



## Council

Jubilee Centre Council Chamber  
9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

Tuesday, December 12, 2017  
6:00 PM

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## Agenda

1. **Call to Order**
2. **Adoption of Agenda**
3. **Minutes of Previous Meetings**
  - 3.1. Council - Meeting - Nov 28, 2017 6:00 PM
4. **Recognition**
  - 4.1. Proclamation  
- Human Rights Day - December 12, 2017
  - 4.2. Alberta Public Works Association (APWA) Manager of the Year Award Presentation
  - 4.3. Service of Former Council Members
5. **New Business**
  - 5.1. 2018 Interim Operating Budget

THAT a 2018 Interim Operating Budget in the amount of \$100,000,000 be approved to fund operations for the first quarter of 2018; and

THAT Administration present the 2018 Operating Budget, 2019 – 2020 Financial Plan within the first quarter of 2018 following a series of budget workshops to be held January 24 – 27, 2018 inclusive.
  - 5.2. Reserve Bids and Sale Conditions for Tax Sale Properties

THAT the reserve bids and sale conditions be established as listed in the Reserve Bids and Sale Conditions for Tax Sale Properties, dated November 15, 2017.
  - 5.3. 2017 Request for Tax and Accounts Receivable Arrears Write-Off

THAT the recommended Tax and Accounts Receivable Arrears Write-Off of

\$498,716.57 dated December 12, 2017, as Attachment 1, be approved.

5.4. 2017 Capital Budget Amendments - Revised and New Projects

THAT the 2017 Capital Budget Amendments as summarized on Attachment 1 (2017 Capital Budget Amendments – Revised and New Projects Amendment dated December 12, 2017) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2017 Capital Budget Amendments – Revised and New Projects - Cash Flow Summary, dated December 12, 2017) be approved.

5.5. 2017 Q3 Capital Budget Fiscal Amendments Update

THAT the 2017 Q3 Capital Budget Fiscal Amendments update, as summarized on Attachment 1 (2017 Q3 Capital Budget Fiscal Amendments, dated September 30, 2017), be accepted as information.

5.6. Bylaw No. 17/025 - Land Use Bylaw Amendment - A Portion of Lot 5, Block 3, Plan 564NY (121 McDonald Street, Fort Chipewyan)

THAT Bylaw No. 17/025, being a Land Use Bylaw amendment to redesignate a portion of Lot 5, Block 3, 5642 NY from Hamlet Residential to Hamlet Commercial be read a first time; and

THAT the required public hearing be held on January 9, 2018.

5.7. Bylaw No. 17/024 - Committees Bylaw

1. THAT Bylaw No. 17/024, being the Committees Bylaw, be read a first time.
2. THAT Bylaw No. 17/024 be read a second time.
3. THAT Bylaw No. 17/024 be considered for third reading.
4. THAT Bylaw No. 17/024 be read a third and final time.
5. THAT the term of appointment for all current members of the Community Services Committee and the Landlord and Tenant Advisory Board be amended to end on December 31, 2017.

5.8 Appointments to Council Committees

**Adjournment**

**Unapproved Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, November 28, 2017, commencing at 6:00 PM.**

### **Call to Order**

**Present:** Don Scott, Mayor  
Mike Allen, Councillor  
Krista Balsom, Councillor  
Bruce Inglis, Councillor  
Sheila Lalonde, Councillor  
Keith McGrath, Councillor  
Phil Meagher, Councillor  
Verna Murphy, Councillor  
Jeff Peddle, Councillor  
Jane Stroud, Councillor

**Absent:** Claris Voyageur, Councillor

**Administration:** Annette Antoniak, Chief Administrative Officer  
Audrey Rogers, Chief Legislative Officer  
Elsie Hutton, Chief Financial Officer  
Carole Bouchard, Director, Community Services  
Jamie Doyle, Director, Planning and Development  
Mazhar Hajhossein, Acting Director, Engineering  
David Leflar, Director, Legal Services  
Sarah Harper, Legislative Officer

### **Adoption of Agenda**

#### **2.1. Motion to Approve Agenda**

That the Agenda be adopted as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Phil Meagher, Councillor
<b>SECONDER:</b>	Jane Stroud, Councillor
<b>FOR:</b>	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud
<b>ABSENT:</b>	Voyageur

## **Minutes of Previous Meetings**

### **3.1. Council - Meeting - Nov 14, 2017 6:00 PM**

That the Minutes of the Regular Council Meeting held on November 14, 2017 be approved as presented.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Peddle, Councillor
<b>SECONDER:</b>	Krista Balsom, Councillor
<b>FOR:</b>	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud
<b>ABSENT:</b>	Voyageur

## **Recognition**

### **4.1. Proclamations**

Mayor D. Scott provided a brief overview of the proclamations for World Aids Day on December 1, 2017 and the International Day for Persons with Disabilities on December 3, 2017.

## **Presentations and Delegations**

### **5.1. Dan Fouts, Kim Jenkins and Brad Ferguson re: Economic Development Corporation**

Dan Fouts and Kim Jenkins of the ad hoc Wood Buffalo Economic Development Task Force, accompanied by Brad Ferguson, President of Edmonton Economic Development, presented on the proposed Economic Development Corporation.

### **5.2. Formation of an Economic Development Corporation**

#### **MOTION:**

THAT the Chief Administrative Officer be directed to take all steps necessary to incorporate the Wood Buffalo Economic Development Corporation; and

THAT upon Council's appointment of the first Board of Directors for the Wood Buffalo Economic Development Corporation, Administration is directed to transfer the \$8,000,000 budget allocation for the Small Business Workforce Support Program, and the unexpended 2017 Recovery Operating Budget allocation of \$40,000 to the Wood Buffalo Economic Development Corporation, subject to any terms and conditions which may be imposed at the discretion of the Chief Administrative Officer.

Jamie Doyle, Director, Planning and Development, spoke to the report before Council on the proposed Economic Development Corporation.

**Delegations:**

Jonathan Lambert, Chair, Fort McMurray Tourism, spoke in support of the proposed Economic Development Corporation.

JK Tiramula, Fort McMurray Hotels and Lodgings Association, spoke in general support of the proposed Economic Development Corporation.

Jean-Marc Guillamot, Director, Fort McMurray Tourism, spoke in support of the concept of the proposed Economic Development Corporation.

RJ Steenstra, President and CEO, Fort McMurray Airport Authority, spoke in support of the proposed Economic Development Corporation, stating that it can only help the Airport and will support the region as a whole.

Wes Holodniuk, Wood Buffalo Urban Development Institute, spoke in support of the proposed Economic Development Corporation.

Arriana Johnson, Executive Director of Wood Buffalo Food Bank Association, spoke in support of the Economic Development Corporation.

**Exit and Return**

Councillor K. McGrath exited the meeting at 7:05 p.m. and reentered at 7:17 p.m.

Marty Giles, local business owner, spoke in support of the proposed Economic Development Corporation but questioned the necessity of an \$8 million budget allocation.

Bryce Kumka, President, Fort McMurray Chamber of Commerce, thanked Council for bringing this initiative forward and spoke in general support of the proposed Economic Development Corporation

The following amending motion was put on the floor:

**MOTION:**

THAT the main motion be amended by adding the words 'up to' before 'the \$8,000,000 budget allocation', adding the words 'an approved budget of Council' after 'subject to', and removing 'any terms and conditions which may be imposed at the discretion of the Chief Administrative Officer.'

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike Allen, Councillor
<b>SECONDER:</b>	Keith McGrath, Councillor
<b>FOR:</b>	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud
<b>ABSENT:</b>	Voyageur

Recess:

The meeting recessed at 7:46 p.m. and reconvened at 7:59 p.m.

**MOTION:**

A further amendment was then put on the floor as follows:

THAT the main motion be further amended by reinserting the words 'and subject to any terms and conditions which may be imposed at the discretion of the Chief Administrative Officer' after 'subject to an approved budget by Council.'

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Krista Balsom, Councillor
<b>SECONDER:</b>	Mike Allen, Councillor
<b>FOR:</b>	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud
<b>ABSENT:</b>	Voyageur

Voting then took place on the original motion as amended which now reads:

**MOTION:**

That the Chief Administrative Officer be directed to take all steps necessary to incorporate the Wood Buffalo Economic Development Corporation; and

That upon Council's appointment of the first Board of Directors for the Wood Buffalo Economic Development Corporation, Administration is directed to transfer up to the \$8,000,000 budget allocation for the Small Business Workforce Support Program, and the unexpended 2017 Recovery Operating Budget allocation of \$40,000 to the Wood Buffalo Economic Development Corporation, subject to an approved budget by Council and subject to any terms and conditions which may be imposed at the discretion of the Chief Administrative Officer.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Krista Balsom, Councillor
<b>SECONDER:</b>	Mike Allen, Councillor
<b>FOR:</b>	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud
<b>ABSENT:</b>	Voyageur

### 5.3. RJ Steenstra, President and CEO, Fort McMurray Airport Authority re: 2016 Economic Impact Study

RJ Steenstra, President and CEO, Fort McMurray Airport Authority, provided a presentation on the Fort McMurray Airport Authority's 2016 Economic Impact Study.

### New Business

#### 6.1. Bylaw No. 17/023 Safety Codes Permitting Bylaw

##### **MOTION:**

THAT Bylaw No. 17/023, being the Safety Codes Permitting Bylaw, be read a first time.

Jamie Doyle, Director, Planning and Development, gave a brief introduction of the proposed Safety Codes Bylaw 17/023.

##### Point of Order

Councillor P. Meagher called a Point of Order, noting that debate or questioning does not occur at first reading of a bylaw. The Point of Order was upheld by the Chair.

<b>RESULT:</b>	<b>CARRIED AS FIRST READING [UNANIMOUS]</b>
<b>MOVER:</b>	Phil Meagher, Councillor
<b>SECONDER:</b>	Verna Murphy, Councillor
<b>FOR:</b>	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud
<b>ABSENT:</b>	Voyageur

#### 6.2. Citizen Recognition Program Recommendations

##### **MOTION:**

THAT the Community Services Committee (CSC) recommendations for the 2017 Citizen Recognition Program be approved and kept confidential until they are announced at the Mayor and Council's Toast of Champions Ceremony on January 25, 2018.

Carole Bouchard, Director, Community and Protective Services, provided a brief presentation on the Citizen Recognition Program and the recommendations for recipients.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike Allen, Councillor
<b>SECONDER:</b>	Phil Meagher, Councillor
<b>FOR:</b>	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud
<b>ABSENT:</b>	Voyageur

### **Adjournment**

The meeting adjourned at 8:41 p.m.

\_\_\_\_\_  
Mayor

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





REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

OFFICE OF THE MAYOR

## ***PROCLAMATION***

- WHEREAS** Human Rights Day is observed every year on December 10<sup>th</sup> as a commemoration of the day on which, in 1948, the United Nations General Assembly adopted the Universal Declaration of Human Rights; and
- WHEREAS** in 1950, the Assembly passed resolution 423 (V), inviting all States and interested organizations to observe December 10<sup>th</sup> of each year as Human Rights Day; and
- WHEREAS** the human rights principles are enshrined in the Canadian Immigration and Refugee Protection Act of 2001 which grants the full protection and maximum social, cultural and economic benefits to immigration and refugees; and
- WHEREAS** these principles acknowledge that discrimination targets individuals and groups that are vulnerable to attack: the disabled, women and girls, the poor, refugees, immigrants, minorities, and all those who are perceived as different. However, these victims of discrimination are not alone; and
- WHEREAS** individuals, institutions and social profits come together to recommit to the principle that, all persons are equal in dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender identity, physical disability, age, ancestry, place of origin, sexual orientation or otherwise.

**THEREFORE NOW**, I, Don Scott, Mayor of the Regional Municipality of Wood Buffalo, do hereby proclaim December 12, 2017:

### **“Human Rights Day: Our Rights, Our Freedoms”**

**IN WITNESS WHEREOF**, I have hereunder set my hand and caused to be affixed the seal of the Regional Municipality of Wood Buffalo in Fort McMurray, Alberta, this **5<sup>th</sup> day of December 2017**.

Don Scott, QC  
Mayor





**Subject: 2018 Interim Operating Budget**

**APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

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

**Recommended Motion:**

THAT a 2018 Interim Operating Budget in the amount of \$100,000,000 be approved to fund operations for the first quarter of 2018; and

THAT Administration present the 2018 Operating Budget, 2019 – 2020 Financial Plan within the first quarter of 2018 following a series of budget workshops to be held January 24 – 27, 2018 inclusive.

**Summary:**

The *Municipal Government Act* (MGA) requires that every Alberta municipality approve a budget prior to passing a property tax bylaw. It is advantageous for a municipality to approve a budget prior to the start of the budget year to avoid delays or disruptions in planned activities for the upcoming year. The approval of an interim operating budget will ensure that funding is in place for operations while a series of budget workshops allow Council and the public an opportunity to engage. The practice of adopting an interim operating budget was also followed in 2016 with the approval of an Interim 2017 Operating Budget.

Capital projects, inclusive of multi-year projects, that have funding previously approved are able to continue seamlessly since the funds are not tied to the fiscal year end. Funding for new 2018 Capital Projects will be impacted, therefore a capital budget amendment for time-sensitive projects will be presented separately to minimize any impact.

**Background:**

Administration began implementation of a zero-based budget methodology with the approval of the 2017 Operating Budget. Zero-based budgeting is an approach whereby all expenses must be justified for each new year, essentially starting from a “zero base”. Every program and service is analyzed. Due to the abbreviated timeframe to adopt a new methodology for the 2017 Operating Budget, a phased approach was adopted. With the preparation of the 2018 Proposed Operating Budget, significant more detail has been incorporated to further understand cost drivers for programs and services provided. Although there is more work to be done throughout 2018, great strides have been made.

In addition, with a new Mayor and six new Councillors, the adoption of an interim operating budget will allow time for Council to review and digest a significant amount of information to allow for informed decision making. Council has spent a substantial amount of time in orientations, since taking office, that provide the fundamental knowledge required prior to beginning budget deliberations.

The interim operating budget is intended to ensure funding for programs and services is available while budget deliberations occur. The budget development schedule proposes that a final 2018 Operating Budget and Financial Plan as well as the 2018 Capital Budget and Plan will be presented for Council approval in February, 2018.

**Budget/Financial Implications:**

The budget philosophy for 2018, zero-based budgeting, is a continuation of the work that began with the development of the 2017 Operating Budget. Administration continues to enhance internal processes and reviews to seek additional efficiencies resulting in cost savings.

**Rationale for Recommendation:**

The 2018 Interim Operating Budget provides for the continuation of operations and staffing requirements for the first quarter of 2018 while providing additional time for Council to review programs and services during a series of budget workshops to be held January 24 - 27, 2018 inclusive.

**Strategic Plan Linkages:**

Pillar 1 - Building Responsible Government



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

**APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

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

**Recommended Motion:**

THAT the reserve bids and sale conditions be established as listed in the Reserve Bids and Sale Conditions for Tax Sale Properties, dated November 15, 2017.

**Summary:**

Administration has exhausted all attempts to collect the tax arrears on 54 properties. The outstanding balances of the 54 accounts as of November 14, 2017 is \$387,991.80. The Municipality must now proceed with the public sale. Under the provision of the *Municipal Government Act* (MGA), Council must establish reserve bids and any terms and conditions that apply to the sale of a parcel of land. The Municipality will offer the following lands for sale by public auction, in the Jubilee Building, 3<sup>rd</sup> Floor, Meeting Room 305, 9909 Franklin Avenue, Fort McMurray, Alberta on Friday, March 30, 2018 at 10:00 a.m.

**Background:**

Under Section 418 of the MGA, municipalities must offer for sale at public auction any parcels of land shown on their tax arrears list if the tax arrears are not paid by a certain date. Under Section 418(4), the Municipality may enter into a repayment of arrears agreement with the owner of a parcel of land shown on its arrears list. The parcel of land is removed from the tax sale list for as long as the owner does not breach the terms of the agreement. As of November 15, 2017, no new agreements for the payments of tax arrears have been reached between the Municipality and the owners of the parcels of land listed on the tax arrears list.

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

**Rationale for Recommendation:**

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

Administration will continue to reach agreements and/or receive payments until the date

of the public auction and properties will continue to be removed from the list attached. For example, in the previous year, 49 properties were approved by Council for tax sale. By the time the auction was held, no properties remained on the tax sale list.

**Strategic Plan Linkages:**

Pillar 1 - Building Responsible Government

**Attachments:**

ATT 1-Reserve Bids Attachment

**Reserve Bids and Sale Conditions for Tax Sale Properties -  
November 15, 2017**

Notice is hereby given that, under the provision of the *Municipal Government Act*, The Regional Municipality of Wood Buffalo will offer the following lands for sale by public auction, in the Jubilee Center, 3rd Floor Boardroom, 9909 Franklin Avenue, Fort McMurray, Alberta on Friday, March 30, 2018 at 10:00 a.m.

	FLEX ID #	PLAN	BLOCK	LOT	RESERVE BIDS	LOCATION
1	10566030	1021710		39	214,000	ANZAC
2	10520404	8321550		57	226,000	CONKLIN
3	10520435	8321550		93	280,000	CONKLIN
4	10518189	5642NY	5	11	15,000	FORT CHIPEWYAN
5	10518391	8320302	6	7A	63,000	FORT CHIPEWYAN
6	10520303	8321906		98	80,000	JANVIER
7	10529111	8321906		107	18,000	JANVIER
8	10518944	8521969	1	62	798,100	SAPRAE CREEK
9	*10510139	7620092	45	38	527,900	URBAN
10	*10511668	8020451	79	66	325,200	URBAN
11	10521478	8120257		112	130,700	URBAN
12	10522207	7521170		49	410,000	URBAN
13	*10523366	1122235		189A	4,000	URBAN
14	*10523724	1122235		58B	122,000	URBAN
15	10508862	24365	1	67	330,700	URBAN
16	10508981	122957	6	28	319,200	URBAN
17	10509114	126008	7	17	468,100	URBAN
18	10511427	7921223	72	9	480,100	URBAN
19	10512486	8022553	84	72	586,300	URBAN
20	10513445	23069	8	17	851,100	URBAN
21	10514017	8320288	25	7A	588,400	URBAN
22	10515091	9825923	2	79	325,800	URBAN
23	10515237	23829	4	22	502,600	URBAN
24	10515698	224736	11	48	638,500	URBAN
25	10515845	225763	12	2	652,600	URBAN
26	10515930	225763	14	5	569,900	URBAN
27	10517191	5304NY	2	42	547,200	URBAN
28	10521321	321365		51	42,000	URBAN
29	10521353	321365		83	48,000	URBAN
30	10521819	22830		239	88,000	URBAN
31	10523174	227726		43	331,500	URBAN
32	10523255	1122235		78A	166,700	URBAN
33	10523566	1122235		389A	4,000	URBAN
34	10523895	1122235		132C	105,100	URBAN
35	10525010	0321365		7	49,000	URBAN
36	10529042	0321365		98	42,000	URBAN
37	10529066	0321365		120	48,000	URBAN
38	10529340	0325300	8	20	837,300	URBAN

Attachment: ATT 1-Reserve Bids Attachment [Revision 1] (Reserve Bids and Sale Conditions for Tax Sales Properties)

	FLEX ID #	PLAN	BLOCK	LOT	RESERVE BIDS	LOCATION
39	10529398	0322905		21	295,100	URBAN
40	10529441	0321365		156	48,000	URBAN
41	10529445	0321365		160	48,000	URBAN
42	10533358	0525986	25	30	650,800	URBAN
43	10538832	0621366	4	5	508,100	URBAN
44	10539307	0621383	6	1	613,100	URBAN
45	10542633	0720783	17	14A	458,900	URBAN
46	10545480	0728880		17	141,100	URBAN
47	10545490	0728880		27	186,700	URBAN
48	10559186	0920231	41	66	715,500	URBAN
49	10565186	1020447		45	389,400	URBAN
50	10566190	1022191	31	31	562,400	URBAN
51	10580244	1222497	14	21	595,500	URBAN
52	10586718	1320158	1	63	739,100	URBAN
53	10586939	1320158	4	64	561,700	URBAN
54	10588029	1322378		4	416,800	URBAN

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

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

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

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

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



**Subject: 2017 Request for Tax and Accounts Receivable Arrears Write-Off**

**APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

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

**Recommended Motion:**

THAT the recommended Tax and Accounts Receivable Arrears Write-Off of \$498,716.57 dated December 12, 2017, as Attachment 1, be approved.

**Summary:**

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

**Background:**

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

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

With respect to the outstanding property tax arrears, five manufactured homes with a total outstanding tax amount of \$1,256.26 have been identified for write-off and are not eligible for the legislated tax recovery process. The Municipality has limited ability to monitor the movement of manufactured homes. In addition, 28 provincial leased property tax accounts with a total outstanding property tax amount of \$167,391.19 are deemed uncollectible.

Accounts receivable arrears of \$330,069.12 are for bulk water, domestic waste, mud sump, leases and ambulance services that are deemed uncollectible. However, the accounts have also been forwarded to an outside collection agency.

**Budget/Financial Implications:**



Administration has established a bad debt allowance for the property tax arrears and accounts receivable arrears to be written off. If Council approves the write-offs, there is no impact to the 2017 Operating Budget.

**Rationale for Recommendation:**

Administration followed the standard collection process, which includes:

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

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

**Strategic Plan Linkages:**

Pillar 1 - Building Responsible Government

**Attachments:**

ATT 1 - 2017Tax Write-Off

**Recommended Tax and Accounts Receivable Arrears Write-Off**  
**December 12, 2017**

5.3.a

Attachment 1

**Manufactured Home Property Tax Account**

ACCOUNT #	BALANCE
10528223	\$ 226.50
10528228	353.66
10528236	396.17
10528237	5.96
10528239	<u>273.97</u>

\$ 1,256.26

**Municipal Property Tax Accounts/Leases**

ACCOUNT #	BALANCE	ACCOUNT #	BALANCE
10518022	\$ 16,197.79	10529812	\$ 74.14
10528217	11,719.04	10531076	15.56
10528880	92.87	10595966	28.69
10531065	1,895.78	10520073	22.74
10533921	1,836.24	10520070	28.08
10545133	5,582.91	10593848	129.32
10565247	97,604.93	10528651	257.38
10577411	1,983.74	10593576	5,812.45
10577798	110.84	10533915	785.16
10577831	14,019.05	10528623	102.80
10515098	2,251.24	10593846	105.32
10593479	1,947.06	10577371	1,182.48
10593571	1,831.56	10596006	339.69
10593770	877.98	10595976	<u>556.35</u>

\$ 167,391.19

**Accounts Receivable**

ACCOUNT #	BALANCE
17528	\$ 21,019.05
29509	222,370.96
33617	7,540.98
38497	11,605.08
170	11,390.62
18291	7,411.16
20838	9,110.80
24529	15,041.00
27207	3,992.73
30179	11,454.38
32567	3,643.15
34075	<u>5,489.21</u>

\$ 330,069.12

**Total Tax and Accounts Receivable Arrears**

**\$ 498,716.57**



**Subject: 2017 Capital Budget Amendments - Revised and New Projects**

**APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

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

**Recommended Motion:**

THAT the 2017 Capital Budget Amendments as summarized on Attachment 1 (2017 Capital Budget Amendments – Revised and New Projects Amendment dated December 12, 2017) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2017 Capital Budget Amendments – Revised and New Projects - Cash Flow Summary, dated December 12, 2017) be approved.

**Summary:**

Administration has identified six (6) capital projects to be submitted for Capital Budget amendment consideration. Council is the approving authority for the Capital Budget, subject to the provisions of the Fiscal Responsibility Policy (FIN-160).

The Capital Budget amendments will result in a net increase in funding of \$5,331,559 to the 2016 and prior and 2017 and thereafter Capital Budgets, as outlined in the Budget Net Change Summary.

**Background:**

Capital Budget amendments are an ongoing process. The amendments in this report include five new projects and one amendment.

The new projects noted in this report are the purchase of a Pump and Roll Tanker, Rural Pump and Roll Pumper Truck, three (3) Wild Land Sprinkler Trailers and two (2) Wildland Skid Units, all of which propose funding through the Red Cross. In addition, the design and build of PACL tanks for the Water Treatment Plant will be funded by the Capital Infrastructure Reserve (CIR).

One project, Fort Chipewyan Animal Control Centre, is a change in scope with no change to budget.

These amendments were reviewed and recommended by the Capital Projects Steering Committee. See Attachments 4 - 9 for specific project details.

**Budget/Financial Implications:**

The net increase in capital funding is \$5,331,559. Of this amount, a net decrease of \$2,780,000 from the 2016 & prior Capital Budget, and a net increase of \$8,111,559 from the 2017 Capital Budget.

The full budget impact of this amendment will be incorporated in the 2017 Budget upon Council approval; Attachments 1 - 3 illustrate this impact.

**Attachment 1** shows the net budget impact of these amendments. The original approved budgets and the revised budgets are presented with the net budget impact by project and funding source.

**Attachment 2** shows the cash flow changes by funding sources. Since multi-year projects are pre-approved over the life of project development, amendments in cash flows of these projects also require pre-budget approval.

**Attachment 3** summarizes the impact of cash flows and the source of funding from these proposed amendments by year 2016 and prior, and 2017 and thereafter. This is reflected below in the Budget Net Change Summary.

**Budget Net Change Summary**

	<b>Total Project Cost (Accumulative)</b>	<b>Federal Grants</b>	<b>Provincial Grants</b>	<b>Reserves</b>	<b>Other Sources</b>	<b>Debenture</b>
2016 & Prior	\$ (2,780,000)	\$ -	\$ -	\$ (2,780,000)	\$ -	\$ -
2017 & Thereafter	\$ 8,111,559	\$ -	\$ -	\$ 6,580,000	\$ 1,531,559	\$ -
<b>Reconciled net change</b>	<b>\$ 5,331,559</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,800,000</b>	<b>\$ 1,531,559</b>	<b>\$ -</b>

**Rationale for Recommendation:**

The rationale for these new capital projects is included in the attached individual Capital Budget Amendment Forms as prepared by the individual department responsible (Attachments 4 - 9).

**Strategic Plan Linkages:**

Pillar 1 - Building Responsible Government

**Attachments:**

Att #1 - 2017 Capital Budget Amendments - Revised and New Projects, dated Dec 12 17

Att #2 - 2017 Capital Budget Amendments - Revised and New Projects, Project Cash Flow Summary dated Dec 12 17

Att #3 - 2017 Capital Budget Amendments - Revised and New Projects - Cash Flow by Funding Sources, dated Dec 12 17

Att #4-9 - Capital Budget Amendment forms

**Regional Municipality of Wood Buffalo**  
**2017 Capital Budget Amendments - Revised and New Projects and Amendment**  
**December 12, 2017**

Legend:

First year of a multi year project

Other than first year of a multi year project

Single year project

S/N	Project Description	Type	Sponsor Department	Year of original	Total Project Cost	Federal Grants	Provincial Grants	Reserves	Other Sources*	Debenture	Att.
<b>ORIGINAL PROJECT BUDGET</b>											
1	Fort Chipewyan Animal Control Centre	Scope Change	P&D/PW	2014	2,780,000	-	-	2,780,000	-	-	4
2	Fort McKay -Pump and Roll Tanker	New Project	RES	2017	-	-	-	-	-	-	5
3	Fort McMurray WTP PACL Tank Design/Build	New Project	Env Ser	2017	-	-	-	-	-	-	6
4	Rural Pump and Roll Pumper Truck	New Project	RES	2017	-	-	-	-	-	-	7
5	Three Wild Land Sprinkler Trailers	New Project	RES	2017	-	-	-	-	-	-	8
6	Wildland Skid Units (2)	New Project	RES	2017	-	-	-	-	-	-	9
<b>Total Original Capital Project Budget</b>					<b>\$ 2,780,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,780,000</b>	<b>\$ -</b>	<b>\$ -</b>	

<b>REVISED PROJECT BUDGET</b>											
1	Fort Chipewyan Animal Control Centre	Scope Change	P&D/PW	2014	2,780,000	-	-	2,780,000	-	-	4
2	Fort McKay -Pump and Roll Tanker	New Project	RES	2017	396,500	-	-	-	396,500	-	5
3	Fort McMurray WTP PACL Tank Design/Build	New Project	Env Ser	2017	3,800,000	-	-	3,800,000	-	-	6
4	Rural Pump and Roll Pumper Truck	New Project	RES	2017	596,500	-	-	-	596,500	-	7
5	Three Wild Land Sprinkler Trailers	New Project	RES	2017	510,000	-	-	-	510,000	-	8
6	Wildland Skid Units (2)	New Project	RES	2017	28,559	-	-	-	28,559	-	9
<b>Total Revised Capital Project Budget</b>					<b>\$ 8,111,559</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,580,000</b>	<b>\$ 1,531,559</b>	<b>\$ -</b>	

<b>NET BUDGET IMPACT</b>											
1	Fort Chipewyan Animal Control Centre	Scope Change	P&D/PW	2014	-	-	-	-	-	-	4
2	Fort McKay -Pump and Roll Tanker	New Project	RES	2017	396,500	-	-	-	396,500	-	5
3	Fort McMurray WTP PACL Tank Design/Build	New Project	Env Ser	2017	3,800,000	-	-	3,800,000	-	-	6
4	Rural Pump and Roll Pumper Truck	New Project	RES	2017	596,500	-	-	-	596,500	-	7
5	Three Wild Land Sprinkler Trailers	New Project	RES	2017	510,000	-	-	-	510,000	-	8
6	Wildland Skid Units (2)	New Project	RES	2017	28,559	-	-	-	28,559	-	9
<b>Net (Increase)/Decrease Required on Existing Projects</b>					<b>\$ 5,331,559</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,800,000</b>	<b>\$ 1,531,559</b>	<b>\$ -</b>	

Regional Municipality of Wood Buffalo  
2017 Capital Budget Amendments - Revised and New Projects - Cash Flow Summary  
December 12, 2017

Legend:	First year of a multi year project
	Other than first year of a multi year project
	Single year project

					Cash flow				
S/N	Project Description	Original Approval Year	Funding Source	Total Budget (Accumulative)	2016 & Prior	2017	2018	Thereafter	Att
ORIGINAL PROJECT BUDGET									
1	Fort Chipewyan Animal Control Centre	2014	Reserves	2,780,000	2,780,000	-	-	-	4
2	Fort McKay -Pump and Roll Tanker	2017	Other	-	-	-	-	-	5
3	Fort McMurray WTP PACL Tank Design/Build	2017	Reserves	-	-	-	-	-	6
4	Rural Pump and Roll Pumper Truck	2017	Other	-	-	-	-	-	7
5	Three Wild Land Sprinkler Trailers	2017	Other	-	-	-	-	-	8
6	Wildland Skid Units (2)	2017	Other	-	-	-	-	-	9
Total Original Capital Project Budget (a)				\$ 2,780,000	\$ 2,780,000	\$ -	\$ -	\$ -	
REVISED PROJECT BUDGET									
1	Fort Chipewyan Animal Control Centre	2014	Reserves	2,780,000	-	2,780,000	-	-	4
2	Fort McKay -Pump and Roll Tanker	2017	Other	396,500	-	396,500	-	-	5
3	Fort McMurray WTP PACL Tank Design/Build	2017	Reserves	3,800,000	-	50,000	2,500,000	1,250,000	6
4	Rural Pump and Roll Pumper Truck	2017	Other	596,500	-	596,500	-	-	7
5	Three Wild Land Sprinkler Trailers	2017	Other	510,000	-	510,000	-	-	8
6	Wildland Skid Units (2)	2017	Other	28,559	-	28,559	-	-	9
Total Revised Project Budget (b)				\$ 8,111,559	\$ -	\$ 4,361,559	\$ 2,500,000	\$ 1,250,000	
NET BUDGET IMPACT									
1	Fort Chipewyan Animal Control Centre	2014	Reserves	-	(2,780,000)	2,780,000	-	-	4
2	Fort McKay -Pump and Roll Tanker	2017	Other	396,500	-	396,500	-	-	5
3	Fort McMurray WTP PACL Tank Design/Build	2017	Reserves	3,800,000	-	50,000	2,500,000	1,250,000	6
4	Rural Pump and Roll Pumper Truck	2017	Other	596,500	-	596,500	-	-	7
5	Three Wild Land Sprinkler Trailers	2017	Other	510,000	-	510,000	-	-	8
6	Wildland Skid Units (2)	2017	Other	28,559	-	28,559	-	-	9
Net (Increase)/Decrease Required on Existing Projects				\$ 5,331,559	\$ (2,780,000)	\$ 4,361,559	\$ 2,500,000	\$ 1,250,000	

Regional Municipality of Wood Buffalo  
Cash Flow by Funding Sources, by Year  
December 12, 2017

	Funding Sources					
	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources*	Debentures
<b>Original Funding Sources</b>						
2016 and prior	2,780,000	-	-	2,780,000	-	-
2017	-	-	-	-	-	-
2018	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
Original Funding Sources Total (a)	\$ 2,780,000	\$ -	\$ -	\$ 2,780,000	\$ -	\$ -
<b>Revised Funding Sources</b>						
2016 and prior	-	-	-	-	-	-
2017	4,361,559	-	-	2,830,000	1,531,559	-
2018	2,500,000	-	-	2,500,000	-	-
Thereafter	1,250,000	-	-	1,250,000	-	-
Revised Funding Sources Total (b)	\$ 8,111,559	\$ -	\$ -	\$ 6,580,000	\$ 1,531,559	\$ -
Revision / Difference (b) - (a)	\$ 5,331,559	\$ -	\$ -	\$ 3,800,000	\$ 1,531,559	\$ -
<b>Net Change by year</b>						
2016 and prior	(2,780,000)	-	-	(2,780,000)	-	-
2017	4,361,559	-	-	2,830,000	1,531,559	-
2018	2,500,000	-	-	2,500,000	-	-
Thereafter	1,250,000	-	-	1,250,000	-	-
Reconciled net change	\$ 5,331,559	\$ -	\$ -	\$ 3,800,000	\$ 1,531,559	\$ -





REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## CAPITAL BUDGET AMENDMENT

Council

**CURRENT PROJECT NAME:** Fort Chipewyan Animal Control Centre

**AMENDED PROJECT NAME:**

**ORDER CODES (if assigned):**      **Group I/O**      **Revenue I/O**      **Expense I/O**      **Project Amendment**  
    1022014      700618      601024

### CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & Prior	\$ 2,780,000	\$ -	\$ -	\$ 2,780,000	\$ -	\$ -
2017	-	-	-	-	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,780,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,780,000</b>	<b>\$ -</b>	<b>\$ -</b>

### CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
10/24/2017	\$ 2,780,000	\$ 194,260	\$ -	\$ 2,585,740

### DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

The original design for the Fort Chipewyan Animal Control Center was tendered on the open market and all the submissions received were substantially over the allotted budget for this project. As such, there is a requirement to review the need for a complete redesign of the facility to suit the intent of the programming required for By Law Services and their Animal Control branch. As part of the redesign there will be a reduction in scope to both meet the intent of the program.

The intent is to pursue a design build incorporating modular trailers or a pre-engineered facility without a veterinary clinic as part of the scope. The intent is to have a complex as a holding area for animals for pick up or until they can be transferred to a southern facility.

### AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	2,780,000	-	-	2,780,000	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,780,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,780,000</b>	<b>\$ -</b>	<b>\$ -</b>

### Budget Change

<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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### FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process? Yes  
 Will the change result in an addition or cancellation of a capital project? Yes  
 Will the underlying scope change alter the nature and type of capital project? Yes

Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects? n/a  
 Will the change result in Council set debt and debt service limits being exceeded? No

*In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.*

Attachment: Att #4-9 - Capital Budget Amendment forms (2017 Capital Budget Amendments - Revised and New Projects)



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## CAPITAL BUDGET AMENDMENT

Council

**CURRENT PROJECT NAME:** Fort McKay - Pump and Roll Tanker

**AMENDED PROJECT NAME:**

Group I/O

Revenue I/O

Expense I/O

New Project

**ORDER CODES (if assigned):**

### CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	-	-	-	-	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
	\$ -	\$ -	\$ -	\$ -

### DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

Regional Emergency Services (RES) will begin construction of a new fire hall in Fort McKay in Q1, 2018. This new fire station will have the capacity to house additional apparatus for the Fort McKay response area, specifically a pump and roll tanker. This rural station does not currently house a pump and roll tanker due to space restrictions with the existing facility.

This project has secured grant funding through Red Cross Fire Smart to fund the purchase of the pump and roll tanker truck. During the 2016 wildfire event, a need for fire apparatus with pump and roll capability was identified. This unit will greatly enhance the response capacity of the Fort McKay fire department and RES as a whole.

### AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	396,500	-	-	-	396,500	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	\$ 396,500	\$ -	\$ -	\$ -	\$ 396,500	\$ -

### Budget Change

<b>TOTAL</b>	\$ 396,500	\$ -	\$ -	\$ -	\$ 396,500	\$ -
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### FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process?

Yes

Will the change result in an addition or cancellation of a capital project?

Yes

Will the underlying scope change alter the nature and type of capital project?

n/a

Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?

n/a

Will the change result in Council set debt and debt service limits being exceeded?

n/a

*In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.*



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## CAPITAL BUDGET AMENDMENT

Council

**CURRENT PROJECT NAME:** Fort McMurray WTP PACL Tank Design/Build

**AMENDED PROJECT NAME:**

Group I/O

Revenue I/O

Expense I/O

New Project

**ORDER CODES (if assigned):**

### CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	-	-	-	-	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
	\$ -	\$ -	\$ -	\$ -

### DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

This amendment is to request funds for design and construction of new PACL tanks for the Fort McMurray Water Treatment Plant. The PACL chemical tanks are approximately 30 years old and have reached their life expectancy. These tanks are critical to the water treatment process in ensuring the quality and reliability of the water supply to the Municipality.

### AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	50,000	-	-	50,000	-	-
2018	3,750,000	-	-	2,500,000	-	-
2019	-	-	-	1,250,000	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 3,800,000	\$ -	\$ -	\$ 3,800,000	\$ -	\$ -

### Budget Change

TOTAL	\$ 3,800,000	\$ -	\$ -	\$ 3,800,000	\$ -	\$ -
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### FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process?

Yes

Will the change result in an addition or cancellation of a capital project?

Yes

Will the underlying scope change alter the nature and type of capital project?

n/a

Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?

No

Will the change result in Council set debt and debt service limits being exceeded?

No

*In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.*

Attachment: Att #4-9 - Capital Budget Amendment forms (2017 Capital Budget Amendments - Revised and New Projects)



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## CAPITAL BUDGET AMENDMENT

Council

**CURRENT PROJECT NAME:** Rural Pump and Roll Pumper Truck

**AMENDED PROJECT NAME:**

Group I/O

Revenue I/O

Expense I/O

New Project

**ORDER CODES (if assigned):**

### CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	-	-	-	-	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
	\$ -	\$ -	\$ -	\$ -

### DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

Regional Emergency Services (RES) currently maintains a 1994 pumper truck to utilize as a back up to our six rural fire departments, which provides an ability to swap out trucks that need servicing and repairs without compromising response capability. Additionally, the 2016 wildfire event identified a need for fire apparatus with pump and roll capability. A new unit will provide a reliable back up and greatly enhance the response capability for RES.

This project has secured grant funding through Red Cross Fire Smart to purchase the pump and roll pumper truck. A detailed specification for a pump and roll pumper truck that will meet the needs of the Regional Emergency Services will be compiled. From there, RES and Supply Chain Management can move forward with a vendor to build and deliver the truck according to RMWB Supply Chain Management policy.

### AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	596,500	-	-	-	596,500	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 596,500	\$ -	\$ -	\$ -	\$ 596,500	\$ -

### Budget Change

TOTAL	\$ 596,500	\$ -	\$ -	\$ -	\$ 596,500	\$ -
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### FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process?

Yes

Will the change result in an addition or cancellation of a capital project?

Yes

Will the underlying scope change alter the nature and type of capital project?

n/a

Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?

n/a

Will the change result in Council set debt and debt service limits being exceeded?

n/a

*In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.*



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## CAPITAL BUDGET AMENDMENT

Council

**CURRENT PROJECT NAME:** 3 Wild Land Sprinkler Trailer - RES

**AMENDED PROJECT NAME:**

Group I/O

Revenue I/O

Expense I/O

New Project

**ORDER CODES (if assigned):**

### CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	-	-	-	-	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
	\$ -	\$ -	\$ -	\$ -

### DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

During the wildfires of 2016, a lack of structural protection equipment was evident. Sprinkler equipment was identified as a critical item in demand to provide protection to structures within the wildland urban interface areas of the affected communities. Regional Emergency Services (RES) has purchased one sprinkler equipped trailer unit for the urban service area. It has further identified a need to situate additional sprinkler equipped trailer units in the rural communities in order to provide rapid deployment to any future wildland threats. This project has secured grant funding through Red Cross Fire Smart to purchase three units identical to what we have now, which will greatly minimize training and follow on the standards set with the unit we have purchased already.

### AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	510,000	-	-	-	510,000	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	\$ 510,000	\$ -	\$ -	\$ -	\$ 510,000	\$ -

### Budget Change

<b>TOTAL</b>	\$ 510,000	\$ -	\$ -	\$ -	\$ 510,000	\$ -
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### FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process?

Yes

Will the change result in an addition or cancellation of a capital project?

Yes

Will the underlying scope change alter the nature and type of capital project?

n/a

Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?

n/a

Will the change result in Council set debt and debt service limits being exceeded?

n/a

*In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.*

Attachment: Att #4-9 - Capital Budget Amendment forms (2017 Capital Budget Amendments - Revised and New Projects)



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## CAPITAL BUDGET AMENDMENT

Council

**CURRENT PROJECT NAME:** Wildland Skid Units(2)

**AMENDED PROJECT NAME:**

Group I/O

Revenue I/O

Expense I/O

New Project

**ORDER CODES (if assigned):**

### CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	-	-	-	-	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
	\$ -	\$ -	\$ -	\$ -

### DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

Regional Emergency Services (RES) currently maintains a utility pick-up truck in each of the rural fire stations which are used to move personnel and equipment during emergencies. The 2016 wildfire event identified a need for rapid light response capability. The purchase of 2 wildland skid units to place in the box of the pick-ups will provide this capability.

This project has secured grant funding through Red Cross Fire Smart to purchase the wildland skid units. A detailed specification for the wildland skid units that will meet the needs of the Regional Emergency Services will be compiled. From there, RES and Supply Chain Management can move forward with a vendor to build and deliver the units according to RMWB Supply Chain Management policy.

### AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	28,559	-	-	-	28,559	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	\$ 28,559	\$ -	\$ -	\$ -	\$ 28,559	\$ -

### Budget Change

<b>TOTAL</b>	\$ 28,559	\$ -	\$ -	\$ -	\$ 28,559	\$ -
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### FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process?

Yes

Will the change result in an addition or cancellation of a capital project?

Yes

Will the underlying scope change alter the nature and type of capital project?

n/a

Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?

n/a

Will the change result in Council set debt and debt service limits being exceeded?

n/a

*In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.*



## COUNCIL REPORT

Meeting Date: December 12, 2017

### **Subject: 2017 Q3 Capital Budget Fiscal Amendments Update**

#### **APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

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

#### **Recommended Motion:**

THAT the 2017 Q3 Capital Budget Fiscal Amendments update, as summarized on Attachment 1 (2017 Q3 Capital Budget Fiscal Amendments, dated September 30, 2017), be accepted as information.

#### **Summary:**

This report provides a summary of capital budget amendments implemented by Administration within the provisions of the Fiscal Responsibility Policy (FIN-160) for the third quarter ending September 30, 2017.

There were six (6) capital projects amended in the third quarter of 2017 as listed on Attachment #1, resulting in a net increase of \$4,420,633 to the capital budget. The additional funding came from savings from other fully tendered/completed projects, additional grant funding and donations.

There were no additions, cancellations or changes in scope for these amended projects.

These amendments were reviewed and recommended by the Capital Projects Steering Committee on July 26, August 30, and September 27, 2017.

#### **Background:**

The submitted amendments include the following:

##### **Funding Change (3 Projects)**

1. Birchwood Trail Lookout Tower
2. Timberline Storm Water Upgrade - Construction
3. Transit Bus Additions 2012-2014

##### **Additional Funding (3 Projects)**

1. Conklin Water Treatment Plant (WTP) Upgrade Phase 2
2. Doug Barnes Cabin Expansion - Construction
3. Specialized Transit Bus Purchases Replacements 2014-2017

Within the Fiscal Responsibility Policy (FIN-160), Administration is authorized to re-allocate capital budget funds provided that:

- The change will result in efficient administrative and project delivery process;
- The change will not result in addition or cancellation of the capital project;
- The underlying scope change does not alter the nature and type of capital project, where additional funding is required, funds available from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects will be utilized, and
- Council set debt and debt service limits are not exceeded.

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

**Attachment 1** shows the net budget impact of these amendments. The original approved budget and the revised budget are presented with the net budget impact by project and funding source.

**Attachment 2** summarizes the impact of cash flows and the source of funding from the proposed amendments by years.

### **Rationale for Recommendation:**

The third quarter 2017 Capital Budget Fiscal Amendments satisfy all the above conditions as stated in the Fiscal Responsibility Policy (FIN-160) with a net increase of \$4,420,633 to the 2017 approved capital budget and prior capital budgets approved by Council.

### **Strategic Plan Linkages:**

Pillar 1 - Building Responsible Government

### **Attachments:**

Att #1 - 2017 Q3 Capital Budget Fiscal Amendments - September 30, 2017

Att #2 - 2017 Cash Flow by Year - September 30, 2017

Att #3-8 - Capital Budget Amend Sheets



Regional Municipality of Wood Buffalo  
2017 Capital Budget Fiscal Amendments - September 30, 2017

Project Description	Nature of Amendments	Total Project Cost	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources	Debenture	Att.
<b>Original Project Budget</b>								
1 Birchwood Trail Lookout Tower	Original Budget	500,000	-	-	500,000	-	-	3
2 Conklin WTP Upgrade Phase 2	Original Budget	3,150,000	-	-	3,150,000	-	-	4
3 Doug Barnes Cabin Expansion - Construction	Original Budget	2,600,000	-	-	2,600,000	-	-	5
4 Specialized Transit Bus Purchases Replacements 2014-2017	Original Budget	388,000	-	-	388,000	-	-	6
5 Timberline Storm Water Upgrade - Construction	Original Budget	810,000	-	-	810,000	-	-	7
6 Transit Bus Additions 2012-2014	Original Budget	3,150,000	692,796	2,250,000	207,204	-	-	8
<b>Total Original Project Budget</b>		<b>\$ 10,598,000</b>	<b>\$ 692,796</b>	<b>2,250,000</b>	<b>\$ 7,655,204</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Revised Project Budget</b>								
1 Birchwood Trail Lookout Tower	Funding Change	500,000	-	-	-	500,000	-	3
2 Conklin WTP Upgrade Phase 2	Additional Funding	6,150,000	-	764,354	5,385,646	-	-	4
3 Doug Barnes Cabin Expansion - Construction	Additional Funding	3,770,633	-	-	3,770,633	-	-	5
4 Specialized Transit Bus Purchases Replacements 2014-2017	Additional Funding	388,000	-	141,667	246,333	-	-	6
5 Timberline Storm Water Upgrade - Construction	Funding Change	1,060,000	-	-	1,060,000	-	-	7
6 Transit Bus Additions 2012-2014	Funding Change	3,150,000	692,796	2,257,474	199,730	-	-	8
<b>Total Revised Projects</b>		<b>\$ 15,018,633</b>	<b>\$ 692,796</b>	<b>\$ 3,163,494</b>	<b>\$ 10,662,343</b>	<b>\$ 500,000</b>	<b>\$ -</b>	
<b>NET INCREASE/(DECREASE) IN CAPITAL FUNDING REQUIRED</b>		<b>\$ 4,420,633</b>	<b>\$ -</b>	<b>\$ 913,494</b>	<b>\$ 3,007,139</b>	<b>\$ 500,000</b>	<b>\$ -</b>	

Regional Municipality of Wood Buffalo  
2017 Cash Flow by Year - September 30, 2017

	Funding Sources					
	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources	Debenture
<b>Original Funding Sources</b>						
2016 and prior	6,138,000	692,796	2,250,000	3,195,204	-	-
2017	4,460,000	-	-	4,460,000	-	-
2018 and thereafter	-	-	-	-	-	-
<b>Original Funding Sources Total (a)</b>	<b>\$ 10,598,000</b>	<b>\$ 692,796</b>	<b>2,250,000</b>	<b>\$ 7,655,204</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revised Funding Sources</b>						
2016 and prior	3,538,000	692,796	2,399,140	446,064	-	-
2017	10,980,633	-	764,354	9,716,279	500,000	-
2018 and thereafter	500,000	-	-	500,000	-	-
<b>Revised Funding Sources Total (b)</b>	<b>\$ 15,018,633</b>	<b>\$ 692,796</b>	<b>3,163,494</b>	<b>\$ 10,662,343</b>	<b>\$ 500,000</b>	<b>\$ -</b>
<b>Revision / Difference (b) - (a)</b>	<b>\$ 4,420,633</b>	<b>\$ -</b>	<b>\$ 913,494</b>	<b>\$ 3,007,139</b>	<b>\$ 500,000</b>	<b>\$ -</b>



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## CAPITAL BUDGET AMENDMENT

Fiscal

**CURRENT PROJECT NAME:** Birchwood Trail Lookout Tower

**AMENDED PROJECT NAME:**

Group I/O

Revenue I/O

Expense I/O

Project Amendment

**ORDER CODES (if assigned):**

0042017

700859

601446

### CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	500,000	-	-	500,000	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ -	\$ -

### CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
9/1/2017	\$ 500,000	\$ -	\$ 485,000	\$ 15,000

### DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

The purpose of this amendment is to revise the funding source for this project. The Regional Municipality of Wood Buffalo received a generous donation of \$405,762 from the Ontario Sikh Community to support this project. The approved budget is \$500,000 and the remaining funds will be from donations received in 2016. The scope of work and value of the project will not change.

### AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	500,000	-	-	-	500,000	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	\$ 500,000	\$ -	\$ -	\$ 94,238	\$ 405,762	\$ -

### Budget Change

<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ (405,762)	\$ 405,762	\$ -
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### FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process?

Yes

Will the change result in an addition or cancellation of a capital project?

No

Will the underlying scope change alter the nature and type of capital project?

No

Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?


Yes


Will the change result in Council set debt and debt service limits being exceeded?

No

*In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.*

Attachment: Att #3-8 - Capital Budget Amend Sheets (2017 Q3 Capital Budget Fiscal Amendments Update)

 <b>REGIONAL MUNICIPALITY OF WOOD BUFFALO</b>		<b>CAPITAL BUDGET AMENDMENT</b> <b>Fiscal</b>				
<b>CURRENT PROJECT NAME:</b> Conklin WTP Upgrade Phase 2						
<b>AMENDED PROJECT NAME:</b>						
		Group I/O	Revenue I/O	Expense I/O	Project Amendment	
<b>ORDER CODES (if assigned):</b>		0092017	700864	601458		
<b>CURRENT PROJECT BUDGET</b>						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	3,150,000	-	-	3,150,000	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,150,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CURRENT COST AND COMMITMENT</b>						
As at	Current Budget	Actual to Date	Commitments	Available		
7/21/2017	\$ 3,150,000	\$ -	\$ 2,400,000	\$ 750,000		
<b>DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT</b>						
<p>This amendment is to request additional funds for this phase the tender amount was higher than originally budgeted. In addition grant funds under the Alberta Municipal Water and Wastewater Partnership Program (AMWWP) have been received lowering the amount required from the reserve. This phase of the project includes:</p> <ul style="list-style-type: none"> <li>a) the installation of a new lake intake pipe</li> <li>b) upgrading the electrical and mechanical system</li> <li>c) the installation of additional distribution pumps</li> </ul>						
<b>AMENDED PROJECT BUDGET</b>						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	6,150,000	-	764,354	5,385,646	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 6,150,000</b>	<b>\$ -</b>	<b>\$ 764,354</b>	<b>\$ 5,385,646</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Budget Change</b>						
<b>TOTAL</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ 764,354</b>	<b>\$ 2,235,646</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FISCAL RESPONSIBILITY POLICY CRITERIA:</b>						
Will the change result in an efficient administrative and project delivery process?						Yes
Will the change result in an addition or cancellation of a capital project?						No
Will the underlying scope change alter the nature and type of capital project?						No
Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?						Yes
Will the change result in Council set debt and debt service limits being exceeded?						No
In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.						

 <b>REGIONAL MUNICIPALITY OF WOOD BUFFALO</b>		<b>CAPITAL BUDGET AMENDMENT</b> <b>Fiscal</b>				
<b>CURRENT PROJECT NAME:</b> Doug Barnes Cabin Expansion - Construction						
<b>AMENDED PROJECT NAME:</b>						
		Group I/O	Revenue I/O	Expense I/O	Project Amendment	
<b>ORDER CODES (if assigned):</b>		0032016	700626	601159		
<b>CURRENT PROJECT BUDGET</b>						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & Prior	\$ 2,600,000	\$ -	\$ -	\$ 2,600,000	\$ -	\$ -
2017	-	-	-	-	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,600,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CURRENT COST AND COMMITMENT</b>						
As at	Current Budget	Actual to Date	Commitments	Available		
8/8/2017	\$ 2,600,000	\$ -	\$ 133,702	\$ 2,466,298		
<b>DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT</b>						
This amendment is to request additional funds of \$1,170,633. QU 3904 - Doug Barnes Cabin Expansion Construction went out for tender and the bids received were for more than the original budget. The reasons for the changes are						
<ul style="list-style-type: none"> <li>• Adhering to the Land Use By-law and the addition of 30 stalls to the existing parking lot</li> <li>• Building code changes from the 2014 version to the new 2017 version</li> <li>• Adhering to the Fire Smart program and incorporating these items into the project design after the Wildfire and the physical location of the project to the Birchwood Trail system</li> <li>• This project is under tight timelines to have completed for the 2018 Alberta Winter Games to occur in February of 2018.</li> </ul>						
<b>AMENDED PROJECT BUDGET</b>						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	3,270,633	-	-	3,270,633	-	-
2018	500,000	-	-	500,000	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,770,633</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,770,633</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Budget Change</b>						
<b>TOTAL</b>	<b>\$ 1,170,633</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,170,633</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FISCAL RESPONSIBILITY POLICY CRITERIA:</b>						
Will the change result in an efficient administrative and project delivery process?						Yes
Will the change result in an addition or cancellation of a capital project?						No
Will the underlying scope change alter the nature and type of capital project?						No
Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?						Yes
Will the change result in Council set debt and debt service limits being exceeded?						No
<i>In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.</i>						



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## CAPITAL BUDGET AMENDMENT

Fiscal

**CURRENT PROJECT NAME:** Specialized Transit Bus Purchases Replacements 2014-2017  
**AMENDED PROJECT NAME:**

**ORDER CODES (if assigned):** Group I/O: 0652014 Revenue I/O: 700537 Expense I/O: 600961 Project Amendment

### CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & Prior	\$ 388,000	\$ -	\$ -	\$ 388,000	\$ -	\$ -
2017	-	-	-	-	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 388,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 388,000</b>	<b>\$ -</b>	<b>\$ -</b>

### CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
8/1/2017	\$ 388,000	\$ 384,640	\$ -	\$ 3,360

### DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

The RMWB has been approved under the GreenTRIP grant program for funding of \$141,667, representing 66 <sup>2</sup>/<sub>3</sub>% of \$212,500(eligible cost) of one Airporter/Paratransit bus. This amendment is to release \$141,667 from CIR and fund it from GreenTRIP grant.

### AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & prior	\$ 388,000	\$ -	\$ 141,667	\$ 246,333	\$ -	\$ -
2017	-	-	-	-	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 388,000</b>	<b>\$ -</b>	<b>\$ 141,667</b>	<b>\$ 246,333</b>	<b>\$ -</b>	<b>\$ -</b>

### Budget Change

<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 141,667</b>	<b>\$ (141,667)</b>	<b>\$ -</b>	<b>\$ -</b>
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### FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process?	Yes
Will the change result in an addition or cancellation of a capital project?	No
Will the underlying scope change alter the nature and type of capital project?	No
Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?	n/a
Will the change result in Council set debt and debt service limits being exceeded?	No

In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.

Attachment: Att #3-8 - Capital Budget Amend Sheets (2017 Q3 Capital Budget Fiscal Amendments Update)



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## CAPITAL BUDGET AMENDMENT

Fiscal

**CURRENT PROJECT NAME:** Timberline Storm Water Upgrade - Construction

**AMENDED PROJECT NAME:**

**ORDER CODES (if assigned):**      **Group I/O**      **Revenue I/O**      **Expense I/O**      **Project Amendment**

0332017

700888

601482

### CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	810,000	-	-	810,000	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 810,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 810,000</b>	<b>\$ -</b>	<b>\$ -</b>

### CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
7/21/2017	\$ 810,000	\$ -	\$ -	\$ 810,000

### DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

The scope of this project is to upgrade the storm sewer system and related road work that was damaged in 2016 due to heavy rainfall. The project was tendered on June 29th, 2017 and closed July 19th, 2017. The lowest bid is more than the approved capital budget. To award the contract additional funds are required immediately. This amendment is to request additional funds of \$250,000 to award the contract and accommodate any unforeseen costs that may arise due to underground work. Any unspent funds will be released upon completion of the project.

### AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017	1,060,000	-	-	1,060,000	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,060,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,060,000</b>	<b>\$ -</b>	<b>\$ -</b>

### Budget Change

<b>TOTAL</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>
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### FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process? Yes

Will the change result in an addition or cancellation of a capital project? No

Will the underlying scope change alter the nature and type of capital project? No

Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects? Yes

Will the change result in Council set debt and debt service limits being exceeded? No

*In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.*

Attachment: Att #3-8 - Capital Budget Amend Sheets (2017 Q3 Capital Budget Fiscal Amendments Update)



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## CAPITAL BUDGET AMENDMENT

Fiscal

**CURRENT PROJECT NAME:** Transit Bus Additions 2012-2014

**AMENDED PROJECT NAME:**

**ORDER CODES (if assigned):**      **Group I/O**      **Revenue I/O**      **Expense I/O**      **Project Amendment**

0532012      700387      600672

### CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & Prior	\$ 3,150,000	\$ 692,796	\$ 2,250,000	\$ 207,204	\$ -	\$ -
2017	-	-	-	-	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,150,000</b>	<b>\$ 692,796</b>	<b>\$ 2,250,000</b>	<b>\$ 207,204</b>	<b>\$ -</b>	<b>\$ -</b>

### CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
8/1/2017	\$ 3,150,000	\$ 3,083,672	\$ -	\$ 66,328

### DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

The RMWB has been approved under the GreenTRIP grant program for funding of \$707,663, representing 66 <sup>2</sup>/<sub>3</sub> of \$1,061,495(eligible cost) of 5 Airporter/Paratransit Buses. This amendment is to release \$7,474 from CIR and \$700,189 from MSI grant funds. Released MSI grant will be allocated to another MSI eligible project at a later date.

### AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2016 & prior	\$ 3,150,000	\$ 692,796	\$ 2,257,474	\$ 199,730	\$ -	\$ -
2017	-	-	-	-	-	-
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,150,000</b>	<b>\$ 692,796</b>	<b>\$ 2,257,474</b>	<b>\$ 199,730</b>	<b>\$ -</b>	<b>\$ -</b>

### Budget Change

<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 7,474</b>	<b>\$ (7,474)</b>	<b>\$ -</b>	<b>\$ -</b>
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### FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process? Yes

Will the change result in an addition or cancellation of a capital project? No

Will the underlying scope change alter the nature and type of capital project? No

Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects? n/a

Will the change result in Council set debt and debt service limits being exceeded? No

*In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.*

Attachment: Att #3-8 - Capital Budget Amend Sheets (2017 Q3 Capital Budget Fiscal Amendments Update)





**Subject: Bylaw No. 17/025 - Land Use Bylaw Amendment - A Portion of Lot 5, Block 3, Plan 564NY (121 McDonald Street, Fort Chipewyan)**

**APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

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

**Recommended Motion:**

THAT Bylaw No. 17/025, being a Land Use Bylaw amendment to redesignate a portion of Lot 5, Block 3, 5642 NY from Hamlet Residential to Hamlet Commercial be read a first time; and

THAT the required public hearing be held on January 9, 2018.

**Summary:**

On March 30, 2017, an application was received by the Planning and Development Department to amend the Land Use Bylaw, to the eastern-most portion of Lot 5, Block 3, 5642 NY (121 McDonald Street, Fort Chipewyan) from Hamlet Residential District (HR) to Hamlet Commercial District (HC). The intent is to subdivide this portion of land from a larger parcel Lot 5, Block 3, 5642 NY and consolidate it with the adjoining Lot 6, Block 3, 5642 NY (117 McDonald Street), that is already zoned HC. The purpose of this zoning amendment is to consistently apply the same zoning across the proposed final consolidated lot. The Planning and Development Department supports the proposed amendment.

**Background:**

The applicant, Athabasca Chipewyan First Nation is developing a grocery store on 117 McDonald Street (zoned HC), and requires additional land. The adjoining lot, 121 McDonald Street, (zoned HR), has a portion of land that is vacant and can be added to 117 McDonald Street through the process of subdivision and consolidation. To facilitate consolidation, the vacant portion of the subject lot needs to be redesignated as HC.

A written notice was mailed to the adjacent property owners on August 4, 2017 and no objections were received. Additionally, a Public Open House was held on September 28, 2017 which garnered no objections to the proposed amendment.

**Rationale for Recommendation:**

The applicant is developing a large grocery store on 117 McDonald Street, that is also envisioned to accommodate a community gathering space and provide placemaking opportunities along the two lot frontages. The applicant currently requires additional space for related uses, such as storage and a security suite, that cannot be accommodated on the grocery store lot. The intention is to separate the proposed uses from the public realm of this development. There is an opportunity to purchase and subdivide the vacant land of the adjoining lot and consolidate it with this lot, thereby creating a bigger lot to easily accommodate the proposed uses. The resulting smaller lot 121 McDonald Street zoned HR will remain in compliance with the Land Use Bylaw in terms of the lot size regulations.

There are several policies within the Municipal Development Plan (MDP) that support the redesignation of this land to allow for commercial uses. MDP Policy 3.1.1 recognizes “a shortage in commercial and retail services” throughout the region and promises that the Municipality will “ensure an adequate supply of land for commercial and retail development.” Further, the MDP Policy 3.2.2 states that the Municipality will “support rural economic development.” The MDP also supports infill development on underutilized land in Fort Chipewyan through Policy C.2.4.

The Fort Chipewyan Area Structure Plan (ASP) indicates that the location is appropriate. It is near the “Core Area” identified in the ASP, which supports a mix of uses such as commercial, residential and institutional. This is to support development of land within the hamlet and knowing that residents prefer to walk to nearby amenities.

With respect to the need for more commercial lands specifically in Fort Chipewyan, the Commercial and Industrial Land Uses Study (CILUS) does identify a deficiency of land available for commercial uses.

Thus, the application is in compliance with the MDP, the Fort Chipewyan ASP, and the Land Use Bylaw. The CILUS also supports the application.

### **Strategic Plan Linkages:**

Pillar 3 - Building a Vibrant Economy Together

Pillar 4 - Building an Effective Land Strategy

### **Attachments:**

Att 1 - Map

Att 2 Bylaw

Schedule A - Bylaw Schedule



## Attachment 2

## BYLAW NO. 17/025

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

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

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

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

1. Bylaw No. 99/059 is hereby amended by redesignating a portion of of Lot 5, Block 3, Plan 5642Y from Hamlet Residential (HR) District to Hamlet Commercial (HC) District, as depicted on Schedule A.
2. This bylaw comes into effect when it is passed.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2017.

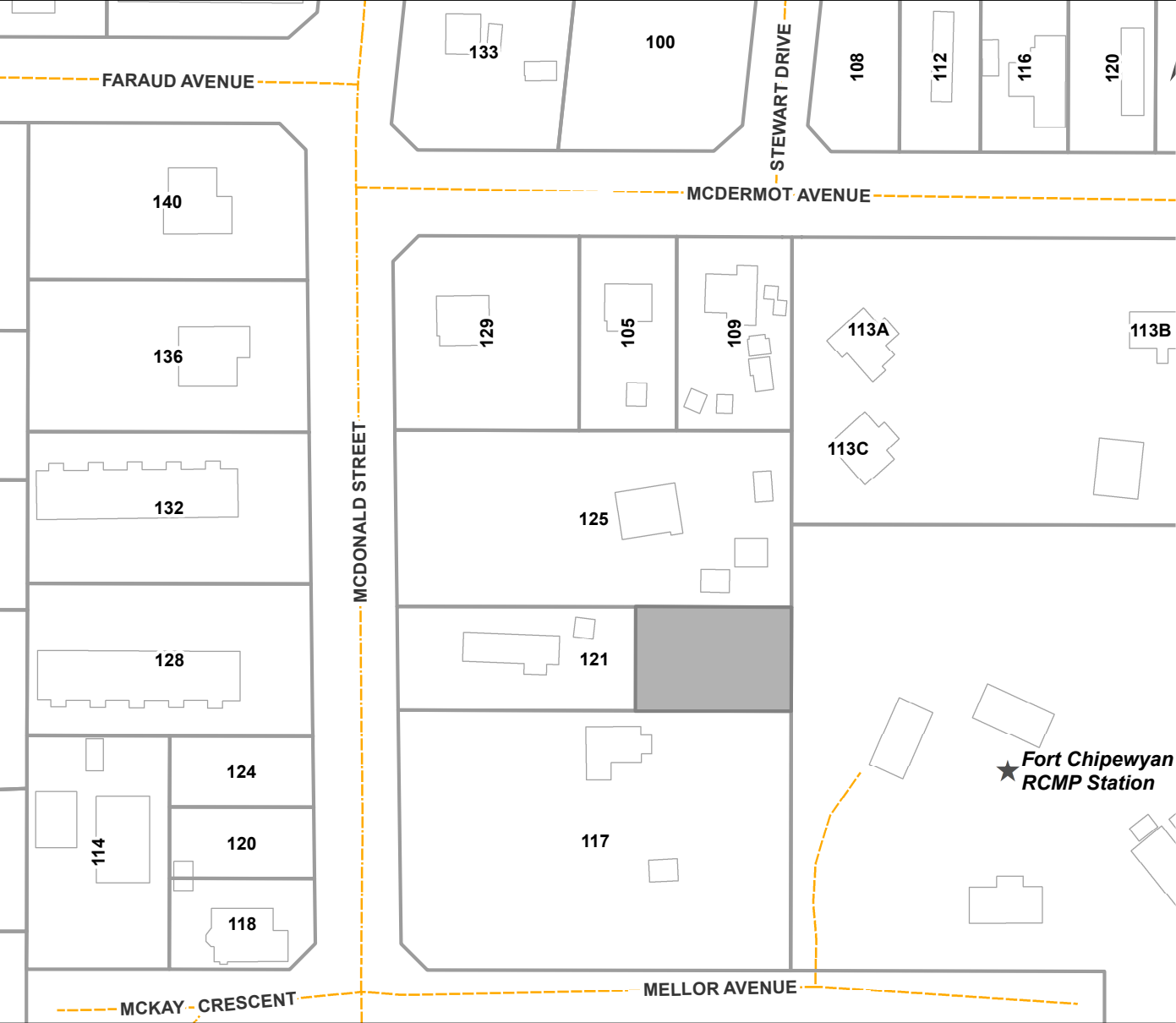
READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2017.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D.2017.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D.2017.

\_\_\_\_\_  
Mayor

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



SUBJECT AREA

LUB Amendment for portion of Lot 5, Block 3, Plan 5642NV from Hamlet Residential (HR) District to Hamlet Commercial (HC) District



# COUNCIL REPORT

Meeting Date: December 12, 2017

## Subject: Bylaw No. 17/024 - Committees Bylaw

### APPROVALS:

**Annette Antoniak**

\_\_\_\_\_  
Director

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

### Recommended Motion:

1. THAT Bylaw No. 17/024, being the Committees Bylaw, be read a first time.
2. THAT Bylaw No. 17/024 be read a second time.
3. THAT Bylaw No. 17/024 be considered for third reading.
4. THAT Bylaw No. 17/024 be read a third and final time.
5. THAT the term of appointment for all current members of the Community Services Committee and the Landlord and Tenant Advisory Board be amended to end on December 31, 2017.

### Summary and Background:

The Municipality has 11 different Boards and Committees to which Council appoints members annually. This amounts to a requirement for 84 volunteer members from the public. In recent years, it has become increasingly difficult to maintain the required level of membership on all of these committees, which has led to some meetings being cancelled due to lack of quorum and the need to undertake mid-term recruitment and appointments.

Administration has undertaken a review of the various Committees and feels that the overall representation can be reduced without significantly impacting the mandate and functionality of the Committee. Of specific note are the Landlord & Tenant Advisory Board and Community Services Committee, which are proposed to be eliminated. The Landlord & Tenant Advisory function falls under the mandate of the Province. The Community Services Committee deals with grant allocations and citizen recognition, and it is uncommon for this function to be vested with an independent body given the dollars involved. As a result, the following changes are recommended:

Committee Name	Current Representation		Proposed Representation		NET CHANGE	
	Total Members	Council Appointees	Total Members	Council Appointees	Public	Council
Advisory Committee on Aging	7	1	7	0	+1	-1
Assessment Review Boards*	6	0	6	0	0	0

Combative Sports Commission	7	0	7	0	0	0
Communities in Bloom Committee	11	1	7	0	-3	0
Community Identification Committee	7	2	7	2	0	0
Community Services Committee	7	1	0	0	-6	-1
Landlord & Tenant Advisory Board	7	0	0	0	-7	0
Library Board*	9	0	9	0	0	0
Public Art Committee	7	0	5	0	-2	0
Regional Advisory Committee on Inclusion, Diversity & Equality	7	1	5	0	-1	-1
Subdivision & Development Appeal Board*	7	0	7	0	0	0

Although it is proposed that Council representation be removed from all but one Committee, Council would retain the right to appoint a Council Member as a non-voting liaison to any of the Boards not designated with an asterisk.

In addition to the Boards and Committees noted in the above table, Council also appoints members to the Fort McMurray Airport Authority, Regional Recreation Corporation and Wood Buffalo Housing & Development Corporation. Because each of these bodies is a governance board, established under specific legislation, no changes are proposed at this time.

Administration also conducted a review of the six Standing Council Committees that were created by bylaw in 2015. After assessing the overall functionality of the Standing Committee structure, it was noted that the majority of agenda items were informational in nature, as the Committees, with the exception of the Audit Committee, had no approval authority. This has resulted in many matters taking longer to be dealt with than required due to the requirement for matters to be addressed by the relevant Standing Committee, and has also duplicated the efforts of Administration in preparing and presenting the various reports. As a result, it is recommended that the Committee structure be disbanded, thereby enabling all matters to flow directly to Council without delay.

### **Rationale for Recommendation:**

The proposed re-alignment of Council Committees would maintain public involvement in the functions of their municipal government, while reducing the number of volunteers required to fill the positions and lowering quorum requirements. The elimination of Standing Committees would reduce the “red tape” associated with moving matters forward for Council review and consideration and would ultimately serve to expedite the approval process in many cases. The proposed bylaw will also eliminate several Committees that are redundant or no longer functioning, such as the Council Compensation Review Committee and Land Planning & Development Advisory Committee.

The proposed bylaw is administrative in nature; therefore, it is recommended that it be given all three readings at a single sitting. This will also enable Council to proceed with

filling any existing or year-end vacancies without delay.

**Strategic Plan Linkages:**

Pillar 1 - Building Responsible Government

**Attachments:**

Council-appointed Committees Bylaw



## BYLAW NO. 17/024

### A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH COUNCIL-APPOINTED COMMITTEES

**WHEREAS** the *Municipal Government Act* provides that a council may pass bylaws in relation to the establishment and functions of Council Committees;

**AND WHEREAS** the Council of the Regional Municipality of Wood Buffalo wishes to establish an Advisory Committee on Aging to provide an opportunity for public input into strategic planning and delivery of services for seniors;

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

1. The Committees as set out in the appendices to this Bylaw are hereby established.

#### SHORT TITLE

2. This Bylaw shall be cited as the “Committees Bylaw”

#### APPLICATION

3. This Bylaw shall apply to all Boards and Committees to which Council Members and members of the public are appointed, but specifically excludes the following:
  - (a) Assessment Review Boards;
  - (b) Fort McMurray Airport Authority;
  - (c) Library Board
  - (d) Regional Recreation Corporation;
  - (e) Subdivision and Development Appeal Board; and
  - (f) Wood Buffalo Housing and Development Corporation.

#### APPOINTMENT OF MEMBERS

4. Initial terms of appointment for all members shall be staggered for a term of either one, two or three years.
5. Unless otherwise specified, the term of appointment for all Committees shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of the given year.
6. The term of appointment for Members of Council, as applicable, shall run from the Organizational Meeting in one year to the date of the Organizational Meeting in the following year.

7. If any member of a Committee is unable or unwilling to continue to serve as a member, Council may appoint a replacement member to serve the balance of the term vacated. In the event the vacancy would result in a loss of quorum, Council must appoint a replacement member.
8. Notwithstanding the Committee membership set out in the appendices to this bylaw, any member appointed prior to the passing of this bylaw shall remain a member for the duration of the specified term, and shall be counted in determining quorum. In the event a mid-term vacancy occurs, the position will not be filled unless it would reduce the Committee membership below that set out in the appendices to this bylaw.
9. The maximum duration that a member may serve on any one Committee is six (6) consecutive years.
10. A member who misses three (3) consecutive meetings, without being formally excused by the Committee, shall be deemed to have resigned and shall no longer be a member. Council, at its discretion, may then appoint a replacement member to fill the balance of the vacated term.
11. Council may, at its discretion, appoint one or more Council Members as a non-voting liaison to any of the Committees identified in Section 3.
12. In the event that there are insufficient applicants from a specified ward or sector of the community, Council may appoint a member from the public-at-large.

## **REIMBURSEMENT OF EXPENSES**

13. Members of the Committee shall serve without remuneration but shall be reimbursed for reasonable out-of-pocket expenses incurred in attending Committee meetings or otherwise conducting the affairs of the Committee.
14. All eligible expenses shall be reimbursed in accordance with the provisions of the Committee Members' Travel Reimbursement Policy.

## **QUORUM**

15. The quorum for each Committee shall be based on a simple majority of its voting members, including the Chair.
16. A Committee may hold a meeting only when a quorum is present.

## **CHAIR**

17. The Chair of the Committee shall be determined by the members of the Committee, by resolution, at the first meeting of each calendar year.

18. The Committee may also determine a Vice-Chair, by resolution, who shall assume the duties of Chair anytime the Chair is unavailable.
19. If both the Chair and Vice-Chair are unable to attend a scheduled meeting or must leave a meeting for any reason, the Committee members in attendance shall then select an acting Chair to perform the duties of the Chair for that particular meeting.
20. The Chair shall preside over all meetings of the Committee, preserving order and decorum, and deciding questions of procedure in accordance with governing legislation.

## MEETINGS

21. All Committee meetings must be conducted in accordance with the rules set out in Council's Procedure Bylaw. Any matter not addressed by the Procedure Bylaw shall be determined in accordance with the latest edition of Roberts Rules of Order Newly Revised
22. Committee Meetings shall be held in such locations within the Municipality as the Committee deems advisable, and must be open to the public except where a matter under discussion allows the Committee to move *in camera* pursuant to the provisions of subsection 197(2) of the *Municipal Government Act*.
23. Notice to the public of all Committee meetings shall be posted on the Municipality's social media accounts the week prior to the scheduled meeting.
24. When the Committee passes a resolution in the nature of a recommendation to the Council, the Committee shall prepare and submit to the Chief Legislative Officer a report containing the resolution and the reasons why it was passed.
25. The Committee may from time to time establish such sub-committees, ad-hoc committees or working groups as it considers advisable to fulfill its mandate.
26. The Chief Administrative Officer shall ensure that adequate administrative support is provided to the Committee.

## ADMINISTRATION

27. The Chief Administrative Officer shall ensure that adequate administrative support is provided to the Committees.

## REPEAL AND COMING INTO FORCE

28. The following bylaws, and all amendments thereto are hereby repealed:
  - (a) Bylaw No. 83/19 (Landlord & Tenant Advisory Board);

- (b) Bylaw No. 06/045 (Regional Advisory Committee on Inclusion, Diversity and Equality);
- (c) Bylaw No. 08/040 (Communities in Bloom Committee);
- (d) Bylaw No. 12/006 (Community Services Committee);
- (e) Bylaw No. 14/020 (Public Art Committee);
- (f) Bylaw No. 14/021 (Advisory Committee on Aging);
- (g) Bylaw No. 14,022 (Council Compensation Review Committee);
- (h) Bylaw No. 14/031 (Waterfront Steering Committee);
- (i) Bylaw No. 15/019 (Standing Council Committees Bylaw);
- (j) Bylaw No. 15/020 (Land Planning & Development Advisory Committee)

29. This Bylaw shall be effective when passed.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Mayor

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

## Appendix A – Advisory Committee on Aging

<b>Membership:</b>	<p>7 Members, as follows:</p> <ul style="list-style-type: none"> <li>• 1 - Regional Municipality of Wood Buffalo Council Member</li> <li>• 2 – seniors-at-large – 1 each from the rural and urban service areas;</li> <li>• 1 – Golden Years Society board member</li> <li>• 1 - Wood Buffalo Health Advisory Council</li> <li>• 1 – Wood Buffalo Housing &amp; Development Corporation</li> <li>• 1 – Wood Buffalo Seniors Resource Committee</li> </ul>
<b>Term of Appointment</b>	2 years
<b>Mandate:</b>	<p>To provide a forum for stakeholder input on strategies and service delivery issues affecting seniors [including intergovernmental strategies and service delivery issues] and to make recommendations in respect thereof to Council.</p> <p>In fulfilling its mandate the Committee may draw upon the expertise or advice of any group or organization that has an interest in the well-being of seniors in the Municipality, including without limitation: Alberta Health Services, the Northern Lights Regional Hospital, Wood Buffalo Housing and Development Corporation, and the Municipality itself.</p> <p>The Committee shall deal with matters referred to it by the Council or by another Council Committee, and may on its own initiative deal with matters that are within its mandate.</p>
<b>Meetings:</b>	The Advisory Committee on Aging shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.
<b>Reporting:</b>	The Advisory Committee on Aging shall report to Council on, at minimum, an annual basis.

**Appendix B - Communities in Bloom Committee**

<b>Membership:</b>	7 Members, appointed from the public-at-large
<b>Term of Appointment</b>	2 years
<b>Mandate:</b>	<p>To organize, implement, evaluate and actively participate in the Communities in Bloom Program</p> <p>To foster an increased sense of community pride and ownership by providing support and guidance and through active involvement in the Communities in Bloom program</p>
<b>Meetings:</b>	The Communities in Bloom Committee shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.
<b>Reporting:</b>	The Communities in Bloom Committee shall submit its annual report, in writing, to Council.

## Appendix C – Public Art Committee

<b>Membership:</b>	5 Members, appointed from the public-at-large
<b>Term of Appointment</b>	2 years
<b>Mandate:</b>	<ul style="list-style-type: none"> <li>• Make recommendations on the content of the Municipal Public Art Program, and on all matters pertaining to the Municipality Public Art Program, including the Public Art Guidelines.</li> <li>• Promote and serve as an education resource for the Municipal Public Art Program</li> <li>• Provide expert guidance and advice to the Department and to land developers, public agencies, community groups and other stakeholders and interested persons with respect to the creation, acquisition and installation of Public Art</li> <li>• Review and approve a conservation plan and deaccession protocols for maintenance of the Municipality's Public Art collection;</li> </ul>
<b>Meetings:</b>	The Public Art Committee shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.
<b>Reporting:</b>	The Public Art Committee shall submit an annual report, in writing, to Council.

**Appendix D – Regional Advisory Committee on Inclusion, Diversity & Equality**

<b>Membership:</b>	5 Members, appointed from the public-at-large
<b>Term of Appointment</b>	2 years
<b>Mandate:</b>	To advise Council and engage the community on policies, programs and activities aimed at promoting inclusion, diversity and equality and to ensure that the contributions, interests and needs of all sectors of the Municipality's diverse population are reflected in the Regional Municipality of Wood Buffalo's mission, operations and service delivery.
<b>Meetings:</b>	The Regional Advisory Committee on Inclusion, Diversity & Equality shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.
<b>Reporting:</b>	The Regional Advisory Committee on Inclusion, Diversity & Equality will provide Council with written annual updates on its activities.



## Appendix E – Community Identification Committee

<b>Membership:</b>	7 Members, as follows: <ul style="list-style-type: none"><li>• 2 - Regional Municipality of Wood Buffalo Council Member</li><li>• 1 – Fort McMurray Historical Society</li><li>• 4 – public-at-large</li></ul>
<b>Term of Appointment</b>	2 years
<b>Mandate:</b>	To make recommendations on the naming of communities, subdivision, public facilities, streets and multi-family projects and appropriate addressing of lots, as identified in the Community Identification System Policy, as may be amended from time to time.
<b>Meetings:</b>	The Community Identification Committee shall meet as-needed to address naming requirements, but, in any event, shall meet on, at a minimum, a semi-annual basis.
<b>Reporting:</b>	Recommendations from the Community Identification Committee shall be added to a Council agenda for approval.