
- 5.4 Mountain View Seniors Housing
- 5.5 Capital Expenditures ~~Major Capital projects located in an Urban Municipality~~



# Policy # 8014

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Policy Title:	Rural Community Hall Grant Funding
Policy No.:	8014
Approval:	County Council
Effective Date:	April 24, 2019
Approval Date:	April 24, 2019
Amended Date:	November 25, 2020
Supersedes Policy No.:	Policy No. 8004 Rural Recreation and Culture Funding Policy No. 8008 Playground Grant Funding

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**Policy Statement:** Mountain View County will provide grant funding to rural community hall facilities located in rural Mountain View County.

**Purpose:** To encourage and provide community hall organizations throughout Mountain View County recreation, leisure and culture, that is affordable and accessible to all, and to ensure each community has a fair and equitable method to distribute community hall facility funding.

Major capital funding requests that contemplate expansion of existing facilities or construction of new facilities will be dealt with independently from this Policy and Procedure. Minor capital funding requests, including the repair or replacement of existing assets, construction of playground facilities, or minor improvements to the facility shall be eligible under this Policy and Procedure.,

**Principles:**

1. Mountain View County recognizes the value of rural community hall associations.
2. Mountain View County supports community development in the rural areas, and participates in providing funding to enable rural community hall associations to fund programs and projects that provide benefit to the local rural community

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Procedure Title: Rural Community Hall Grant Funding

Procedure No.: 8014-01

Approval: CAO

Effective Date: April 24, 2019

Approval Date: April 24, 2019

Amended Date: November 25, 2020

Amended Date:

Supersedes Procedure No.: Policy 8004 Rural Recreation and Culture Funding  
Policy 8008 Playground Grant Funding

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## 1. Definitions

- 1.1 **"Annual Grant Funds"** mean the amount of funds allocated annually to the ~~General Grants component of the County's Budget for~~ [the Rural Community Hall grant](#) ~~rural community halls~~.
- 1.2 **"Applicant"** means the person or group applying for funding on behalf of a registered organization.
- 1.3 **"Chief Administrative Officer"** means the individual appointed by Council to that position or their designate.
- 1.4 **"Community Organization"** means community based non-profit organizations that are registered or incorporated under the Province of Alberta Societies Act.
- 1.5 **"Community [Services-Outreach](#) Coordinator"** means designated staff of Mountain View County.
- 1.6 **"Committee"** means the Grant Review Committee as established by Council to review and approve grant funding applications received through this Policy and Procedure.
- 1.7 **"Council"** means the Council of Mountain View County.
- 1.8 **"County"** means Mountain View County.
- 1.9 **"Facility"** means a non-profit amenity that provides indoor and/or outdoor services for active and/or passive recreation or social and cultural events, organizations and programs, and is available to the public.
- 1.10 **"Grant Application"** means the application form that the applicant remits to the County, as part of its efforts to obtain a grant under this policy, outlining a specific project or program.
- 1.11 **"Non-Profit Organizations"** means an organization which exists for charitable reasons and from which its shareholders, trustees or board members do not benefit financially, and are registered or incorporated under the Province of Alberta Societies Act.
- 1.12 **"Project Completion/Financial Report"** means the report an applicant must submit on the required form by December 31, to the County that outlines how the funds received, were spent.
- 1.13 **"Project/Program"** means the specifics of the application for which any approved funding will be allocated.

- 1.14 **"Urban"** means those incorporated urban communities within the boundaries of Mountain View County, including: Village of Cremona; and the Towns of Carstairs, Didsbury, Olds and Sundre.

**2. General**

- 2.1 Council shall annually establish a budget amount to be distributed under this policy in each fiscal year.
- 2.2 Projects eligible for County funding must provide services to rural residents.
- 2.3 Non-profit organizations requesting funding must be registered or incorporated under the Province of Alberta Societies Act.
- 2.4 The Committee shall be responsible for allocating funds within the Council approved budget. The results will be circulated to Council as an information item.
- 2.5 Multiple grant applications to different grant funding projects/programs will generally not be accepted.
- 2.6 The annual budget amount, or portions thereof, will not be carried forward if the funds are not allocated within that year.
- 2.7 Funding approved in one fiscal year does not guarantee approved funding in subsequent years.
- 2.8 The Committee may approve all, part, or deny any request received.
- 2.9 This grant may be used towards operating or facility upgrade costs and expenditures for programs and/or facilities that promote recreation and culture.
- 2.10 Grants to community halls may be made through "in kind" work or equipment donations on behalf of the County if requested through grant applications.
- 2.11 Grant applications will be prioritized according to use (scheduled events), membership, need, contributions of time and funds by the organization and availability of County funds.

**3. Rural Community Hall Dust Suppression**

- 3.1 Rural Community Halls may apply for funding to offset the costs of dust suppression provided by Mountain View County.
- 3.2 Grant applications for dust suppression must be submitted on the approved Rural Community Hall Grant application form and must state the length of dust suppression to be applied. A "Residential Dust Suppression Application" must be completed as part of the application process.

**4. Playgrounds**

- 4.1 Rural Community Halls may apply for capital funding to be used for playground structures/equipment, installation, and site preparation as required.
- 4.2 Funding is generally intended for those organizations that do not have access to regular funding from other sources.
- 4.3 All new construction of playground equipment/surfacing must meet the Canadian Standards Association (CSA Z614/14 and any subsequent standards).



- 4.4 Organizations must obtain approval from Mountain View County for the signing and marking of Playground speed zones where appropriate.
- 4.5 Playground equipment suitable for children with special needs shall be considered when the selection is made.
- 4.6 Applications received in regard to upgrading playground equipment/surfacing, must be accompanied by a recent playground inspection, completed by a trained or certified individual.

**5. General Procedures**

- 5.1 Funding requests must be submitted on the approved annual Rural Community Hall Grant application form. Additional information may be requested by Mountain View County to aid in the funding process. Applicants requesting funding for multiple repairs/enhancements shall identify the priority of each request including the submission of individual pricing for each request.
- 5.2 Applications will be reviewed by the Community [Services-Outreach](#) Coordinator and recommendations brought forward to the Grant Review Committee for approvals, then forwarded to Council as an information item.
- 5.3 The Committee will meet once annually to review grant applications. A second round of funding may be advertised provided the budget has not been fully allocated. In the event that applications are received for the second round of funding, the Committee will meet a second time to review and consider the applications for approval in the same manner as outlined in Section 4.2
- 5.4 Mountain View County will notify applicants, in writing, of the Committee's decision.
- 5.5 Project/Program change requests, received subsequent to the annual grant process, may be approved by the Chief Administrative Officer or designate, contingent upon complying with policy and procedure.
- 5.6 Amounts of \$2,000 or less will receive 100% of the funds upon approval &/or commencement of the project/program. Amounts greater than \$2,000 will receive 75% upon approval &/or commencement of the project/program, and the remaining 25% will be provided upon the conclusion of the project/program.
- 5.7 A Project Completion/Financial Report form shall be completed prior to Dec 31 of the grant year and forwarded to Mountain View County, with accompanying invoices/receipts, prior to the release of the remaining 25% grant payment. In the event that a Project Completion/Final Report is not submitted, ~~Council-the Committee~~ [shall](#) ~~may~~ deny any or all future funding requests [until the project completion report is received](#). All playground projects must be started within one year and completed with a final accounting to Mountain View County within two (2) years of approval.
- 5.8 Funded recipients are required to repay any surplus project/program funds or unaccounted expenditures prior to December 31 in any given year.

**6. Eligible**

- 6.1 Non-profit organizations

**7. Ineligible**

- 7.1 Community Halls located within an Urban Municipality.
- 7.2 Projects that do not allow reasonable access to the public/community.

**8. Evaluation Criteria**

- 8.1 Benefits the community by enhancing or maintaining a Rural Community Hall.
- 8.2 Community Support for project/program: *letters from surrounding community, project participants, or evidence of public participation in the design of the project/program.*
- 8.3 Project description/needs: *How well was the project described and was the need clearly demonstrated.*
- 8.4 A minimum of 50% is required to be raised or committed for playground projects. In kind contributions may be counted towards the 50% contribution. For the purposes of determining the value of volunteer hours, Alberta Minimum Wage shall be used.
- 8.5 The group, association or non-profit society must have been in existence for at least two years as of the application deadline and operate within Mountain View County.

Procedure Title: Rural Community Grant Funding

Procedure No.: 8015-01

Approval: CAO

Effective Date: April 24, 2019

Approval Date: April 24, 2019

Amended Date: November 25, 2020

Amended Date:

Supersedes Procedure No.: Policy 8004-01 Rural Recreation and Culture Funding  
Policy 6306-01 Allocating Agricultural Related Project Funding

## 1. Definitions

- 1.1 **"Annual Grant Funds"** mean the amount of funds allocated annually to the County's Budget to fund this grant program.
- 1.2 **"Applicant"** means the person or group applying for funding on behalf of a registered organization.
- 1.3 **"Chief Administrative Officer"** means the individual appointed by Council to that position or their designate.
- 1.4 **"Community Organization"** means community based non-profit organizations that are registered or incorporated under the Province of Alberta Societies Act.
- 1.5 **"Community Outreach Services Coordinator"** means designated staff of Mountain View County.
- 1.6 **"Committee"** means the Grant Review Committee as established by Council to review and approve grant funding applications through this Policy and Procedure.
- 1.7 **"Council"** means the Council of Mountain View County.
- 1.8 **"County"** means Mountain View County.
- 1.9 **"Facility"** means a non-profit amenity that provides indoor and/or outdoor services for active and/or passive recreation, culture or agriculture related events, organizations and programs, and is available to the public.
- 1.10 **"Grant Application"** means the application form that the applicant remits to the County, as part of its efforts to obtain a grant under this policy, outlining a specific project or program.
- 1.11 **"Non-Profit Organizations"** means an organization which exists for charitable reasons and from which its shareholders, trustees or board members do not benefit financially, and are registered or incorporated under the Province of Alberta Societies Act.
- 1.12 **"Project Completion/Financial Report"** means the report an applicant must submit on the required form by December 31, to the County that outlines how the funds received, were spent.

1.13 **“Project/Program”** means the specifics of the application for which any approved funding will be allocated.

1.14 **“Urban”** means those incorporated urban communities within the boundaries of Mountain View County, including: Village of Cremona; and the Towns of Carstairs, Didsbury, Olds and Sundre.

## 2. General

2.1 Council shall annually establish a budget amount to be distributed under this policy in each fiscal year.

2.2 Projects eligible for County funding must provide services to rural residents.

2.3 Non-profit organizations requesting funding must be registered or incorporated under the Province of Alberta Societies Act.

2.4 The Committee shall be responsible for allocating funds within the Council approved budget. The results will be circulated to Council as an information item.

2.5 Multiple grant applications to different grant funding projects/programs will generally not be accepted.

2.6 The annual budget amount, or portions thereof, will not be carried forward if the funds are not allocated within that year.

2.7 Funding approved in one fiscal year does not guarantee approved funding in subsequent years.

2.8 The Committee may approve all, part, or deny any request received.

2.9 This grant may be used towards operating or facility upgrade costs and expenditures for recreation, culture and agriculture related programs and facilities.

## 3. Procedures

3.1 Funding requests must be submitted on the approved annual Rural Community Grant application form. Additional information may be requested by the Committee to aid in the funding process.

3.2 Applications will be reviewed by the Community [Services-Outreach](#) Coordinator and recommendations brought forward to the Grant Review Committee for approval, then forwarded to Council as an information item.

3.3 The Committee will meet once annually to review grant applications. A second round of funding may be advertised provided the budget has not been fully allocated. In the event that applications are received for the second round of funding, the Committee will meet a second time to review and consider the applications for approval in the same manner as outlined in Section 3.2.

3.4 Mountain View County will notify applicants, in writing, of the Committee’s decision.

3.5 Project/Program change requests, received subsequent to the annual grant process, may be approved by the Chief Administrative Officer or designate, contingent upon complying with policy and procedure.

3.6 Amounts of \$2,000 or less will receive 100% of the funds upon approval &/or commencement of the project/program. Amounts greater than \$2,000 will receive 75% upon approval &/or commencement of the project/program, and the remaining 25% will be provided upon the conclusion of the project/program.

3.7 A Project Completion/Financial Report form shall be completed prior to Dec 31 of the grant year and forwarded to Mountain View County, with accompanying invoices/receipts, prior to the release of the remaining 25% grant payment. In the event that a Project Completion/Final Report is not submitted, ~~Council~~ the Committee shall ~~may~~ deny any or all future funding requests until the Project Completion/Final Report is received.

3.8 Funded recipients are required to repay any surplus project/program funds or unaccounted expenditures prior to December 31 in any given year.

4. **Eligible**

4.1 Non-profit organizations

4.2 The group, association or non-profit society must have been in existence for at least two years as of the application deadline and operate within Mountain View County.

5. **Ineligible**

5.1 Facilities or programs located within an Urban Municipality that do not provide a service to Mountain View County residents.

5.2 Rural Community Halls.

6. **Evaluation Criteria**

6.1 Benefits the community by creating or enhancing a service or program for Mountain View County residents.

6.2 Community Support for project/program: *letters from surrounding community, project participants, or evidence of public participation in the design of the project/program.*

6.3 Project description/needs: *How well was the project described and was the need clearly demonstrated.*

6.4 Identification of rural resident participation and/or involvement in the Community Organization or service/program applied for.

~~6.5 Applications seeking funding to hold an event shall demonstrate their pursuit to accomplish Mountain View County's strategic objectives.~~

~~6.6 For events held within an urban municipality, applicants shall be required to outline the level of financial support that the urban municipality is contributing.~~



Procedure Title: Cremona and District Recreation Board Grant Funding

Procedure No.: 8016-01

Approval: CAO

Effective Date: April 24, 2019

Approval Date: April 24, 2019

Amended Date:

Supersedes Procedure No.: Policy 8004 Rural Recreation and Culture Funding

## 1. Definitions

- 1.1 **"Annual Grant Funds"** mean the amount of funds allocated annually to the General Grants component of the County's Budget for the Cremona Recreation and Culture Funding area.
- 1.2 **"Applicant"** means the person or group applying for funding on behalf of a registered organization.
- 1.3 **"Community Organization"** means community based non-profit organizations that are registered or incorporated under the Province of Alberta Societies Act.
- 1.4 **"Community Services-Outreach Coordinator"** means designated staff of Mountain View County.
- 1.5 **"Council"** means the Council of Mountain View County.
- 1.6 **"Councillors"** means the individual Council members elected to Council.
- 1.7 **"County"** means Mountain View County
- 1.8 **"Cremona & District Recreation Board"** means a committee, ~~board or commission~~ established and appointed by Council, responsible for reviewing and approving grant funding applications received through ~~the County's budgeted grant programs~~ this grant program.
- 1.9 **"Cremona Recreation District"** means that area outlined in Appendix A of this Procedure
- 1.10 **"Facility"** means a non-profit amenity that provides indoor and/or outdoor services for active and/or passive recreation or social and cultural events, organizations and programs, and is available to the public.
- 1.11 **"Grant Application"** means the application form that the applicant remits to the County, as part of its efforts to obtain a grant under this policy, outlining a specific project or program.
- 1.12 **"Non-Profit Organizations"** means an organization which exists for charitable reasons and from which its shareholders, trustees or board members do not benefit financially, and are registered or incorporated under the Province of Alberta Societies Act.
- 1.13 **"Project Completion/Financial Report"** means the report an applicant must submit on the required form by December 31, to the County that outlines how the funds received, were spent.

- 1.14 **"Project/Program"** means the specifics of the application for which any approved funding will be allocated.
- 1.15 **"Recreation Districts"** means the geographic areas within the county which designates the delivery of recreation services to residents.
- 1.16 **"Urban"** means those incorporated urban communities within the boundaries of Mountain View County, including: Village of Cremona; and the Towns of Carstairs, Didsbury, Olds and Sundre.
- 1.17 **"Village"** means the Village of Cremona.

## 2. General

- 2.1 The Village and County agree that recreation and culture facilities and programs require assistance from the taxpayers in order to subsidize youth, family and senior programs.
- 2.2 Council has established the Cremona Recreation Board and appoints members a special committee/board at their annual organizational meeting to review rural recreation and culture grant applications within the Cremona Recreation District. The Board will take a community development approach to its purpose and function.
- 2.3 The amount per rural resident for the Cremona Recreation District is identified in the Shared Facility Funding Sub-Agreement with the Village of Cremona and distributed under this policy. The Cremona Recreation Board is responsible for grant allocations within the Cremona Recreation District. The results will be circulated to Council as an information item.
- 2.4 Annual per capita increases are based on the Consumer Price Index as per Article 15.4 of the Master Agreement.
- 2.5 As a condition of receiving financial support, County rural residents shall be granted the same access and pay the same user and/or registration fees as residents of the Village.
- 2.6 Non-profit organizations requesting funding must be registered or incorporated under the Province of Alberta Societies Act.
- 2.7 Funds not distributed in the fiscal year will be held in a funded reserve for future years. The Board may distribute funds up to the total of the current annual allocation, plus reserves from previous years.
- 2.8 Funding approved in one fiscal year does not guarantee approved funding in subsequent years.
- 2.9 The Cremona & District Recreation Board may approve all, part, or deny any request received.
- 2.10 The Cremona Community Hall located within the Village of Cremona shall be eligible under this Policy and therefore not eligible under Mountain View County's Rural Community Hall Grant program.
- 2.11 Council has the authority to amend funding criteria, as they deem appropriate, to meet the needs of the Cremona Recreation District.

## 3. Procedures

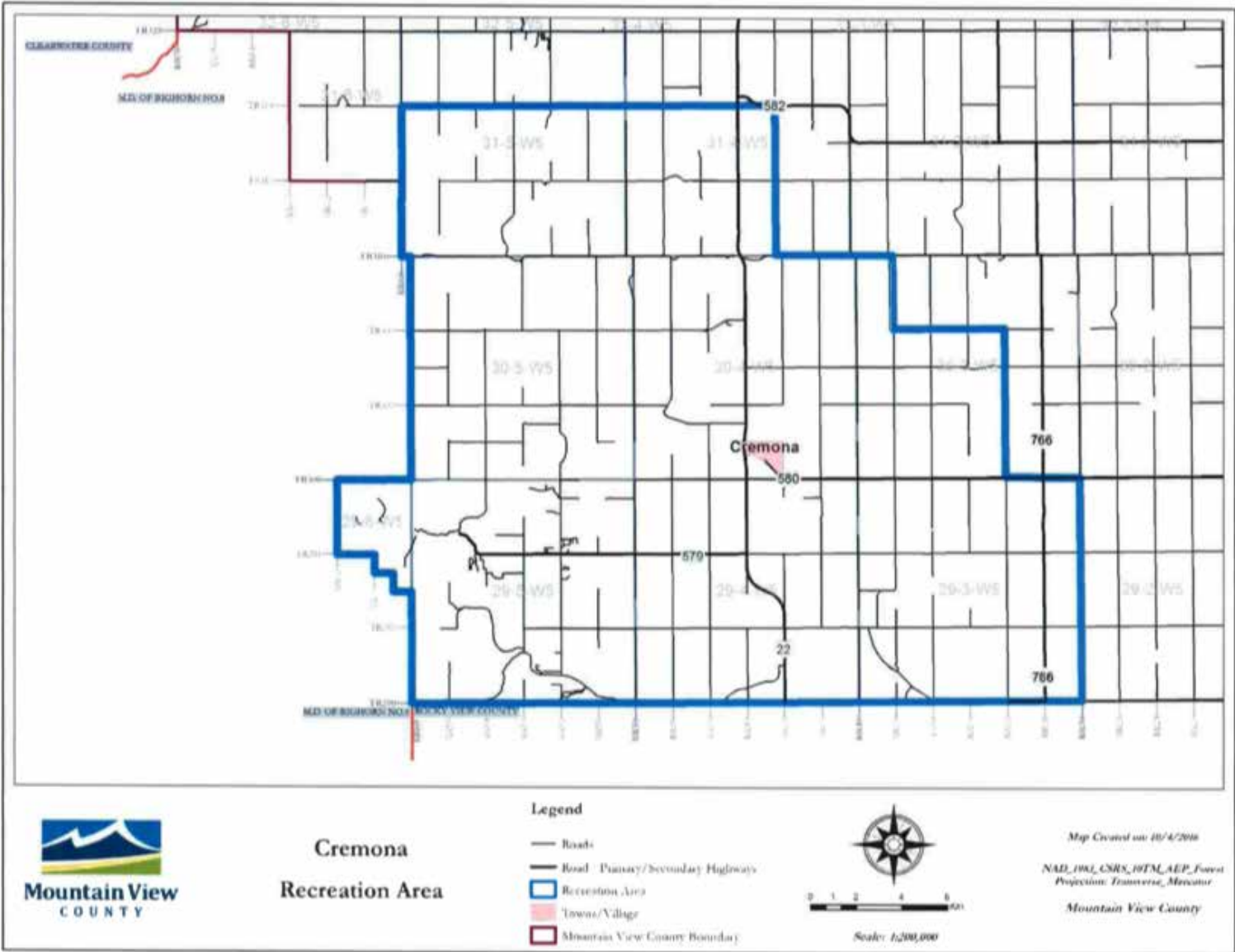
- 3.1 Funding requests must be submitted on the approved annual Cremona & District Recreation Grant application form. Additional information may be requested by the Board to aid in the funding process.
- 3.2 This grant may be used towards operating or facility upgrade costs and expenditures for recreation and cultural programs and facilities.
- 3.3 Applications will be reviewed by the Community [Services-Outreach](#) Coordinator and recommendations brought forward to the Cremona & District Recreation Board for approvals, then forwarded to Council as an information item.
- 3.4 The Cremona & District Recreation Board will meet once annually to review grant applications. The County will administer and distribute grant funds upon the direction of the Board.
- 3.5 Mountain View County will notify applicants, in writing, of the Board's decision.
- 3.6 The approved organizations shall be accountable for the expenditure of funds provided. The approved funding must be used exclusively for the project/program identified in the application.
- 3.7 Amounts of \$2,000 or less will receive 100% of the funds upon approval &/or commencement of the project/program. Amounts greater than \$2,000 will receive 75% upon approval &/or commencement of the project/program, and the remaining 25% will be provided upon the conclusion of the project/program.
- 3.8 A Project Completion/Financial Report form shall be completed prior to December 31 of the grant year and forwarded to the County, with accompanying invoices/receipts, prior to the release of the remaining 25% grant payment. In the event that a Project Completion/Final Report is not submitted, the Board [shall](#) ~~may~~ deny any or all future funding requests [until a Project Completion/Final Report is received](#).
- 3.9 Funded recipients are required to repay any surplus project/program funds or unaccounted expenditures prior to December 31 of the grant year.
- 3.10 The project/program must be completed in the year in which the financial support was approved.
- 3.11 If the organization is unable to complete the project/program or request a project/program change, a written letter to extend or amend the project/program must be submitted to the County prior to December 31 of that year. The request will be forwarded to the Board via e-mail, or a Board Meeting scheduled at the call of the chair.
- 3.12 Multiple grant applications to different funding projects/programs will generally not be accepted.

#### 4. Ineligible

- 4.1 Education and Family Service programs
- 4.2 Youth and Adult Individual Sports Teams
- 4.3 School Reunions
- 4.4 Private Functions
- 4.5 For-Profit Organizations
- 4.6 Projects/programs that receive funding through other County grant programs may not be eligible to receive Cremona Recreation and Culture Funding, excluding funding received from Family and Community Support Services (FCSS)



Appendix A: Cremona Recreation District





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Procedure Title: Health Funding

Procedure No.: 5001-01

Approval: CAO

Effective Date: July 9, 2014

Approval Date: July 9, 2014

Amended Date: August 14, 2019

Amended Date:

Supersedes Procedure No.: New

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## 1. Definitions

- 1.1 **"Annual Grant Funds"** mean the amount of funds allocated annually to the ~~General Grants component of the~~ County's Budget for the Health Funding grant.
- 1.2 **"Applicant"** means the person or group applying for funding on behalf of a registered organization.
- 1.3 **"Capital Purchases or Upgrades"** means the purchase of goods or upgrading of existing assets, with a useful life expectancy greater than one year.
- 1.4 **"Chief Administrative Officer"** means the individual appointed by Council to that position or their designate.
- 1.5 **"Community Outreach Services Coordinator"** means designated staff of Mountain View County.
- 1.6 **"Council"** means the Council of Mountain View County.
- 1.7 **"County"** means Mountain View County.
- 1.8 **"Grant Application"** means the application form that the applicant remits to the County, as part of its efforts to obtain a grant under this policy, outlining a specific project or program.
- 1.9 **"Non-Profit Organizations"** means an organization which exists for charitable reasons and from which its shareholders, trustees or board members do not benefit financially, and are registered or incorporated under the Province of Alberta Societies Act.
- 1.10 **"Project Completion/Financial Report"** means the report an applicant must submit on the required form by December 31, to the County that outlines how the funds received, were spent.
- 1.11 **"Project/Program"** means the specifics of the application for which any approved funding will be allocated.

## 2. General

- 2.1 Council shall annually establish a budget amount of \$5.00 per capita to support Health Care related initiatives under this policy in each fiscal year.
- 2.2 The proposed project/program must be considered as being an overall benefit to residents of Mountain View County.

- 2.3 Non-profit organizations requesting funding must be registered or incorporated under the Province of Alberta Societies Act.
- 2.4 Council shall be responsible for allocating funds within the approved budget.
- 2.5 The annual budget amount, or portions thereof, will not be carried forward if the funds are not allocated within that year.
- 2.6 Funding approved in one fiscal year does not guarantee approved funding in subsequent years.
- 2.7 Council may approve all, part, or deny any request received.
- 2.8 The approved funding may be used for Health Professional attraction/retention, Health Foundation initiatives, other Health Care related initiatives approved by Council.
- 2.9 Funding is generally intended for initiatives that do not have access to funding from Alberta Health Services, but may be granted funding if determined appropriate in Council's discretion.
- 2.10 All initiatives must be started within one (1) year of approval, and completed with a final accounting to Mountain View County within two (2) years of approval, unless otherwise approved by Council.

### 3. Procedures

- 3.1 Funding requests must be submitted on the approved annual Health Grant application form, which includes the amount requested, a description of the project/program, statement describing community benefits, an outline of the project/program goals and objectives, the proposed budget, and a timeline for completion of the project/program.
- 3.2 Applications will be reviewed by the Community [OutreachServices](#) Coordinator and recommendations brought forward to Council for approval. item.
- 3.3 Council will review grant applications once annually. A second round of funding may be advertised provided the budget has not been fully allocated. In the event that applications are received for the second round of funding, the Community [Services-Outreach](#) Coordinator will review the applications and bring forward recommendations to Council in the same manner as outlined in Section 3.2.
- 3.4 Mountain View County will notify applicants, in writing, of Council's decision.
- 3.5 Project/Program change requests, received subsequent to the annual grant process, may be approved by the Chief Administrative Officer or designate, contingent upon complying with policy and procedure.
- 3.6 Amounts of \$2,000 or less will receive 100% of the funds upon approval &/or commencement of the project/program. Amounts greater than \$2,000 will receive 75% upon approval &/or commencement of the project/program, and the remaining 25% will be provided upon the conclusion of the project/program.
- 3.7 A Project Completion/Financial Report form shall be completed prior to December 31 of the grant year and forwarded to the County, with accompanying invoices/receipts, prior to the release of the remaining 25% grant payment. In the event that a Project Completion/Final Report is not submitted, Council ~~shall~~[may](#) deny any or all future funding requests [until a Project Completion/Final Report is received.](#)
- 3.8 If the proposed project/program will be beneficial to an Urban Municipality(s), that Municipality should contribute an equal per capita amount to the project/program. This funding commitment should be obtained by the applicant prior to Mountain View County Council approval.

- 3.9 Funded recipients are required to repay any surplus project/program funds or unaccounted expenditures prior to December 31 of the grant year.

4. **Eligible**

- 4.1 Health Care related organizations that operate within the County or support the operations of local facilities.

[4.2 Programs that operate within the County and enhance the Health Care of Mountain View County residents.](#)

- 4.32 Meeting the eligibility requirements of this Policy does not guarantee funding approval.

~~[4.3 Programs that operate within the County and enhance the Health Care of Mountain View County residents.](#)~~

5. **Ineligible**

- 5.1 For-profit organizations.
- 5.2 Projects/programs that do not enhance the Health Care of Mountain View County residents.
- 5.3 Capital purchases or Upgrades

6. **Evaluation Criteria**

- 6.1 Benefits the community by creating a new or enhanced Health Care Service.
- 6.2 Community Support for project/program: *letters from surrounding community, project participants, or evidence of public participation in the design of the project/program and fundraising.*
- 6.3 Project/program description/needs: *How well was the project/program described and was the need clearly demonstrated.*
- 6.4 Is the initiative supported and funded to an equal level by urban municipalities that will benefit.

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Procedure Title: Public Participation

Procedure No.: 1030-01

Approval: CAO

Effective Date: June 13, 2018

Approved Date: June 13, 2018

Amended Date:

Supersedes Procedure No.: New

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## 1. Definitions

- 1.1 “Communications” means Mountain View County’s Communications Business Unit.
- 1.2 “Public Participation Campaign” means the formal activities and initiatives planned to accomplish the County’s goal of receiving feedback and/or direction from County residents and stakeholders to assist in furthering the decision-making process. This does not include activities that are routine operating practices or required through provincial legislation [including but not limited to statutory Public Hearings, circulations on proposed Bylaws or petition opportunities.](#)

## 2. Preamble

- 2.1 Mountain View County is committed to engaging the public in accordance with County Council’s vision, mission statement, and strategic goals.
- 2.2 Mountain View County’s public participation operates on a spectrum that is based off of principles contained within the Rural Municipalities of Alberta Citizen Engagement Toolkit and the International Association for Public Participation (IAP2) model, with corresponding promises and a variety of possible techniques to achieve the public participation outcome (Appendix A).
- 2.3 Mountain View County has a vested interest in the collection of public knowledge and use of that knowledge for the betterment of the County as a whole. This is a desire to do more than collect information but to understand the values that are common to all County residents and stakeholders.

## 3. Public Engagement Standards

- 3.1 Mountain View County will, where appropriate, use public knowledge to support the work done on behalf of citizens. The County will use this information to help drive decision making and strategic planning initiatives.
- 3.2 Mountain View County will, communicate to the public how public input and knowledge have supported and/or furthered the decision-making process

- 3.3 Mountain View County will be clear in its public participation initiatives the expectations for the public and stakeholders that are participating.
- 3.4 Mountain View County will establish general guidelines when undertaking Public Participation Campaigns including:
  - 3.4.1 Use of Plain Language;
  - 3.4.2 Use of Acronym Lists;
  - 3.4.3 Use of links and increased accessibility to reference documents;
  - 3.4.4 Ensuring that any in-person Public Participation Campaigns are accessible and comfortable for participants;
  - 3.4.5 Ensuring that appropriate administrative resources and funding is allocated to Public Participation Campaigns.

#### 4. **Public Engagement Management**

- 4.1 The Public Participation Policy applies to all departments and services of Mountain View County.
- 4.2 All items forwarded by departments for Council consideration should receive adequate review and determination by department Directors as to whether a Public Participation Campaign will be recommended.
  - 4.2.1 Specifically, Public Participation Campaigns may be initiated during the following:
    - 4.2.1.1 Identifying Council Priorities;
    - 4.2.1.2 Formulating recommendations to Council regarding the Budget;
    - 4.2.1.3 Reviewing existing programs, services and associated service levels;
    - 4.2.1.4 Any other situation determined necessary by Council or the Chief Administrative Officer.
- 4.3 If a Public Participation Campaign is recommended, the department should note the level of participation recommended in consultation with the guidelines as outlined in Appendix A. Council may choose to amend the Public Participation Campaign or level of Public Participation required.
- 4.4 Public Participation Campaigns will be created and managed by the department requesting the engagement in consultation with Communications.
- 4.5 All Public Participation Campaigns shall be posted for citizen information and review on the County website.
- 4.6 All Public Participation Campaigns shall be recorded and tracked by Communications to ensure that opportunities are being held in accordance with this Policy and utilized appropriately by residents and stakeholders.
- 4.7 Communications will help facilitate the participation opportunity based on the Public Participation goal, and will execute, where possible and required, a comprehensive public participation strategy to maximize citizen input and/or understanding.
- 4.8 Public Participation Campaigns will follow the Public Engagement Spectrum (Appendix A) with an understanding that not all initiatives will require extensive or involved campaigns. Public Participation Campaigns will be tailored to suit the need of the project and may either be recommended by Administration or directed by Council.
- 4.9 Organizers of Public Participation Campaigns may utilize the AUMA/RMA Citizen Engagement Toolkit for increased guidance in developing, implementing and evaluating Public Participation Campaigns.



**5. Citizen Conduct**

- 5.1 All Public Participation Campaigns will utilize conduct guidelines and terms-of-use statements to provide clear expectation of citizen conduct while interacting with the municipality through participation activities. These guidelines include the right of the municipality to not address participation that:
- Includes foul language, vulgarities or sexually explicit content;
  - Is offensive to an individual or an organization, rude in tone, discriminatory or abusive;
  - Solicits, advertises, and/or promotes particular services, products, or political parties, advocacy groups or organizations;
  - Infringes on human rights or privacy;
  - Is considered inflammatory;
  - Is off topic; and/or
  - Is otherwise deemed to not be in accordance with the directives of the Public Participation Campaign.

**6. Evaluation & Reporting**

- 6.1 All Public Participation Campaign's will have an evaluation component undertaken immediately upon conclusion of the Public Participation Campaign to chart the process and outcome of the Public Participation Campaign. The evaluations should include, but may not be limited to:
- Adherence to the principles of the Public Participation Policy
  - Completion within time frame and budget
  - Communication of results / input and consideration in decision making
  - Level of stakeholder satisfaction with process
  - Participation of stakeholders

APPENDIX A  
 Public Participation Spectrum

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<b>PUBLIC ENGAGEMENT GOAL</b>	To provide the public with balance and objective information to assist them in understanding the issue, alternatives and/or solutions.	To obtain feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	<u>To place final decision-making in the hands of the public.</u>
<b>PROMISE TO THE PUBLIC</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input supported and/or was incorporated into the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input supported and/or was incorporated into the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	<u>We will implement what you decide.</u>
<b>PUBLIC ENGAGEMENT TACTICS</b>	- Bill stuffers - Feature articles - Videos - Photos - Social Media	- Surveys - Feedback forms - Direct or online comments	- Online communities - Workshops - Break-out sessions - Proactive meetings	- Advisory Committees - Interactive working groups	- <u>Citizen Juries</u> - <u>Ballots</u> - <u>Delegated decision</u>

	<ul style="list-style-type: none"><li>- Print Advertising</li><li>- Radio Spots</li><li>- Emails</li><li>- Direct mailings</li><li>- Open houses</li><li>- Reports</li></ul>	<ul style="list-style-type: none"><li>- Open Houses</li><li>- Social Media</li><li>- Print Advertising</li><li>- Radio Spots</li></ul>	<ul style="list-style-type: none"><li>with existing groups</li><li>- Public hearings</li></ul>		
--	--	--	--	--	--

Procedure Title: Riparian and Ecological Enhancement Program Funding

Procedure No.: #6309-01

Approval: Agricultural Service Board

Effective Date: December 16, 2015

Approval Date: December 22, 2015

Amended Date: December 15, 2017

Amended Date: November 28, 2018

Amended Date: May 7, 2020

Amended Date: December 14, 2020

Amended Date: January 19, 2022

Supersedes Procedure No.: Internal Procedure 6300-01

## 1. Definitions

1.1 "Environmentally Significant Areas (ESA)" means areas which are vital to the long-term maintenance of biological diversity, soil or water quality, or other natural process, both locally and in a regional context. (Jennings & Reganold, 1991). Guidelines for the identification of Environmentally Significant Areas are outlined in Policy 6012.

1.2 "Riparian Areas" means the green zones around lakes and wetlands, also known as a floodplain, shoreline, bottom lands or stream banks, whether groundwater or surface water influenced, these areas tend to be greener, lush and more productive than the adjacent uplands.

1.3 "Forbs" means herbaceous, broad-leaved plants with annual tops (flowers) and leaves with net-like veins (Alberta Agriculture and Forestry, 2016).

## 2. Purpose

2.1 Funding for the implementation of beneficial management practices in riparian and sensitive upland areas for Mountain View County landowners.

2.2 Rate payers of Mountain View County with agricultural lands annexed within the towns encompassed by Mountain View County may be eligible for funding from external grants the County receives to implement beneficial management practices in riparian and sensitive upland areas. To be eligible the Urban municipality must confirm that the project lands are part of a long range environmental conservation or protection plan.

2.3 Funding may be approved for riparian and sensitive area fencing, off-site watering systems, creek crossings, native and non-invasive introduced species of trees, shrubs, grass, grass-like species and forbs (all species subject to approval by Agricultural services staff, no ornamental species are allowed) grass seed, trees and shrubs. Dugout projects will only be considered as part of a larger management change and where there is a linkage to natural water bodies. Funding is for new projects, repairs on existing projects are not eligible.

2.4 Materials for these projects are the only fundable items; labour and equipment are not eligible.

3. Criteria

- 3.1 Applicants complete the application form and submit it to Mountain View County Agricultural Services. Upon receipt of the application, staff will arrange a site visit with the applicant to obtain pictures of the project site and fill in any missing information required for the rating form and project presentation prepared for review by the Agricultural Service Board.
- 3.2 If an application is received for a project such as a spring development or crossing, all permits (Alberta Environment and Parks, Fisheries and Oceans Canada etc) must be in place at the time of application.
- 3.3 The applications will be presented to the Agricultural Service Board (ASB) by Agricultural Services staff at an ASB meeting for funding approval.
- 3.4 Projects are rated out of 50, if the score is 36-50, up to 100% of the fencing, creek crossing, or native seed or seedling material costs may be covered, if the score is 25-35, up to 75% of the material costs are covered, scores less than 25 will not be considered for funding.
- 3.5 Permanent fFencing material costs will be funded based on the amount requested to a maximum of \$5/m (\$1.50/ft) or actual costs, whichever is less. Wildlife Friendly Fencing variations must be installed.
- 3.6 Approved Offsite watering systems, portable electric fencing, fencing panels and seedlings for shelterbelts and ecobuffer plantings will be funded at 25% for projects scoring 25-50. The maximum cost per seedling eligible for funding is \$5.00. The maximum funding towards portable electric fencing is \$500.
- 3.7 The maximum amount an applicant can receive per voluntary project is \$5000.00. Funding amount allocated will be prorated based on other funding received for the project.
- 3.8 Applicants are encouraged to apply for funding through other programs such as the Canadian Agricultural Partnership, ~~and Alternative Land Use Services (ALUS).~~
- 3.9 Applicants who are applying for funding for projects that have been registered as an Environmental Reserve Easement (ERE) or Restrictive Covenants (RC) as a condition of their subdivision or development permit are eligible to a maximum of ~~\$1000.00~~ \$3000.00/project. Only projects on lands that are zoned Agriculture are eligible for funding.
- 3.10 Notification of the funding approvals will be sent out to the applicant. All projects should be completed by end of the year. Funding may be held over into the following year if extenuating circumstance cause delay of the project completion. Funding will be allocated to the applicant when the invoices for the project have been received and a site inspection has been completed by Agricultural Services staff.
- 3.11 Lease holder and landowner will need to sign off on the contract stating the project as described will remain permanent for a minimum of five (5) years.
- 3.12 A Riparian Health Assessment is completed by Agricultural Services staff the year the project is funded and again five (5) years later to measure the success of the project.
- 3.13 Signs are provided by Mountain View County to be posted at all project sites to recognize their completion and contributors to the project.





# Regular Council Meeting

## Request for Decision

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Corporate Services

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**Date:** April 13, 2022

**SUBJECT:** Policy 1040 Investments and Procedure 1040-1 Investments

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**RECOMMENDATION:** That Council approve Policy 1040 Investments and Procedure 1040-1 Investments.

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**ALTERNATIVE OPTIONS:** That Council defer Policy 1040 Investments and Procedure 1040-1 Investments, with direction on amendments.

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**BACKGROUND:** In Policy 1009 Financial Controls, Council has approved the following:

4. *In accordance with Section 270 (2) of the Municipal Government Act, Council hereby authorizes the Chief Administrative Officer to deposit municipal funds in the following banks, credit unions, loan corporations, treasury branches or trust corporations:*
  - a. *Alberta Treasury Branch;*
  - b. *Mountain View Credit Union / Connect First Credit Union;*
  - c. *Scotiabank; and*
  - d. *CIBC Wood Gundy.*

After Mountain View County's Investment Policy was rescinded in 2020, the investments have been managed in house with savings and Guaranteed Income Certificates (GIC). The GIC rates have been low, however with the forecast of rising interest rates we have been reducing GIC's and increasing our savings. It is now time to determine our cash needs for the year, and plan to invest externally with portfolio managers from CIBC Wood Gundy and Scotiabank Scotia Wealth for some of the long-term investments.

An Investment Policy will set the primary objectives of the County's investment activities as preservation of capital, liquidity, risk mitigation and investment returns.

The Policy and Procedure will be provided to the portfolio managers to manage and guide investments. Quarterly Investment Compliance Reports will be provided to Council as part of departmental reporting. This will also include whether performance targets are being met.

---

**RELEVANT POLICY:** [Policy #1009 Financial Controls](#)

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**BUDGET IMPLICATIONS:** N/A

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Attachments ☒ Nil ☐

1. Policy 1040 Investments
2. Procedure 1040-01 Investments
3. REPEALED - SECTION E 4. Investments

---

PREPARED BY: MA  
REVIEWED BY: LM



# Policy # 1040

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM 0W0  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
[www.mountainviewcounty.com](http://www.mountainviewcounty.com)

---

**Policy Title:** Investments

**Policy No.:** 1040

**Approval:** County Council

**Effective Date:**  
**Approved Date:**

**Supersedes Policy No.:** New

---

**Policy Statement:** Mountain View County will strive to maximize the greatest return while ensuring that all investments are chosen with a focus on maximizing the security of funds, meeting daily cash flow needs and conforming with all necessary provincial statutes and regulations.

**Purpose:** This policy has been developed to provide Administration with the criteria acceptable to Council, including the risk tolerance level of the municipality, to guide future investment decisions. The policy must be applied by any party managing County investments.

**Principles:** 1. Mountain View County will establish procedures that are based on the following principles:

**a) Preservation of Capital**

The County recognizes its fiduciary responsibility for the stewardship of public funds with which it has been entrusted. Therefore, its foremost investment objective is to ensure the preservation of capital.

**b) Liquidity**

The investment portfolio will remain sufficiently liquid to enable the County to meet operating requirements which might be reasonably anticipated. The portfolio should consist largely of securities with active secondary or resale markets.

**c) Risk Mitigation**

The County will manage risk by ensuring there is sufficient diversification among the assets in its investment portfolios. Additional risk control is provided by the constraints on the permitted investments.

**d) Investment Returns**

The County will seek to maximize the rate of return earned on its investments while following prudent investment principles.

**Investment Requirement:**

Security selection is restricted to the authorized investments as defined in the Alberta Municipal Government Act and Alberta Regulation(s). Procedure changes must be approved by Council.

**Reporting:**

Quarterly Reports will be provided to Council including a detailed investment listing, rate of return and compliance to both MGA and policy.

---

Procedure Title: Investments

Procedure No.: 1040-01

Approval: CAO

Effective Date:

Approved Date:

Supersedes Procedure No.: New

---

## 1. Preamble

- 1.1 Administration shall develop appropriate procedures associated with the design and implementation of an investment strategy that aligns with Council approved Policy and direction on the overall priorities of the County's Investment Portfolio. This investment policy applies to all investment transactions involving the financial assets of the County and must be applied by any party managing County investments.
- 1.2 Approved financial institutions and subsidiaries are listed in Financial Control Policy 1009 as per MGA 270(2).

## 2. Definition

- 2.1 **"Long Term Investment"** means funds placed within an instrument for the purposes of achieving a financial return for the County that has a maturity date greater than one (1) year.
- 2.2 **"Short Term Investment"** means funds placed within an instrument for the purposes of achieving a financial return for the County that has a maturity date one (1) year or shorter.

## 3. General Investment Regulations

- 3.1 In an effort to avoid exposure to currency exchange fluctuations, investments shall only be expressed or paid for in Canadian currency.
- 3.2 Investments shall not be knowingly made with firms that could damage the reputation or role of the County or which could be construed to conflict with the County's strategic objectives.
- 3.3 Nobody involved with the administration or management of the County's investments may act on that knowledge for personal gain.
- 3.4 No County funds shall be held by a third party on behalf of the County unless they are a Portfolio Investment Fund Manager at an financial institution that has been approved by Council. The Portfolio Investment Fund Manager will be regulated by the Investment Industry Regulatory Organization of Canada. External resources are required to follow the Chartered Financial Analyst (CFA) Institute Code of Ethics and Standards of Professional Conduct and provide certification to the CAO or Director of Corporate Services that the investments meet the terms of this investment policy before investments are made.
- 3.5 The County's portfolio shall not hold asset-backed investments unless they are guaranteed by a financial institution.



- 3.6 All investment certificates issued to Mountain View County shall be in the name of Mountain View County and held by financial institutions and evidenced in monthly statements.
- 3.7 Investments will be diversified to mitigate risk.
- 3.8 Appendix A shall be referenced to determine the Credit Rating equivalents of each investment category.
- 3.9 This procedure will be implemented and monitored by the CAO or Director of Corporate Services who shall also be responsible for recommending changes to Council for approval.

#### 4. Short Term Investments

- 4.1 Liquidity
  - 4.1.1 Short Term Investments shall be used to meet the projected cash flow requirements up to one (1) year.
  - 4.1.2 The investments will be primarily money market in nature with maturities of less than one (1) year.
- 4.2 Credit Quality: As these funds are intended for specific expenditure, safety of capital is paramount.
  - 4.2.1 At the time of purchase the credit quality of the issuer must have a minimum credit rating of R-1 (low) or equivalent for short term deposits/commercial paper or be guaranteed by the Government of Canada or a province of Canada.
- 4.3 Portfolio Diversification and Restraints
  - 4.3.1 At the time of purchase, current holdings of the security plus the proposed investment:

Investment Type	Maximum
Cash and cash equivalents	100%
Guaranteed Income Certificates	10%

- 4.4 Return/ Performance Standards: The rate of return for this portfolio should be maximized within the constraints on these funds.
  - 4.4.1 The 91-day T-bill index shall be used as the benchmark to determine whether acceptable short-term market yields are being achieved.

#### 5. Long Term Investments

- 5.1 Liquidity
  - 5.1.1 The maturity dates of investments in the long-term portfolio will be diversified to minimize effects of fluctuations in any given part of the yield curve and to maintain liquidity for projects anticipated in the County's long term financial plans.
- 5.2 Credit Quality: As these funds are public funds, the portfolio shall be managed in such a way so as not to expose it to undue risk or loss.

5.2.1 The following credit quality restrictions apply to the securities in the portfolio:

Credit Rating Category	Minimum	Maximum
"BBB" or lower or equivalent	0%	0%
"A" or equivalent	0%	50%
"AA" or higher or equivalent	50%	100%

5.3 Portfolio Diversification and Restraints

5.3.1 At the time of purchase, current holdings of the security plus the proposed investment:

Investment Type	Maximum
Cash and cash equivalents	100%
Bonds (Schedule 1 top five Banks, Federal/Provincial Government)	100%
Managed Funds (Principal Protected Notes, Corporate Bonds)	20%

5.3.2 Subject to the restrictions in this Procedure, asset-backed (if guaranteed by a bank) and mortgage-backed securities may be held in the portfolio provided they are rated "AAA".

5.3.3 The term will not exceed 7 years.

5.4 Returns/ Performance Standards: The rate of return for this portfolio should be maximized within the constraints on these funds.

5.4.1 Funds will be measured against the 5 Year average annualized return of the FTSE Canada Universe Bond Index. This index represents a mix of investment-grade bond in the Canadian market. This benchmark will determine whether acceptable returns are being achieved.

*End of Procedure*

#### APPENDIX A: CREDIT RATING

Investment Grade	Moody's	Standard & Poors	DBRS Short-term and Commercial Paper	DBRS Long Term	Fitch Short Term and Commercial Paper	Fitch Long Term
Highest Quality (extremely strong)	Aaa	AAA	R-1 (high)	AAA	R-1 (high)	AAA
High Quality	Aa1 to Aa3	AA+ to AA-	R-1 (middle)	AA	R-1 (middle)	AA+ to AA-
Upper Medium Grade (strong)	A-1, A	A+ to A-	R-1 (low)	A	R-1 (low)	A+ to A-
Medium Grade (good)	Baa-1, Baa	BBB+ to BBB-	R-2 (high)	BBB	R-2 (high)	BBB
Lower Medium Grade (somewhat speculative)	Ba	BB+ to BB-	R-2 (middle)	BB	R-2 (middle)	BB
Low Grade (speculative/weak)	B	B+ to B-	R-2 (low)	B	R-2 (low)	B
Poor Quality (may default/very weak)	Caa	CCC to CCC-	R-3 (high)	CCC	R-3 (high)	CCC
Most Speculative	Ca	CC	R-3 (middle)	CC	R-3 (middle)	DDD
No Interest being Paid or Bankruptcy Petition Filed	C	R	R-3 (low)	C	R-3 (low)	DD
In Default	C	D	D	D	D	D

## **INVESTMENTS**

### **Policy:**

Mountain View County endeavours to manage investments to the best advantage of the County and in keeping with the Municipal Government Act. The purpose of this policy is to provide a framework for Mountain View County for the management of the investment assets of the Municipality.

### **Regulations:**

Mountain View County maintains both an Operating Portfolio for current operation requirements and a Non-Operating Portfolio for non-current operating requirements. The current portfolio represents funds used to meet month-to-month cash flows for normal operations while the non-current portfolio represents funds that are held for specified purposes.

#### **1. Portfolio Objectives:**

##### **a) Operating Portfolio**

- i) Liquidity* - This portfolio shall be defined as funds necessary to meet the projected cash flow requirements of operating expenses and capital purchases for up to one (1) year. The primary objective of the Operating Portfolio is to ensure the current cash flow requirements are met. The investments will be primarily money market in nature with maturities of less than one year (i.e. Government of Canada Treasury Bills, banker's acceptances, term deposits, etc.).
- ii) Income Generation* - The rate of return for this portfolio should be maximized within the constraints on these funds.
- iii) Security of Capital* - The funds in this portfolio are earmarked for specific expenditures; therefore, safety of capital is paramount. The portfolio must be managed in such a way as not to expose it to undue risk of loss or impairment.

##### **b) Non-Operating Portfolio**

- i) Liquidity* - This portfolio, although non-operating and longer term in nature, may be subject to requests for additional funds to meet the cash flow or capital expenditure requirements of Mountain View County. Therefore, highly liquid investments such as government bonds will be favoured over investments where the capital is locked in (i.e. Guaranteed Investment Certificates).
- ii) Income Generation* - The rate of return for this portfolio should be maximized within the constraints on these funds.
- iii) Security of Capital* - This is a public fund and as such, the Investment Portfolio shall be managed in such a way so as not to expose it to undue risk of loss or impairment.

Mountain View County shall adhere to prudent investment standards in making investment decisions. Prudent investment standards are those that, in the overall context of an investment portfolio, a reasonable and prudent person would apply to investments made on behalf of another person with whom there exists a fiduciary relationship.

**c) Legal Considerations**

The investments of the Operating Portfolio and the Non-Operating Portfolio are limited to those investments permitted by the Municipal Government Act of Alberta.

**d) Community Position**

Investments will not be knowingly made in companies which could damage the reputation or role of Mountain View County or which could be construed to be in conflict with the objectives of Mountain View County.

**2. Asset Mix**

- a) *Operating Portfolio* - The portfolio will be invested in short term, cash equivalent securities.
- b) *Non-Operating Portfolio* - These funds will not normally be required to meet regular operating expenditures, and as such, the longer time horizon and objective of a fair competitive return indicates that this portfolio should be invested in longer term securities. The portfolio will be invested in bonds and cash equivalent investments, according to the following asset mix ranges, which will allow for Mountain View County to take advantage of prevailing market conditions:

	Asset Mix Range	
	Min.	Max.
Cash Equivalents	0.0	50.0
Bonds	50.0	100.0

**3. Diversification**

All components of the portfolios will be broadly diversified to reduce risk.

- a) *Cash Equivalents* - No more than 15% of cash equivalents will be invested in any one issuer other than investments guaranteed by the Government of Canada or any province.
- b) *Bonds* - No more than 15% of the portfolio will be invested in any one corporate issuer. The bond portion of the portfolio will be laddered to stabilize income flows and reduce investment rate risk.

**4. Quality and Nature of Securities**

- a) *Cash Equivalents* - All securities will be rated "R-1" or "A-1" or higher by the Canadian Bond Rating Service (CBRS) or the Dominion Bond Rating Service (DBRS).

- b) *Bonds* - all federal, provincial and corporate bonds will carry a rating of "A" or higher by CBRS or DBRS.

## **5. Payment and Safekeeping**

A dealer or financial institution will hold securities purchased in safekeeping.

## **6. Finance Committee**

- a) The Investment Policy will be implemented and monitored by a Finance Committee.
- b) The Finance Committee will implement, review and monitor these regulations, and must recommend changes to Council for approval.

## **7. Reporting**

Periodic investment reports shall be prepared for and distributed to the members of the Finance Committee. These reports shall contain the following information:

- a) *Quarterly: A Valuation and Performance Measurement Report*
  - Complete inventory of all portfolio investments and percentage breakdown by each type of credit rating.
  - Average term to maturity and duration of the portfolio.
- b) *Annually: An Annual Compliance Review*
  - Compliance with the Municipal Government Act of Alberta

## **8. Policy Review**

This policy shall be reviewed annually by the Finance Committee to ensure that it remains consistent with the overall objectives of the Municipality and prudent and conservative investment practices.

Date approved: October 25, 2000



# Regular Council Meeting

## Request for Decision

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Corporate Services

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Date: April 13, 2022

SUBJECT: Tax Cancellation for Grants in Place of Taxes (GIPOT)

---

**RECOMMENDATION:** That Council approve the tax cancellation request, as presented by administration, in the amount of \$948.72, which is the 2021 unpaid portion of the two rolls owned by Her Majesty the Queen in Right of Alberta, \$810.73 for tax roll 133042004 and \$137.99 for tax roll 133014000.

---

**ALTERNATIVE OPTIONS:**

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**BACKGROUND:** In January 2020 Alberta Municipal Affairs advised that 2019 and future tax levy payments for the Grants in Place of Taxes (GIPOT) program would be reduced due to budget availability. The 2019 application was approved at 75% of the eligible amount and in 2020 and 2021 it was paid at 50%. This will be the final request to Council for tax cancellation for roll 133042004 as this property has been annexed into the Town of Olds. It is anticipated payments will continue to be at 50% for roll 133014000 in future tax years. On February 26, 2020 a request for tax cancellation for the 2019 tax levies for both properties were denied by Council and a letter was issued to the manager of Grants in Place of Taxes. No additional payments were received for the 2019 tax levies.

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**RELEVANT POLICY:** <http://www.qp.alberta.ca/documents/Acts/m26.pdf>

Municipal Government Act - Part 10, Division 2, Section 366  
Part 10, Division 1, Section 347(1)

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**BUDGET IMPLICATIONS:** Mountain View County property tax revenue would be reduced by \$948.72.

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Attachments ☒ Nil ☐

1. Alberta Municipal Affairs GIPOT Payment Advice Letter
  2. Alberta Municipal Affairs GIPOT Payment Summary (March 2022)
  3. Roll 133014000 Account History
  4. Roll 133042004 Account History
- 

PREPARED BY: EL  
REVIEWED BY: LM

January 24, 2020

**RECEIVED**

**FEB 03 2020**

**MOUNTAIN VIEW COUNTY  
DIDSBURY**

Mr. Jeff Holmes  
Chief Administrative Officer  
Mountain View County  
PO Bag 100  
Didsbury, AB T0M 0W0

Dear Mr. Holmes:

Thank you for your application(s) under the Grants in Place of Taxes (GIPOT) program. I am pleased to inform you that the roll numbers on the attached schedule have been approved. A payment in the total amount of \$1,396.63 will be processed within two weeks for these roll numbers.

For 2019/20, the GIPOT applications have been approved for payment at 75% of the eligible amount due to budget availability. A small number of priority applications are eligible for full payment:

- Municipalities where GIPOT is greater than five per cent of their tax base;
- Outstanding eligible 2018/19 GIPOT properties;
- Non-profit seniors' self-contained accommodations;
- Properties where the Government of Alberta (GoA) is the lessee;
- Local improvement (LIMP) taxes; and
- Business improvement area levies.

For 2020/21 and future years, it is anticipated most applications will be paid at approximately 50 per cent of the requested amount. Please note grant adjustments are made as we process your tax notice; therefore, do not adjust or reduce your 2020 tax notices.

CAO Office	
Reviewed	_____
Date	_____
Action	_____

.../page 2

Page 2

For further information or assistance, please contact a grants administrator, by dialing 310-0000 toll free, then 780-422-7125 or e-mail, GIPOT@gov.ab.ca.

Regards,

A handwritten signature in black ink, appearing to read 'Heather McDonald', with a stylized flourish at the end.

Heather McDonald  
Manager, Grants in Place of Taxes

Attachment

cc: Tax Department

## For MOUNTAIN VIEW COUNTY

Payment Batch BC1672

Roll Number	Legal Description	LINC	Levy Year	Amount Approved
133042004	Plan:8710431	0026055815	2019	\$1,167.95
133014000	MRTS:W50103301SW	0026129791	2019	\$228.68
Total for MOUNTAIN VIEW COUNTY				\$1,396.63

## Mountain View County

Payment Batch No: PB00038

Voucher No: BC036

Total Payment: \$948.73

Paid Date: March 10, 2022

						Eligible Amounts						
Roll Number	ATS	Plan/Block/Lot	LINC	Tax Year	Requested Amount (Tax Notice)	Grant Property	BIA	Special Levy	LIMP	Total	Grant Funding Level	Paid Amount
133014000	W5 01 033 01 SW		0026129791	2021	\$505.82	\$275.98	\$0.00	\$0.00	\$0.00	\$275.98	50.00%	\$137.99
133042004			0026055815	2021	\$2,805.72	\$1,621.47	\$0.00	\$0.00	\$0.00	\$1,621.47	50.00%	\$810.74
Total Paid Amount:												\$948.73

3/17/22 10:21:23  
(TX04082)

TAX System  
TAX BALANCE FORWARD REPORT - SUMMARY  
ROLL #: 133014000 HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA

Page: 1

As of 2018/01/01

Trans. Date	Trans. Type	Invoic e Number	Recei pt Number	Invoic e Descri ption	Tax Year	Trans. Amount	Bal ance Amount
2018/05/11	L I	638927		2018 TAX LEVY	2018	301.60	301.60
2019/01/28			417849	PAYMENT		301.60-	.00
2019/05/09	L I	674689		2019 TAX LEVY	2019	304.91	304.91
2020/02/05			450279	PAYMENT		228.68-	76.23
2020/05/14	L I	709942		2020 TAX LEVY	2020	307.23	383.46
2021/03/23			486161	PAYMENT		153.62-	229.84
2021/05/13	L I	745425		2021 TAX LEVY	2021	275.98	505.82
2021/10/28	A C	776967		WRITE OFF PER COUNCIL RC2	2021	229.84-	275.98
2022/03/15			522501	PAYMENT		137.99-	137.99
* Customer Balance:							137.99



3/17/22 10:22:11  
(TX04082)

TAX System  
TAX BALANCE FORWARD REPORT - SUMMARY  
ROLL #: 133042004 HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA

Page: 1

As of 2018/01/01

Trans. Date	Trans. Type	Invoic e Number	Recei pt Number	Invoic e Descri ption	Tax Year	Trans. Amount	Bal ance Amount
2018/05/11	L I	638928		2018 TAX LEVY	2018	1,468.38	1,468.38
2019/01/28			417849	PAYMENT		1,468.38-	.00
2019/05/09	L I	674690		2019 TAX LEVY	2019	1,557.26	1,557.26
2020/02/05			450279	PAYMENT		1,167.95-	389.31
2020/05/14	L I	709943		2020 TAX LEVY	2020	1,589.88	1,979.19
2021/03/23			486161	PAYMENT		794.94-	1,184.25
2021/05/13	L I	745426		2021 TAX LEVY	2021	1,621.47	2,805.72
2021/10/28	A C	776966		WRITE OFF PER COUNCIL RC2	2021	1,184.25-	1,621.47
2022/03/15			522501	PAYMENT		810.74-	810.73
* Customer Balance:							810.73

# Regular Council Meeting

## Request for Decision

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Corporate Services

---

**Date:** April 13, 2022

**SUBJECT:** 2021 Audited Financial Statements

---

**RECOMMENDATION:** That Council approve the 2021 Audited Financial Statements and Municipal Financial Information Return (FIR) as presented.

---

**ALTERNATIVE OPTIONS:**

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**BACKGROUND:** MNP Ltd. has prepared the audit for the 2021 Draft Financial Statements. The audited statements and audit findings were presented to the Audit Committee for review on April 5, 2022. It is the recommendation of the Audit Committee that Council approves the 2021 Draft Audited Financial Statements as presented.

The change to Net Financial Assets of \$5,486,268 is mainly attributed to the delay of capital projects. The list of delayed projects is included in attachment 4.

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**RELEVANT POLICY:** [Policy # 1009 Financial Controls](#)  
[MGA - Annual financial statements 276\(1\)](#) Under the MGA the County is required to provide audited financial statements to the Province and make them publicly available, by May 1st.

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**BUDGET IMPLICATIONS:** N/A

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**Attachments** ☒ Nil ☐

1. 2021 Audit Findings
  2. 2021 Draft Audited Financial Statements
  3. 2021 Municipal Financial Information Return
  4. 2021 Carry Forward Projects by Business Unit
- 

**PREPARED BY:** MA  
**REVIEWED BY:** LM

# Mountain View County

2021 Audit Findings

Report to Council

December 31, 2021

Julie Oliver, CPA, CA  
T: (403) 356-1265  
E: [julie.oliver@mnp.ca](mailto:julie.oliver@mnp.ca)

April 13, 2022

Members of Council of Mountain View County

Dear Sirs/Mesdames:

We are pleased to submit to you this report for discussion of our audit of the Consolidated financial statements of Mountain View County (the "County") as at December 31, 2021 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of Council.

We have substantially completed our audit of the Consolidated financial statements of the County which has been carried out in accordance with Canadian generally accepted auditing standards.

Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the council of the County. A draft copy of our proposed Independent Auditor's Report is attached at the end of this report.

This report is intended solely for the information and use of Council and management and should not be distributed to or used by any other parties than these specified parties.

The matters raised in this and other reports that will flow from the audit are only those which have come to our attention arising from or relevant to our audit that we believe need to be brought to your attention. They are not a comprehensive record of all the matters arising, and in particular we cannot be held responsible for reporting all risks in your business or all control weaknesses. This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for, any other purpose.

We would like to express our appreciation for the excellent cooperation we have received from management and employees with whom we worked.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

A handwritten signature in black ink that reads "MNP LLP". The letters are stylized and slanted to the right.

Chartered Professional Accountants

encls

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# Introduction

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As auditors, we report to the council on the results of our examination of the Consolidated financial statements of Mountain View County (the "County") as at and for the year ended December 31, 2021. The purpose of this Audit Findings Report is to assist you, as members of Council, in your review of the results of our audit. To facilitate in your understanding of our findings, Appendix A to this report summarizes our audit process.

Our report will discuss the status of our engagement, as well as communicate to you significant audit, accounting and reporting matters arising from our procedures.

We hope that this report is of assistance to you, and we look forward to discussing our findings and answering your questions.

## Engagement Status

We have completed our audit of the Consolidated financial statements of the County and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedures:

- Receipt of the signed management representation letter;
- Discussion of subsequent events with Council;
- Council's review and approval of the Consolidated financial statements.

## Independent Auditor's Report

We expect to have the above procedures completed and to release our Independent Auditor's Report on April 13, 2022.

Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the council of the County. A draft copy of our proposed Independent Auditor's Report has been included with this report.



# Significant Audit, Accounting and Reporting Matters

## Audit and Reporting Matters

The following significant matters arose during the course of audit that we wish to bring to your attention.

Area	Comments
<b>Changes from Audit Service Plan</b>	There were no deviations from the Audit Service Plan previously presented to you.
<b>Final Materiality</b>	<p>Materiality is a concept used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. The scope of our audit work is tailored to reflect the relative size of operations of the County, and is affected by our assessment of materiality and audit risk.</p> <p>Final materiality used for our audit was \$1,200,000 for December 31, 2021 and \$1,200,000 for December 31, 2020.</p>
<b>Difficulties Encountered</b>	No significant limitations were placed on the scope or timing of our audit.
<b>Identified or Suspected Fraud</b>	<p>Due to the inherent limitations of an audit and the nature of fraud, including attempts at concealment through forgery or collusion, an audit conducted in accordance with Canadian generally accepted auditing standards cannot be relied upon to detect fraud.</p> <p>While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.</p>
<b>Identified or Suspected Non-Compliance with Laws And Regulations</b>	Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the Consolidated financial statements.
<b>Matters Arising in Connection With Related Parties</b>	No significant matters arose during the course of our audit in connection with related parties of the County.
<b>Significant Deficiencies in Internal Control</b>	Our audit process focuses on understanding the controls utilized in management's reporting systems, including for estimates, to the extent necessary to identify overall and specific financial reporting risks. This risk assessment allows us to concentrate our audit procedures on high risk areas and, where possible, place reliance on controls within the financial reporting system to reduce the extent of our testing.

Area	Comments
	<p>It is important to note that our assessment was not, nor was it intended to be, sufficient to comment or conclude on the sufficiency of internal controls.</p> <p>We are required under Canadian generally accepted auditing standards to communicate all significant deficiencies identified during an audit to Council on a timely basis. However, we may not be aware of all significant deficiencies that do, in fact, exist.</p> <p>While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency, no significant deficiencies in internal control have come to our attention.</p>
<b>Matters Arising from Discussions With Management</b>	<p>We would like to formally acknowledge the cooperation and assistance we received from the management and staff of the County.</p> <p>There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.</p>
<b>Significant Differences</b>	No significant differences were proposed to management with respect to the December 31, 2021 Consolidated financial statements.

## Auditor's Views of Significant Accounting Practices

The application of Canadian public sector accounting standards allows and requires the County to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.

As auditors, we are uniquely positioned to provide open and objective feedback regarding your County's accounting practices, and have noted the following items during the course of our audit that we wish to bring to your attention.

Area	Comments
<b>Accounting Policies</b>	The accounting policies used by the County are appropriate and have been consistently applied.
<b>Financial Statement Disclosures</b>	The disclosures made in the notes to the Consolidated financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the Consolidated financial statements.

## Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
<b>Government transfers</b>	Confirm Grant Revenue; also complete the deferred

Grant revenue could be manipulated and recorded in the wrong period	revenue testing ensuring costs applied to meet stipulations seem reasonable. As the amounts can be significant but may not be received before year end, enquire about grants applied for but not yet received. Consider subsequent receipts of grants for proper cutoff.
<b>Expenses</b>  Potential for fraud on procurement of subcontractors	Procurement policy testing.
<b>Inventory</b>  The nature of the inventory item makes it susceptible to theft.	Observe physical safeguards are in place to protect inventory and obtain third party verification of gravel. Attend inventory count.
<b>Deferred revenue and restricted contributions</b>  Deferred revenue is complicated in nature due to stipulations and recognition of revenue to match applicable expenditures.	Review sample of grants at high level of risk, for items received at year-end to ensure they are deferred. Additional testing completed on revenue to ensure its appropriately recorded as deferred versus revenue.
<b>Investments</b>  Risk that new/matured GICs have not been recorded; It is possible that an employee in the finance department could instruct the investment managers to sell an investment and transfer the proceeds to their personal bank account.	Confirmation through bank.

## Higher Risk Areas and Responses

Higher Risk Area	Response and Conclusion
<b>Pit reclamation obligation</b>  The calculation for the liability is complex in nature	Confirm assumption from the prior year are used consistently or audit changes that have been made to assumptions.

# Other Matters

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## Management Representations

We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.

## Auditor Independence

We confirm to Council that we are independent of the County. Our letter to Council discussing our independence is included as part of the additional materials attached to this report.

# Appendix A - MNP Audit Process

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Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the Consolidated financial statements considered separately.

Our audit process focused on understanding the controls utilized in management's reporting systems to the extent necessary to identify overall and specific financial reporting risks. This risk assessment enabled us to concentrate our audit procedures on the areas where differences were most likely to arise. Our assessment was not, nor was it intended to be, sufficient to conclude on the effectiveness or efficiency of internal controls.

During the course of our audit, we have:

- Examined, on a test basis, evidence supporting the amounts and disclosures in the Consolidated financial statements;
- Assessed the accounting principles used and significant estimates made by management;
- Obtained an understanding of the County and its environment, including management's internal controls (regardless of whether we relied on them for the purpose of the audit), sufficient to identify and assess the risks of material misstatement of the Consolidated financial statements and to design and perform audit procedures;
- Reviewed and assessed those accounting systems deemed necessary to support our audit opinion;
- Evaluated the overall Consolidated financial statement presentation;
- Performed a subsequent events review with management;
- Reviewed and assessed the status of contingencies, commitments and guarantees; and
- Reviewed and assessed exposure to environmental liabilities.

We have obtained written representations from management, included as additional materials following this report, in order to confirm oral representations given to us and reduce the possibility of misunderstanding. Specifically, we have obtained written confirmation of significant representations provided on matters that are:

- Directly related to items that are material, either individually or in the aggregate, to the Consolidated financial statements;
- Not directly related to items that are material to the Consolidated financial statements, but are significant, either individually or in the aggregate, to the engagement; and
- Matters relevant to management judgments or estimates that are material, either individually or in the aggregate, to the Consolidated financial statements.

# Draft Independent Auditor's Report

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(See Attached)



## Independent Auditor's Report

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To the Reeve and Members of Council of Mountain View County:

### Opinion

We have audited the consolidated financial statements of Mountain View County (the "County"), which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statements of operations, changes in net financial assets, cash flows and Schedules 1 through 6 for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the County as at December 31, 2021, and the results of its consolidated operations, changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the County in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the County's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the County or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the County's financial reporting process.

## Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the County's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the County to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## Report on Other Legal and Regulatory Requirements

### *Debt Limit Regulation*

In accordance with Alberta regulation 255/2000, we confirm that the County is in compliance with the Debt Limit Regulation. A detailed account of the County's debt limit can be found in Note 11.

### *Supplementary Accounting Principles and Standards Regulation*

In accordance with Alberta regulation 313/2000, we confirm that the County is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in Note 14.

Red Deer, Alberta  
April 13, 2022

Chartered Professional Accountants

# Management Representations

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(See Attached)

April 13, 2022

MNP LLP  
400 - 4311 54 Ave  
Red Deer, Alberta T4N 4L9

To Whom It May Concern:

In connection with your audit of the financial statements of Mountain View County (the "County") as at December 31, 2021 and for the year then ended, we hereby confirm to the best of our knowledge and belief, the following representations made to you during the course of your audit.

We understand that your audit was made in accordance with Canadian generally accepted auditing standards. Accordingly, the audit included an examination of the accounting system, controls and related data, and tests of the accounting records and such other auditing procedures as you considered necessary in the circumstances, for the purpose of expressing an opinion on the financial statements. We also understand that such an audit is not designed to identify, nor can it necessarily be expected to disclose, misstatements, non-compliance with laws and regulations, fraud or other irregularities, should there be any.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 3, 2021, for the preparation and fair presentation of the County's financial statements and comparatives in accordance with Canadian public sector accounting standards. We believe these financial statements and comparatives are complete and present fairly, in all material respects, the financial position of the County as at December 31, 2021, and the results of its operations and its cash flows, in accordance with Canadian public sector accounting standards.
2. All transactions have been recorded in the accounting records and are reflected in the financial statements, and are reported in the appropriate period.
3. We acknowledge that we are responsible for the accounting policies followed in the preparation of the County's financial statements. Significant accounting policies, and any related changes to significant accounting policies, are disclosed in the financial statements. The selection of accounting policies is appropriate in accordance with the requirements of Canadian public sector accounting standards, and are applied consistently throughout the financial statements.
4. We have disclosed to you all significant assumptions used in making accounting estimates and judgments, and believe they are reasonable.
5. We are aware of and concur with the contents and results of the attached journal entries prepared by you, and accept responsibility for the financial statement effects of the entries.
6. We believe the effects of those uncorrected financial statement differences aggregated by you during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. A summary of these differences has been attached to this written representation.

7. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
8. All events or transactions that have occurred subsequent to the statement of financial position and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed appropriately in the financial statements.
9. We further acknowledge the following items related specifically to COVID-19:
  - We have assessed the impact of COVID-19 on the County's operations and have provided you all information relevant to the impact it has had and/or is anticipated to have on the County's operations.
  - We have made available to you all source documentation requested, whether in original or scanned/electronic format. Where information has been provided in scanned/electronic format, it has been accurately reproduced.
  - All events or transactions that have occurred subsequent to the statement of financial position and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed appropriately in the financial statements.
10. All plans or intentions that may affect the carrying value or classification of assets and liabilities are appropriately reflected in the financial statements in accordance with Canadian public sector accounting standards.
11. All liabilities, both known and contingent, requiring recognition or disclosure in the financial statements in accordance with the requirements of Canadian public sector accounting standards have been adjusted or disclosed as appropriate.
12. All outstanding and possible claims, whether or not they have been discussed with legal counsel, have been disclosed to you and are appropriately reflected in the financial statements.
13. All assets, wherever located, to which the County had satisfactory title at the year-end, have been fairly stated and recorded in the financial statements. The assets are free from hypothecation, liens and encumbrances, except as noted in the financial statements. We have disclosed the nature and carrying amounts of any assets pledged as collateral. All assets of uncertain value, and restrictions imposed on assets, are appropriately reported in the financial statements.
14. All aspects of laws, regulations or contractual agreements, including non-compliance, are appropriately reflected in the financial statements.
15. All restricted cash has been appropriately designated and separated from operating funds.
16. Accounts and contributions receivable are correctly described in the records and represent valid claims as at December 31, 2021. An appropriate allowance has been made for losses from uncollectible accounts and for costs or expenses that may be incurred with respect to sales made or services rendered.
17. Inventory is correctly recorded in the financial statements in accordance with the requirements of Canadian public sector accounting standards. All required provisions for slow-moving, obsolete, and unsaleable stock have been recorded. Inventory does not include any goods on consignment to others or goods invoiced to customers.
18. All investments in government business enterprises, partnerships and business partnerships have been

appropriately recorded in the financial statements in accordance with the accounting policies described in the notes thereto and the requirements of Canadian public sector accounting standards.

19. All charges to tangible capital assets represent capital expenditures. No expenditures of a capital nature were charged to operations of the County. Depreciation of property, plant and equipment has been recorded according to our best estimates of their useful lives. All events or circumstances giving rise to impairments are appropriately reflected in the financial statements.
20. Government transfers have been recognized when the transfer is authorized, and all eligibility criteria have been met.
21. All long-term debt has been appropriately recorded in the financial statements. All payments and accrued interest have been accounted for. The current portion of long-term debt is appropriately classified. All terms and conditions have been fully disclosed in the financial statements. We have provided you with the most current debt and financing agreements.
22. Employee future benefits have been appropriately recorded in the financial statements according to the requirements of Canadian public sector accounting standards. All actuarial assumptions and valuations have been disclosed to you in full and are appropriate.
23. Revenue has been recognized only where sales have been made and items delivered, or services rendered, and the amounts have been collected or are collectible. Revenues do not include any amounts arising from consignment sales or from any other transaction from which the County is not entitled to the proceeds.
24. We have appropriately identified, recorded and disclosed all business combinations and changes in ownership interests during the year in accordance with the requirements of Canadian public sector accounting standards.
25. We have identified all financial instruments, including derivatives, and hedging relationships. These have been appropriately recorded and disclosed in the financial statements in accordance with the requirements of Canadian public sector accounting standards.
26. We have identified all known or potential contaminated sites and the costs associated with the remediation of these sites have been appropriately accounted for and disclosed in the financial statements in accordance with Canadian public sector accounting standards.

#### **Information provided**

1. We have responded fully to all inquiries made to us and have made available to you:
  - A complete record of all financial records that are relevant to the preparation and presentation of the financial statements, and related data and minutes of the meetings of Council held throughout the year to the present date as well as summaries of recent meetings for which minutes have not yet been prepared;
  - Additional information that you have requested from us for the purpose of your audit;
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. We acknowledge management's responsibility for the design, implementation and operation of controls that have been designed to prevent and detect fraud.
3. We have assessed the risk that the financial statements may be materially misstated as a result of fraud, and



have determined such risk to be low.

4. Where the impact of any frauds or suspected frauds, and non-compliance or possible non-compliance with laws and regulations, has a material effect on the financial statements, we have disclosed to you all known significant facts relating thereto, including circumstances involving management, employees having significant roles over controls, and others. We have made known to you any allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators and others. The effects of such events, if any, are properly presented in the financial statements.
5. We have disclosed to you all deficiencies in the design or operation of internal controls over financial reporting of which we are aware.
6. We have disclosed to you all aspects of laws, regulations or contractual agreements that may affect the financial statements, including non-compliance.
7. We have disclosed to you the identities of all related parties to the County and all related party relationships and transactions of which we are aware.
8. We have no knowledge of side agreements (contractual or otherwise) with any parties that have not been disclosed to you.
9. The previous year's representation letter dated April 14, 2021 is still applicable to the prior year's financial statements and comparatives and no matters have arisen that require restatement of those financial statements and comparatives.
10. There are no discussions with your firm's personnel regarding employment with the County.

#### **Professional Services**

1. We acknowledge the engagement letter dated November 3, 2021, which states the terms of reference regarding your professional services.
2. We are not aware of any reason why MNP LLP would not be considered independent for purposes of the County's audit.

Sincerely,

Mountain View County

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Signature

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Title

# Independence Communication

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(See Attached)

April 13, 2022

Council  
Mountain View County  
1408 Twp Rd 320  
Postal Bag 100  
Didsbury, AB T0M 0W0

Dear Sirs/Mesdames:

We have been engaged to audit the consolidated financial statements of Mountain View County ("the County") as at December 31, 2021 and for the year then ended.

CAS 260 *Communication With Those Charged With Governance* requires that we communicate with you matters that are significant to our engagement. One such matter is relationships between the County and its related entities or persons in financial reporting oversight roles at the County and MNP LLP and any affiliates ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, the Standard requires us to consider relevant rules and related interpretations prescribed by the appropriate professional accounting body and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client or a related entity;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client or a related entity;
- (d) Economic dependence on a client; and
- (e) Provision of non-assurance services in addition to the audit engagement.

We are not aware of any relationship between the County and MNP that, in our professional judgment, may reasonably be thought to bear on our independence, which have occurred from January 1, 2021 to April 13, 2022.

We hereby confirm that MNP is independent with respect to the County within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of Alberta as of April 13, 2022.

This report is intended solely for the use of Council, management and others within the County and should not be used for any other purposes.

We look forward to discussing with you the matters addressed in this letter as well as other matters that may be of interest to you at our meeting on April 13, 2022. We will be prepared to answer any questions you may have regarding our independence as well as other matters.

Sincerely,

A handwritten signature in black ink that reads "MNP LLP". The letters are stylized and cursive.

**Chartered Professional Accountants**

encls.

**DRAFT**

**MOUNTAIN VIEW COUNTY**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**AS AT DECEMBER 31, 2021**

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## MANAGEMENT'S REPORT

### To the Reeve and Members of Council of Mountain View County:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected Council and the Audit Committee are composed entirely of neither management nor employees of the County. The Council has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The Council is responsible for recommending the appointment of the County's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the Council to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Audit Committee and management to discuss their audit findings.

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Jeff Holmes  
Chief Administrative Officer

April 13, 2022

DRAFT



## Independent Auditor's Report

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To the Reeve and Members of Council of Mountain View County:

### Opinion

We have audited the consolidated financial statements of Mountain View County (the "County"), which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statements of operations, changes in net financial assets, cash flows and Schedules 1 through 6 for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the County as at December 31, 2021, and the results of its consolidated operations, changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the County in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the County's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the County or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the County's financial reporting process.

## Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the County's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the County to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## Report on Other Legal and Regulatory Requirements

### *Debt Limit Regulation*

In accordance with Alberta regulation 255/2000, we confirm that the County is in compliance with the Debt Limit Regulation. A detailed account of the County's debt limit can be found in Note 11.

### *Supplementary Accounting Principles and Standards Regulation*

In accordance with Alberta regulation 313/2000, we confirm that the County is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in Note 14.

Red Deer, Alberta  
April 13, 2022

Chartered Professional Accountants

**MOUNTAIN VIEW COUNTY  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2021**

**DRAFT**

	2021	2020
<b>FINANCIAL ASSETS</b>	<b>\$</b>	<b>\$</b>
Cash and temporary investments (note 2)	45,598,496	30,767,458
Taxes receivable (note 3)	1,219,831	1,607,573
Accounts receivable (note 4)		
Federal government	153,562	279,791
Provincial government	55,969	166,380
Local governments	19,445	23,155
Other	590,304	515,027
Investments (note 5)	21,124,993	31,383,258
Notes receivable (note 15)	7,626,804	8,560,309
Trust accounts (note 6)	540,263	519,857
<b>Total Financial Assets</b>	<b>76,929,667</b>	<b>73,822,808</b>
<b>LIABILITIES</b>		
Accounts payable & accrued liabilities		
Federal government	95,550	85,708
Provincial government	490,832	316,256
Local governments	43,280	112,148
Trade payables	2,645,396	1,360,741
Deferred revenue (note 7)	2,116,543	2,536,420
Employee benefit obligations (note 8)	668,827	614,087
Trust accounts (note 6)	540,263	519,857
Pit reclamation obligation (note 19)	6,093,900	6,093,900
Liability for contaminated sites (note 1)	3,600,000	3,600,000
Other liabilities	1,773,443	1,694,512
Long-term debt (note 9)	12,381,343	13,517,117
<b>Total Liabilities</b>	<b>30,449,377</b>	<b>30,450,746</b>
<b>Contingencies and Commitments (note 17)</b>		
<b>NET FINANCIAL ASSETS</b>	<b>46,480,290</b>	<b>43,372,062</b>
<b>NON-FINANCIAL ASSETS</b>		
Inventory for consumption	5,850,423	5,338,232
Prepaid expenses	772,407	641,538
Long-term land held for resale	953,710	953,710
Tangible capital assets (note 12)	159,807,206	156,110,056
Resource assets	3,308,421	3,308,421
<b>Total Non-Financial Assets</b>	<b>170,692,167</b>	<b>166,351,957</b>
<b>ACCUMULATED SURPLUS (note 18)</b>	<b>217,172,457</b>	<b>209,724,019</b>

The accompanying notes are an integral part of these financial statements.

**MOUNTAIN VIEW COUNTY  
CONSOLIDATED STATEMENT OF OPERATIONS  
FOR THE YEAR ENDING DECEMBER 31, 2021**

DRAFT

	2021 Budget \$	2021 \$	2020 \$
<b>REVENUE</b>			
Net taxes available for municipal purposes (Schedule 2)	29,811,656	29,843,849	29,460,641
Sale of goods	48,000	102,257	173,648
Sale of services	221,500	311,184	239,988
Fees & levies	652,500	644,148	678,558
Fines & penalties	266,500	185,633	254,665
Return on investments	1,247,000	1,187,388	1,478,435
Rentals	146,975	171,019	171,328
Recovery	146,500	285,216	286,146
Government transfers for operating (Schedule 4)	1,687,921	1,607,332	2,325,945
Other	-	57,907	43,000
<b>Total Revenue</b>	<u>34,228,552</u>	<u>34,395,933</u>	<u>35,112,354</u>
<b>EXPENSES</b>			
Council	637,300	584,409	525,109
CAO Services	706,512	690,836	698,133
Corporate Services			
Finance & general office	1,960,715	1,972,473	1,777,936
Assessment	393,100	344,210	430,214
Business services	1,064,255	993,197	1,029,823
Waste management	364,000	348,910	376,557
Planning & Development Services			
Planning	875,218	788,334	811,478
Development	545,407	506,951	500,918
Permitting	348,601	354,305	315,830
Legislative & Community Services			
Legislative services	1,786,512	1,630,482	1,365,539
Agriculture & land management	1,282,625	1,269,839	1,125,533
Community grants & transfers	5,388,340	4,637,467	4,761,276
Operational Services			
Roads, facilities & shops	20,598,508	19,992,121	21,227,750
Airports	335,550	368,044	350,686
<b>Total Expenses (Schedule 3)</b>	<u>36,286,643</u>	<u>34,481,578</u>	<u>35,296,782</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES - BEFORE OTHER</b>	(2,058,091)	(85,645)	(184,428)
<b>OTHER</b>			
Assets transferred to another municipality	-	-	(1,157,572)
Gain/(loss) on sale of assets	(200,000)	(71,819)	(428,375)
Government transfers for capital (Schedule 4)	6,870,435	7,605,902	4,972,871
<b>EXCESS(DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<u>4,612,344</u>	<u>7,448,438</u>	<u>3,202,496</u>

**MOUNTAIN VIEW COUNTY**  
**CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
**FOR THE YEAR ENDING DECEMBER 31, 2021**

	2021 Budget \$	2021 \$	2020 \$
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	4,612,344	<b>7,448,438</b>	3,202,496
Amortization of tangible capital assets	13,627,507	<b>13,354,591</b>	12,911,676
Acquisition of tangible capital assets	(21,634,151)	<b>(17,888,239)</b>	(18,759,273)
Proceeds from disposition of tangible capital assets	816,260	<b>764,678</b>	743,719
Loss (gain) on disposal of tangible capital assets	200,000	<b>71,819</b>	428,375
Change in inventories and prepaid expenses	<u>-</u>	<u><b>(643,060)</b></u>	<u>637,628</u>
<b>INCREASE(DECREASE) IN NET FINANCIAL ASSETS</b>	(2,378,040)	<b>3,108,228</b>	(835,379)
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<u>43,372,062</u>	<u><b>43,372,062</b></u>	<u>44,207,441</u>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<u>40,994,022</u>	<u><b>46,480,290</b></u>	<u>43,372,062</u>

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**MOUNTAIN VIEW COUNTY  
CONSOLIDATED STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDING DECEMBER 31, 2021**

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**NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:**

	2021 Budget	2021	2020
<b>OPERATING</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Excess(deficiency) of revenue over expenses	4,612,344	7,448,438	3,202,496
Non-cash items included in excess of revenues over expenses			
Amortization	13,627,507	13,354,591	12,911,676
Loss (gain) on disposal of tangible capital assets	200,000	71,819	428,375
Net changes to working capital charged to operations			
Decrease (increase) in taxes and accounts receivable	(200,000)	552,815	(676,691)
Increase (decrease) in accounts payable	-	1,400,205	(621,620)
Increase (decrease) in deferred revenue	1,998,500	(419,877)	371,909
Increase (decrease) in pit reclamation obligation	450,000	-	-
Increase (decrease) in liability for contaminated sites	-	-	-
Decrease (increase) in inventory and prepaids	-	(643,060)	637,628
Net change in other working capital balances	-	133,670	(246,352)
Increase (decrease) in payables pertaining to capital	-	(528,109)	83,008
Cash provided by operating transactions	<u>20,688,351</u>	<u>21,370,492</u>	<u>16,473,637</u>
<b>CAPITAL</b>			
Acquisition of tangible capital assets	(21,634,151)	(17,888,239)	(18,759,273)
Increase (decrease) in payables pertaining to capital	-	528,109	(83,008)
Proceeds on disposal of tangible capital assets	816,260	764,678	743,719
Cash used in capital transactions	<u>(20,817,891)</u>	<u>(16,595,452)</u>	<u>(18,098,562)</u>
<b>FINANCING AND INVESTING</b>			
Change in investments	4,000,000	10,258,265	13,193,230
Notes receivable issued (gross)	-	-	-
Notes receivable collected	1,176,516	933,505	897,936
Long-term debt proceeds (gross)	-	-	5,000,000
Long-term debt repaid	(1,176,516)	(1,135,772)	(892,416)
Cash provided by financing and investing activities	<u>4,000,000</u>	<u>10,055,998</u>	<u>18,198,750</u>
Net increase (decrease) in cash and cash equivalents	<u>3,870,460</u>	<u>14,831,038</u>	<u>16,573,825</u>
Cash and cash equivalents, beginning of year	<u>30,767,458</u>	<u>30,767,458</u>	<u>14,193,633</u>
Cash and cash equivalents, end of year	<u><u>34,637,918</u></u>	<u><u>45,598,496</u></u>	<u><u>30,767,458</u></u>



**SCHEDULE 1**  
**(See note 12)**

**MOUNTAIN VIEW COUNTY**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**FOR THE YEAR ENDING DECEMBER 31, 2021**

	Land	Land Improvements	Buildings	Engineered Structures	Machinery & Equipment	Vehicles	Construction in Progress	2021 \$	2020 \$
<b>Cost:</b>									
Balance, beginning of year	14,518,829	4,210,861	16,807,565	442,522,708	21,268,397	7,857,213	6,749,070	<b>513,934,643</b>	498,711,170
Acquisition of tangible capital assets	-	20,900	2,719,050	17,314,523	2,635,385	273,133	6,280,674	<b>29,243,665</b>	23,470,506
Contributed tangible capital assets	-	-	-	-	-	-	-	-	-
Disposal of tangible capital assets	-	-	-	-	(1,901,235)	(677,168)	(11,355,426)	<b>(13,933,829)</b>	(8,247,033)
Write-downs	-	-	-	-	-	-	(8,518)	<b>(8,518)</b>	-
Balance, end of year	14,518,829	4,231,761	19,526,615	459,837,231	22,002,547	7,453,178	1,665,800	<b>529,235,961</b>	<b>513,934,643</b>
<b>Accumulated Amortization:</b>									
Balance, beginning of year	-	1,756,464	5,169,116	338,859,335	7,745,485	4,294,187	-	<b>357,824,587</b>	347,276,617
Annual amortization	-	197,066	357,958	10,644,892	1,591,892	562,783	-	<b>13,354,591</b>	12,911,676
Accumulated amortization on disposals	-	-	-	-	(1,201,279)	(549,144)	-	<b>(1,750,423)</b>	(2,363,706)
Write-downs	-	-	-	-	-	-	-	-	-
Balance, end of year	-	1,953,530	5,527,074	349,504,227	8,136,098	4,307,826	-	<b>369,428,755</b>	<b>357,824,587</b>
<b>Net Book Value of Tangible Capital Assets</b>	14,518,829	2,278,231	13,999,541	110,333,004	13,866,449	3,145,352	1,665,800	<b>159,807,206</b>	<b>156,110,056</b>

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## SCHEDULE 2

**MOUNTAIN VIEW COUNTY  
SCHEDULE OF TAXES LEVIED  
FOR THE YEAR ENDING DECEMBER 31, 2021**

	2021 Budget \$	2021 \$	2020 \$
<b>Taxation</b>			
Real property taxes	25,892,361	<b>26,061,369</b>	25,696,743
Power and pipelines	18,022,250	<b>17,860,746</b>	17,909,169
Annexation and other tax revenue	-	<b>14,151</b>	-
Net over (under) levy	-	<b>(890)</b>	52,362
	<u>43,914,611</u>	<u><b>43,935,376</b></u>	<u>43,658,274</u>
<b>Requisitions</b>			
Alberta School Foundation Fund	12,244,208	<b>12,239,875</b>	12,294,306
Designated Industrial Property	138,359	<b>135,825</b>	139,490
Mountain View Seniors' Housing	1,720,388	<b>1,715,827</b>	1,763,837
	<u>14,102,955</u>	<u><b>14,091,527</b></u>	<u>14,197,633</u>
<b>Net taxes available for municipal purposes</b>	<u>29,811,656</u>	<u><b>29,843,849</b></u>	<u>29,460,641</u>

## SCHEDULE 3

**SCHEDULE OF EXPENSES BY OBJECT  
FOR THE YEAR ENDING DECEMBER 31, 2021**

	2021 Budget \$	2021 \$	2020 \$
<b>Expenses</b>			
Salaries, wages, and benefits	10,826,235	<b>10,617,018</b>	10,606,844
Contracted and purchased services	3,884,430	<b>3,850,000</b>	4,086,161
Materials, goods, supplies, and utilities	2,215,319	<b>2,461,106</b>	2,866,141
Provision for allowances	175,000	<b>183,600</b>	198,270
Bank charges and short term interest	11,000	<b>16,563</b>	12,393
Interest on long term debt	400,000	<b>394,135</b>	336,578
Grants to other organizations	5,597,152	<b>4,882,414</b>	4,775,682
Amortization of tangible capital assets	13,627,507	<b>13,354,591</b>	12,911,676
Allowance for pit reclamation	(450,000)	<b>(1,277,849)</b>	(496,963)
	<u>36,286,643</u>	<u><b>34,481,578</b></u>	<u>35,296,782</u>
<b>Total expenses</b>	<u>36,286,643</u>	<u><b>34,481,578</b></u>	<u>35,296,782</u>

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**MOUNTAIN VIEW COUNTY  
SCHEDULE OF GOVERNMENT TRANSFERS  
FOR THE YEAR ENDING DECEMBER 31, 2021**

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	2021 Budget \$	2021 \$	2020 \$
<b>TRANSFERS FOR OPERATING:</b>			
<b>Federal</b>			
Federal Environmental Stewardship Grants (ALUS)	30,000	48,105	(71,713)
<b>Provincial</b>			
Agricultural Services Board Grant	243,000	243,907	123,907
Alberta Municipal Affairs - Municipal Internship Program	20,000	20,000	43,446
Basic Municipal Transportation Grant (MSI)	466,000	466,000	466,000
CAP Risk Mitigation Grant	3,250	3,250	3,250
Cremona Fire Disbursement	116,452	88,518	68,730
Environmental Stewardship Grants (ACA)	25,000	25,000	24,967
Family & Community Services Grant (FCSS)	342,984	342,984	342,984
Forest Resource Improvement Association (FRIA)	-	30,000	-
Intermunicipal Collaboration Initiative (ICI)	42,000	(17,137)	17,910
Municipal Sustainability Initiative - Operating (MSI)	165,000	168,326	165,858
Municipal Operating Support Transfer (MOST)	234,235	188,379	1,140,481
Municipal Climate Change Action Centre (MCCAC)	-	-	125
Total Operating Grants	<u>1,687,921</u>	<u>1,607,332</u>	<u>2,325,945</u>
<b>TRANSFERS FOR CAPITAL:</b>			
<b>Federal</b>			
Federal Gas Tax Fund - Capital	770,000	866,396	747,855
<b>Provincial</b>			
Flood Recovery Erosion Control (FREC)	1,319,568	69,578	25,705
Municipal Asset Management Program (MAMP)	-	-	-
Municipal Stimulus Program (MSP)	1,379,491	1,384,110	173,034
Municipal Sustainability Initiative - Capital (MSI)	2,987,500	4,732,054	2,971,538
Municipal Sustainability Initiative - Carry Forward	391,376	549,452	702,923
Strategic Transportation Infrastructure Program (STIP)	-	-	170,316
Other Provincial Grants	-	-	2,000
<b>Other</b>			
Cash in Lieu	22,500	4,312	9,500
Olds Didsbury Flying Association (ODFA)	-	-	170,000
Total Capital Grants	<u>6,870,435</u>	<u>7,605,902</u>	<u>4,972,871</u>
<b>TOTAL GOVERNMENT TRANSFERS</b>	<u>8,558,356</u>	<u>9,213,234</u>	<u>7,298,816</u>

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## SCHEDULE 5

**MOUNTAIN VIEW COUNTY**  
**SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS**  
**FOR THE YEAR ENDING DECEMBER 31, 2021**

<b>ACTUAL RESULTS</b>	<b>Unrestricted Surplus</b>	<b>Restricted Surplus</b>	<b>Unfunded</b>	<b>Equity in Resource Assets</b>	<b>Equity in Tangible Capital Assets</b>	<b>2021 \$</b>	<b>2020 \$</b>
<b>BALANCE, BEGINNING OF YEAR</b>	-	68,532,267	(10,341,816)	3,308,421	148,225,147	209,724,019	206,521,523
Excess of revenues over expenses	7,448,438	-	-	-	-	7,448,438	3,202,496
Unrestricted funds designated for future use (1)	(19,398,457)	19,398,457	-	-	-	-	-
Designation of additional unfunded amounts	(68,635)	-	68,635	-	-	-	-
Restricted funds used for operations (1)	9,342,031	(9,342,031)	-	-	-	-	-
Current year funds used for tangible capital assets	(11,188,239)	(6,700,000)	-	-	17,888,239	-	-
Disposal of tangible capital assets	836,498	-	-	-	(836,498)	-	-
Annual amortization expense	13,354,591	-	-	-	(13,354,591)	-	-
Loan obligation for tangible capital assets	-	-	-	-	-	-	-
Loan payment principal	(326,227)	-	-	-	326,227	-	-
Change in accumulated surplus	-	3,356,426	68,635	-	4,023,377	7,448,438	3,202,496
<b>BALANCE, END OF YEAR</b>	<b>-</b>	<b>71,888,693</b>	<b>(10,273,181)</b>	<b>3,308,421</b>	<b>152,248,524</b>	<b>217,172,457</b>	<b>209,724,019</b>
<b>BUDGET (PLAN) (Unaudited)</b>	<b>Unrestricted Surplus</b>	<b>Restricted Surplus</b>	<b>Unfunded</b>	<b>Equity in Resource Assets</b>	<b>Equity in Tangible Capital Assets</b>	<b>2021 \$</b>	<b>2020 \$</b>
<b>BALANCE, BEGINNING OF YEAR</b>	-	68,532,267	(10,341,816)	3,308,421	148,225,147	209,724,019	206,521,523
Excess/(Deficiency) of revenues over expenses	4,612,344	-	-	-	-	4,612,344	(2,389,775)
Contingency funds for operations	(295,000)	-	-	-	-	(295,000)	(295,000)
Unrestricted funds designated for future use (1)	(12,998,436)	12,998,436	-	-	-	-	-
Designation of additional unfunded amounts	450,000	-	(450,000)	-	-	-	-
Restricted funds used for operations (1)	(10,141,476)	10,141,476	-	-	-	-	-
Current year funds used for tangible capital assets	(21,634,151)	-	-	-	21,634,151	-	-
Disposal of tangible capital assets	816,260	-	-	-	(816,260)	-	-
Annual amortization expense	13,627,507	-	-	-	(13,627,507)	-	-
Change in accumulated surplus	(25,562,952)	23,139,912	(450,000)	-	7,190,384	4,317,344	(2,684,775)
<b>BALANCE, END OF YEAR</b>	<b>(25,562,952)</b>	<b>91,672,179</b>	<b>(10,791,816)</b>	<b>3,308,421</b>	<b>155,415,531</b>	<b>214,041,363</b>	<b>203,836,748</b>

**Notes:**

(1) Transfers into and out of restricted funds are related to specific projects and programs as presented in the budget or approved by Council during the year.

**MOUNTAIN VIEW COUNTY  
SCHEDULE OF SEGMENTED DISCLOSURE  
FOR THE YEAR ENDING DECEMBER 31, 2021**

	Council	CAO's Services	Corporate Services	Planning & Development Services	Legislative, Community Services & Agriculture	Operational Services	Unallocated	Total
<b>REVENUE</b>								
Net taxes available for municipal purposes (Schedule 2)	-	-	-	-	-	-	29,843,849	29,843,849
Sale of goods	-	-	3,499	70	1,862	96,826	-	102,257
Sale of services	-	-	40,415	130,718	21,676	118,375	-	311,184
Fees & levies	-	-	-	356,428	-	287,720	-	644,148
Fines & penalties	-	-	90,208	-	95,425	-	-	185,633
Return on investments	-	-	1,187,388	-	-	-	-	1,187,388
Rentals	-	-	-	-	146,130	24,889	-	171,019
Recovery	1,600	-	172,252	9,325	49,437	52,602	-	285,216
Government transfers for operating (Schedule 4)	-	218,379	20,000	(17,137)	920,090	466,000	-	1,607,332
Other	-	-	-	-	57,907	-	-	57,907
<b>Total Revenue</b>	<u>1,600</u>	<u>218,379</u>	<u>1,513,762</u>	<u>479,404</u>	<u>1,292,527</u>	<u>1,046,412</u>	<u>29,843,849</u>	<u>34,395,933</u>
<b>EXPENSES</b>								
Salaries, wages, and benefits	450,657	563,760	1,716,975	1,505,115	1,817,580	4,562,931	-	10,617,018
Contracted and purchased services	105,551	110,442	851,736	121,046	456,867	2,204,358	-	3,850,000
Materials, goods, supplies, and utilities	24,501	16,634	225,630	10,400	403,475	1,780,466	-	2,461,106
Provision for allowances	-	-	183,600	-	-	-	-	183,600
Bank charges and short term interest	-	-	16,563	-	-	-	-	16,563
Interest on long term debt	-	-	394,135	-	-	-	-	394,135
Grants to other organizations	3,700	-	25,590	-	4,616,156	236,968	-	4,882,414
Amortization of tangible capital assets	-	-	244,561	13,029	243,710	12,853,291	-	13,354,591
Allowance for pit reclamation	-	-	-	-	-	(1,277,849)	-	(1,277,849)
<b>Total Expenses</b>	<u>584,409</u>	<u>690,836</u>	<u>3,658,790</u>	<u>1,649,590</u>	<u>7,537,788</u>	<u>20,360,165</u>	<u>-</u>	<u>34,481,578</u>
<b>NET REVENUE</b>	<u>(582,809)</u>	<u>(472,457)</u>	<u>(2,145,028)</u>	<u>(1,170,186)</u>	<u>(6,245,260)</u>	<u>(19,313,754)</u>	<u>29,843,849</u>	<u>(85,645)</u>

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**MOUNTAIN VIEW COUNTY  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2021**

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**1. SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements of Mountain View County are the representations of management prepared in accordance with the Canadian Public Sector Accounting Standards established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by Mountain View County are as follows:

a) **Reporting Entity**

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, and changes in fund balances and in financial position of the reporting entity which comprises all the organizations that are accountable for the administration of their financial affairs and resources to the Council and are owned or controlled by the municipality. Included with the municipality is the Agricultural Service Board.

The schedule of taxes levied also includes requisitions for education and seniors' lodges that are not part of the municipal reporting entity. Interdepartmental and organizational transactions and balances are eliminated.

b) **Basis of Accounting**

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting recognizes the effect of transactions and events in the period in which the transactions and events occur, regardless of whether there has been a receipt or payment of cash or its equivalent.

i) Revenue

Revenues are recognized as they are earned and measurable. Funds from external parties, and earnings thereon, restricted by agreement or legislation are accounted for as deferred revenue until the related expenses are incurred, services performed, or tangible capital assets are acquired.

ii) Tax Revenue

Taxes are recognized as assets and revenue when they meet the definition of an asset, are authorized by Council, and the taxable event has occurred. Tax revenue is initially measured at administration's best estimate of the amount resulting from the original taxable event in accordance with the legislation. Requisitions operate as a flow through and are excluded from municipal revenue.

iii) Revenue on investments and rentals are recognized when earned, on a time-proportioned basis.

iv) Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, and are not the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.



**MOUNTAIN VIEW COUNTY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

v) **Expenses**

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay with the exception of pension expenditures as disclosed in Note 1(e).

c) **Use of Estimates**

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared based on reasonable estimates made by management. Significant areas requiring the use of estimates include: valuation of accounts receivable, allowance for doubtful accounts, valuation of inventory for consumption, gravel pit reclamation obligation, valuation of tangible capital assets and their useful lives, residual/salvage values, liability for contaminated sites, and valuation of post-employment benefits. For each reported segment, the revenues and expenses represent both amounts that are directly attributable to the segment and amounts considered allocated on a reasonable basis. Actual results could differ from those estimates as additional information becomes available in the future.

d) **Fund Accounting**

Accumulated surplus consists of operating, capital and reserve funds. Transfers between funds are recorded as adjustments within accumulated surplus.

e) **Pension Expenditure**

The County participates in a multi-employer pension plan. The plan is accounted for as a defined contribution plan. Contributions for current and past service pension benefits are recorded as expenditures in the year in which they become due.

f) **Cash and Cash Equivalents**

Cash and cash equivalents include bank balances, term deposits with short maturities, and highly liquid investments that are readily convertible to cash.

g) **Investments**

Investments are recorded at market value. Investment premiums and discounts are amortized proportionately over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

h) **Land Held for Resale**

Land held for resale is recorded at the lower of cost or net realizable value. Costs include costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges.

i) **Gravel Pit Reclamation**

The County owns and leases gravel pits and is responsible for reclamation costs related to those pits under Alberta Environmental law. Engineering studies are used to determine disturbed area and an obligation is accreted as land is disturbed based on assumptions on future costs.

**MOUNTAIN VIEW COUNTY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

j) **Contaminated Sites**

The County is legally obligated to remediate ground contaminants and contamination of ground water when it exceeds environmental standards. As of December 31, 2021, the County has estimated its total valuation of remediation at \$3,600,000. This valuation is based on site assessments done by engineering firms. The Didsbury shop site remediation is based on removal source volume of 20,000 m<sup>3</sup> at a maximum estimated cost of \$140.00/m<sup>3</sup> for a total of \$2,800,000. The Sundre shop site has a maximum expected cost of \$500,000 for excavation and follow-up remedial activities. The Carstairs shop site has a maximum expected cost of \$300,000 for removal of impacted soil. The County also has a contaminated site at the Olds shop, however, no reasonable estimate can be made for this site at this time. The County has started to perform environmental monitoring on all its known contaminated sites and will be hiring an environmental consultant on a three year term to assist in calculating remediation costs and to suggest possible organizational changes to reduce the impact of contaminated sites.

k) **Non-Financial Assets**

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in County operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of County operations.

i) **Tangible Capital Assets**

Tangible capital assets are recorded at cost or deflated engineering values (as recommended in Guidelines on Valuations of Tangible Capital Assets for PSAB 3150, published by Alberta Municipal Affairs - Local Government Services). These costs/deflated engineering values include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost/deflated value less residual value of tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	<b><u>Years</u></b>
Land	(not amortized)
Land improvements	10-25
Buildings	25-50
Engineered structures	3-40
Machinery & equipment	3-25
Vehicles	3-25

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until such asset is available for productive use. Government contributions for the acquisition of capital assets are recorded as capital revenue and do not reduce the related capital asset costs.

ii) **Contributions of Tangible Capital Assets**

Contributed tangible capital assets are recorded at fair value at the date of receipt and are recorded as revenue in the year of acquisition.

iii) **Inventories**

Inventories of materials and supplies are valued at the lower of cost or net realizable value with cost determined using the average cost method.

iv) **Resource Assets**

In 2015, the County paid for a portion of the regional waterline. In exchange, the County obtained the right to draw water from that line. The County has the right to access water from the Red Deer River by way of permit issued from the Government of Alberta. The resource asset value will not be amortized as long as the waterline access and Red Deer River water access have not changed.

**MOUNTAIN VIEW COUNTY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

l) **Debt Charges Recoverable**

Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the unmatured long-term debt.

m) **Reserves for Future Expenditures**

Reserves are established at the discretion of council to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment to the respective fund.

n) **Over-levies and Under-levies**

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under levies of the prior year.

o) **Segments**

The County conducts its business through a number of reportable segments. Six operating segments are established by management and facilitate the achievement of long-term objectives and aid in resource allocation decisions.

p) **Foreign Currency Translation**

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction dates. Carrying values of monetary assets and liabilities reflect the exchange rates at the date of the statement of financial position. Gains and losses on translation or settlement are included in the determination of net income/loss for the current period.

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**MOUNTAIN VIEW COUNTY  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDING DECEMBER 31, 2021**

**2. CASH AND TEMPORARY INVESTMENTS**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Cash on deposit	<b>45,693,679</b>	30,905,397
Less: outstanding cheques	<b>(95,183)</b>	(137,938)
Net cash	<u><b>45,598,496</b></u>	<u><b>30,767,458</b></u>

The County has a \$4,704,608 (end of 2020 - \$12,500,000) authorized overdraft with Connect First Credit Union. This overdraft bears interest when utilized at 2.45%. As at December 31, 2021 there is \$0 drawn on this overdraft (end of 2020 - \$0)

**3. TAXES RECEIVABLE**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Current taxes and grants in lieu	<b>1,010,133</b>	1,270,218
Tax arrears	<u><b>301,761</b></u>	<u>447,097</u>
	<b>1,311,894</b>	1,717,315
Less: Allowance for uncollected taxes	<u><b>92,063</b></u>	<u>109,742</u>
	<u><b>1,219,831</b></u>	<u><b>1,607,573</b></u>

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**MOUNTAIN VIEW COUNTY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDING DECEMBER 31, 2021**

**4. ACCOUNTS RECEIVABLE**

<b>Federal</b>	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
GST	<u>153,562</u>	<u>279,791</u>
	<u><b>153,562</b></u>	<u><b>279,791</b></u>
<b>Provincial</b>	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Alberta Transportation	41,274	111,941
Alberta Justice Agency funds	8,071	23,434
Alberta Agriculture & Forest	1,625	-
Alberta Environment & Parks	4,999	-
Alberta Municipal Affairs	-	31,005
	<u>55,969</u>	<u>166,380</u>
<b>Local Governments</b>	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Other Local Governments	<u>19,445</u>	<u>23,155</u>
	<u><b>19,445</b></u>	<u><b>23,155</b></u>
<b>Other</b>	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Other accounts receivable	590,021	510,652
Underlevy	283	4,375
	<u>590,304</u>	<u>515,027</u>
	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
RMA (trade division)	4,136	4,136
GICs	16,130,291	31,374,562
Bonds	4,979,046	-
Other	11,520	4,561
	<u><b>21,124,993</b></u>	<u><b>31,383,258</b></u>

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**5. INVESTMENTS**

RMA (Rural Municipalities of Alberta) is a purchasing group designed to provide municipal local authorities with lower cost goods and services through bulk purchasing. Annual dividends less a 20% reserve are paid based on the municipality's annual dollar volume of goods or services purchased during the year. The annual reserve is held for five years and then paid out to the municipality. The investment amount represents the last five years' reserves.

GICs have over 90 day maturities and are earning interest from 1% to 3.55% (2020 - 0.99% to 3.55%).

The bonds are intended to be held long term with interest rates from 1.67% to 2.15% and maturity dates between 2022 and 2033. Any declines in market value below cost are considered to be temporary and therefore no write-downs have been recorded. Market value at December 31, 2021 is \$4,927,988 (2020 - 0).

**MOUNTAIN VIEW COUNTY  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDING DECEMBER 31, 2021**

**6. TRUST ACCOUNTS**

A summary of trust fund activities by Mountain View County is as follows:

	2021	2020
	\$	\$
<b>Cash in lieu of Municipal Reserve</b>		
Balance, beginning of Year	416,123	404,659
Additions to reserve	4,238	16,781
Use of Funds (net)	(4,312)	(9,500)
Interest revenue	2,150	4,183
	<u>418,199</u>	<u>416,123</u>
Balance, end of Year		
	<u>418,199</u>	<u>416,123</u>
<b>Cremona Recreation Board</b>		
	2021	2020
	\$	\$
Balance, beginning of Year	103,734	29,454
Additions to reserve	212,333	210,647
Use of funds (net)	(194,003)	(136,453)
Interest revenue	-	86
	<u>122,064</u>	<u>103,734</u>
Balance, end of Year		
	<u>122,064</u>	<u>103,734</u>
<b>Total Trust Funds</b>	<u><u>540,263</u></u>	<u><u>519,857</u></u>

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**Cash in lieu of Municipal Reserve**

When property is developed within the County, the County has the option of receiving cash instead of land set aside for municipal purposes within a developed area. When cash is received instead of property the cash must be used according to Section 671(2) of the Municipal Government Act.



**MOUNTAIN VIEW COUNTY  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
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**7. DEFERRED REVENUE**

	2021	2020
	\$	\$
Municipal Sustainability Initiative grant	-	549,452
Cananda Community Building Fund	665,152	-
Other grants and taxes	<u>1,451,391</u>	<u>1,986,968</u>
	<u><u>2,116,543</u></u>	<u><u>2,536,420</u></u>

**Municipal Sustainability Initiative**

The use of these funds is restricted to eligible projects approved under the funding agreement. The interest earned has been added to the funds.

	2021	2020
	\$	\$
Unexpended funds from last year	549,452	702,923
Interest earned in the year	3,952	8,746
Funds received during the year	5,362,428	4,144,102
Amount spent on eligible capital projects	(5,281,506)	(3,674,461)
Amount spent on eligible operating expenses	<u>(634,326)</u>	<u>(631,858)</u>
Unexpended funds at year end	<u><u>-</u></u>	<u><u>549,452</u></u>

**Canada Community Building Fund (formerly the Federal Gas Tax Fund) 2014-2024**

The use of these funds is restricted to eligible projects. Interest earned has been added to the funds.

	2021	2020
	\$	\$
Funds received during the year	1,530,818	747,855
Interest earned in the year	730	-
Amount spent on eligible projects	<u>(866,396)</u>	<u>(747,855)</u>
Unexpended funds at year end	<u><u>665,152</u></u>	<u><u>-</u></u>

**Other Grants/Deferred Revenue**

	2021	2020
	\$	\$
Alberta Municipal Affairs 2014 Mgmt of Red Deer Upstream	1,251,788	1,310,641
Intermunicipal Collaboration Initiative (ICI)	-	50,641
Municipal Operating Support Transfer (MOST)	-	188,379
Municipal Stimulus Program (MSP)	-	352,198
ALUS	106,357	77,610
Family & Community Support Services (FCSS)	85,746	-
Future Seidel Pit Reclamation	<u>7,500</u>	<u>7,500</u>
	<u><u>1,451,391</u></u>	<u><u>1,986,968</u></u>

**MOUNTAIN VIEW COUNTY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDING DECEMBER 31, 2021**

**8. EMPLOYEE BENEFIT OBLIGATIONS**

	2021	2020
	\$	\$
Vacation	252,703	257,769
Accrued payroll	153,472	169,764
Post-employment benefits	262,652	186,555
	<u>668,827</u>	<u>614,087</u>

The employee benefit obligation is comprised of: vacation, accrued wages including overtime and post employment benefits.

Employees have either earned the benefits (and are vested) or are entitled to these benefits within the next budgetary year.

The County also offers partially subsidized post employment extended health and dental benefits to retiring employees. Employees must meet eligibility requirements to participate in the program. Actual costs incurred for post retirement benefits in 2021 were \$12,536 (2020 - \$10,190).

\$96,570 (2020 - \$165,205) of the Post-employment benefits are unfunded (note 18).

**9. LONG TERM DEBT**

Debentures

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	2021	2020
	\$	\$
	<u>12,381,343</u>	<u>13,517,117</u>
	<u>12,381,343</u>	<u>13,517,117</u>

	Original Principal	Rate	Anniversary Date	Final Payment
Debenture 1-03	1,000,000	6.000%	September 2	2028
Debenture 2-03	1,000,000	5.875%	November 3	2028
Debenture 3-03	1,000,000	5.750%	December 15	2028
Debenture 1-04	100,000	4.960%	March 23	2029
Debenture (4001590)	1,400,000	3.295%	December 16	2028
Debenture (4000910)	3,000,000	4.047%	March 15	2025
Debenture (4001077)	3,500,000	3.885%	December 15	2025
Debenture (4001723)	1,252,000	2.814%	September 15	2029
Debenture (4002676)	600,000	2.683%	December 16	2039
Debenture (4002677)	1,100,000	2.683%	December 16	2039
Debenture (4002678)	1,300,000	2.683%	December 16	2039
Debenture (4002783)	5,000,000	1.882%	September 15	2040

The purpose of \$4,822,661 (2020 - \$5,632,208) of the debentures is to allow the County to provide financing to Mountain View Seniors' Housing and the remaining \$7,558,682 (2020 - \$7,884,909) is for capital of the County. The debentures are offset by a note receivable from Mountain View Seniors' Housing (see Note 15). The details of the debentures are above. They are all payable to Alberta Capital Finance Authority. Each \$1,000,000 debenture has annual payments with the payments due on their anniversary dates. The others have payments due twice a year.

Estimated principal and interest payments for the next five years are as follows:

	Principal	Interest	Payments
2022	1,176,516	359,153	1,535,669
2023	1,218,882	316,787	1,535,669
2024	1,262,941	272,728	1,535,669
2025	1,174,383	226,903	1,401,286
2026	766,361	190,459	956,819
Thereafter	6,782,261	994,431	7,776,692
	<u>12,381,343</u>	<u>2,360,461</u>	<u>14,741,804</u>

In 2021, the County paid \$399,896 (2020 - \$336,578) in interest on long term debt. The County also received interest on notes receivable to offset this interest (Note 15).

**MOUNTAIN VIEW COUNTY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDING DECEMBER 31, 2021**

**10. RESERVES**

Reserves for the County are as follows:

	Beginning of Year \$	Additions \$	Deletions \$	End of Year \$
Agriculture	137,949	-	118,411	19,538
Bad Debt Reserve	2,500,000	-	-	2,500,000
Bridge	9,933,874	4,848,638	946,052	13,836,459
Carry Over Project Reserve	3,963,041	2,369,088	1,705,559	4,626,570
Emergency Facilities	2,975,964	155,000	2,000,000	1,130,964
Environmental	291,000	-	4,433	286,567
Equipment Fleet	2,800,859	2,597,000	3,001,309	2,396,549
Facility	4,588,348	652,282	127,660	5,112,970
General Fire	749,769	623,795	-	1,373,564
Intermunicipal	819,941	470,180	-	1,290,121
Intermunicipal Collaboration - Cremona	413	84,893	-	85,306
Office Equipment	637,952	210,000	67,255	780,697
Operating Expense	2,000,000	-	-	2,000,000
Park Facilities	-	57,907	-	57,907
Pit Stripping and Reclamation	2,964,200	1,277,849	219,890	4,022,159
Road	24,626,580	6,012,859	966,590	29,672,849
Strings and Keys Music	12,985	-	3,150	9,835
Tax Rate Stabilization	2,829,392	38,968	181,722	2,686,638
<b>TOTAL RESERVES:</b>	<u>61,832,267</u>	<u>19,398,458</u>	<u>9,342,031</u>	<u>71,888,693</u>
Other Restricted Equity:				
ACFA Capital Loan	6,700,000	-	6,700,000	-
	<u>68,532,267</u>	<u>19,398,458</u>	<u>16,042,031</u>	<u>71,888,693</u>

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**MOUNTAIN VIEW COUNTY  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDING DECEMBER 31, 2021**

**11. DEBT LIMIT**

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/2000 for Mountain View County be disclosed as follows:

	2021	2020
	\$	\$
Total debt limit (maximum allowed)	51,593,899	52,668,531
Total debt (current)	12,381,343	13,517,117
Amount below total debt limit	39,212,556	39,151,415
Service on debt limit (maximum allowed)	8,598,984	8,778,089
Service on debt (current)	1,535,669	1,535,669
Amount below limit on debt service	7,063,315	7,242,420

The debt limit is calculated at 1.5 times revenue of the County (as defined in Alberta Regulation 255/2000) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the County. Rather, the financial statements must be interpreted as a whole.

**12. TANGIBLE CAPITAL ASSETS**

	2021	2021	2021	2020
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
	\$	\$	\$	\$
Land	14,518,829	-	14,518,829	14,518,829
Land improvements	4,231,761	1,953,530	2,278,231	2,454,397
Buildings	19,526,615	5,527,074	13,999,541	11,638,449
Engineered structures	459,837,231	349,504,227	110,333,004	103,663,373
Machinery & equipment	22,002,547	8,136,098	13,866,449	13,522,912
Vehicles	7,453,178	4,307,826	3,145,352	3,563,026
Construction in progress	1,665,800	-	1,665,800	6,749,070
Total	529,235,961	369,428,755	159,807,206	156,110,056

Total land holdings of the County are comprised of 28,420 acres. This includes an estimated 21,811 acres of road rights-of-way. The remaining land consists of 407 acres designated as municipal reserves, environmental reserves and public utility lots; 2,603 acres of gravel pits and gravel reserves; 636 acres for municipal operations including airports, as well as 2,963 acres of general land.

Land Improvements include parking lots, landscaping, signage, fencing and parks structures.

There are 263 bridges maintained by Mountain View County.

Roads in the County are composed of 104 km of asphalt roads, 818 km of chip sealed roads, 1,975 km of gravel roads and 16 km of unimproved/dirt roads. Roads are further broken down into surface and base.

Machinery & equipment is separated into three sub-categories - heavy equipment, agricultural/shop/patrol equipment, and office equipment and furniture. Heavy equipment includes graders, loaders, trailers, excavators, plows and sanders. Office equipment and furniture includes computer, telephone, audio/visual equipment, printers, copiers, faxes and office furniture and workstations, along with airport navigation equipment. Agricultural/shop/patrol equipment includes tractors, mowers, sprayers, shop tools, radios, radar units, and scales.

Vehicles include trucks and sport utility vehicles.

Construction in Progress includes projects which have commenced but which were not completed by the end of the current period. These projects correspond to roads, bridges and/or heavy equipment that were under construction at year end.

**MOUNTAIN VIEW COUNTY  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDING DECEMBER 31, 2021**

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**13. LOCAL AUTHORITIES PENSION PLAN**

Employees of Mountain View County participate in the Local Authorities Pension Plan (LAPP), which is covered by the Public Sector Pensions Plan Act. The Plan serves over 275,000 people and 433 employers. It is financed by employer and employee contributions and investment earnings of the LAPP Fund.

Mountain View County is required to make current service contributions to the plan of 9.39% of the pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 13.84% for the excess. Employees of the County are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

The current service contributions by Mountain View County to the Local Authorities Pension Plan in 2021 were \$738,259 (2020 - \$761,400). Total current service contributions by the employees of Mountain View County to the Local Authorities Pension Plan in 2021 were \$669,355 (2020 - \$691,120).

At December 31, 2020, the Plan disclosed an actuarial surplus of \$5.0 billion (2019 - \$7.9 billion).

**14. SALARY AND BENEFITS DISCLOSURE**

Disclosure of salaries and benefits for elected municipal officials, the Chief Administrative Officer and designated officers as required by provincial regulation 313/2000 is as follows:

		2021			2020	
	# of	Salary (1)	Benefits & Allowances (2)	Total	# of	Total
	Persons	\$	\$	\$	Persons	\$
Reeve						
Division 4	1	67,571	4,543	72,114	1	86,601
Division 5	1	9,142	1,195	10,337		
Councillors						
Division 1	1	48,292	6,811	55,103	1	57,051
Division 2	1	56,845	7,270	64,115	1	54,055
Division 3	2	47,808	6,758	54,566	1	55,095
Division 4	1	11,116	1,399	12,514	1	68,361
Division 5	1	45,712	5,974	51,686	1	68,361
Division 6	1	49,099	6,828	55,927	1	57,088
Division 7	2	48,453	5,948	54,401	1	47,378
Chief Administrative Officer	1	191,100	34,354	225,454	1	221,670

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments and per diem payments.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, group life insurance, accidental disability and dismemberment insurance, long term disability plans, WCB, professional memberships and tuition, and any other direct cash remuneration.

**MOUNTAIN VIEW COUNTY  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDING DECEMBER 31, 2021**

**DRAFT**

**15. RELATED PARTY TRANSACTIONS**

Unless specifically indicated all transactions with related parties are at fair market value.

**Mountain View Regional Waste Management Commission (MVRWC)**

MVRWC provides solid waste disposal services to the residents of both Mountain View County and the five urban areas within the County. MVRWC is a commission operated jointly by the County and the five urban municipalities.

In 2021 the County provided \$323,320 (2020 - \$354,567) as its share to support the operations of MVRWC.

**Mountain View Seniors' Housing (MVSH) (See Note 9)**

MVSH provides senior's and subsidized housing to the residents of both Mountain View County and the five urban areas within the County. MVSH is established under Ministerial Order from the Province of Alberta and operated jointly by the County and five urban municipalities.

In 2021, the County provided \$1,715,827 (2020 - \$1,763,837) as its share to support the operations of MVSH.

Mountain View County has loaned a total principal amount of \$15,252,000 to MVSH with a principal balance remaining at December 31, 2021 of \$7,589,373 (2020 - \$8,517,117) plus accrued interest of \$37,431 (2020 - \$43,192). MVSH used the funds received prior to 2019 to finance capital assets and construction of lodges, the funds received in 2019 were for general purposes. The loans are to be repaid to Mountain View County according to the repayment schedule for the debentures that Mountain View County borrowed from Alberta Capital Financing Authority, additionally the 2019 loans included a one time administration fee. The amounts are repayable in terms from 15 - 25 years from the loan date with \$1,234,514 payable each year with interest ranging from 2.683% to 6.000%. The notes will be paid in full in 2039. The security of all loans is the right of MVSH to requisition for any deficiencies.

**16. FINANCIAL INSTRUMENTS**

The County's financial instruments consist of cash and temporary investments, taxes receivable, accounts receivable, investments, notes receivable, accounts payable and accrued liabilities, other liabilities, employee benefit obligations, and long-term debt.

The fair value of these financial instruments approximates their carrying value.

It is management's opinion that the County is not exposed to significant price, credit, liquidity or cash flow risks arising from these financial instruments. The risk is detailed below.

The County is exposed to interest rate price risk as the cash and temporary investments, notes receivable, and long-term debt bear interest at fixed interest rates. Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The County is exposed to market price risk as some financial instruments included in cash and deposit certificates are traded in the market. Market price risk is the risk that the value of an investment will fluctuate as a result of changes in market prices whether those changes are caused by factors specific to the individual security or its issuer or factors affecting all securities traded in the market. The market price risk of the financial instruments held is closely related to the interest rate price risk.

The County is exposed to credit risk as it grants credit to its customers in the normal course of business. This risk is largely mitigated since the majority of receivables are generated from other governments, government related parties, or from tax payers, whose land acts as security for payment. To further mitigate credit risk for receivables, the County regularly reviews its accounts receivable list.

The County is also exposed to credit risk, as included in cash and temporary investments are bonds and accrual notes. The County follows the investment criteria as established in section 250 of the Municipal Government Act which is designed to limit credit risk. Credit risk is the risk that the County will incur a financial loss because a customer, or issuer of a bond or accrual note, has failed to discharge an obligation.



**MOUNTAIN VIEW COUNTY  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDING DECEMBER 31, 2021**

**DRAFT**

**17. CONTINGENCIES**

Mountain View County, in the conduct of its normal activities can be named as a defendant in legal proceedings. The ultimate outcome of these proceedings can often not be determined until the proceedings are completed. Should any loss result from the resolution of these proceedings or if the amount of the loss can be determined, such amounts would be expensed as they become known to the County. Currently, there are no determinable amounts.

The County is a member of the Genesis Reciprocal Insurance Exchange as at December 31, 2021. Under the terms of the membership, the County could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

As part of its normal activities, the County participates in commission and managed boards. Activities and debts in these entities could result in additional funding requirements by the County.

**18. ACCUMULATED SURPLUS**

Accumulated Surplus consists of restricted and unrestricted amounts and equity in tangible capital assets

	2021	2020
	\$	\$
Unappropriated operating equity	-	-
Reserves (note 10)	71,888,693	68,532,267
Land Deficit	(1,394,375)	(1,394,375)
Airport development costs	(108,849)	(108,849)
Unfunded gravel pit reclamation (note 19)	(5,073,387)	(5,073,387)
Unfunded liability for contaminated sites	(3,600,000)	(3,600,000)
Unfunded post retirement obligation	(96,570)	(165,205)
Equity in resource asset	3,308,421	3,308,421
Equity in tangible capital assets (Schedule 1)	<u>152,248,524</u>	<u>148,225,147</u>
	<u>217,172,457</u>	<u>209,724,019</u>
Equity in tangible capital assets is comprised of		
Tangible capital assets (Schedule 1)	159,807,206	156,110,056
Debt for Capital	<u>(7,558,682)</u>	<u>(7,884,909)</u>
	<u>152,248,524</u>	<u>148,225,147</u>

**MOUNTAIN VIEW COUNTY  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDING DECEMBER 31, 2021**

**19. GRAVEL PIT RECLAMATION OBLIGATION**

The County owns and leases gravel pits and is responsible for reclamation costs related to those pits under Alberta environmental law. These costs are expected to be incurred over the life of the pit. To help cover pit stripping and future reclamation costs, the County has a Pit Stripping and Reclamation Reserve (note 10) with contributions of \$2.08 per tonne of gravel mined in the year.

The most recent estimate of this obligation was prepared to December 31, 2021 and the obligation is currently estimated at \$6,093,900 (2020 - \$6,093,900). For 2021 there was no change to the pit reclamation obligation or the unfunded liability. Significant assumptions were used in determining this obligation. Engineering studies were used to determine the disturbed area. When necessary, the engineering studies were adjusted to include recent activity. The current reclamation cost/cubic metre has been used without adjustments for discounting or inflation.

**20. BUDGET AMOUNTS**

The 2021 budget was approved by Council on April 14, 2021.

**21. EMERGING RISK**

The extent of the effect of the COVID-19 pandemic on the County is uncertain.

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MUNICIPAL FINANCIAL INFORMATION RETURN

For the Year Ending December 31, 2021

**DRAFT**

**Municipality Name:** Mountain View County

**CERTIFICATION**

**The information contained in this Financial Information Return is presented fairly to the best of my knowledge.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

To the Reeve and Members of Council of Mountain View County of Mountain View County:

### Opinion

We have audited the municipal financial information return of Mountain View County (the "County"), which comprise the schedule 9A statement of financial position as at December 31, 2021, and schedules 9B through 9D, 9Q, 9E through 9L, 9AA and 9P for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. The municipal financial information return is prepared by management based on the required presentation and financial reporting provisions of the Financial Information Return Manual for December 31, 2021 as provided by the Ministry of Municipal Affairs.

In our opinion, the municipal financial information return of the County for the year ended December 31, 2021 is prepared, in all material respects, in accordance with the required presentation and financial reporting provisions of the Municipal Financial Information Return Manual as provided by the Ministry of Municipal Affairs.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Municipal Financial Information Return section of our report. We are independent of the County in accordance with the ethical requirements that are relevant to our audit of the municipal financial information return in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of Matter

We draw attention to Note 1 to the municipal financial information return, which describes the basis of accounting. The financial information return's are prepared to comply with the financial reporting requirements with Alberta Municipal Affairs, to be used primarily for statistical purposes. As a result, the financial information return may not be suitable for another purpose. Our report is not modified in respect of this matter. Our report is intended solely for the County and the Ministry of Municipal Affairs and should not be distributed to or used by parties other than the County or the Ministry of Municipal Affairs.

### Other Matter

The County has prepared a set of financial information returns for the year ended December 31, 2021 in accordance with Canadian public sector accounting standards on which we issued an auditor's report to the Reeve and Council of the County dated April 13, 2022.

### Responsibilities of Management and Those Charged with Governance for the Financial Information Return

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of the Municipal Financial Information Return Manual as provided by the Ministry of Municipal Affairs, and for such internal control as management determines is necessary to enable the preparation of a financial information return that is free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the County's financial reporting process.

## Auditor's Responsibilities for the Audit of the Municipal Financial Information Return

Our objectives are to obtain reasonable assurance about whether the municipal financial information return as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial information return.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- 

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Red Deer, Alberta

April 13, 2022

Chartered Professional Accountants

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## FINANCIAL POSITION

## Schedule 9A

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	Total
	1
<b>Assets</b>	0010
Cash and Temporary Investments .....	0020 45,598,496
Taxes and Grants in Place of Taxes Receivable.....	0030
. Current .....	0040 1,010,133
. Arrears .....	0050 301,761
. Allowance .....	0060 -92,063
Receivable From Other Governments .....	0070 228,976
Loans Receivable .....	0080 7,626,804
Trade and Other Receivables .....	0090 590,304
Debt Charges Recoverable.....	0095
Inventories Held for Resale	0130
. Land .....	0140
. Other .....	0150
Long Term Investments	0170
. Federal Government .....	0180
. Provincial Government .....	0190
. Local Governments .....	0200
. Other .....	0210 21,124,993
Other Current Assets .....	0230 540,263
Other Long Term Assets .....	0240
	0250
<b>Total Financial Assets</b>	0260 76,929,667
<b>Liabilities</b>	0270
Temporary Loans Payable .....	0280
Payable To Other Governments .....	0290 629,662
Accounts Payable & Accrued Liabilities .....	0300 2,645,396
Deposit Liabilities .....	0310
Deferred Revenue .....	0340 2,116,543
Long Term Debt .....	0350 12,381,343
Other Current Liabilities .....	0360 2,442,270
Asset Retirement Obligations.....	0365
Other Long Term Liabilities .....	0370 10,234,163
	0380
<b>Total Liabilities</b>	0390 30,449,377
	0395
<b>Net Financial Assets (Net Debt)</b>	0395 46,480,290
<b>Non Financial Assets</b>	
Tangible Capital Assets.....	0400 163,115,627
Inventory for Consumption.....	0410 5,850,423
Prepaid Expenses .....	0420 772,407
Other.....	0430 953,710
<b>Total Non-Financial Assets</b>	0440 170,692,167
<b>Accumulated Surplus</b>	0450 217,172,457



## CHANGE IN OPERATING ACCUMULATED SURPLUS

## Schedule 9B

		Unrestricted	Restricted	Equity in TCA	Total
		1	2	3	4
Accumulated Operating Surplus - Beginning of Year	0500		58,190,451	151,533,568	209,724,019
Net Revenue (Expense) .....	0505	7,448,438			7,448,438
Funds Designated For Future Use.....	0511	-10,056,426	10,056,426		
Restricted Funds - Used for Operations.....	0512	-68,635	68,635		
Restricted Funds - Used for TCA.....	0513		-6,700,000	6,700,000	
Current Year Funds Used for TCA .....	0514	-11,188,239		11,188,239	
Donated and Contributed TCA.....	0516				
Disposals of TCA.....	0517	836,498		-836,498	
Annual Amortization Expense.....	0518	13,354,591		-13,354,591	
Long Term Debt - Issued.....	0519				
Long Term Debt - Repaid.....	0521	-326,227		326,227	
Capital Debt - Used for TCA.....	0522				
	0523				
Other Adjustments.....	0524				
Accumulated Operating Surplus - End of Year.....	0525		61,615,512	155,556,945	217,172,457

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## FINANCIAL ACTIVITIES BY FUNCTION

## Schedule 9C

	Revenue	Expense
	1	2
<b>Total General</b>	0700 29,843,849	
<b>Function</b>	0710	1150
General Government	0720	1160
Council and Other Legislative .....	0730 249,862	1170 1,985,990
General Administration .....	0740 1,513,760	1180 3,658,790
Other General Government.....	0750	1190
Protective Services	0760	1200
Police .....	0770 96,876	1210 840,002
Fire .....	0780	1220
Disaster and Emergency Measures .....	0790	1230
Ambulance and First Aid .....	0800	1240
Bylaws Enforcement .....	0810	1250 141,585
Other Protective Services.....	0820	1260
Transportation	0830	1270
Common and Equipment Pool .....	0840	1280
Roads, Streets, Walks, Lighting .....	0850 8,559,527	1290 20,063,941
Airport .....	0860 18,896	1300 368,044
Public Transit .....	0870	1310
Storm Sewers and Drainage .....	0880	1320
Other Transportation .....	0890	1330
Environmental Use and Protection	0900	1340
Water Supply and Distribution .....	0910	1350
Wastewater Treatment and Disposal .....	0920	1360
Waste Management .....	0930	1370
Other Environmental Use and Protection .....	0940 69,578	1380
Public Health and Welfare	0950	1390
Family and Community Support .....	0960	1400
Day Care .....	0970	1410
Cemeteries and Crematoriums .....	0980	1420
Other Public Health and Welfare .....	0990 617,716	1430 2,394,807
Planning and Development	1000	1440
Land Use Planning, Zoning and Development .....	1010 99,880	1450 1,508,004
Economic/Agricultural Development .....	1020 452,508	1460 1,268,837
Subdivision Land and Development .....	1030 5,689	1470
Public Housing Operations .....	1040	1480
Land, Housing and Building Rentals .....	1050	1490
Other Planning and Development.....	1060 373,835	1500
Recreation and Culture	1070	1510
Recreation Boards .....	1080	1520
Parks and Recreation .....	1090 95,546	1530 1,996,807
Culture: Libraries, Museums, Halls .....	1100	1540 326,589
Convention Centres .....	1110	1550
Other Recreation and Culture.....	1120 4,312	1560
Other Utilities	1125	1565
Gas .....	1126	1566
Electric .....	1127	1567
Other .....	1130	1570
<b>Total Revenue/Expense</b>	1140 42,001,834	1580 34,553,396
<b>Net Revenue/Expense</b>		1590 7,448,438

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## FINANCIAL ACTIVITIES BY TYPE / OBJECT

Schedule 9D

		Total 1
Revenues	1700	
Taxation and Grants in Place	1710	
Property (net municipal, excluding requisitions).....	1720	29,843,849
Business .....	1730	
Business Revitalization Zone .....	1740	
Special .....	1750	
Well Drilling .....	1760	
Local Improvement .....	1770	
Sales To Other Governments .....	1790	
Sales and User Charges .....	1800	413,441
Penalties and Costs on Taxes .....	1810	86,172
Licenses and Permits .....	1820	644,148
Fines .....	1830	99,461
Franchise and Concession Contracts .....	1840	
Returns on Investments (incl. Portfolio Investments) .....	1850	1,187,388
Rentals .....	1860	171,019
Insurance Proceeds .....	1870	63,496
Net Gain on Sale of Tangible Capital Assets .....	1880	
Contributed and Donated Assets.....	1885	
Federal Government Unconditional Transfers .....	1890	914,501
Federal Government Conditional Transfers .....	1900	
Provincial Government Unconditional Transfers .....	1910	8,294,420
Provincial Government Conditional Transfers .....	1920	
Local Government Transfers .....	1930	
Transfers From Local Boards and Agencies .....	1940	
Developer Agreements .....	1960	
Offsite Levies .....	1962	
Other Revenues .....	1970	283,939
<b>Total Revenue</b>	1980	42,001,834
Expenses	1990	
Salaries, Wages, and Benefits .....	2000	10,617,018
Contracted and General Services .....	2010	3,850,000
Purchases from Other Governments .....	2020	
Materials, Goods, Supplies, and Utilities .....	2030	2,461,105
Provision For Allowances .....	2040	-1,094,249
Transfers to Other Governments .....	2050	3,337,713
Transfers to Local Boards and Agencies .....	2060	802,521
Transfers to Individuals and Organizations .....	2070	742,180
Bank Charges and Short Term Interest .....	2080	16,563
Interest on Operating Long Term Debt .....	2090	224,409
Interest on Capital Long Term Debt .....	2100	169,726
Accretion of Asset Retirement Obligations.....	2105	
Amortization of Tangible Capital Assets .....	2110	13,354,591
Net Loss on Sale of Tangible Capital Assets.....	2125	71,819
Write Down of Tangible Capital Assets.....	2127	
Other Expenditures .....	2130	
<b>Total Expenses</b>	2140	34,553,396
<b>Net Revenue (Expense)</b>	2150	7,448,438

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# REMEASUREMENT GAINS AND LOSSES

Schedule 9Q

Accumulated remeasurement gains (losses) at beginning of the year .....	2171	
Gains .....	2172	
Losses .....	2174	
Amounts reclassified to Statement of Operations .....	2176	
Net Remeasurement gains (losses) for the year .....	2178	
Accumulated remeasurement gains (losses) at end of year .....	2180	

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## REVENUE AND EXPENSE SUPPLEMENTARY DETAIL

## Schedule 9E

		Revenue		Expenses	
		Sales and User Charges	Provincial Capital Transfers	Annual Amortization Expense	Capital Long Term Debt Interest Expense
		1	2	3	4
General Government	2200				
Council and Other Legislative .....	2210				
General Administration .....	2220	44,007		253,609	169,726
Other General Government.....	2230				
Protective Services	2240				
Police .....	2250	1,450		15,353	
Fire .....	2260			142,153	
Disaster and Emergency Measures .....	2270				
Ambulance and First Aid .....	2280				
Bylaws Enforcement .....	2290			5,694	
Other Protective Services.....	2300				
Transportation	2310				
Common and Equipment Pool .....	2320				
Roads, Streets, Walks, Lighting .....	2330	215,201	6,665,615	12,743,402	
Airport .....	2340			110,307	
Public Transit .....	2350				
Storm Sewers and Drainage .....	2360				
Other Transportation .....	2370				
Environmental Use and Protection	2380				
Water Supply and Distribution .....	2390				
Wastewater Treatment and Disposal .....	2400				
Waste Management .....	2410				
Other Environmental Use and Protection .....	2420		69,578		
Public Health and Welfare	2430				
Family and Community Support .....	2440				
Day Care .....	2450				
Cemeteries and Crematoriums .....	2460				
Other Public Health and Welfare .....	2470				
Planning and Development	2480				
Land Use Planning, Zoning and Development .....	2490	99,880			
Economic/Agricultural Development .....	2500	22,089		66,170	
Subdivision Land and Development .....	2510	5,689			
Public Housing Operations .....	2520				
Land, Housing and Building Rentals .....	2530				
Other Planning and Development.....	2540	25,125		7,335	
Recreation and Culture	2550				
Recreation Boards .....	2560				
Parks and Recreation .....	2570			10,568	
Culture: Libraries, Museums, Halls .....	2580				
Convention Centres .....	2590				
Other Recreation and Culture.....	2600				
Other Utilities	2605				
Gas .....	2606				
Electric .....	2607				
Other .....	2610				
<b>Total</b>	2620	413,441.00	6,735,193.00	13,354,591.00	169,726.00

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## TANGIBLE CAPITAL ASSETS SUPPLEMENTARY DETAIL

## Schedule 9F

		Tangible Capital Assets		Capital Long Term Debt	
		Purchased	Donated or Contributed	Principal Additions	Principal Reductions
		1	2	3	4
General Government	2700				
Council and Other Legislative .....	2710				
General Administration .....	2720	138,875			
Other General Government.....	2730				
Protective Services	2740				
Police .....	2750	47,875			
Fire .....	2760	2,031,604			
Disaster and Emergency Measures .....	2770				
Ambulance and First Aid .....	2780				
Bylaws Enforcement .....	2790				
Other Protective Services.....	2800				
Transportation	2810				
Common and Equipment Pool .....	2820				
Roads, Streets, Walks, Lighting .....	2830	23,470,825			326,227
Airport .....	2840	2,488			
Public Transit .....	2850				
Storm Sewers and Drainage .....	2860				
Other Transportation .....	2870	3,236,621			
Environmental Use and Protection	2880				
Water Supply and Distribution .....	2890				
Wastewater Treatment and Disposal .....	2900				
Waste Management .....	2910				
Other Environmental Use and Protection .....	2920	92,771			
Public Health and Welfare	2930				
Family and Community Support .....	2940				
Day Care .....	2950				
Cemeteries and Crematoriums .....	2960				
Other Public Health and Welfare .....	2970				
Planning and Development	2980				
Land Use Planning, Zoning and Development .....	2990				
Economic/Agricultural Development .....	3000	222,606			
Subdivision Land and Development .....	3010				
Public Housing Operations .....	3020				
Land, Housing and Building Rentals .....	3030				
Other Planning and Development.....	3040				
Recreation and Culture	3050				
Recreation Boards .....	3060				
Parks and Recreation .....	3070				
Culture: Libraries, Museums, Halls .....	3080				
Convention Centres .....	3090				
Other Recreation and Culture.....	3100				
Other Utilities	3105				
Gas .....	3106				
Electric .....	3107				
Other .....	3110				
<b>Total</b>	3120	29,243,665.00			326,227.00

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## CHANGE IN TANGIBLE CAPITAL ASSETS

## Schedule 9G

		Balance at Beginning of Year 1	Additions 2	Reductions 3	Balance at End of Year 4
<b>Tangible Capital Assets - Cost</b>					
Engineered Structures	3200				
Roadway Systems.....	3201	442,522,708	17,314,523		459,837,231
Light Rail Transit Systems.....	3202				
Water Systems.....	3203	3,308,421			3,308,421
Wastewater Systems.....	3204				
Storm Systems.....	3205				
Fibre Optics.....	3206				
Electricity Systems.....	3207				
Gas Distribution Systems.....	3208				
Total Engineered Structures .....	3210	445,831,129	17,314,523		463,145,652
Construction In Progress.....	3219	6,749,070	6,280,674	11,363,944	1,665,800
Buildings .....	3220	16,807,565	2,719,050		19,526,615
Machinery and Equipment .....	3230	21,268,397	2,635,385	1,901,235	22,002,547
Land .....	3240	14,518,829			14,518,829
Land Improvements.....	3245	4,210,861	20,900		4,231,761
Vehicles .....	3250	7,857,213	273,133	677,168	7,453,178
<b>Total Capital Property Cost</b>	3260	517,243,064.00	29,243,665.00	13,942,347.00	532,544,382.00
<b>Accumulated Amortization</b>					
Engineered Structures	3270				
Roadway Systems	3271	338,859,335	10,644,892		349,504,227
Light Rail Transit Systems	3272				
Water Systems	3273				
Wastewater Systems	3274				
Storm Systems	3275				
Fibre Optics	3276				
Electricity Systems	3277				
Gas Distribution Systems	3278				
Engineered Structures .....	3280	338,859,335	10,644,892		349,504,227
Buildings .....	3290	5,169,116	357,958		5,527,074
Machinery and Equipment .....	3300	7,745,485	1,591,892	1,201,279	8,136,098
Land .....	3310				
Land Improvements.....	3315	1,756,464	197,066		1,953,530
Vehicles .....	3320	4,294,187	562,783	549,144	4,307,826
<b>Total Accumulated Amortization</b>	3330	357,824,587.00	13,354,591.00	1,750,423.00	369,428,755.00
<b>Net Book Value of Capital Property</b>	3340	159,418,477			163,115,627
<b>Capital Long Term Debt (Net)</b>	3350	7,884,909			7,558,682
<b>Equity in Tangible Capital Assets</b>	3400	151,533,568.00			155,556,945.00

DRAFT

**LONG TERM DEBT SUPPORT**

**Schedule 9H**

		Operating Purposes 1	Capital Purposes 2	Total 3
<b>Long Term Debt Support</b>	3405			
Supported by General Tax Levies .....	3410	4,822,661	7,558,682	12,381,343
Supported by Special Levies .....	3420			
Supported by Utility Rates .....	3430			
Other .....	3440			
<b>Total Long Term Debt Principal Balance</b>	3450	4,822,661.00	7,558,682.00	12,381,343.00

**LONG TERM DEBT SOURCES**

**Schedule 9I**

		Operating Purposes 1	Capital Purposes 2	Total 3
Alberta Capital Finance Authority .....	3500	4,822,661	7,558,682	12,381,343
Canada Mortgage and Housing Corporation .....	3520			
Mortgage Borrowing .....	3600			
Other .....	3610			
<b>Total Long Term Debt Principal Balance</b>	3620	4,822,661.00	7,558,682.00	12,381,343.00

**FUTURE LONG TERM DEBT REPAYMENTS**

**Schedule 9J**

		Operating Purposes 1	Capital Purposes 2	Total 3
<b>Principal Repayments by Year</b>	3700			
Current + 1 .....	3710	843,163	333,353	1,176,516
Current + 2 .....	3720	878,243	340,639	1,218,882
Current + 3 .....	3730	914,851	348,090	1,262,941
Current + 4 .....	3740	818,675	355,708	1,174,383
Current + 5 .....	3750	402,862	363,498	766,360
Thereafter .....	3760	964,867	5,817,394	6,782,261
<b>Total Principal</b>	3770	4,822,661.00	7,558,682.00	12,381,343.00
<b>Interest by Year</b>	3780			
Current + 1 .....	3790	196,552	162,601	359,153
Current + 2 .....	3800	161,472	155,315	316,787
Current + 3 .....	3810	124,864	147,864	272,728
Current + 4 .....	3820	86,657	140,246	226,903
Current + 5 .....	3830	58,003	132,455	190,458
Thereafter .....	3840	63,271	931,160	994,431
<b>Total Interest</b>	3850	690,819.00	1,669,641.00	2,360,460.00

**DRAFT**

**PROPERTY TAXES AND GRANTS IN PLACE**

**Schedule 9K**

		Property Taxes 1	Grants - in Place 2	Total 3
Municipal Property Taxes	3900			
Residential Land and Improvements .....				
<b>Total</b>	3910	7,058,670		7,058,670
Non-Residential	3920			
Land and Improvements (Excluding M & E).....	3935	3,626,491	3,107	3,629,598
Machinery and Equipment .....	3950	5,028,833		5,028,833
Linear Property .....	3960	12,794,232		12,794,232
Small Business Tax .....	3965	0		0
Farm Land .....	3980	1,318,365		1,318,365
Adjustments to Property Taxes .....	3990	14,151		14,151
<b>Total Municipal Property Taxes and Grants In Place</b>	4000	29,840,742	3,107	29,843,849
Provincial and Seniors Foundation Requisitions			4010	
Education				
Residential/Farm Land .....	4031		6,418,133	
Non-Residential .....	4035		5,821,742	
Seniors Lodges .....	4090		1,715,827	
Designated Industrial Property .....	4099		135,825	
Other .....	4100			
Adjustments to Requisition Transfers .....	4110			
<b>Total Requisition Transfers</b>	4120		14,091,527	

**GRANTS IN PLACE OF TAXES**

**Schedule 9L**

		Property Taxes 1	Business Taxes 2	Other Taxes 3	Total 4
Federal Government .....	4200	974			974
Provincial Government .....	4210	2,133			2,133
Local Government .....	4220				
Other .....	4230				
<b>Total</b>	4240	3,107			3,107

**DRAFT**

**DEBT LIMIT****Schedule 9AA**

Debt Limit .....	5700	51,593,899
Total Debt .....	5710	12,381,343
Debt Service Limit .....	5720	8,598,984
Total Debt Service Costs .....	5730	1,535,669

Enter prior year Line 3450 Column 2 balance here:

7,884,909

**GRANT AND DEFERRED GRANT REVENUE SCHEDULE****Schedule 9P****Cash and Temporary Investments**

8820 45,598,496

**Restricted Cash by Grant**

Municipal Sustainability Initiative Capital	8825	
Municipal Sustainability Initiative Operating	8826	
Federal Gas Tax Fund	8827	665,152
Alberta Community Partnership- Intermunicipal Collaboration	8828	
Alberta Community Partnership- Municipal Restructuring	8829	
Alberta Community Partnership- Mediation and Cooperative Processes	8830	
Alberta Community Partnership- Municipal Internship	8831	
Alberta Community Partnership- Local Land Use Planning	8832	
Alberta Community Partnership- Strategic Initiative	8833	
Alberta Community Partnership- Regional Collaboration Program	8834	
Other Grants	8835	1,451,391

**Total Restricted Cash**

8865 2,116,543

**Unrestricted Cash**

8870 43,481,953

**Accounts Receivable - Grants**

8872

**Deferred Revenue**

8875 2,116,543

**Deferred Revenue by Grant**

Municipal Sustainability Initiative Capital	8880	
Municipal Sustainability Initiative Operating	8881	
Federal Gas Tax Fund	8882	665,152
Alberta Community Partnership- Intermunicipal Collaboration	8883	
Alberta Community Partnership- Municipal Restructuring	8884	
Alberta Community Partnership- Mediation and Cooperative Processes	8885	
Alberta Community Partnership- Municipal Internship	8886	
Alberta Community Partnership- Local Land Use Planning	8887	
Alberta Community Partnership- Strategic Initiative	8888	
Alberta Community Partnership- Regional Collaboration Program	8889	
Other Grants	8890	1,451,391

**Total Deferred Revenue by Grant**

8898 2,116,543

**Other Deferred Revenue**

8899

**DRAFT**

DRAFT

Note 1:

This financial information return has been prepared using the required presentation and financial reporting provisions of the Municipal Financial Information Return Manual as provided by Alberta Municipal Affairs, which do not require all of the same disclosure and presentation that would be required under Canadian public sector accounting standards. The amounts presented in this financial information return are based on the financial statements dated April 13, 2022 which have been prepared in accordance with Canadian public sector accounting standards and reference should be made to those audited financial statements for complete information.





## 2021 Carry Forward Projects by Business Unit

Project Type	Business Unit	Budget Reference		Project	Carry Forward from 2021
Capital	Operational Services	OS-19-15	Gravel Road Stabilization Trial		64,953
		OS-20-10	Bergen Road Construction		978,684
		OS-21-13	Olds Golf Course Road Repair		75,000
		OS-21-14	Burns Ranch Road Repair		33,105
		OS-21-18	2021 Equipment Replacement		1,074,582
		OS-21-08	2021 Capital Bridge Carry Forward		2,163,641
		OS-20-21	Coal Camp Bank Protection		1,249,991
Capital Total					5,639,956
Operating	Corporate Services	CS-20-14	City View Portal		2,607
	Legislative, Community and Agricultural Services	LS-20-06	Village of Cremona - Center Ave N Project		234,000
		PK-21-01	Bagnall Park Expansion		10,688
Operating Total					247,295
Grand Total					5,887,251

# Regular Council Meeting

## Request for Decision

---

Corporate Services

---

**Date:** April 13, 2022

**SUBJECT:** Kneehill REA Ltd. Tax Cancellation

---

**RECOMMENDATION:** That Council approve the request to cancel outstanding taxes and penalties in the amount of \$214.62 for Kneehill REA Ltd. (Roll 93473).

---

**ALTERNATIVE OPTIONS:** Tax cancellation not granted or for a lesser amount.

---

**BACKGROUND:** In March of 2022, Rob Park, Treasurer, contacted our office about the outstanding tax and penalties and we referred him to Municipal Affairs Linear Assessment Department. The reason is the county is not responsible for the gas and power line assessment. He responded with information required in 2018 related to a Municipal Government Act (MGA) update. This resulted in an assessment revision issued by Municipal Affairs which will remove the assessment for the 2022 Tax Year. The billing started in 2019 therefore Council is being requested to apply the Alberta Government's decision to prior tax years, 2019 to 2021.

---

**RELEVANT POLICY:** <http://www.qp.alberta.ca/documents/Acts/m26.pdf>

Municipal Government Act - Part 10, Division 1, Section 347(1)  
Part 9, Division 1, Section 298(1)(q)  
Part 9, Division 2, Section 305(1)

[Matters Relating to Assessment and Taxation Regulation 2\(1\)\(a\)\(ii\)](#)

---

**BUDGET IMPLICATIONS:** Mountain View County property tax revenue would be reduced by the corresponding amount of any tax cancellations granted.

---

**Attachments** ☒ Nil ☐

1. Kneehill REA Ltd. – Tax Cancellation Request
  2. Kneehill REA Ltd.– Tax Statement
- 

**PREPARED BY:** EL  
**REVIEWED BY:** LM

April 6, 2022

Mountain View County Council

Didsbury, AB, T0M 0W0

Dear Councilors,

I have been the new Secretary-treasurer of the Kneehill REA for a few months now and catching up with items not taken care of for the past year or so.

I found out that there has been a linear assessment notice sent out for a few years. I looked into it and requested information as to the property location so we could view it and determine what if any tax assessment would be. There was no specific location and I got in contact with municipal affairs in Edmonton to find out what was going on. They had arbitrarily put down one to 5 properties for a linear assessment if they didn't hear back from the REA's in the province.

I was able to speak with Bandy and after I checked in our records, we do not have any residential customers for the assessment to apply to. She has sent the amended notice to the county for this year but is unable to do anything about the previous year's errors.

I am sending this request to grant tax forgiveness for this account as there is no property that this applies to.

Thank you

Robert Park

Sec-treasurer

Kneehill REA



**Mountain View**  
C O U N T Y

# Tax Statement

Page: 1

10 - 1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM OW0  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754

**KNEEHILL REA LTD.**  
ATTN: MILES SMITH  
RR 2  
TROCHU AB TOM 2C0

Owner #	Roll #	Statement Date	Statement Total
T 29203	93473	2022/03/31	214.62

Invoice Date	Invoice Description	Reference	Amount
2019/05/09	2019 TAX LEVY	Inv#-0663046	60.00
2019/09/17	Penal ty - 2019 Current Taxes 2.00 %	Inv#-0687649	1.20
2019/10/16	Penal ty - 2019 Current Taxes 2.00 %	Inv#-0689820	1.22
2019/11/18	Penal ty - 2019 Current Taxes 2.00 %	Inv#-0691701	1.25
2019/12/17	Penal ty - 2019 Current Taxes 2.00 %	Inv#-0692735	1.27
2020/01/16	Penal ty - 2020 Current Taxes 2.00 %	Inv#-0694057	1.30
2020/02/19	Penal ty - 2020 Current Taxes 2.00 %	Inv#-0696780	1.32
2020/03/17	Penal ty - 2020 Current Taxes 2.00 %	Inv#-0697226	1.35
2020/04/16	Penal ty - 2020 Current Taxes 2.00 %	Inv#-0697791	1.38
2020/05/14	2020 TAX LEVY	Inv#-0698208	60.00
2020/09/16	Penal ty - 2020 Current Taxes 1.50 %	Inv#-0712011	1.95
2020/12/16	Penal ty - 2020 Current Taxes 0.50 %	Inv#-0715161	.66
2021/01/18	Penal ty - 2021 Current Taxes 0.50 %	Inv#-0716125	.66
2021/02/17	Penal ty - 2021 Current Taxes 0.50 %	Inv#-0719311	.67
2021/03/16	Penal ty - 2021 Current Taxes 0.50 %	Inv#-0720739	.67
2021/04/16	Penal ty - 2021 Current Taxes 0.50 %	Inv#-0721486	.67
2021/05/13	2021 TAX LEVY	Inv#-0733668	60.00
2021/05/18	Penal ty - 2021 Current Taxes 0.50 %	Inv#-0755844	.68
2021/06/16	Penal ty - 2021 Current Taxes 0.50 %	Inv#-0765960	.68
2021/07/16	Penal ty - 2021 Current Taxes 0.50 %	Inv#-0766707	.68
2021/08/17	Penal ty - 2021 Current Taxes 0.50 %	Inv#-0767390	.69
2021/09/16	Penal ty - 2021 Current Taxes 0.50 %	Inv#-0773860	.99
2021/10/16	Penal ty - 2021 Current Taxes 0.50 %	Inv#-0776170	1.00
2021/11/16	Penal ty - 2021 Current Taxes 0.50 %	Inv#-0777610	1.00
2021/12/16	Penal ty - 2021 Current Taxes 0.50 %	Inv#-0779559	1.01
2022/01/18	Penal ty - 2022 Current Taxes 3.00 %	Inv#-0780496	6.07
2022/03/16	Penal ty - 2022 Current Taxes 3.00 %	Inv#-0783345	6.25

ANNUAL TAX DEADLINE IS SEPTEMBER 15TH.

PENALTY RATES APPLIED TO ARREARS: 3% on January 16th,  
3% on March 16th, 2% on June 16th, and 4% on September 16th

Account Balance			
Current	1 Year Arrears	2 Year & Up	Balance Due
12.32	69.40	132.90	214.62

#### Payment Methods:

By mail: See address at top.  
In person: Monday - Friday 8:00 AM- 4:00 PM  
Online through your internet banking service.  
Tele-banking through your financial institution.  
Monthly Payments: Forms online at [www.mountainviewcounty.com](http://www.mountainviewcounty.com)

Owner #	Roll #	Statement Date	Statement Total
T 29203	93473	2022/03/31	214.62

**KNEEHILL REA LTD.**  
ATTN: MILES SMITH  
RR 2  
TROCHU AB TOM 2C0

# Regular Council Meeting

## Request for Decision

---

Planning and Development Services

---

**Date:** April 13, 2022

**SUBJECT:** Request to Waive the Resubmission Interval - SW 2-32-6-5

**RECOMMENDATION:** That Council deny the request to waive the one (1) year (12 months) Resubmission Interval for SW 2-32-6-5 as provided for in Section 6.8.1. of the Land Use Bylaw No. 21/21.

---

**ALTERNATIVE OPTIONS:**

That Council waive the Resubmission Interval of one (1) year (12 months) for SW 2-32-6-5 as provided for in Section 6.8.1 of the Land Use Bylaw No. 21/21 and further that in waiving the resubmission interval Council is not considering the merits of a new application.

That Council waive the application fee for the redesignation and subdivision application for SW 2-32-6-5.

Or

That Council waive fees for the redesignation and subdivision application for SW 2-32-6-5 to a maximum of the application fees paid for the previous application PLRDSD20210281.

---

**BACKGROUND:** Application File No. PLRDSD20210281 to redesignate approximately 18.48 acres from Agricultural District (A) to Agricultural (2) District (A(2)) was considered by Council after the public hearing on October 13, 2021. Bylaw No. LU 40/21 was defeated at second reading and the application was refused. The subdivision of the 18.48 parcel was refused by Municipal Planning Commission on November 18, 2021.

An appeal to the Subdivision and Development Appeal Board (SDAB) was denied on December 17, 2021 and a subsequent subdivision appeal to the Lands and Property Rights Tribunal (LPRT) resulted in a preliminary hearing that dismissed the appeal on March 16, 2022 as the LPRT has no authority to overturn a decision of the SDAB. The decision provided comments and observations that the LPRT would have heard the subdivision appeal if the appeal was filed with them. Council approved the refund of the SDAB appeal fee of \$425.00 on March 23, 2022 (RC22-153).

The landowner's reasons for the request of Council to waive the 12-month waiting period and the fee for a new subdivision application is included as Attachment 01.

Administration interprets the applicant's request to apply to the redesignation and subdivision although the request letter makes reference to just subdivision.

Planning and Development provides pre-application advice when requested by potential applicants, or comments after the evaluation of an application on compliance with statutory plan policies and confirmation if Administration can support the proposal. It is the applicant's (landowner or agent) choice

to apply; provide supporting information; and decide after receiving the evaluation response if an amendment is made or not.

Section 6.8.1 of the Land Use Bylaw 21/21, states that:

**Section 6.8 Resubmission Interval**

- 1. *"Where an application for a change in land use designation to this Bylaw has been refused by the Approving Authority another application for the same or substantially the same amendment shall not be considered within one (1) year (12 months) of the date of the refusal unless the Approving Authority otherwise directs. Refer to Municipal Government Act, Section 640 (5). If a second application is refused a third application may not be made within one and a half (1.5) years (18 months) of the date of refusal."*

Administration can not support the request to waive the resubmission interval as the new application will be for the same land use and substantially the same amendment. Administration is also not in support of waiving the application fee as a new application will have no cost savings as a result of the previous application.

The Fee Schedule Bylaw, No. 01/22 outlines the fees that apply on a flat rate fee plus a per acre fee. The bylaw approved on March 10, 2022 increased the per acre fee. Historically Council considers the merits of a refund request after the decision is made on an application, and refunds have typically been associated with development permit fees where community benefit is identified. Council may waive the new application fee, or apply the cost of the previous application PLRDSD20210281 as a credit to the new application, therefore the applicant pays the difference between the previous application PLRDSD20210281 and the new application.

---

**RELEVANT POLICY:** [Land Use Bylaw No. 21/21](#)  
[Fee Schedule Bylaw No. 01/22](#)

**BUDGET IMPLICATIONS:** N/A

---

**Attachments** ☒ Nil ☐  
1. Landowner Request Email

---

**PREPARED BY:** MB  
**REVIEWED BY:** JH



**From:** Canadian Green Thumb <[info@canadiangreenthumb.ca](mailto:info@canadiangreenthumb.ca)>

**Sent:** March 24, 2022 2:26 PM

**To:** Jeff Holmes <[jholmes@mvcounty.com](mailto:jholmes@mvcounty.com)>

**Subject:** Jud & Sandra Hillock Request of Council

Dear Council,

We have been advised to make a formal request to waive the 12 month waiting period for our subdivision re-application.

We would ask that you consider our request and with your discretion waive the 12 month waiting period and fee's for a new subdivision application.

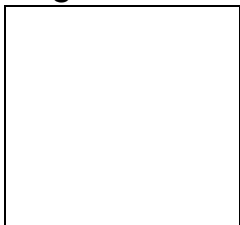
The reason we are asking for the 12 month waiting period to be waived are the following 2 reasons.

When we first applied with our consultant, he went over the options with administration on what size of parcel would be best. The full A2 40 acres parcel or to stay away from Community Creek and apply for a smaller parcel. He was told there was a bylaw in place for bodies of water and to stay a certain distance away from them. It was Administration that came up with 18.48 acre parcel size and supported it during the original re-designation hearing.

It wasn't until after the hearing that we learned that councillors have the discretion to approve smaller parcels but only +or- half an acre. Had we known this we would have applied for the 40 acre parcel.

The second reason for my request is the consultant I hired did not inform council of the full intended use of the property and council simply said I didn't need a subdivision for a tree farm when our intended use is so much more than that. I feel that had he represented our intended use properly, we would have been successful.

Regards,



Jud & Sandra Hillock

Founders | **Canadian Green Thumb**

**P:** 403-638-4915

**E:** [info@canadiangreenthumb.ca](mailto:info@canadiangreenthumb.ca) **W:** [canadiangreenthumb.ca](http://canadiangreenthumb.ca)

# Regular Council Meeting

## Request for Decision

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CAO Services

---

**Date:** April 13, 2022

**SUBJECT:** Councillor Reports

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**RECOMMENDATION:** That Council receive the verbal and/or written Councillor Reports as information.

---

**ALTERNATIVE OPTIONS:** N/A

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**BACKGROUND:** Receive as Information

---

**RELEVANT POLICY:** N/A

---

**BUDGET IMPLICATIONS:** N/A

---

**Attachments** ☐ Nil ☒

---

**PREPARED BY:** lmc

# Regular Council Meeting

## Request for Decision

---

CAO Services

---

**Date:** April 13, 2022

**SUBJECT:** Information Items

---

**RECOMMENDATION:**

That Council receive the following items as information:

- a. 2022-03-25 Contact Newsletter
  - b. 2022-03-25 Letter to the Village of Cremona from Municipal Affairs
  - c. CPAA 2022 Conference
  - d. 2022-04-01 Contact Newsletter
  - e. 2022-03-21 ASB Meeting Minutes
- 

**ALTERNATIVE OPTIONS:** N/A

---

**BACKGROUND:** Receive as Information

---

**RELEVANT POLICY:** N/A

---

**BUDGET IMPLICATIONS:** N/A

---

**Attachments** ☒ Nil ☐ As per recommendation

---

**PREPARED BY:** lmc



## FEATURED:

### Government of Alberta Leaders Commit to Finding Solution on Unpaid Oil and Gas Property Tax Issue

The RMA was pleased to hear statements made by the Premier of Alberta, Minister of Energy, and Minister of Municipal Affairs at the RMA 2022 Spring Convention indicating that the ongoing issue of unpaid property taxes by some oil and gas companies requires action from the Government of Alberta to solve.

[Learn more...](#)

## MEMBER BULLETINS

Member bulletins are posted to [RMAAlberta.com](#) regularly each week.

Below is a list of all the member bulletins compiled from the past week.

### RMA Spring 2022 Endorsed Resolutions

Resolutions form an important part in identifying direction for the RMA's advocacy efforts. The RMA membership endorsed seven resolutions in spring 2022.

[Learn more...](#)

### RMA Spring 2019 Resolutions Expiring

The resolutions that were endorsed at the RMA 2019 Spring Convention are now expiring. Though expired resolutions no longer form part of the RMA's formal active



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advocacy efforts, all relevant resolutions are considered when issues or consultation opportunities arise.

[Learn more...](#)

## EMS Engagement and Survey Live

Alberta Health Services (AHS) is undertaking the creation of a long-term Provincial Service Plan for Emergency Medical Services (EMS). This EMS Service Plan will reflect how EMS integrates into Alberta's health system. AHS has created a web resource to provide information to Albertans, as well as a survey to gather feedback on the current system.

[Learn more...](#)

---

## REMINDERS

### RMA, ABMunis, and IAMA Receive Fourth Round of MAMP Asset Management Funding

The RMA, in collaboration with Alberta Municipalities (ABMunis) and Infrastructure Asset Management Alberta (IAMA), has received funding under the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program (MAMP) to develop and deliver a fourth round of asset management capacity-building activities to municipalities in Alberta.

[Learn more...](#)

### As the Industry Booms, Rural Municipalities Continue to Face Mounting Unpaid Property Tax Bills from Oil and Gas Companies

The RMA has conducted a member survey identifying that as of December 31, 2021, approximately \$253 million in property taxes currently owed to rural municipalities by oil and gas companies have gone unpaid.

[Learn more...](#)

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## AGRICULTURE UPDATE

Moisture Situation Update -  
March 15, 2022

---

### JOB POSTINGS

RMA, Nisku

**Policy Advisor**

**Risk Advisor**

Town of Morinville

**Supervisor, Corporate  
Communications**

Athabasca County

**Public Works Manager**

Town of Hinton

**Legislative Services  
Coordinator**

Lethbridge County

**Development Planner**

Red Deer County

**Building Safety Codes  
Officer**

Saddle Hills County

**Seasonal Staffing -  
Administrative Assistant**

**VIEW OUR JOB BOARD**

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### LOOKING FOR INFORMATION FROM A PREVIOUS ISSUE?

View our **Contact newsletter  
archive** or our **member  
bulletin archive**.

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Learn more  
about the key

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# ANNOUNCEMENTS

## FCM: Apply Now - Asset Management Grants for Municipalities

The Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program (MAMP) is now accepting applications for grants of up to \$50,000 to fund an asset management initiative in your community. With a solid asset management approach, your municipality can help meet local service needs reliably and sustainably and respond to changing concerns in your community. FCM funds a broad spectrum of asset management-related activities:

- Asset management assessments
- Development of asset management plans, policies, and strategies
- Asset-related data collection and reporting
- Asset management training and organizational development
- Knowledge transfer around asset management

**Watch this video** to learn more. This initiative is offered through the MAMP, which is delivered by the FCM and funded by the Government of Canada.

## Conference Board of Canada: Engagement Indicators Playbook

The Conference Board of Canada has developed an **Engagement Indicators Playbook** for member municipalities with a direct interest in when major projects in their area are assessed under the federal impact assessment process. The Playbook is a tool that helps proponents and communities measure their community engagement success and work on sustaining it over time. It helps communities in choosing and prioritizing project impacts and engagement activities to monitor. It creates a focus on co-creation by providing indicators that can be applied to a community engagement plan. The Playbook will be a useful tool in guiding effective, measured engagement relationships.

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issues facing rural Alberta by reading our **position statements**.

---

In collaboration with the RMA, the **Canoe Procurement Group of Canada** is pleased to provide **Alberta-exclusive offers** from local approved suppliers.

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 Forward to friend

 Share on Twitter

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## IAMA: April In-Person Workshop

Join Infrastructure Asset Management Alberta (IAMA) at the upcoming April workshop, featuring six different presentations covering a variety of asset management topics. This is an in-person meeting in Red Deer on April 5, 2022 from 9:00 am to 3:15 pm. **Registration is now open!**

## AEMA: Make An Emergency Plan

The 2021 Survey of Albertans shows only 27% of Albertans have a household emergency plan, and less are aware of the emergency plans at their loved ones facilities (such as their children's school or a family members care home). Disasters and emergencies often cause confusion and distress. In the most serious situations, having an emergency plan can save a life. More often, it can help you cope with the stress and navigate the situation more quickly so you can get back to your life and work sooner.

You can start building your plan by visiting **Get Prepared** to access a digital personal emergency planning tool. For more ideas on how to make preparedness a habit all year long, visit **[alberta.ca/CommunityPrep](https://alberta.ca/CommunityPrep)**.

## MCCAC: Hurry, Solar for School Application Deadline is Coming!

Budgets are tight, but school authorities have an opportunity to reduce operating costs by producing their own energy, meaning lower utility bills now and in the future. The **Solar for Schools Program** provides funding to install solar PV systems for Alberta schools. Eligible projects can receive a rebate of up to 50% of the total cost! The **Solar for Schools Program** application deadline is **April 30, 2022**.

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## IN THE NEWS

- **Auditor general gives qualified approval to how Alberta spent oil well cleanup money**

- **Chris Varcoe: Federal cash likely to be left untapped in program to clean up oil and gas wells**
- **Alberta government scraps changes to traffic ticket appeals**
- **Agriculture sector averts disaster as CP Rail and union head to arbitration**
- **Province aims to license 600 new truckers with \$30-million grant**
- **Canada to boost oil exports about five per cent to ease energy supply crisis**
- **Indigenous leaders say inflation, supply chain problems worsening food insecurity in rural areas**
- **Shandro introduces Public's Right to Know bill requiring provincial reporting on crime data**
- **Minister Blair appoints advisory panel to review post-disaster financial assistance program**
- **Alberta trails other provinces when it comes to farmland value increases**
- **Pass revenues seemingly not all going back into K-Country as promised**
- **Auditor general says Alberta's enforcement of pesticide rules needs 'significant improvement'**
- **Government of Canada taking action to further protect Canadians and the environment from the risks of pesticides**
- **Making connections: A look at Alberta's plan for universal high-speed internet access**
- **Alberta's economic recovery supercharged by oilsands projects achieving 'payout' status**
- **Putting more boots on the ground across Alberta**
- **Game on? City looks for ways to legalize sport on residential streets**
- **Ammolite to become an official provincial emblem**
- **National flood insurance program in the works as ministers focus on prevention: Blair**
- **Hitchhiking rats don't pose a risk to Alberta's famous rat-free status. Here's why**
- **Drivers must slow to 60km/h when passing roadside workers on Alberta highways**



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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR108119

His Worship Timothy Hagen  
Mayor  
Village of Cremona  
PO Box 10  
Cremona AB T0M 0R0

Dear Mayor Hagen,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Village of Cremona has been approved for a grant of \$69,000 under the Intermunicipal Collaboration component of the 2021/22 ACP in support of your Regional Stormwater Management Plan and Framework project. This approval does not signify broader support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

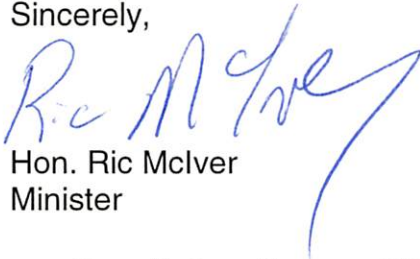
The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for any milestone events to my office. We ask you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free at 310-0000, then 780-422-7125 or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

.../2

- 2 -

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Hon. Ric McIver  
Minister

cc: Hon. Nathan Cooper, MLA, Olds-Didsbury-Three Hills  
Hon. Jason Nixon, MLA, Rimbey-Rocky Mountain House-Sundre  
Reeve Angela Aalbers, Mountain View County  
Rudy Friesen, Chief Administrative Officer, Village of Cremona  
Jeff Holmes, Chief Administrative Officer, Mountain View County



COMMUNITY PLANNING  
ASSOCIATION of ALBERTA



## Now What? What's Next?

MOVING PAST AN UNCERTAIN FUTURE

CPAA 2022 Annual Conference • May 2-4

March 10, 2022

Mountain View County  
Postal Bag 100  
Didsbury AB T0M 0W0

**Re: Community Planning Association of Alberta (CPAA) 2022 Annual Conference  
Request for Attendance and Sponsorship Support**

Dear:

The Community Planning Association of Alberta (CPAA) is a non-profit group incorporated in 1977 as an organization dedicated to the promotion of community planning in the Province of Alberta. Through various means, the Association provides a forum for all stakeholders to discuss community planning-related concepts, ideas and issues with a view towards solutions.

The CPAA has been and remains instrumental at bringing together varying perspectives on community planning related challenges and prides itself on broad based representation and participation from rural and urban environments. Events and outreach coordinated throughout the year and the annual CPAA conference bring together individuals with varying and diverse perspectives from political, administrative, planning and academic backgrounds throughout Alberta.

The 2022 annual conference will be held from May 2<sup>nd</sup> – 4<sup>th</sup>, 2022 at the Royal Hotel in Leduc. We are very excited to be back to planning an in-person event for 2022. Given the global upheaval we have been experiencing the last couple of years the theme chosen for this year's conference is: **"Now What? What's Next? Moving Past an Uncertain Future."**

This theme was chosen to be purposefully broad as a means to cover various relevant and timely topics during this time of recovery to inspire attendees and provide learning opportunities. The conference creates a space for planners, administrators and elected officials to explore how planning can help influence, shape and enhance our communities and municipalities moving forward.

As part of CPAA's conference planning this year, the conference planning committee is reaching out directly to municipalities and previous conference partners throughout the province to consider conference attendance for Council members, Chief Administrative Officers, SDAB or MPC members, Planners, Development Officers and Academics who may benefit from conference participation and to consider sponsorship or in kind contributions to support the CPAA conference.

All sponsorship funding received will be used to support conference activities and to support annual scholarships awarded by CPAA to students advancing post secondary education and a career in planning.





To support your consideration of participation in and / or formal contribution to this important annual event, please find enclosed the following:

- Conference registration form
- Conference sponsorship form and sponsorship information

Should you have any questions in regards to this request, please do not hesitate to contact the CPAA Secretary, Vicki Hackl, at 780-432-6387 or [cpaa@cpaa.biz](mailto:cpaa@cpaa.biz) or Chair of the 2022 Conference Committee, Candace Banack at 403-851-2578 or [Candace.Banack@cochrane.ca](mailto:Candace.Banack@cochrane.ca).

The CPAA will also be requesting nominations for the CPAA Board to be elected at the May 2022 Annual General Meeting (AGM). Nominations are due to the CPAA Nominations Committee no later than April 18, 2022.

There are currently five vacant positions to fill:

- Four (4) Director positions for the 2022-2025 term (three year term)
- One vacancy in the 2020-2023 term (2 years)

The CPAA board is comprised of elected official, planning and administrative representation from throughout Alberta. While we welcome any who are interested to put their name forward, we do have a shortage of elected officials on our current board and would really appreciate adding more elected officials to the board.

If you have any questions regarding board positions available or are interested in becoming a board member of the CPAA please contact Hilary Janzen, CPAA Chair of Membership and Nominations committee at [hjanzen@lethcounty.ca](mailto:hjanzen@lethcounty.ca).

Thank you in advance for your consideration. We look forward to your participation and support in 2022!

Regards,



Candace Banack, RPP, MCIP  
Chair, 2022 CPAA Conference Planning Committee

Encl: Conference registration form  
Conference sponsorship form



## CONFERENCE PROGRAM

The upcoming conference is themed the “Now What? What's Next? Moving Past an Uncertain Future”. This theme was chosen to explore the ever evolving world we are finding ourselves in. There will be sessions on evolving technologies and unpredictable weather patterns and what our responses to these should be, investment attraction to your community, economic updates for 2022 and much much more. CPAA strives to offer a collaborative space to allow planners, administrators and elected officials to see where the future may be taking us and how to best approach it! Join us!

Registration information can be found at <https://www.cpaabiz/content/cpaabiz-annual-conference>

### MAY 2 MONDAY

#### REGISTRATION & BREAKFAST - 8 - 9AM

*Education Session Participants Only*

EDUCATION SESSION 9 AM - 12:15 PM

#### What Now? What Next?

Preparing for a Predictable Climate Future

Blair Feltmate

*Intact Centre on Climate Adaptation, University of Waterloo*

Climate change and extreme weather risk – combined with loss of natural infrastructure and aging municipalities – present a formidable future for municipal leaders, planners, insurers and homeowners. Insurable losses continue to bend upward, heat related deaths are on the rise, and weather related psycho-social stress is now documented. Against this backdrop, this session will begin by “painting the picture” of these growing challenges, and then turn to what municipalities, homeowners and financial institutes can do today, to limit current and future risks tomorrow.

With support from such agencies as the Standards Council of Canada, National Research Council, Canadian Standards Association and scores of similarly accredited organizations, Canada has developed practical and cost-effective means to limit extreme weather impacts to allow us to “get ahead of climate change rather than chasing it.”

#### BUFFET LUNCH 12:15 - 1:15 pm

*Education Session Participants Only*



## CONFERENCE PROGRAM

### MAY 2 MONDAY

#### MAIN CONFERENCE

**KEYNOTE**  
1:30 - 2:30 pm

**Attracting High Value Investment  
to Your Community**

Lynette Tremblay  
*Invest Alberta*

**PLENARY**  
2:45 - 3:45 pm

**Opportunity Generation in Municipal  
Communities: An Integrated Approach**

Scott Bryan, *Attract Investment  
Consulting*  
Gillian Hatton, *Location Strategies*

**CONCURRENT**  
4 - 4:45 pm

**Dialogue on the Future of Municipal  
Government**

Rachel de Vos & Angela Duncan,  
*Alberta Municipalities*

**Recruitment & Retention of Physicians &  
Health Care Professionals**  
CPAA's Role as a Positive Influencer

Stacey Strilchuk & Colleen McKinstry,  
*I43 Healthcare Consulting*

#### **DISTILLERY TOUR & TASTING FOLLOWED BY PUB NIGHT**

**Rig Hand Craft Distillery & Barney's Pub & Grill 5:30 to 11:00 PM**

Transportation to and from each venue will be provided - details will be shared at the event

### MAY 3 TUESDAY

#### **BREAKFAST 7:30 - 8:30 am**

**CONCURRENT**  
8:30 - 9:45 am

**Heritage Conservation**  
Community Benefits and Challenges

Ian Morgan, *Next Architecture*  
Ann Ramsden, *Arts & Heritage Foundation - St.  
Albert*

**The Transition to E-Mobility**  
An Opportunity for Bold Municipal Leadership

Megan Lohmann, *Community Energy Association*

**CONCURRENT**  
10 - 11:15 am

**Planning for Success in a Net Zero Energy  
Revolution**

Mayor Alanna Hnatiw, *Sturgeon County*  
Andrew Usenik, *Strata Development Corporation*

**Using Offsite Levies to Build Liveable  
Communities**

Lorne Randa & Nicole Maynard, *Brownlee LLP*

#### **BUFFET LUNCH & CPAA AGM 11:30 am - 1:00 pm**



## CONFERENCE PROGRAM

<b>CONCURRENT CONCURRENT</b> 1:15 - 2:30 PM	<b>Neighbourhood Renewal Projects in Edmonton</b> Lessons Learned for Smaller Towns	Dnyanesh Deshpande & Micheal Borland, <i>Greenspace Alliance</i>
	<b>Rural Resiliency and Adaptation</b> An Exploration of Municipal Planning Innovation During Uncertain Times	Ken Venner & Brian Murray, <i>B&amp;A Planning Group</i> Pearce Shewchuk, <i>Nichols Applied Management</i> Ryan Betker, <i>McElhanney</i>
	<b>Climate Change</b> Alberta Policy Updates	Nicole Bonnett & Sarah Kehler, <i>University of Alberta</i> Mary-Ellen Tyler, <i>University of Calgary</i>
	<b>Planning for Success</b> *Timing of this session may be subject to change	Nick Pryce, <i>DV3 Companies of Canada Ltd.</i>

### RECEPTION & BANQUET Burn 'N' Mahn Dueling Pianos *Back by Popular Demand*

## MAY 4 WEDNESDAY

### BREAKFAST 8:00 - 9:00 AM

<b>PLENARY</b> 9 - 10:15 AM	<b>Changing the Narrative</b> New Ways to Think About Alberta's Economy in 2022	Todd Hirsch <i>ATB Financial</i>
	<b>Political Update &amp; Government Relations 101</b>	Pascal Ryffel & Al Kemmere <i>Alberta Counsel</i>

### CLOSING 12:00 - 12:15 PM



## FEATURED:

### RMA Spring 2022 Endorsed Resolutions

Resolutions form an important part in identifying direction for the RMA's advocacy efforts. The RMA membership endorsed seven resolutions in spring 2022.

[Learn more...](#)

## REMINDERS

### RMA Spring 2019 Resolutions Expiring

The resolutions that were endorsed at the RMA 2019 Spring Convention are now expiring. Though expired resolutions no longer form part of the RMA's formal active advocacy efforts, all relevant resolutions are considered when issues or consultation opportunities arise.

[Learn more...](#)

### EMS Engagement and Survey Live

Alberta Health Services (AHS) is undertaking the creation of a long-term Provincial Service Plan for Emergency Medical Services (EMS). This EMS Service Plan will reflect how EMS integrates into Alberta's health system. AHS has created a web resource to provide information to Albertans, as well as a survey to gather feedback on the current system.



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AGRICULTURE UPDATE

Moisture Situation Update -  
March 27, 2022

[Learn more...](#)

## RMA, ABMunis, and IAMA Receive Fourth Round of MAMP Asset Management Funding

The RMA, in collaboration with Alberta Municipalities (ABMunis) and Infrastructure Asset Management Alberta (IAMA), has received funding under the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program (MAMP) to develop and deliver a fourth round of asset management capacity-building activities to municipalities in Alberta.

[Learn more...](#)

## ANNOUNCEMENTS

### IAMA: April In-Person Workshop

Join Infrastructure Asset Management Alberta (IAMA) at the upcoming April workshop, featuring six different presentations covering a variety of asset management topics. This is an in-person meeting in Red Deer on April 5, 2022 from 9:00 am to 3:15 pm. **Registration is now open!**

### APRG: Twine – It's One of the Easiest Ag Plastics to Recycle. Really!

Of all the agricultural plastics on prairie farms, baler twine is one of the easiest to overlook when it comes to a commitment to recycle. Unlike grain bags, which when empty, are a massive amount of plastic laying in the field, baler twine accumulates in smaller bunches, seemingly innocuous, until they start to take over a corner of the barnyard or wrap around farm equipment axles. Some farmers relegate baler twine to the burn barrel, but that's one of the worst options for managing it because burning twine releases toxins into the air. **So, what can farmers do with used ag twine?**

### JOB POSTINGS

RMA, Nisku  
**Policy Advisor**

**Risk Advisor**

Lac Ste. Anne County  
**Health and Safety Director**

Special Areas Board,  
Youngstown  
**Administrative Support III**

Leduc County  
**Executive Assistant -  
Council**

Town of Whitecourt  
**Community Peace Officer**

Parkland County  
**Mower Operators**

**VIEW OUR JOB BOARD**

### LOOKING FOR INFORMATION FROM A PREVIOUS ISSUE?

View our **Contact newsletter  
archive** or our **member  
bulletin archive**.

Learn more  
about the key  
issues facing rural  
Alberta by reading  
our **position  
statements**.

In collaboration with



## MCCAC: Hurry, Solar for School Application Deadline is Coming!

Budgets are tight, but school authorities have an opportunity to reduce operating costs by producing their own energy, meaning lower utility bills now and in the future. The **Solar for Schools Program** provides funding to install solar PV systems for Alberta schools. Eligible projects can receive a rebate of up to 50% of the total cost! The **Solar for Schools Program** application deadline is April 30, 2022.

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## IN THE NEWS

- **Rural communities keen to work with RCMP: association**
- **4 provinces pushing ahead plan to build small nuclear reactors to supply power**
- **Severity and sweep of Prairie droughts could spiral as climate changes**
- **Alberta cancer treatments could suffer with exodus of key staff, doctors warn**
- **In new emissions plan, Ottawa gives oilpatch a pass — for now**
- **Majority of Albertans opposed to government's approach on key issues, poll suggests**
- **Alberta green lights detailed study for 6 carbon storage hub projects around Edmonton**
- **LaGrange introduces bill stripping disciplinary role from Alberta Teacher's Association**
- **Funding for HERO and HALO soars to new heights**
- **Ponoka County pushes back against provincial tax pressure**
- **Alberta Appeal Court keeps \$217 million oilpatch cleanup liability case alive**
- **Kenney weighs in on unpaid linear taxes**
- **\$550M secured to help finance ultra-high-speed hyperloop between Edmonton and Calgary**
- **Refining the Calgary Metropolitan Region Board**
- **Copping introduces bill that aims to streamline Alberta continuing care rules**

the RMA, the **Canoe Procurement Group of Canada** is pleased to provide **Alberta-exclusive offers** from local approved suppliers.

---

 Forward to friend

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- **Alberta has potential to become new hub for cryptocurrency industry**
- **Alberta government announces increase of STARS Air Ambulance funding**
- **HALO nears five-year funding agreement with province**



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MINUTES

AGRICULTURAL SERVICE BOARD MEETING

Mountain View County

Minutes of the Agricultural Service Board Meeting held on Monday, March 21, 2022, at 9:00 a.m. in Council Chambers, 10-1408 Twp. Rd. 320, Didsbury, AB, and live streamed via Zoom Cloud Meetings.

**PRESENT:**

B. Rodger; Chair  
B. Buschert, Vice Chair  
Councillor D. Fulton  
Councillor A. Miller  
Councillor G. Krebs  
S. LaBrie  
T. Huyzer  
C. Cameron  
K. Overguard

**ABSENT:**

**IN ATTENDANCE:**

J. Fulton, Assistant Director of Legislative, Community and Agricultural Services  
L. Grattidge, Sustainable Agricultural Specialist  
R. Meyers, Administrative Support  
C. Chrenek, Assistant Agricultural Fieldman  
C. Verpy, Agricultural Coordinator

**CALL TO ORDER:**

B. Rodger, Chair, called the meeting to order at 9:02 a.m.

**AGENDA**

The Chair advised of the following amendments to the Agenda.  
9.1c East Olds Dairy Farm,

Moved by Councillor Krebs  
ASB22-019 That the Agricultural Service Board adopt the agenda of the Agricultural Service Board Meeting of March 21, 2022, as amended.  
Carried.

**MINUTES**

T. Huyzer advised of an amendment to the Agricultural Service Board Meeting minutes of February 14, 2022.  
1. Spelling of Lebrie to LaBrie for motion ASB22-014 and ASB22-015  
Moved by B. Buschert  
ASB22-020 That the Agricultural Service Board adopt the Minutes of the Agricultural Service Board Meeting of February 14, 2022, as amended.

Carried.

**BUSINESS ARISING  
OUT OF THE MINUTES**

J. Fulton provided an update on the Resolution – Attraction and Retention of Veterinarians of Rural Veterinary Practice letter of support.

**DELEGATIONS**

Rhonda King  
Christine Campbell  
ALUS Canada

B. Rodger welcomed Rhonda King, Western Lead for Regional Development, ALUS Canada who presented the ALUS survey for information.

B. Rodger welcomed Christine Campbell, Senior Western Hub Manager, ALUS Canada who presented the PAC Power for information.

Moved by Councillor Krebs  
ASB22-021 That the Agricultural Service Board receive for information an ALUS update including 2022 funding allocations and a presentation of the ALUS survey that was completed.  
Carried.

Milena McWatt  
Green Acreages  
Program Land  
Stewardship Centre

B. Rodger welcomed Milena McWatt, Green Acreages Program, Land Stewardship Centre who presented an update on the Green Acreages Program via Zoom.

Moved by S. LaBrie  
ASB22-022 That the Agricultural Service Board receive for information the Green Acreages Program update.  
Carried.

**RECESS AND RECONVENE:**

B. Rodger recessed the meeting at 10:15 a.m. and reconvened at 10:31 a.m.

**OLD BUSINESS**

Draft Strategic Plan  
Review

J. Fulton provided an overview of the changes to the draft Strategic Plan for review.

The amendments to the Strategic Plan include:

1. Rearranging Strategic Priority 4c subpoint under 4b
2. Provide a new subpoint for 4c that captures the programming for youth and include the Youth ASB Member positions.

Moved by T. Huyzer

ASB22-023 That the Agricultural Service Board receive for information the drafted Strategic Plan, as amended.

Carried.

ALUS Program

L. Grattidge introduced information on the Red Deer River Naturalists relaunch of the Habitat Steward Program.

Moved by S. LaBrie

ASB22-024 That the Agricultural Service Board receive for information the Habitat Steward Program.

Carried.

Moved by S. LaBrie

ASB22 -025 That the Agricultural Service Board recommends promoting the Habitat Steward Program to Mountain View County residents who have conserved wildlife habitat on their land at their own expense.

Carried.

### NEW BUSINESS

Policy/Procedure

#6303-01 Clubroot

Management Review

C. Chrenek provided a review of the item.

Discussion was held on reporting requirements for when clubroot is found.

ASB22-026 Moved by T. Huyzer

That the Agricultural Service Board receive for information Procedure #6303-01 Clubroot Management.

Carried.

Open Farm Days and  
Re-Connect with the  
Farm Tour

J. Fulton provided a summary of the past Re-Connect with the Farm Tours.

ASB22-027 Moved by B. Buschert

That the Agriculture Service Board host an in person Re-Connect with the Farm Tour, bus tour, in conjunction with Open Farm Days.

Carried.

Moved by B. Buschert

ASB22-028 That the Agricultural Service Board promote Re-Connect with the Farm Tour, encourage host farms to participate, and encourage youth groups to attend.

Carried.

Alberta Farm Animal  
Care Support

J. Fulton described the past support of the Alberta Farm Animal Care and an overview on membership.

- ASB22-029 Moved by S. LaBrie  
That the Agricultural Service Board request a delegation from the Alberta Farm Animal Care to provide further information on the benefits of membership.
- Carried.

Green Acreages  
Program

L. Grattidge presented information on the Green Acreages Guide Primer Workbook.

- ASB22-030 Moved by T. Huyzer  
That the Agricultural Service Board receives for information the Green Acreages Program update.
- Carried.

**REPORTS**

Seed Plant Updates

T. Huyzer provided an update on the Mountain View Seed Cleaning Plant expansion project. Permits have been completed.

A. Miller attended the Olds Seed Processing Co-op as the alternate and provided an update. The AGM will be held on April 5 at 8:00 p.m. at the seed cleaning plant.

- ASB22-031 Moved by Councillor Krebs  
That the Agricultural Service Board receives for information the Seed Plant update.
- Carried.

Workshop Updates

J. Fulton provided an update on the proposed and completed workshops for 2022.

L. Grattidge highlighted the following workshops:

- Finding Fairness in Farm Transitions resources and link to access the presentation is available. A link will be provided to the board.
- Agroforestry and Woodlot Extension Society- Shelterbelt and Ecobuffer Health webinars

- ASB22-032 Moved by B. Buschert  
That the Agricultural Service Board receives for information Workshop Updates.
- Carried.

Agricultural Wire  
Recycling Ad

L. Grattidge provided updated information for Ag Wire Recycling. Suggestion from board to add days of the week Terra Metals is open.

Agricultural Twine



Recycling Ad

L. Grattidge provided updated information on Twine Recycling. Suggestion from the board to edit wording regarding plastics and add more emphasis on twine.

- Moved by Councillor Miller
- ASB22-033 That the Agricultural Service Board receive the following as information:
- a). Seed Plant updates
  - b). Workshop updates
  - c). Agricultural Wire Recycling Ad
  - d). Agricultural Twine Recycling Ad

Carried.

**CORRESPONDENCE**

Grey Wooded Forage Association Economic Impact Survey Request Letter

J. Fulton summarized the Results Driven Agriculture Research (RDAR) survey request letter. Link will be provided to the board.

Foothills Forage and Grazing Association AGM Invitation

J. Fulton summarized the AGM invitation.

East Olds Dairy Farmers Invitation

J. Fulton presented the East Olds Dairy Farmers invitation to attend a silage compactor demonstration in Red Deer County.

- Moved by T. Huyzer
- ASB22-034 That the Agricultural Service Board receive the following correspondence for information:
- a. Grey Wooded Forage Association Economic Impact Survey Request Letter
  - b. Foothills Forage and Grazing Association AGM Invitation.
  - c. East Olds Dairy Farmers Invitation.

Carried.

**IN CAMERA**

- Moved by S. LaBrie
- ASB22-035 That the Agricultural Service Board meeting of March 21, 2022 go into closed meeting at 11:46 a.m. to deal with items relative to the FOIP Act, Section 19.

- Moved by S. LaBrie
- ASB22-036 That the Agricultural Service Board meeting of March 21, 2022 return to open meeting at 12:17 p.m.

Carried.

**NEXT MEETING DATE**

April 25, 2022.

**ADJOURNMENT**

Chair B. Rodger adjourned the Agricultural Service Board Meeting of March 21, 2022, at 12:20 p.m.

---

Chair

I hereby certify these minutes are correct.

---

Assistant Director of Legislative, Community  
and Agricultural Services