



Council

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

Tuesday, January 9, 2018
6:00 PM

Agenda

1. **Call to Order - In 7th Floor Boardroom at 3:30 p.m.**
2. **In-Camera Matters**
 - 2.1. Labour Matter
(in-camera pursuant to Section 25 of the *Freedom of Information and Protection of Privacy Act*)
 - 2.2. Legal Matter
(in camera pursuant to section 27 of the *Freedom of Information and Protection of Privacy Act*)
 - 2.3. Land Matter
(in-camera pursuant to Section 16 of the *Freedom of Information and Protection of Privacy Act*)
 - 2.4. Advice from Officials
(in-camera pursuant to Section 24 of the *Freedom of Information and Protection of Privacy Act*)
3. **Adoption of Agenda - In Council Chamber at 6:00 p.m.**
4. **Minutes of Previous Meetings**
 - 4.1. Council - Meeting - Dec 12, 2017 6:00 PM
5. **Presentations and Delegations**
 - 5.1. Michelle Toner, General Manager, re: 2018 Alberta Winter Games Update
 - 5.2. Bindu Shah and Caitlin Downie, RACIDE, re: Diversity & Inclusion in Wood Buffalo: A Community Plan
6. **Unfinished Business**

- 6.1. Public Hearing for Bylaw No. 17/025 - Land Use Bylaw Amendment - A Portion of Lot 5, Block 3, Plan 5642NY (121 McDonald Street, Fort Chipewyan)
- 6.2. Bylaw No. 17/025 - Land Use Bylaw Amendment - A Portion of Lot 5, Block 3, Plan 5642NY (121 McDonald Street, Fort Chipewyan)
 1. 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 second time.
 2. THAT Bylaw No. 17/025 be read a third and final time.
- 6.3. Bylaw No. 17/023 - Safety Codes Permitting Bylaw
 1. THAT Bylaw No. 17/023, being the Safety Codes Permitting Bylaw, be read a second time.
 2. THAT Bylaw No. 17/023 be read a third and final time.

7. New Business

- 7.1. Bylaw No. 18/001 - Repealing Controlled Access Bylaw No. 16/009

THAT Bylaw No. 18/001, being a bylaw to repeal Bylaw No. 16/009, the Controlled Access Bylaw, be read a first time.
- 7.2. Rescheduling of 2018 Budget Workshops

THAT budget workshops scheduled to be held from January 24-27, 2018, inclusive, be re-scheduled to occur from February 7-10, 2018, inclusive.
- 7.3. Request for Deferment/Cancellation of Taxes and Penalties

THAT collection of the taxes owing and associated penalties for late payment as of January 1, 2018, on the tax accounts identified in Attachment 1 of the Council Report for the January 9, 2018 meeting, be deferred for a period of 21 months from January 1, 2018; and

THAT the said taxes or tax arrears and associated penalties be cancelled without further resolution of the Council, at the end of the 21 month deferment period, if the assessed person for 2018 and 2019 in respect of the underlying taxable properties has at that time paid in full all current municipal taxes for those properties for 2018 and 2019.

Adjournment of Regular Council Meeting

Special Council Meeting

Call to Order

1. Amendments to Regional Recreation Corporation Bylaw

2. Appointment of Directors to Regional Recreation Corporation

In dealing with the matters, Council will be acting in its capacity as the sole member of the Regional Recreation Corporation, pursuant to Section 13 of Regional Recreation Corporation Bylaw.

Regional Recreation Corporation Amendments to Corporate Bylaw and Appointment of Directors

1. THAT the corporate bylaws of the Regional Recreation Corporation of Wood Buffalo be amended by deleting the existing text from section 22(a) and replacing it with the text outlined in Attachment 1 to this report.
2. THAT the following appointments to the Regional Recreation Corporation be approved, effective immediately:
 - Bruno Francoeur to December 31, 2018; and
 - Chantal Beaver, Allan Grandison and Colleen Kearney to December 31, 2020.

Adjournment of Special Council Meeting

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, December 12, 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
 Claris Voyageur, Councillor

Administration: Annette Antoniak, Chief Administrative Officer
 Audrey Rogers, Chief Legislative Officer
 Elsie Hutton, Chief Financial Officer
 Robert Billard, Director, Public Works and Transit
 Carole Bouchard, Director, Community Services
 Mazhar Hajhossein, Acting Director, Engineering
 David Leflar, Director, Legal Services
 Brad McMurdo, Acting Director, Planning and Development
 Rebecca Marshall, Legislative Officer

Adoption of Agenda

MOTION:

THAT the Agenda be amended by adding Council Appointment to Regional Recreation Corporation as Item number 5.9; that Council waive any requirement to serve notice relative to the proposed addition; and that the Agenda be adopted as amended.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Phil Meagher, Councillor
SECONDER:	Sheila Lalonde, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

Minutes of Previous Meetings

3.1. Council - Meeting - November 28, 2017

MOTION:

THAT the Minutes of the Regular Council Meeting held on November 28, 2017 be approved as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Krista Balsom, Councillor
SECONDER:	Phil Meagher, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

Recognition

4.1. Proclamation

Mayor D. Scott provided a brief overview of the proclamation for Human Rights Day on December 10, 2017.

4.2. Alberta Public Works Association (APWA) Manager of the Year Award Presentation

Annette Antoniak, Chief Administrative Officer, spoke to the presentation of the Alberta Public Works Association Manager of the Year Award. Jeanette Austin, Executive Director of the APWA Alberta Chapter presented Robert Billard, Director, Public Works and Transit with this award.

4.3. Service of Former Council Members

Mayor D. Scott recognized and presented former Mayor Melissa Blake and former Councillors Sheldon Germain and Colleen Tatum with a token of appreciation on behalf of Mayor and Council.

Recess:

The meeting recessed at 6:17 p.m. and reconvened at 6:27 p.m.

Pecuniary Interest

Upon reconvening, Mayor Scott noted that Councillor Balsom had declared a pecuniary interest as a result of a business relationship with the Municipality and would not be participating in the next agenda item.

New Business

5.1. 2018 Interim Operating Budget

Elsie Hutton, Chief Financial Officer, accompanied with Linda Ollivier, Director, Financial Services, spoke to the 2018 Interim Operating Budget.

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.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Phil Meagher, Councillor
SECONDER:	Mike Allen, Councillor
FOR:	Scott, Allen, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur
PECUNIARY INTEREST:	Balsom

Return

Councillor K. Balsom returned to the Chamber at 6:33 p.m.

5.2. Reserve Bids and Sale Conditions for Tax Sale Properties

Philip Schofield, Regional Assessor, spoke to the Reserve Bids and Sale Conditions for Tax Sales Properties indicating that all attempts have been exhausted to collect the tax arrears on 54 properties.

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.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Jeff Peddle, Councillor
SECONDER:	Jane Stroud, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

5.3. 2017 Request for Tax and Accounts Receivable Arrears Write-Off

Linda Ollivier, Director, Financial Services and Philip Schofield, Regional Assessor, spoke to the 2017 Request for Tax and Accounts Receivable Arrears Write-Off.

MOTION:

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

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Mike Allen, Councillor
SECONDER:	Jeff Peddle, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

5.4. 2017 Capital Budget Amendments - Revised and New Projects

Linda Ollivier, Director, Financial Services, spoke to the 2017 Capital Budget Amendments - Revised and New Projects.

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.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Phil Meagher, Councillor
SECONDER:	Claris Voyageur, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

5.5. 2017 Q3 Capital Budget Fiscal Amendments Update

Linda Ollivier, Director, Financial Services, provide an update of the 2017 Capital Budget Fiscal Amendments.

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.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Krista Balsom, Councillor
SECONDER:	Phil Meagher, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

5.6. Bylaw No. 17/025 - Land Use Bylaw Amendment - A Portion of Lot 5, Block 3, Plan 5642 NY (121 McDonald Street, Fort Chipewyan)

MOTION:

THAT Bylaw No. 17/025, being a Land Use Bylaw amendment to redesignate a portion of Lot 5, Block 3, Plan 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.

Point of Order

Councillor P. Meagher called a Point of Order, noting that the question was extending into debate. The Point of Order was upheld by the Chair.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Claris Voyageur, Councillor
SECONDER:	Phil Meagher, Councillor
FOR:	Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur
AWAY:	Scott

5.7. Bylaw No. 17/024 - Committees Bylaw

Audrey Rogers, Chief Legislative Officer, provided an overview of the proposed Committees Bylaw.

MOTION:

THAT Bylaw No. 17/024, being the Committees Bylaw, be read a first time.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Phil Meagher, Councillor
SECONDER:	Claris Voyageur, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

MOTION:

THAT Bylaw No. 17/024 be read a second time.

Recess

The meeting recessed at 7:03 p.m. and reconvened at 7:14 p.m.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Bruce Inglis, Councillor
SECONDER:	Sheila Lalonde, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

MOTION:

THAT Bylaw No. 17/024 be considered for third reading.

RESULT: **CARRIED [UNANIMOUS]**
MOVER: Phil Meagher, Councillor
SECONDER: Claris Voyageur, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

MOTION:

THAT Bylaw No. 17/024 be read a third and final time.

RESULT: **CARRIED [UNANIMOUS]**
MOVER: Mike Allen, Councillor
SECONDER: Claris Voyageur, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

MOTION:

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.

RESULT: **CARRIED [UNANIMOUS]**
MOVER: Phil Meagher, Councillor
SECONDER: Krista Balsom, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

MOTION:

THAT Administration bring forward a separate bylaw to create a Rural Development Committee.

RESULT:	CARRIED [10 TO 1]
MOVER:	Jane Stroud, Councillor
SECONDER:	Jeff Peddle, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, Meagher, Murphy, Peddle, Stroud, Voyageur
AGAINST:	McGrath

5.8. Appointments to Council Committees

MOTION:

THAT Donald Gorman and Alex McKenzie be appointed to the Composite Assessment Review Board, effective January 1, 2018, until December 31, 2019; and that Donald Gorman and Alex McKenzie be appointed as acting members to the Local Assessment Review Board, effective January 1, 2018, until December 31, 2019; and that remuneration for Local and Composite Assessment Review Board Members be set at the same level as provincial remuneration rates for Municipal Government Board Members.

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

MOTION:

THAT the following appointments be approved effective January 1, 2018: Fort McMurray Airport Authority: Sheldon Germain to December 31, 2020; and Subdivision and Development Appeal Board: Alethea Austin, Kelly Hansen, James Hiltz and Rene Wells to December 31, 2019.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Claris Voyageur, Councillor
SECONDER:	Phil Meagher, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

MOTION:

THAT the following appointments to the Regional Recreation Corporation be

approved effective immediately: Bruno Francoeur to December 31, 2018; and Chantal Beaver, Colleen Kearney and Allan Grandison to December 31, 2020.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Keith McGrath, Councillor
SECONDER:	Krista Balsom, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

Pecuniary Interest

Councillor J. Peddle declared a potential pecuniary interest indicating that he has a business relationship with the Wood Buffalo Housing and Development Corporation. Councillor C. Voyageur also declared a potential pecuniary interest indicating that she is an employee of the Wood Buffalo Housing and Development Corporation. Both Councillors exited the Chamber at 7:29 p.m.

MOTION:

THAT that the following appointments to the Wood Buffalo Housing & Development Corporation be approved effective immediately: John Ross Carruthers to December 31, 2018; Peter Fortna to December 31, 2019; and Connie Stevens to December 31, 2020.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Phil Meagher, Councillor
SECONDER:	Verna Murphy, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Stroud
PECUNIARY INTEREST:	Peddle, Voyageur

Return

Councillors J. Peddle and C. Voyageur returned to the Chamber at 7:31 p.m.

Recess

The meeting recessed at 7:31 p.m. and reconvened at 7:32 p.m.

5.9. Council Appointment to Regional Recreation Corporation

MOTION:

THAT Councillor Claris Voyageur be appointed to replace Councillor Keith McGrath on the Regional Recreation Corporation’s Board of Directors, effective immediately.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Phil Meagher, Councillor
SECONDER:	Verna Murphy, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

Adjournment

The meeting adjourned at 7:33 p.m.

Mayor

Chief Legislative Officer

Minutes Acceptance: Minutes of Dec 12, 2017 6:00 PM (Minutes of Previous Meetings)



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Council Meeting Presentation Request

Completed requests to make a public presentation must be received by 12:00 noon on the Wednesday immediately prior to the scheduled meeting. Presentations are a maximum of 5 minutes in duration.

Presentation Information	
Preferred Date of Presentation	January 9, 2018
Name of Presenter(s)	Michelle Toner
Organization Represented	2018 Wood Buffalo Alberta Winter Games
Topic	2018 Alberta Winter Games update to Council
Please List Specific Points/Concerns	n/a
Action Being Requested of Council	n/a
<p>Are you providing any supporting documentation (ie: Powerpoint)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, the documentation <u>must</u> accompany this request, as handouts will not be distributed at the meeting. To ensure that your documents meet minimum standards, please see presentation guidelines on the next page.</p> <p>Supporting documents may be e-mailed to Legislative.Assistants@rmwb.ca.</p>	

As per Procedure Bylaw No. 14/025, a request to make a presentation may be referred or denied.




ALBERTA
WINTER
GAMES
 Wood Buffalo
 February 16-19, 2018



2018 Wood Buffalo Alberta Winter Games

38 Days Out

Board of Directors = 14

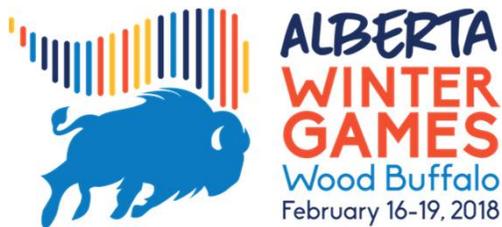
Chairs = 70+

Staff = 7 Full Time
1 Practicum Student



The Number Games

1912 Athletes
492 Coaches/Chaperones
359 Officials
2000 Volunteers
22 Sports
10 Sport Venues
8 Athlete Villages
3 Communities
4 days





Sport Facilities

- Fort McKay Arena
 - Anzac Recreation Centre
 - MacDonald Island Park
 - Birchwood Trails
 - Syncrude Sport & Wellness Centre
 - Frank LaCroix Arena
 - Vista Ridge
 - Fort McMurray Gun Range
 - Father Patrick Mercredi High School
 - Westwood Community High School
 - Casman Centre
- 

2018 Wood Buffalo Alberta Winter Games

Bid Budget: \$6.77 Million

Current Operating Budget: \$4.93 Million

Savings \$1.84 Million



Community Partnerships

- Regional Municipality of Wood Buffalo
- Fort McMurray Public School District
- Fort McMurray Catholic School District
- Fort McKay First Nation





Sponsorship/Funding

Funding Partners = 2
Games Champions = 2
 Diamond = 4
 Platinum = 4
 Gold = 6
 Silver = 13
 Bronze = 11
Friends of the Games = 11

Total = 55





Current GIK = \$1.421Million

Current Cash Sponsorship = \$272 000.00

Casino Funds = \$143 204.77

CIP Grant = \$75 000.00





Volunteers

Currently Recruited - 803

Currently Assigned - 449

Total Required = 2000

Register at www.albertawintergames.ca



Accommodations

Fort McMurray Catholic School Board

- Holy Trinity High School
- St. Kateri Elementary School
- St. Martha Elementary School
- Sister Mary Phillips Elementary



Accommodations

Fort McMurray Public School Board

- Ecole McTavish Junior High
- Walter & Gladys Hill Elementary
- Westwood Community High School
- Christina Gordon Elementary



Hotel Capacities

Full Hotels

Radisson, Clearwater, Franklin,
Merit, Nomad,
Best Western, Quality Hotel,
Liam Properties, BCMI Downtown



Hotel Capacities

Hotels with Availability

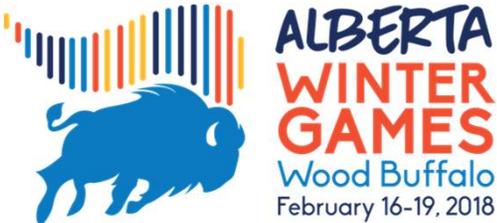
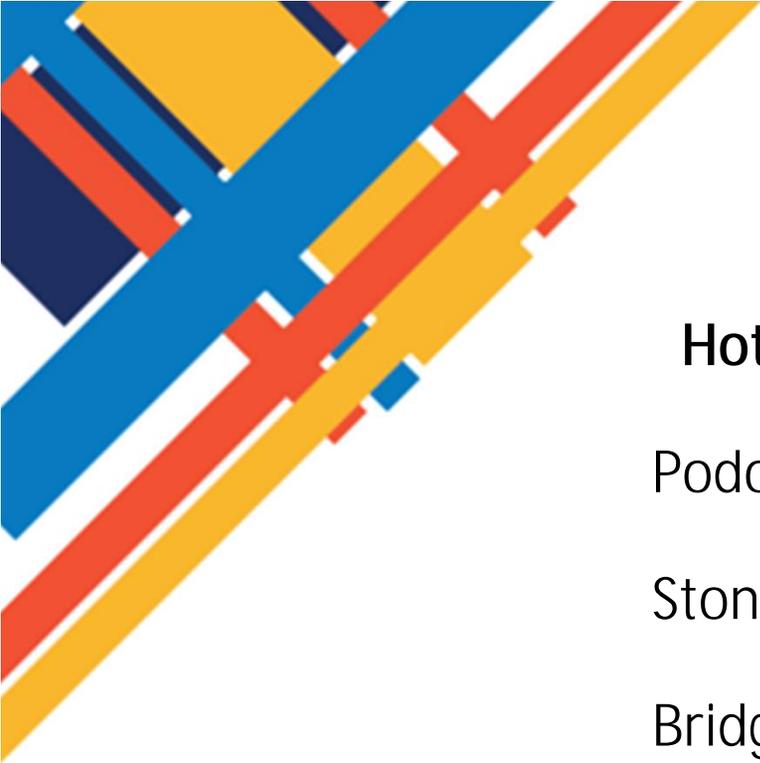
Podollan - 90% full

Stonebridge - 90% full

Bridgeport Inn 50%

Ace Inn - 50%

BCMI Rusty's - 50%

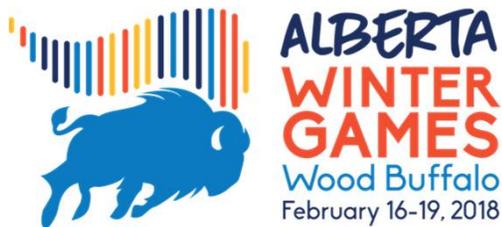


Ticket Sales

- Opening Ceremonies = 910
- Weekend Passes = 782

Tickets on Sale

www.macdonaldisland.ca



Culture, Ceremonies & Protocol

- ATCO Torch Relay
- Opening Ceremonies
- Cultural Pop Up Performances
- Alignment with WinterPlay
- Medal Presentations
- Athlete Dance/Entertainment



Tourism & Visitor Experience

- Games Ambassadors
- Fort McMurray Tourism
- Chamber of Commerce
- Economic Development



Transportation

- External Transportation
National Motor Coach
- Internal Transportation
Sparksman/Diversified
- Volunteer Transportation

WHOOSH Transit

- Courtesy Cars
Hertz Rentals



Follow Us on Social Media!



#ItsGamesTime



@2018WoodBuffalo



@2018WoodBuffalo



/2018WoodBuffalo






ALBERTA
WINTER
GAMES
 Wood Buffalo
 February 16-19, 2018





REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Council Meeting Presentation Request

Completed requests to make a public presentation must be received by 12:00 noon on the Wednesday immediately prior to the scheduled meeting. **Presentations are a maximum of 5 minutes in duration.**

Presentation Information	
Preferred Date of Presentation	January 9 th 2018
Name of Presenter(s)	Bindu Shah, Caitlin Downie
Organization Represented	Regional Advisory Committee on Inclusion, Diversity, and Equality
Topic	Diversity & Inclusion Community Plan
Please List Specific Points/Concerns	Update on the development and launch of the Diversity & Inclusion Community Plan 2017-2022
Action Being Requested of Council	For information only
<p>Are you providing any supporting documentation (ie: Powerpoint)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, the documentation <u>must</u> accompany this request, as handouts will not be distributed at the meeting. To ensure that your documents meet minimum standards, please see presentation guidelines on the next page.</p> <p>Supporting documents may be e-mailed to Legislative.Assistants@rmwb.ca.</p> <p style="text-align: right;"><i>Bindu Shah</i></p>	

As per Procedure Bylaw No. 14/025, a request to make a presentation may be referred or denied.

Diversity & Inclusion In Wood Buffalo: A Community Plan

The Regional Advisory Committee on Inclusion, Diversity & Equality
(RACIDE)

Bindu Shah, Chair
Caitlin Downie, Social Planner



What is RACIDE?

- The Regional Municipality of Wood Buffalo joined UNESCO Canadian Coalition of Municipalities Against Racism and Discrimination (CCMARD) in 2006
- As part of the steps taken in joining CCMARD, the Regional Advisory Committee on Inclusion, Diversity, and Equality (RACIDE) was established
- RACIDE Mandate:
 - o Foster and promote awareness of issues of inclusion, diversity & equality
 - o Advise on development of initiatives to remove barriers and address equality
 - o Provide support and a voice to groups in the region that tackle issues of inclusion, diversity, and equality

RACIDE Initiatives 2017

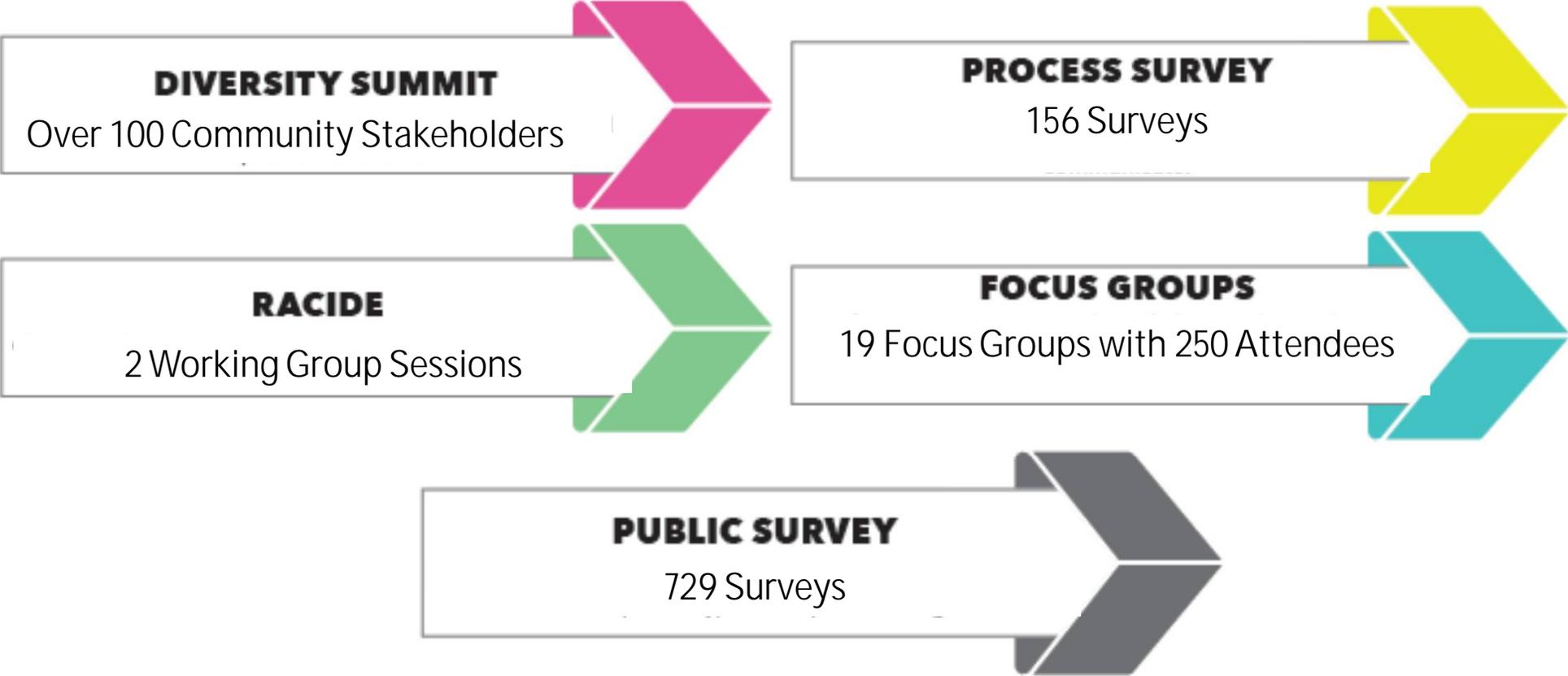
- q Partnered with Pride YMM
- q Coordinated Diversity Ambassador Training
- q Partnered with the Regional Inclusive Committee for the International Day for Persons with Disabilities
- q Supported the Collaboration for Religious Inclusion (CRI) research and Unity Walk
- q Held the ReelWorld Film Festival featuring Virtual Reality and New Perspectives Film Series
- q Developed Diversity & Inclusion Community Plan

The Diversity & Inclusion Community Plan 2017-2022

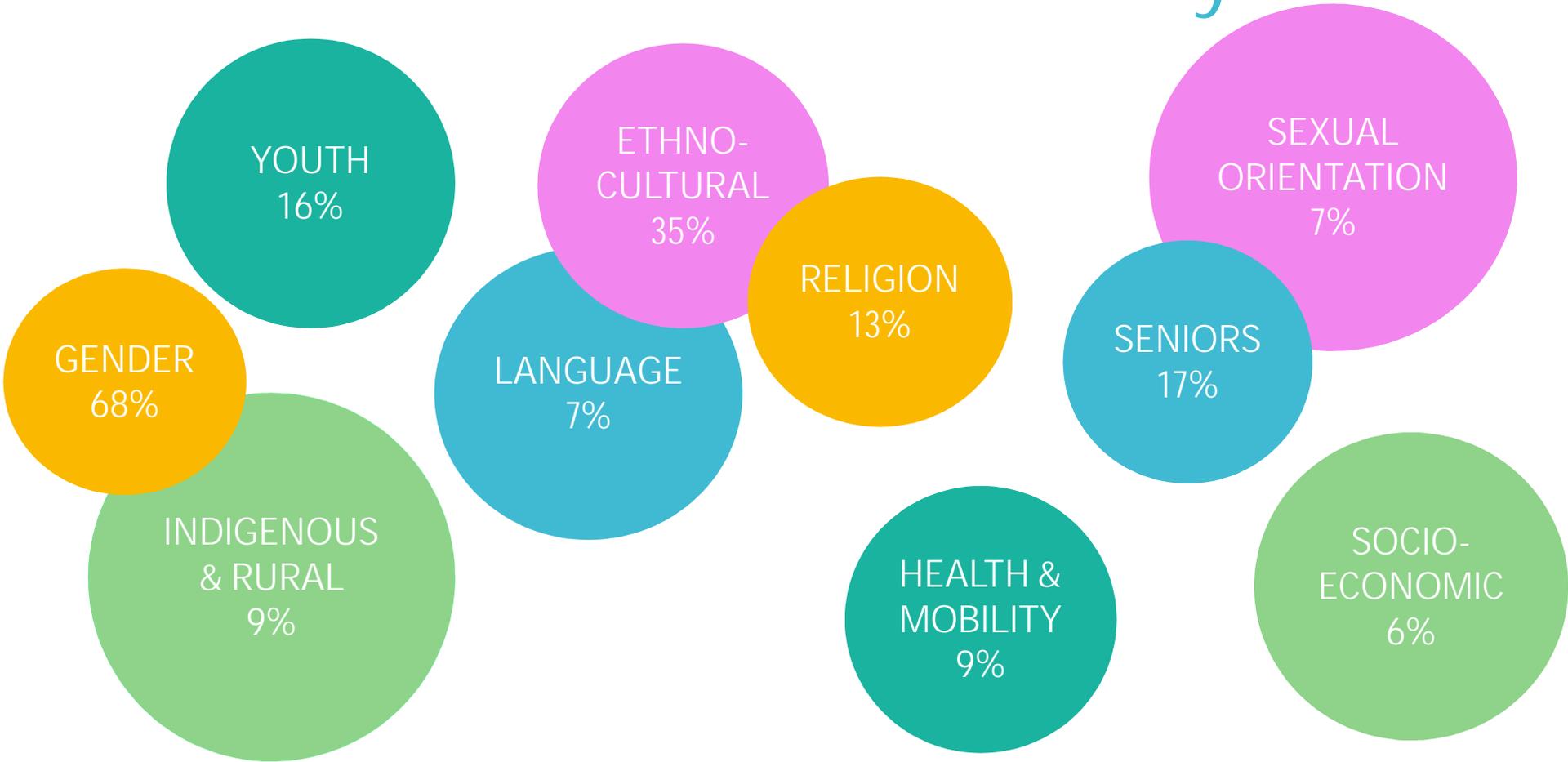
Why a new Plan?

- Part of our commitment as a member of CCMARD
- Previous Diversity Plan was 2012-2015
- Develop and maintain inclusive services & spaces
- Encourage a cohesive society where everyone is safe & secure
- Deepen the sense of home and belonging of residents
- Improve attraction & retention of current and future residents

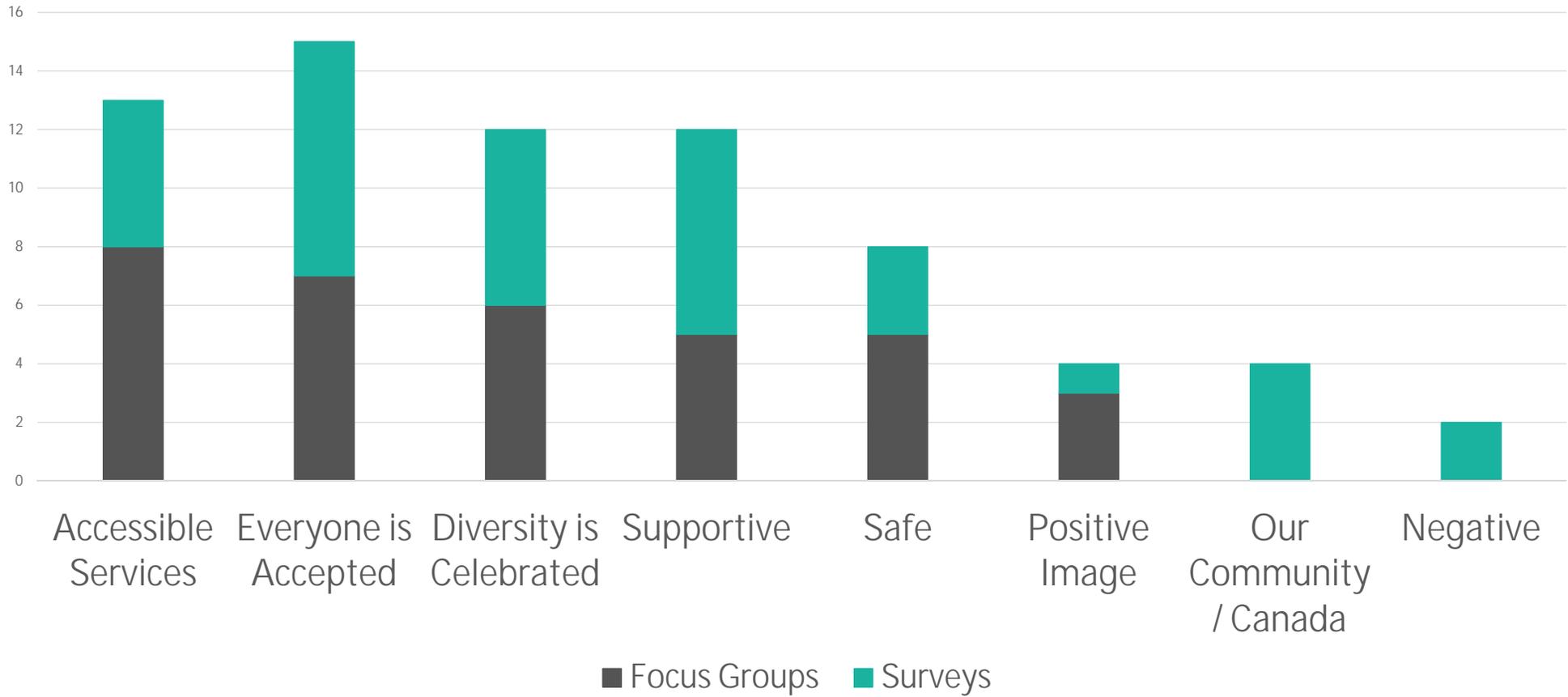
Community Involvement



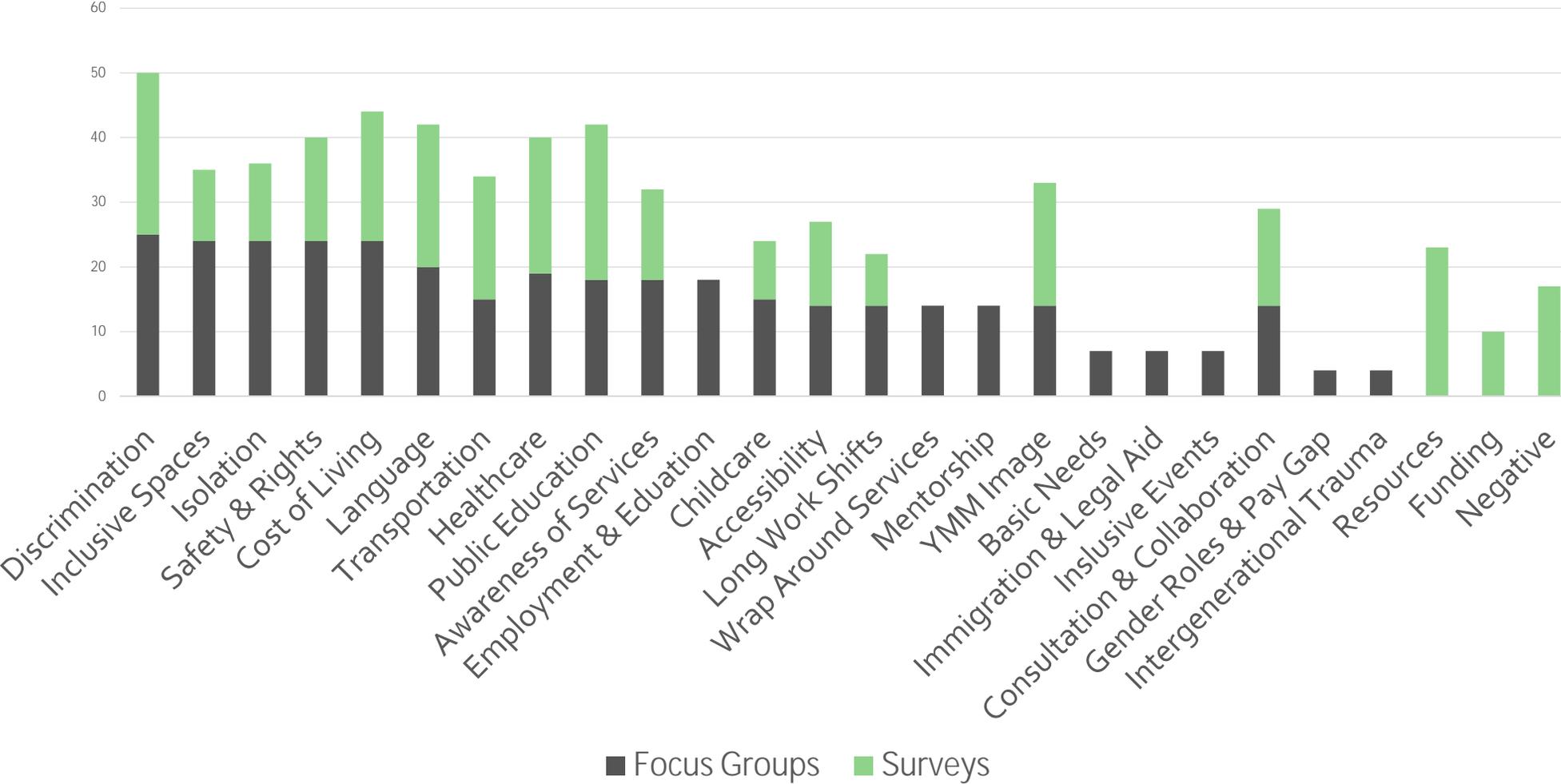
Dimensions of Diversity



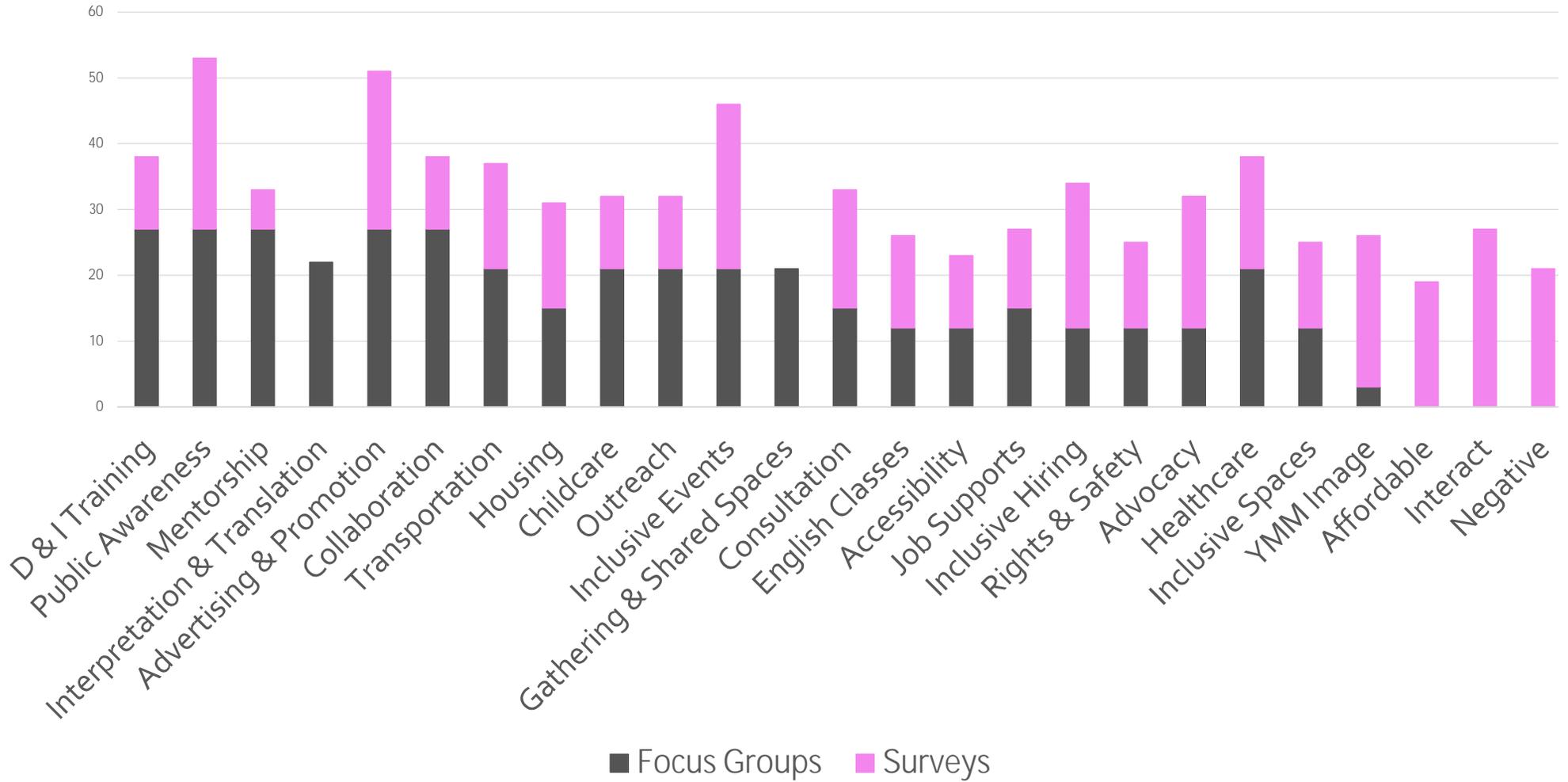
What Does a Welcoming & Inclusive Community Look Like?



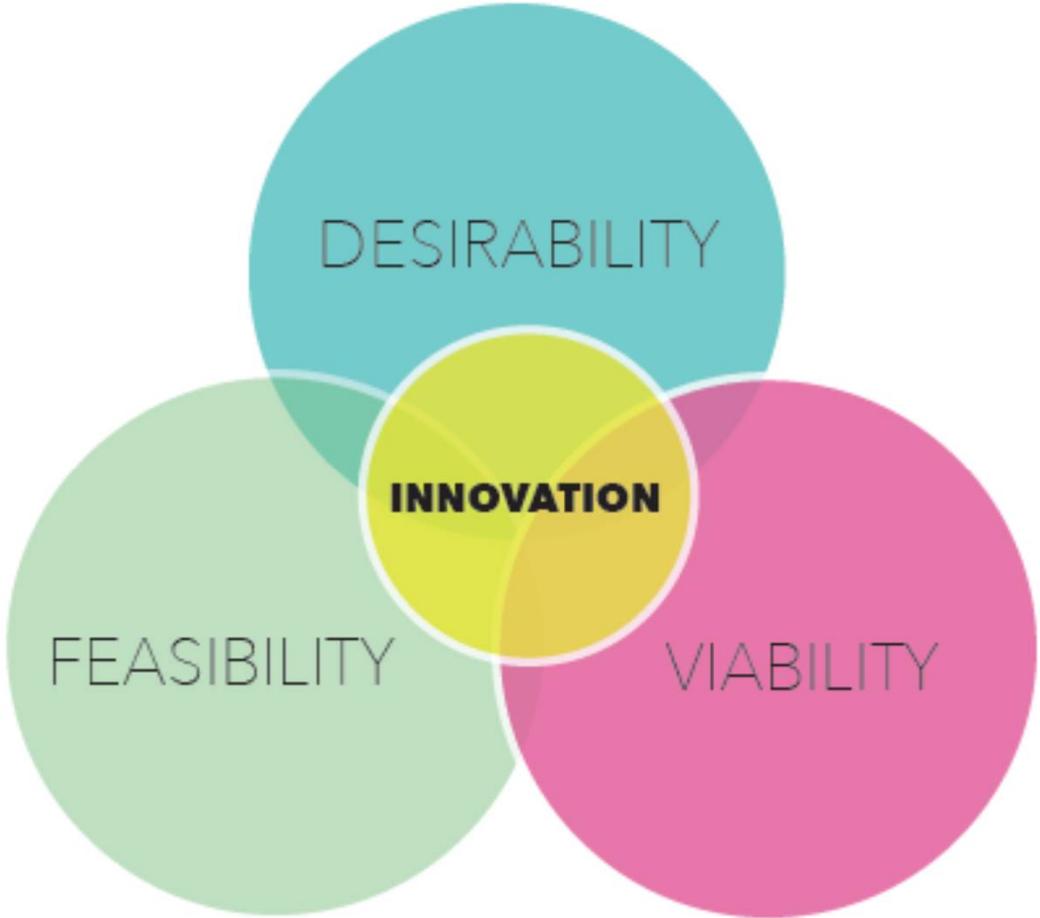
Barriers & Challenges Experienced



Suggested Initiatives



Design Thinking Matrix



Community Priorities

1. Effective Communication of Information to and within the Community
 - q Awareness of diversity and inclusion initiatives
 - q Awareness of existing programs and services
 - q Inclusive communication

2. Diverse Voices are Identified, Involved, and Engaged
 - q Decisions are informed by consultation
 - q Engagement and consideration of diverse perspectives

3. Promote a Sense of Community by Recognizing & Celebrating Diversity
 - q Opportunities for socializing and gathering
 - q Promotion of the region's diversity
 - q Recognition of those who adopt inclusive practices

Community Priorities

4. Increase Understanding through Education
 - q Employer/employee diversity & inclusion competency training
 - q Knowledge about safety, human rights, and individual responsibilities
 - q Public education & awareness
5. Foster Trust and Collaboration between Groups and Individuals
 - q Strong relationships between residents, community organizations, government, and businesses
 - q Awareness and recognition of collaborative efforts
 - q Opportunities for cross-group interaction
6. Reduce Barriers to Resources and Services
 - q Accessible job, language, healthcare, recreation, and transportation services
 - q Physically accessible infrastructure
 - q Inclusive spaces and services

RACIDE Recommendations

- q Offer Inclusion & Diversity Training to Employees and Leaders
- q Amend Forms to Include Inclusive Gender Designations
- q Develop Mentorship Programs to Support Employees
- q Develop policies for:
 - q Anti-Discrimination
 - q Neutral/Inclusive Washrooms
 - q Accessibility
- q Implement Quiet Rooms

**Public Hearing re: Bylaw No. 17/025 - Land Use Bylaw Amendment - A Portion of Lot 5,
Block 3, Plan 5642NY (121 McDonald Street, Fort Chipewyan)**

- A. Introduction from Administration
 - Jamie Doyle, Director, Planning and Development

- B. Opening Statement from Applicant

- C. Written Presentations
 - None received

- D. Verbal Presentations
 - None received

- E. Other Verbal Presentations (Time Permitting and with Consent of Council)

- F. Questions of Council

- G. Closing Statement from Applicant

- H. Closing Statement from Administration



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: January 9, 2018

Subject: Bylaw No. 17/025 - Land Use Bylaw Amendment - A Portion of Lot 5, Block 3, Plan 5642NY (121 McDonald Street, Fort Chipewyan)

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. 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 second time.
2. THAT Bylaw No. 17/025 be read a third and final time.

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

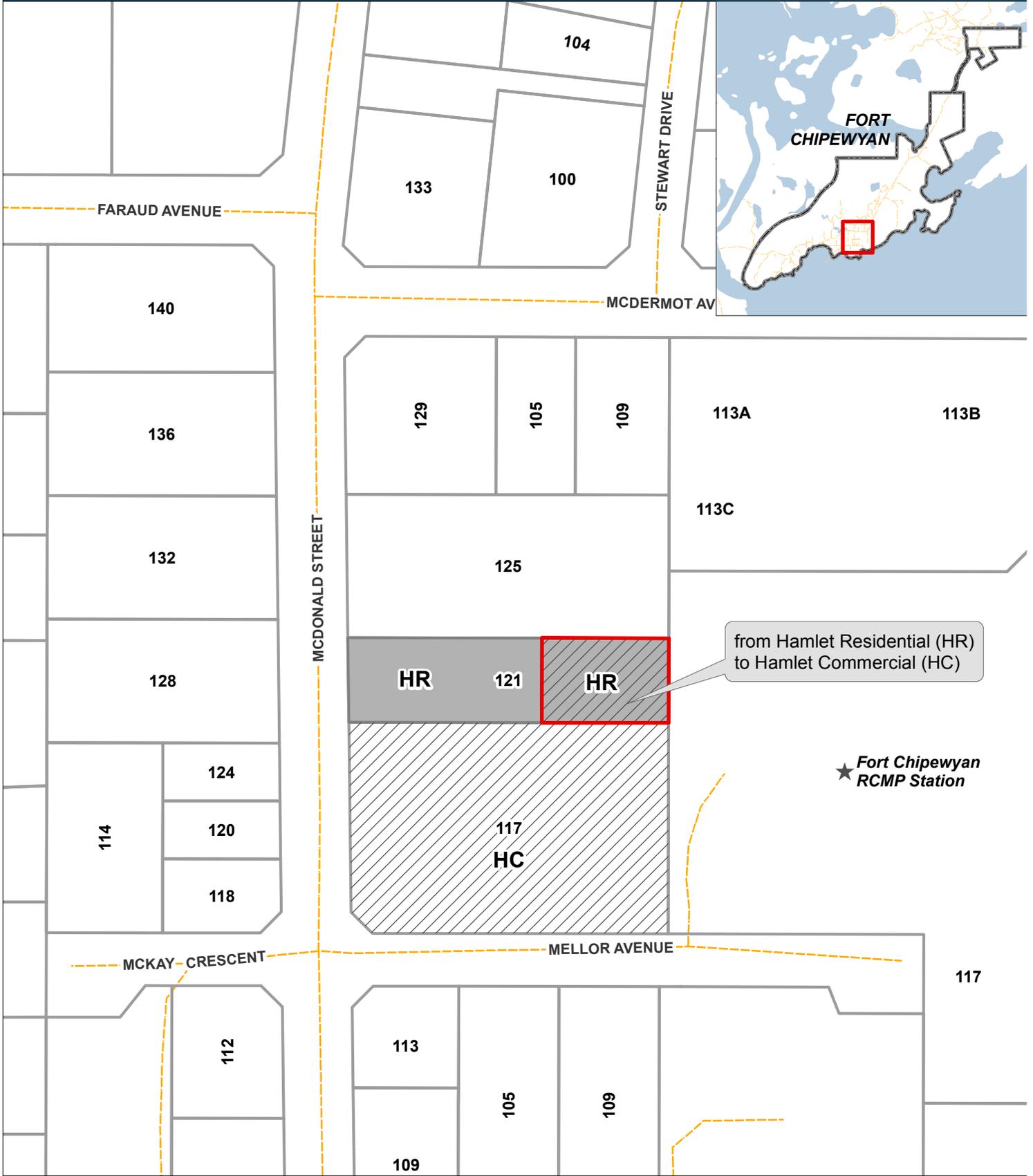
Attachments:

1. Map
2. Bylaw 17/025
3. Schedule A - Bylaw Schedule

SUBJECT AREA MAP

Portion of Lot 5, Block 3, Plan 5642NY

Attachment



from Hamlet Residential (HR) to Hamlet Commercial (HC)

★ Fort Chipewyan RCMP Station

-  Subject Area
-  Subject Lot
-  Proposed Consolidated Lot

-  Landmarks
-  Roadways

1 cm = 15 meters



 REGIONAL MUNICIPAL OF WOOD BUFFALO
 Map Produced for the Community Development Planning Branch

Attachment: 1. Map (Bylaw No 17/025 - Land Use Bylaw Amendment - A Portion of Lot 5, Block 3, Plan 5642NY)

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 12th day of December, A.D. 2017.

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

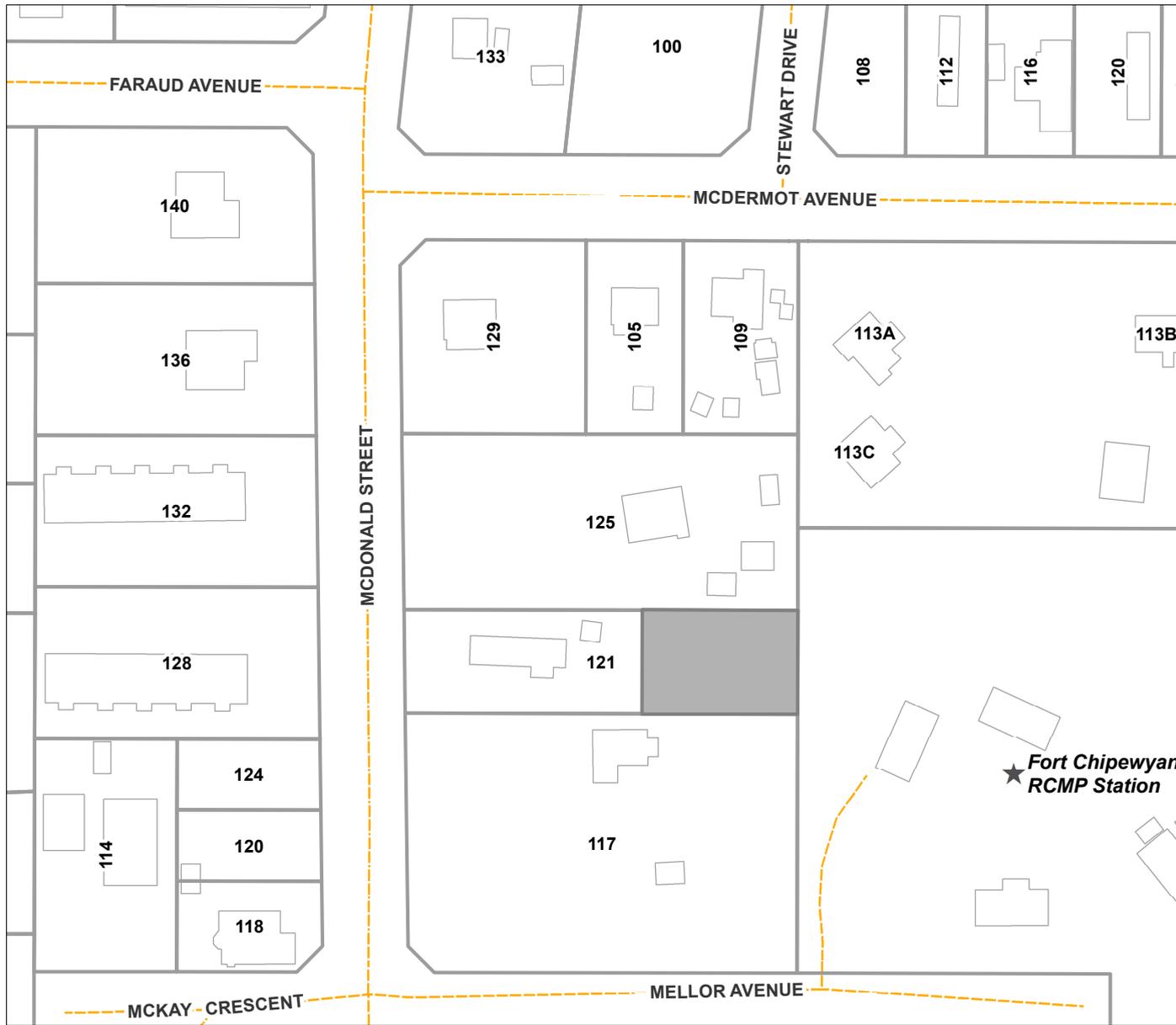
READ a third and final time this _____ day of _____, A.D.2017.

SIGNED and PASSED this _____ day of _____, A.D.2017.

Mayor

Chief Legislative Officer

Attachment: 2. Bylaw 17/025 (Bylaw No 17/025 - Land Use Bylaw Amendment - A Portion of Lot 5, Block 3, Plan 5642NY)



Attachment: 3. Schedule A - Bylaw Schedule (Bylaw No 17/025 - Land Use Bylaw Amendment - A

 SUBJECT AREA

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



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: January 9, 2018

Subject: Bylaw No. 17/023 - Safety Codes Permitting Bylaw

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 17/023, being the Safety Codes Permitting Bylaw, be read a second time.
2. THAT Bylaw No. 17/023 be read a third and final time.

Summary:

Safety Codes Bylaw No. 96/016 has not been updated since the Municipality became accredited by the Safety Codes Council of Alberta in 1996. In 2015 the Municipality transitioned the Safety Codes service delivery in-house; therefore, the bylaw requires updating to reflect appropriate business practices and service delivery to the region. Bylaw No. 17/023 has been drafted to establish parameters and to administer an effective compliance monitoring program and to ensure the residents are adequately protected during the occupancy, construction or alteration of a structure and the installation of any mechanical or electrical system.

Background:

The Safety Codes Bylaw was established to identify additional administrative requirements for the Safety Codes permitting that were not identified in the Safety Codes Act, the Alberta Permitting Regulations or the Quality Management Plan. Bylaw No. 96/016 was very rarely used after the privatization of the Safety Codes System in 1995. Once the Safety Codes System was privatized, the Safety Codes compliance monitoring was outsourced to an accredited agency. The contract that was drafted between the Municipality and the agency took precedence and identified services to be provided, permitting fees and revenue sharing.

Once the agency commenced services, attention to permit issuance and permit closure was the priority and very little support was provided with respect to enforcement or follow up with non-compliance complaints. Furthermore, there was a minimal presence in the region to monitor non-permitted construction. As a result, a substantial amount of construction was completed without permits or inspections and there were minimal consequences to these actions. This has resulted in non-compliant structures, safety concerns and frustrated residents.

In 2015, the Planning and Development department transitioned all Safety Codes Services in-house to streamline services and to adequately manage the administration of the Safety Codes Act. In 2016 the Safety Codes Council awarded the Regional Municipality based on the following criteria:

- Exhibits integrity and excellence in safety codes administration.
- Exhibits innovation in the methodology of safety codes administration.
- Exhibits innovation in the use of technology in safety codes administration.
- Supports its staff and encourages professional development.
- Promotes the safety codes system to the public or educates the public about the safety codes system.

The selection panel awarded the Municipality's Safety Codes Branch Accreditation of the Year as the changes made by the organization in administering the Safety Codes Act has identified the dedication the Municipality has to the Alberta Safety Codes System.

With the branch maturing, many services have been revised and some processes have been added to adapt to the evolving business of construction and compliance monitoring. With business changes and lessons learned, Bylaw No. 17/023 was drafted to accurately reflect standardized industry business practices and provide added protection to residents and provide tools to enhance enforcement to achieve code compliance.

Budget/Financial Implications:

The fee structure has been modified to align with the Alberta Safety Codes Authority (ASCA) and other major centers. Permitting fees have not been reviewed or updated since 2013.

Permitting fees have been increased slightly and the fee structure has been aligned to assist with cost recovery for the services provided. Additionally, fees for new services and penalties have been established for all services and for additional inspections that are incurred by non-compliant permit holders.

Rationale for Recommendation:

Bylaw No.17/023 will enable the Regional Municipality of Wood Buffalo to responsibly administer the Alberta Safety Codes Act and to maintain our Municipal Accreditation. Through the compliance monitoring process, the proposed update ensures permit holders will be accountable to adhere to the applicable codes and regulations that will improve and ensure the safety of the residents and improve building lifecycle.

Strategic Plan Linkages:

Pillar 1 - Building Responsible Government

Attachments:

1. Bylaw No. 17/023

BYLAW NO. 17/023

WHEREAS Section 66 of the *Safety Codes Act*, R.S.A. 2000 (“the Act”), c. S-1 provides that an accredited municipality may pass bylaws respecting minimum maintenance standards for buildings and structures, fees for anything issued or any material or service provided pursuant to the *Safety Codes Act*, and respecting the carrying out of the powers and duties of an accredited municipality;

AND WHEREAS Section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 (“the MGA”) provides that a council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS Section 8 of the MGA, provides that a council may provide for a system of licenses, permits or approvals including prohibiting any development, activity, industry, business or thing until a license, permit, or approval has been granted;

NOW THEREFORE THE COUNCIL OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw may be cited as the “Safety Codes Permitting Bylaw”.

DEFINITIONS

2. In this Bylaw, words and phrases which are specifically defined in the Act, and Regulations under the Act, shall bear the meaning expressed in the Act. Words and phrases which are not so defined shall have the meanings which are commonly assigned to them in the context in which they are used in this Bylaw; taking into account the specialized use of terms within the various trades and professions to which the terminology applies.
3. In this Bylaw:
 - (a) “Act” means the *Safety Codes Act* R.S.A. 2000 c.S-1, and any regulations passed pursuant to that Act;
 - (b) "Applicant" means the owner of a building or a property, or a representative who is authorized in writing by the owner, who applies for a building permit. An Applicant includes the Homeowner or a Contractor applying for other permit types;
 - (c) “Bylaw” means this Bylaw;
 - (d) "Code" includes all those Codes listed as Regulations pursuant to the Act;
 - (e) “Gas Appliance Ventilation” means a system for the removal of flue gases to the outdoors by means of a chimney, vent connector, vent, or a natural or mechanical exhaust system;

- (f) “Homeowner” means a person who resides or who intends to reside in a single family residential dwelling;
- (g) “Homeowner Permit” means a permit that is obtained by a Homeowner regarding an Undertaking;
- (h) “Master Electrician” has the meaning prescribed in the *Permit Regulation*;
- (i) “Municipal Tag” means a document prepared by the Regional Municipality of Wood Buffalo alleging an offence issued pursuant to this bylaw;
- (j) “Municipality” means the Regional Municipality of Wood Buffalo or “RMWB”;
- (k) “Occupancy” has the meaning given to it in the Alberta Building Code AR 31/2015, as amended;
- (l) “Occupancy Permit” means an authorization, in writing, that all applicable Safety Codes Permits are in compliance with the Act and the occupancy of, or use of, any building or portion thereof may occur;
- (m) “Permit” means an authorization, by a Permit Issuer, to commence an undertaking for, but not limited to, the relocation, construction, installation, addition, renovation or demolition of a building, and the system within the building, as regulated by the Act;
- (n) “Permit Issuer” has the meaning prescribed in the *Permit Regulation*;
- (o) “Permit Regulation” means the *Permit Regulation AR 204/2007*, as amended;
- (p) “Permit Service Report” or PSR means a document that identifies that the Safety Codes Compliance Monitoring process has been completed in relation to the permitted work.
- (q) “Person” has the meaning given to it in the Act;
- (r) “Placard” means a site identifier, which includes the municipal address, that is issued with the building permit;
- (s) “Plumbing Equipment” means:
 - (i) any piping, equipment, appliance or device used or intended to be used in a plumbing system, and;
 - (ii) any other thing defined as plumbing equipment in the regulations or Code;
- (t) “Undertaking” has the meaning prescribed in the *Permit Regulation*, namely, the construction of a thing or the control or operation of a thing, process or activity to which the *Act* applies.
- (u) “Uniform Quality Management System” means one or more of the Quality Management Plans for the disciplines of Building, Electrical, Gas and Plumbing, as approved by an Administrator, and as amended from time to time;

- (v) “Violation Ticket” has the meaning given to it in the *Provincial Offences Procedures Act*, RSA 2000, c. P34, as amended.
- (w) “Safety Codes Officer” means an individual designated as a safety codes officer under section 31 of the Act.
- (x) “Single family residential dwelling” has the meaning prescribed in the *Permit Regulation*.

PERMITS

4. Subject to *Section 3(2)* of the *Permitting Regulation*, every Applicant shall obtain all required permits or approvals prior to commencing the undertaking to which they relate.
5. A Permit Issuer may issue a permit to an Applicant who complies with the requirements of the Act, this Bylaw, the *Permit Regulation*, and the relevant Uniform Quality Management System.
6. A Permit Issuer may include terms and conditions in a permit.
7. Contractors must employ the certified journeyperson identified on the electrical, plumbing, gas appliance ventilation, gas or private sewage disposal permit application.
8. A Master Electrician may be excluded from Section 7 of this Bylaw provided that the Permit Issuer receives an authorization letter from the Master Electrician and that the Master Electrician is registered with the Administrator.
9. An Applicant shall not continue any Undertaking for which a Permit is required, unless a Permit has been issued.
10. In the event an Undertaking is covered or otherwise not visible to the Safety Codes Officer, the Safety Codes Officer may require the Undertaking to be exposed for inspection, at the Permit Holder’s expense.

BUILDING PERMITS

11. Subject to the provisions of the Act and the *Permit Regulation*, no person shall construct, (including excavating for the purpose of constructing), tent, add to, alter, renovate, demolish, relocate, or change the occupancy of any Building until a Building Permit has been obtained.

ELECTRICAL PERMITS

12. No person shall install, alter, or make additions to an electrical system, until an Electrical Permit has been obtained.

GAS PERMITS

13. No person shall install, alter, make any addition or reconnect to any gas system or connect a gas appliance until a Gas Permit has been obtained.
14. Permits for new gas service installation can only be issued to a Contractor.

PLUMBING PERMITS

15. No person shall install, alter or make any addition to a plumbing system until a Plumbing Permit has been obtained.

GAS APPLIANCE VENTING PERMITS

16. No person shall install, alter, make any addition or reconnect to any gas appliance venting until a Gas Appliance Ventilation Permit has been obtained.

PRIVATE SEWAGE DISPOSAL SYSTEM PERMITS

17. No person shall install, alter or make any addition to a private sewage disposal system until a Private Sewage Disposal permit has been obtained.

OCCUPANCY PERMITS

18. No Permit Holder or Person shall occupy, or allow the occupancy of, or use of, any building or portion thereof until a final inspection has occurred in all applicable *Safety Code Act* disciplines, and the Safety Codes Officers have deemed the building, or portion thereof, ready to use or occupy and the Permit Issuer has issued an Occupancy Permit.
19. No Permit Holder shall allow a change in the major occupancy classification, as identified in the Alberta Building Code, of an existing Building, as determined by the Safety Codes Officer, until an Occupancy Permit has been issued.
20. The issuance of an Occupancy Permit shall not be construed to be permission for, or an approval of, a contravention of any provision of any other act, regulation or bylaw.

21. The fee payable in accordance with Schedule "A" of this Bylaw for issuance of an Occupancy Permit shall be tendered at the time of application.

COMMENCEMENT OR CONTINUATION OF WORK WITHOUT A PERMIT

22. When a Safety Codes Officer encounters an Undertaking which has commenced, or is being continued, without the required permits or approval from the Permit Issuer, the Safety Codes Officer may take the following actions:
 - (a) Immediately stop the Undertaking until all required permits are obtained;
 - (b) Conduct an inspection of the work completed, and document all observed deficiencies, unsafe conditions and situations of imminent, serious danger;
 - (c) Document the actions to eliminate or mitigate imminent, serious danger and unsafe conditions.
23. Where an Undertaking has commenced without the necessary Permit or approval, the Municipality may double the fees specified in Schedule "A" to this Bylaw.

CONTRACTORS

24. Contractors shall have a valid municipal business license prior to obtaining permits and commencing work.
25. Contractors are not permitted to work under any Homeowner Permit.
26. All permits will be cancelled if a contractor is found working under a Home Owner Permit.

INSPECTION MANDATE

27. Safety Codes Officers may perform any inspections authorized under the Act including, but not limited to, those inspections referred to in the Uniform Quality Management Plan.
28. Subject to the scope of the Undertaking and the Safety Codes Officer's discretion, additional inspections over and above the Uniform Quality Management Plan may be required. Additional fees will be payable in accordance with Schedule "A" of this Bylaw.

RESPONSIBILITIES AND OBLIGATIONS

29. Failure to comply with the responsibilities and obligations under the Act and this Bylaw will be subject to a fee in accordance with Schedule “A” or a fine as set forth in Schedule “B” of this Bylaw.

AUTHORITY OF THE MUNICIPALITY

30. The Permit Holder shall ensure that all approved plans and specifications are available at the construction site, at all reasonable times, for inspection by a Safety Codes Officer.
31. The Permit Holder shall ensure that the Permit Placard is posted at all times, at a conspicuous place at the Undertaking.
32. A Safety Codes Officer may issue permission to proceed at the risk of the Applicant, with conditions, to ensure compliance with this Bylaw and any other applicable legislation, to excavate or to construct a portion of an Undertaking before all the documentation of the project has been submitted or accepted by a Safety Codes Officer.
33. At the discretion of the Safety Codes Officer, a conditional occupancy may be granted, in writing, prior to the issuance of the Occupancy Permit.
34. A Safety Codes Officer, in their absolute discretion, may issue a Permit for the whole project, prior to work commencing, conditional upon the submission of additional information not available at the time of permit application.

REFUSAL OF PERMIT

35. A Permit Issuer may refuse to issue any permit in accordance with the *Permit Regulation*.

PERMIT SUSPENSION OR CANCELLATION

36. A Permit Issuer may suspend or cancel a permit in accordance with the *Permit Regulation*.

PERMIT EXTENSIONS AND RENEWALS

37. A Permit is valid for one year from the date of its issue.
38. A Permit issued under this bylaw, other than a permit for the occupancy or

use of a building, shall expire when:

- (a) The Undertaking authorized by the Permit has not commenced within 90 days of the date of issue of the Permit; or
 - (b) The Undertaking authorized by the Permit is commenced but is later suspended or abandoned for a continuous period of more than 120 days.
39. Permits maybe extended for an additional 90 day period upon submission and receipt of a written application specifying a completion date.
40. A Permit can be renewed if:
- (a) the permit meets the criteria, and;
 - (b) a written request is submitted, when completion of a project is projected to take more than 1 year, and;
 - (c) A permit fee for the renewal, as set out in Schedule “A”, is paid.
41. Despite Section 37, Permits must not exceed 2 years, except for exempt projects, as determined by a Safety Codes Officer, as a result of the size, scope or complexity of the permitted work.
42. In the event a Permit Service Report indicates the undertaking is non-compliant, a new permit will be required to bring the undertaking into compliance.

STOP WORK NOTICE

43. A notice to stop work maybe issued to an Owner or Permit Holder, as a result of non-compliance with the *Act*, at which time the Undertaking must cease and Permits must be obtained in accordance with the Act.
44. Failure to comply with a notice to stop work issued under Section 43, will result in a fine payable in accordance with Schedule “B” of this Bylaw.

FEES

45. Fees may be charged by the Municipality, in accordance with Schedule “A”, for Building, Electrical, Plumbing, Gas, Gas Appliance Venting, Private Sewage Permits, Occupancy Permits and any other services in this bylaw. For those portions of the Act being administered, from time to time, within the Regional Municipality of Wood Buffalo by an Accredited Agency, fees shall be charged at the rates set by the RMWB.

RE-INSPECTION FEES

46. Unless otherwise specified, the fees payable in Schedule “A” include all mandatory inspections.
47. The additional inspection fees set out in Schedule “A” are payable for every inspection where:
 - (a) the municipal address of the property, for which the permit was issued, is not displayed;
 - (b) the Safety Codes Officer is unable to access the building;
 - (c) the Safety Codes Officer is unable to safely access the property;
 - (d) the Undertaking is not ready for an inspection;
 - (e) a previously identified deficiency has not been corrected.

OFFENCES AND PENALTIES

Offence

48. Any person who contravenes this bylaw is guilty of an offence and is liable, on summary conviction, to the specified penalty as set out in Schedule “B” and in default of payment of the specified penalty.

Continuing Offence

49. In the case of a contravention that is of a continuing nature, each day or part of a day will constitute an offence. A person guilty of such an offence is liable to a fine in accordance with Schedule “B”. Further Municipal Tags or Violation Tickets may be issued at the discretion of the Safety Codes Officer or Peace Officer.

Vicarious Liability

50. For the purposes of this bylaw, an act or omission by an employee or agent of a person is deemed also to be an act or omission of the person if the act or omission occurred in the course of the employee’s employment with the person, or in the course of the agent’s exercising the powers or performing the duties on behalf of the person under their agency relationship.

Corporations and Partnerships

51. When a corporation commits an offence under this bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence, or assented to or acquiesced or participated in the act or omission that constitutes the offence, is guilty of the offence whether or not the corporation has been prosecuted for the offence.

52. If a partner in a partnership is guilty of an offence under this bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence, or assented to or acquiesced or participated in the act or omission that constitutes the offence, is guilty of the offence.

Municipal Tag

53. A Municipal Tag may be issued to any person where a Safety Codes Officer believes the person has contravened any provision of this bylaw.
54. If a Municipal Tag is issued in respect of an offence, the Municipal Tag must specify:
- (a) The name of the person;
 - (b) The offence;
 - (c) The fine amount as established by this bylaw;
 - (d) That the fine amount shall be paid within 14 days from the issuance of the Municipal Tag, and;
 - (e) Any other information as may be required.

Violation Ticket

55. If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, a Violation Ticket may be issued pursuant to the *Provincial Offences Procedure Act* as amended.
56. Despite section 53, a Violation Ticket may be issued to any person where the peace officer believes that person has contravened any provision of this bylaw.
57. A Violation Ticket may be issued to such person:
- (a) personally;
 - (b) by mailing a copy to such person at this last known post office address, or;
 - (c) by leaving it for the person at this residence with a person on the premises who appears to be at least 18 years of age.

Payment in Lieu of Prosecution

58. If a Municipal Tag is issued in respect of non-compliance, and if the Municipal Tag specifies the fine amount established by this bylaw for the non-compliance, the person to whom the Municipal Tag is issued may make a voluntary payment equal to the specified fine, in lieu of prosecution.

59. Where the voluntary payment referred to in Section 55 is received within 7 days of the date of issuance of the Municipal Tag, the prescribed penalty shall be reduced by 25% and such reduced payment shall be accepted in lieu of prosecution.

Violation Ticket

60. Where a Municipal Tag has been issued, and if the penalty specified on the Municipal Tag has not been paid within the prescribed time, then a peace officer is hereby authorised to issue a Violation Ticket to who the peace officer has reasonable grounds to believe has contravened any provision of this bylaw.
61. Despite any provisions in this bylaw, a peace officer may issue a Violation Ticket to any person who the peace officer has reasonable grounds to believe has contravened any provision of this bylaw.
62. Any person to whom a Violation Ticket has been issued may make a voluntary payment in respect to the Violation Ticket by delivering the Violation Ticket, along with an amount equal to that specified for the offence as set out in this Bylaw, to the Provincial Court office specified on the Violation Ticket.

OBSTRUCTION

63. A person shall not obstruct or hinder any person in the exercise or performance of the person's powers under this bylaw.

REFUNDS AND CANCELLATIONS

64. If no inspections have been conducted by a Safety Codes Officer, then the Permit fee may be eligible for a refund in accordance with Schedule "A" of this Bylaw.
65. The Permit Issuer may authorize a refund of a permit fee, less administrative charges, as set out in Schedule "A" of this Bylaw.
66. No refund shall be made if:
- (a) the permit has expired or has been cancelled;
 - (b) use, occupancy, relocation, construction or demolition of the building or the installation of the electrical, plumbing and gas systems has commenced;
 - (c) an extension of the permit has been granted.
67. A Permit may be cancelled in accordance with the *Permit Regulation*.

SEVERABILITY

68. Should any section, subsection, clause or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole, or any part thereof, other than the part so declared to be invalid.

REPEALS

- 69. Bylaw No. 96/016 and all subsequent amendments are hereby repealed.
- 70. Any permit issued prior to the time this Bylaw came into force shall continue in force subject to the terms and conditions under which such permit was issued.
- 71. This Bylaw shall become effective when it is passed.

READ a first time this 28th day of November, 2017.

READ a second time this _____ day of _____, 2017.

READ a third time this _____ day of _____, 2017.

SIGNED and PASSED this _____ day of _____, 2017.

Mayor

Chief Legislative Officer

Attachment: 1. Bylaw No. 17/023 (Bylaw No. 17/023 - Safety Codes Permitting Bylaw)

SCHEDULE "A"

SCHEDULE OF PERMIT FEES, OCCUPANCY PERMITS FEES, PENALTIES AND SERVICE FEES

1. DEFINITIONS

The following definitions apply to this Schedule:

- a) "Construction Cost" is an estimate of the total cost of constructing and finishing the building, including site servicing; but excluding furniture and office equipment. In the event that a reasonable construction cost is not provided, then the Municipality will assess the construction cost based on an average cost of construction in the region identified in Safety Codes Permitting Policy.
- b) "Developed Area" means the finished area of development that will be occupied.
- c) "Propane Tank Set" means a pair of propane cylinders manufactured to cylinder specification for containment and transportation of propane. The tanks must be manufactured to CSA B51 for storage of compressed propane.
- d) "Oil and Gas Industrial Equipment" means a gas fired appliance that has been manufactured that requires "Field Approval" under CSA B149.3.
- e) "Gas Appliance" refers to a device used to convert gas into energy. It includes any component, control, wiring, piping, or tubing required to be part of the device.
- f) "Installation Cost" means the value of materials and labor required to complete the Undertaking.
- g) "Safety Codes Council Levy ("SCC Levy")" means a levy applied to the administration of a permit issued under the authority of the Act;
- h) "Travel Levy" is for travel to remote and rural areas. This levy will be applied to all permit types were applicable.

2. PERMITS GENERALLY

- a) Safety Codes Council Levies will be collected in accordance with the Safety Codes Council Policy.
- b) If any Undertaking is commenced without a Permit being issued pursuant to this Bylaw, the fees payable for the permit will be double the permit fees set out in Schedule "A".

BUILDING PERMITS	
Residential Contractor	Fee
A minimum fee shall be charged for issuance of any Building Permit. (In determining the estimated cost of construction for building permit fee purposes, the definition of work shall deem to be all aspects of the building, excluding landscaping, paving and furnishings/non-fixtures)	\$125.00
Residential New Construction, Additions and Renovations	\$1.65 sq/ft
Attached garage	\$.70 per sq/ft
Modular Home/ Mobile Home/ Move-on Relocation; on a crawlspace or full foundation (Developed Floor Area)	\$.50 per sq/ft
Mobile Home; on pilings or blocks	\$250.00
Demolition	\$200.00
Basement Suite (Developed Area)	\$.75 per sq/ft
Basement Development/ Renovations/ Accessory Structures (Developed Area)	\$.50 per sq/ft
Minor Residential Construction; under 100 sq/ft (10m ²) or up to \$12,000 in construction value	\$125.00
Solid Fuel Appliance	\$200.00

Residential Homeowner	Fee
A minimum fee shall be charged for issuance of any Building Permit. (In determining the estimated cost of construction for building permit fee purposes, the definition of work shall deem to be all aspects of the building, excluding landscaping, paving and furnishings/non-fixtures).	\$150.00
Residential New Construction, Additions and Renovations	\$1.80 sq/ft
Attached garage	\$.70 per sq/ft
Modular Home/ Mobile Home/ Move-on Relocation; on a crawlspace or full foundation (Developed Floor Area)	\$.50 per sq/ft
Mobile Home; on pilings or blocks	\$300.00
Basement Suite (Developed Area)	\$.80 per sq/ft
Basement Development/ Renovations/ Accessory Structures (Developed Area)	\$.60 per sq/ft
Minor Residential Construction; under 100 sq/ft (10m ²) or up to \$12,000 in construction value,	\$150.00
Solid Fuel Appliance	\$225.00
Demolition	\$225.00

Commercial, Industrial and Institutional	Fee
For each \$1,000, or part thereof of estimated cost of construction re: Commercial new construction, additions and camps	\$9.25
For each \$1,000, or part thereof of estimated cost of construction re: Renovation/Addition	\$9.25
For each \$1,000, or part thereof of estimated cost of construction re: Move-on/Relocatable Oil and Gas Industrial	\$9.25
Demolition	\$300.00
Fire Alarm Replacement/ Upgrade	Minimum \$200.00 or \$.05 per sq/ft of developed area
Minimum Commercial Building Permit Fee	\$250.00
Solid Fuel Appliance	\$200.00

PLUMBING PERMITS	
Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas [If a Modular unit is being installed, then a Drop will be the same as a fixture.]	Fee
1 to 7 fixtures	\$125.00
8 to 16 fixtures	\$165.00
17 to 25 fixtures	\$205.00
26 to 34 fixtures	\$245.00
35 to 45 fixtures	\$295.00
46 to 54 fixtures	\$335.00
55 to 64 fixtures	\$385.00
65 to 74 fixtures	\$435.00
75 to 84 fixtures	\$485.00
85 to 100 fixtures	\$525.00
For every fixture over 100 fixtures	\$1.25
For each rain water leader, roof drain	\$6.00
Minimum fee for any plumbing permit	\$125.00
Cross connection and backflow prevention: (i) to install a backflow device; or (ii) to install a lawn sprinkler system	\$30.00

Homeowner Residential	
1 to 7 fixtures	\$145.00
8 to 16 fixtures	\$185.00
17 to 25 fixtures	\$225.00
26 to 34 fixtures	\$265.00
35 to 45 fixtures	\$315.00
46 to 54 fixtures	\$355.00
Minimum fee for any plumbing permit	\$145.00
Cross connection and backflow prevention: (i) to install a backflow device; or (ii) to install a lawn sprinkler system	\$30.00

PRIVATE SEWAGE DISPOSAL SYSTEMS PERMITS	
Residential, Commercial, Industrial and Institutional Installations	Fee
Holding Tanks	\$200.00
Fields, Mounds, Sand Filters, Treatment Tanks, Open Discharge	\$275.00
Camps 1 to 50 person capacity	\$300.00
Camps 51 to 100 person capacity	\$350.00
Camps 101 to 110 person capacity	\$450.00

GAS AND PROPANE PERMITS	
Contractor Residential Gas Installations	Fee
1 to 2 outlets	\$125.00
3 to 4 outlets	\$150.00
5 to 10 outlets	\$175.00
11 to 15 outlets	\$250.00
16 to 20 outlets	\$325.00
For every outlet over 20 outlets	\$8.00
Temporary Heat	\$125.00

Homeowner Residential Gas Installations	Fee
1 to 2 outlets	\$145.00
3 to 4 outlets	\$160.00
5 to 10 outlets	\$195.00
11 to 15 outlets	\$270.00
16 to 20 outlets	\$345.00
For every outlet over 20 outlets	\$8.00
Temporary Heat	\$145.00

Non-Residential Gas Installations	Fee
10,000 to 100,000 BTU	\$125.00
100,001 to 170,000 BTU	\$145.00
170,001 to 350,000 BTU	\$175.00
350,001 to 550,000 BTU	\$225.00
550,001 to 750,000 BTU	\$265.00
750,001 to 1,000,000 BTU	\$325.00
For each 100,000 BTU (or portion of) over 1,000,000 BTU	\$8.00
Temporary Heat 0 to 500,000 BTU	\$150.00
Temporary Heat 500,001 to 1,000,000 BTU	\$250.00
For each 100,000 BTU (or portion of) over 1,000,000 BTU	\$8.00

Non-Residential Propane Installations (Single 80 Gallon (420 Liter) tank does not require a permit.)	Fee
Propane Tank Set 81 to 500 gallons	\$125.00
Propane Tank Set 501 to 1,000 gallons	\$165.00
Propane Tank Set over 1,000 gallons	\$185.00
For each additional tank set	Add \$50.00
Each Vaporizer	\$65.00
Connected Load	\$50.00

Connected Loads	Fee
0 to 100,000 BTU	\$145.00
100,001 to 200,000 BTU	\$165.00
200,001 to 300,000 BTU	\$185.00
300,001 to 400,000 BTU	\$205.00
400,001 to 500,000 BTU	\$215.00
500,001 to 750,000 BTU	\$225.00
750,001 to 1,000,000 BTU	\$275.00
1,000,001 to 2,000,000 BTU	\$295.00
Over 2,000,000 BTU. For each 100,000 BTU (or portion of) over 2,000,000 BTU	\$8.00
Propane Distribution and Cylinder Refill Centre	\$250.00

Gas Appliance Replacement	Fee
0 to 500,000 BTU	\$165.00
500,001 to 1,000,000 BTU	\$185.00
1,000,001 to 2,000,000 BTU	\$225.00
Over 2,000,000 BTU	\$325.00

Oil and Gas Industrial Equipment (B149.3 Appliances)	Fee
0 to 500,000 BTU	\$225.00
500,001 to 1,000,000 BTU	\$300.00
For each 100,000 BTU (or portion of) over 1,000,000 BTU	Add \$1.00

GAS AND APPLIANCE VENTING PERMITS	
Contractor Residential, Commercial, Industrial, Institutional Installations	Fee
1 to 4 appliances	\$125.00
5 to 7 appliances	\$165.00
8 to 10 appliances	\$195.00
11 to 15 appliances	\$235.00
16 to 20 appliances	\$285.00
For each appliance over 20	Add \$8.00

Homeowner Residential	Fee
1 to 4 appliances	\$145.00
5 to 7 appliances	\$185.00
8 to 10 appliances	\$205.00
11 to 15 appliances	\$255.00
16 to 20 appliances	\$295.00
For each appliance over 20	Add \$8.00

ELECTRICAL PERMITS	
Contractor Residential	Fee
Up to 1200 sq/ft	\$165.00
1201 to 1500 sq/ft	\$195.00
1501 to 2000 sq/ft	\$215.00
2001 to 2500 sq/ft	\$235.00
2501 to 5000 sq/ft	\$275.00
Over 5000	\$275.00 plus \$.10 per sq/ft over 5000 sq/ft
Minor installations	
a) Air Conditioning Unit	
b) Hot Tub	\$125.00
c) Service only	
d) Underground service conductors only	
Manufactured Home/Modular Home connection	\$125.00
Temporary Service up 125 Amps	\$125.00

Homeowner Residential	Fee
Up to 1200 sq/ft	\$185.00
1201 to 1500 sq/ft	\$205.00
1501 to 2000 sq/ft	\$265.00
2001 to 2500 sq/ft	\$295.00
2501 to 5000 sq/ft	\$295.00
Over 5000	\$295.00 plus \$.10 per sq/ft over 5000 sq/ft
Minor installations a) Air Conditioning Unit b) Hot Tub c) Service only d) Underground service conductors only	\$145.00
Manufactured Home/Modular Home connection	\$145.00
Temporary Service up 125 Amps	\$145.00

Commercial (including apartments), Industrial and Institutional - (Installations Cost)	Fee
0 – 2,500.00	\$125.00
2,500.01 - 3,000.00	\$125.00
3,000.01 - 3,500.00	\$125.00
3,500.01 - 4,000.00	\$150.00
4,000.01 - 4,500.00	\$150.00
4,500.01 - 5,000.00	\$150.00
5,000.01 - 5,500.00	\$175.00
5,500.01 - 6,000.00	\$175.00
6,000.01 - 6,500.00	\$175.00
6,500.01 - 7,000.00	\$175.00
7,000.01 - 7,500.00	\$200.00
7,500.01 - 8,000.00	\$200.00
8,000.01 - 8,500.00	\$200.00
8,500.01 - 9,000.00	\$200.00
9,000.01 - 9,500.00	\$200.00
9,500.01 - 10,000.00	\$225.00
10,000.01 - 11,000.00	\$225.00
11,000.01 - 12,000.00	\$225.00
12,000.01 - 13,000.00	\$225.00
13,000.01 - 14,000.00	\$225.00
14,000.01 - 15,000.00	\$250.00
15,000.01 - 16,000.00	\$250.00

Commercial (including apartments), Industrial and Institutional - (Installations Cost)	Fee
16,000.01 - 17,000.00	\$250.00
17,000.01 - 18,000.00	\$250.00
18,000.01 - 19,000.00	\$250.00
19,000.01 - 20,000.00	\$275.00
20,000.01 - 21,000.00	\$275.00
21,000.01 - 22,000.00	\$275.00
22,000.01 - 23,000.00	\$275.00
23,000.01 - 24,000.00	\$275.00
24,000.01 - 25,000.00	\$300.00
25,000.01 - 26,000.00	\$300.00
26,000.01 - 27,000.00	\$300.00
27,000.01 - 28,000.00	\$300.00
28,000.01 - 29,000.00	\$325.00
29,000.01 - 30,000.00	\$325.00
30,000.01 - 31,000.00	\$325.00
31,000.01 - 32,000.00	\$325.00
32,000.01 - 33,000.00	\$325.00
33,000.01 - 34,000.00	\$350.00
34,000.01 - 35,000.00	\$350.00
35,000.01 - 36,000.00	\$350.00
36,000.01 - 37,000.00	\$350.00
37,000.01 - 38,000.00	\$350.00
38,001.00 - 39,000.00	\$350.00
39,001.00 - 40,000.00	\$375.00
40,001.00 - 41,000.00	\$375.00
41,001.00 - 42,000.00	\$375.00
42,001.00 - 43,000.00	\$375.00
43,001.00 - 44,000.00	\$375.00
44,001.00 - 45,000.00	\$375.00
45,001.00 - 46,000.00	\$375.00
46,001.00 - 47,000.00	\$400.00
47,001.00 - 48,000.00	\$400.00
48,001.00 - 49,000.00	\$400.00
49,001.00 - 50,000.00	\$400.00
50,001.00 - 60,000.00	\$400.00
60,001.00 - 70,000.00	\$450.00

Commercial (including apartments), Industrial and Institutional - (Installations Cost)	Fee
70,001.00 - 80,000.00	\$525.00
80,001.00 - 90,000.00	\$575.00
90,001.00 - 100,000.00	\$625.00
100,001.00 - 110,000.00	\$650.00
110,001.00 - 120,000.00	\$675.00
120,001.00 - 130,000.00	\$725.00
130,001.00 - 140,000.00	\$750.00
140,001.00 - 150,000.00	\$775.00
150,001.00 - 160,000.00	\$825.00
160,001.00 - 170,000.00	\$850.00
170,001.00 - 180,000.00	\$875.00
180,001.00 - 190,000.00	\$925.00
190,001.00 - 200,000.00	\$950.00
200,001.00 - 210,000.00	\$1,000.00
210,001.00 - 220,000.00	\$1,100.00
220,001.00 - 230,000.00	\$1,200.00
230,001.00 - 240,000.00	\$1,300.00
240,001.00 - 250,000.00	\$1,400.00
250,001.00 - 300,000.00	\$1,500.00
300,001.00 - 350,000.00	\$1,600.00
350,001.00 - 400,000.00	\$1,700.00
400,001.00 - 450,000.00	\$1,800.00
450,001.00 - 500,000.00	\$2,000.00
500,001.00 - 550,000.00	\$2,100.00
550,001.00 - 600,000.00	\$2,200.00
600,001.00 - 650,000.00	\$2,300.00
650,001.00 - 700,000.00	\$2,400.00
700,001.00 - 750,000.00	\$2,500.00
750,001.00 - 800,000.00	\$2,600.00
800,001.00 - 850,000.00	\$2,700.00
850,001.00 - 900,000.00	\$2,800.00
900,001.00 - 950,000.00	\$2,900.00
950,001.00 - 1,000,000.00	\$3,000.00
1,000,001 and over	Installation cost/ 1000 multiplied by 3
Temporary service	\$200.00

ANNUAL ELECTRIC (Note: kVA rating based on Main Transformer Capacity)	Fee
Up to 100 kVA	\$350.00
101 to 1000 kVA	\$350.00 plus \$60.00 for each 100 kVA or portion thereof exceeding 100 kVA
1001 to 5000 kVA	\$890.00 plus \$10.00 for each 100 kVA or portion thereof exceeding 1000kVA
5001 to 10,000 kVA	\$1,290.00 plus \$5.00 for each 100 kVA or portion thereof exceeding 10,000 kVA
10,001 to 20,000 kVA	\$1,540.00 plus \$4.00 for each 100 kVA or portion thereof exceeding 10,000 kVA
Over 20,000 kVA	\$1,940.00 plus \$3.00 for each 100 kVA or portion thereof exceeding 20,000 kVA

OCCUPANCY PERMIT	Fee
Occupancy Permits are required to be obtained prior to occupancy or use of the construction, process, or activity, any Residential structures, Commercial structures and Tenant improvements, Institutional, Assembly and Industrial structures within the jurisdiction of the Regional Municipality of Wood Buffalo. Accessory structures, basement developments and temporary commercial/industrial trailers will be exempt. Occupancy Permits will be issued by the Municipality when the required documentation is submitted and confirmation that all other permitted work complies with the Safety Codes Act and that no deficiencies exist for that undertaking which will compromise the safety of any user.	
Residential; Single Dwelling	\$125.00
Residential; Commercial Industrial and Institutional	\$200.00

TRAVEL LEVY (Per Permit)	Fee
Sites located 50-100 km from the Urban Service Area	\$25.00
Sites located 101-150 km from the Urban Service Area	\$45.00
Sites located 151km and beyond from the Urban Service Area	\$60.00

REFUNDS (When a written request for refund of a permit for which construction work has not commenced is received, the Safety Codes Officer shall withhold).	Fee
Building Permits	25% of the original fees paid will be withheld, subject to a minimum of \$100.00
Electrical Permits	10% of the original fees paid will be withheld, subject to a minimum of \$50.00
Gas/Appliance Venting/Plumbing Permits	10% of the original fees paid will be withheld, subject to a minimum of \$50.00

RENEWAL FEES	
Building Discipline	Fee
Minimum Charge	\$125.00
Permit fees will be assessed based on the percentage of work left to complete, multiplied by the project value. The remaining project value will be assessed at	\$7.25 per \$1000.00 of project value

Electrical Discipline	Fee
Residential projects with a construction value of \$5,000 and less.	\$100.00
Residential projects with a construction value of \$5,001 and more.	\$125.00
For Commercial, Industrial and Institutional Projects, Fees will be assessed by the Installation costs multiplied by the percentage of work left to complete.	The Electrical fee will be assessed as per Schedule A, using the commercial installation costs.

Plumbing Discipline	Fee
For projects with 20 and less fixtures	\$100.00
For projects with 21 and over fixtures	\$125.00

Gas Discipline	Fee
For projects with 10 outlets and less	\$100.00
For projects with 11 outlets and over	\$125.00

Gas Appliance Ventilation	Fee
For 10 appliances or less	\$100.00
For projects with 11 outlets and over	\$125.00

Private Sewage Disposal	Fee
For residential and commercial holding tanks	\$100.00
For residential and commercial fields, mounds, sand filters, treatment tanks and open discharge systems	\$125.00
For industrial systems and treatment plants	\$200.00

GENERAL	
Re-inspection Fee	Fee
First Occurrence	\$175.00
Each After	\$250.00

No-entry Fee	Fee
First Occurrence	\$175.00
Each After	\$250.00

Additional Fees	\$175.00
Requested inspections outside of regular working hours will be subject to a fee. Inspections outside of regular business hours must be critical to public safety and/or occupancy of a structure	\$175.00
Variances (Alternative Solutions)	\$250.00

SCHEDULE "B"**SPECIFIED PENALTIES**

Failing to obtain an occupancy permit for the use or occupancy of a building	Fine
First Offence	\$500.00
Second Offence	\$750.00
Third Offence and successive Offences	\$1,000.00

Failing to obtain an occupancy permit for a change in occupancy classification	Fine
First Offence	\$500.00
Second Offence	\$750.00
Third Offence and successive Offences	\$1,000.00

Failing to comply with the Stop Work Notice	Fine
First Offence	\$500.00
Second Offence	\$750.00
Third Offence and successive Offences	\$1,000.00

Failing to comply with other provisions in the Bylaw	Fine
First Offence	\$500.00
Second Offence	\$750.00
Third Offence and successive Offences	\$1,000.00

Continuing Bylaw Offences	Fine
Per Day	\$100.00

Failing to display the civic address, building permit and or site identification Placard	Fine
First Occurrence	\$175.00
Each After	\$250.00

Failing to display the civic address, building permit and or site identification Placard	Fine
First Occurrence	\$175.00
Each After	\$250.00

Failure to provided supplementary permitting information when requested	Fine
First Occurrence	\$75.00
Each After	\$150.00



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: January 9, 2018

Subject: Bylaw No. 18/001 - Repealing Controlled Access Bylaw No. 16/009

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT Bylaw No. 18/001, being a bylaw to repeal Bylaw No. 16/009, the Controlled Access Bylaw, be read a first time.

Summary:

In June 2016, Council passed Bylaw 16/009, the Controlled Access Bylaw when there were still concerns about the health and safety of residents re-entering Abasand, Beacon Hill and Waterways. The Bylaw gave the Municipality the legal authority to monitor and if necessary, restrict movements of people into these areas, until the situation stabilized.

The Bylaw was never implemented since the Mayor chose to declare a new State of Local Emergency ("SOLE") to take effect upon expiry of the provincial State of Emergency, and that SOLE remained in effect through most of the year 2016. The SOLE provided adequate legal authority for monitoring and controlling access to these areas. Now that all of the restrictions on re-entry have been removed there is no longer a need for this Bylaw and it is recommended that it be repealed.

Background:

In May 2016, prior to re-entry on June 1, 2016; the Municipality was advised that the areas of Abasand, Beacon Hill and Waterways were restricted given the amount of damage that were sustained in these areas due to the wildfire. In order to temporarily control access and regulate re-entry to these areas, in June 2016, Council passed Bylaw 16/009, the Controlled Access Bylaw, to provide the Municipality with the legal authority to monitor, and if necessary, restrict movements of people into those areas, until the situation stabilized.

Rather than using the Bylaw to its full authority; the Mayor declared a SOLE that took effect when the Provincial State of Emergency lapsed on June 30, 2016. The SOLE remained in place until November 2016; when the Chief Medical Officer of Health lifted all the restrictions for the areas of Abasand, Beacon Hill and Waterways and re-entry of those areas was complete. The SOLE provided sufficient legal authority to restrict and

control access to these areas to the extent that was appropriate in the immediate aftermath of the wildfire.

Rationale for Recommendation:

Given the purpose of the Bylaw was to temporarily control access and regulate re-entry to certain portions of the Municipality in response to the circumstances arising from the wildfire and while this Bylaw was not used to its full authority given the Local State of Emergency; these restrictions were removed in November 2016. As such, there is no longer a need for this Bylaw and it is recommended that the Bylaw be repealed.

Strategic Plan Linkages:

Pillar 1 - Building Responsible Government

Attachments:

1. Controlled Access Bylaw 16-009
2. Bylaw No 18.001 - Repealing Bylaw No. 16.009 Controlled Access Bylaw

BYLAW NO. 16/009**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO TEMPORARILY CONTROL ACCESS AND REGULATE RE-ENTRY TO CERTAIN PORTIONS OF THE MUNICIPALITY IN RESPONSE TO THE CIRCUMSTANCES ARISING FROM THE RECENT WILDFIRE**

WHEREAS the *Municipal Government Act* authorizes a council to pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS the Regional Municipality of Wood Buffalo has suffered extensive damage as a result of the wildfire of May 2016 which caused the mandatory evacuation of over 80,000 people;

AND WHEREAS the wildfire is no longer an imminent threat to the Regional Municipality, and critical infrastructure and protective services have been restored to basic service levels in all but the most severely impacted neighborhoods;

AND WHEREAS the Council of the Regional Municipality understands and respects that evacuees are anxious to return to the community to resume their lives and begin recovery efforts;

AND WHEREAS there remain areas in the Regional Municipality impacted by the wildfire which may contain risks to public health and safety, including areas where critical infrastructure, businesses and homes have been damaged or destroyed and areas where demolition and cleanup activities are beginning and are anticipated to continue for weeks or months;

AND WHEREAS the Province has allowed re-entry but the Chief Medical Officer of Health has recommended restricted access to portions of the Regional Municipality of Wood Buffalo that were most severely damaged by the wildfire;

AND WHEREAS the Council of the Regional Municipality of Wood Buffalo deems it advisable to establish the authority to temporarily restrict access to portions of the Regional Municipality until such time as it is safe for the public to enter;

AND WHEREAS the Council of the Regional Municipality of Wood Buffalo deems it advisable to establish the authority to regulate and control access to fire impacted portions of the Municipality to facilitate cost-efficient and timely demolition of damaged and destroyed structures and cleanup of demolition debris;

NOW THEREFORE BE IT RESOLVED that the Council of the Regional Municipality of Wood Buffalo enacts as follows:

PART I – DEFINITIONS AND INTERPRETATION**Short Title**

1 This Bylaw may be cited as the “Controlled Access Bylaw”.

Definitions

- 2 In this Bylaw, words have the meanings set out the Act, except that:
- a) “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
 - b) “Chief Administrative Officer” means the Chief Administrative Officer of the Regional Municipality, or that person’s delegate;
 - c) “Controlled Access Plan” means a plan adopted by resolution of Council to regulate access to any part of the Regional Municipality for any purpose related to: maintaining public health and safety, demolition and cleanup, recovery of personal property, inspection, insurance adjusting, re-entry and re-habitation, or any service or function ancillary to any of these purposes;
 - d) “Council” means the municipal council of the Regional Municipality;
 - e) “Essential Personnel” means those employees, agents and contractors who are authorized to enter and remain in the Regional Municipality to support the wildfire recovery efforts;
 - f) “Peace Officer” means a Bylaw Enforcement Officer appointed by the Regional Municipality pursuant to the Act and includes a member of the Royal Canadian Mounted Police and, when authorized, a Community Peace Officer appointed under the *Peace Officer Act*;
 - g) “Person” includes an individual, corporation, firm, partnership, society or other body corporate;
 - h) “Restricted Zone(s)” means the areas identified in section 6, including both the lands and any structures erected on the lands whether still standing or wholly or partially destroyed by fire;
 - i) “Regional Municipality” means the municipal corporation of Regional Municipality of Wood Buffalo and includes the geographical boundaries of the Regional Municipality of Wood Buffalo as the context requires; and
 - j) “Violation Ticket” means a violation ticket issued for an offence committed against any provision of this Bylaw under Part 2 of the *Provincial Offences Procedure Act*.

Rules for Interpretation

- 3 References in this Bylaw to a statute, regulation or other bylaw refer to the current laws at the time this Bylaw was enacted and as they are amended from time to time, including successor legislation.
- 4 Headings and sub-headings in this Bylaw are included for convenience only, and shall not be considered in interpreting the substantive content of this Bylaw.

- 5 The preamble paragraphs that precede the numbered paragraphs of this Bylaw are an integral and necessary part of this Bylaw and not a mere recital.

PART II – RESTRICTED ZONES AND CONTROLLED ACCESS PLAN

Restricted Zones

- 6 Restricted Zones include Abasand, Beacon Hill and Waterways as shown in Schedule “A” of this Bylaw, and Council may by resolution designate additional areas of the Regional Municipality as Restricted Zones.

Controlled Access Plan

- 7 Council may by resolution approve one or more Controlled Access Plans.

Controlled Access

- 8
- (1) Subject to subsection (2), no Person shall enter or remain in a Restricted Zone excepted in compliance with the provisions of an approved Controlled Access Plan.
 - (2) Essential Personnel acting within the scope of their functions, duties or powers are exempt from this section.
 - (3) Any Person found within a Restricted Zone contrary to the provisions of an approved Controlled Access Plan shall immediately leave the area upon request by Essential Personnel or upon being ordered to do so by a Peace Officer

Powers of the Chief Administrative Officer

- 9
- (1) The Chief Administrative Officer shall:
 - (a) cause a Controlled Access Plan to be implemented;
 - (b) ensure that the public receives notice of a Controlled Access Plan by posting on the Regional Municipality’s website and through any other means that the Chief Administrative Officer deems advisable;
 - (c) cause temporary signage to be visibly displayed alerting the public to any terms and conditions of a Controlled Access Plan; and
 - (d) ensure that Council is kept informed of steps being taken to implement a Controlled Access Plan and any concerns or issues that may arise in the course of so doing.
 - (2) Without restricting any other power, duty or function granted by this Bylaw or any other bylaw or statute, the Chief Administrative Officer may:

- (a) carry out any inspections to determine compliance with this Bylaw;
- (b) take any steps or carry out any actions required to enforce this Bylaw;
- (c) take any steps or carry out any actions required to remedy a contravention of this Bylaw;
- (d) establish standard forms for the purposes of this Bylaw; and
- (e) delegate any powers, duties or functions under this Bylaw to an employee or authorized agent of the Regional Municipality.

Powers of a Peace Officer

10 Without restricting any other power, duty or function granted by this Bylaw or any other bylaw or statute, a Peace Officer may:

- (a) enter on and inspect any land or structure, in accordance with Section 542 of the Act;
- (b) order any Person to cease or refrain from any action or conduct that, in the opinion of the Peace Officer, is dangerous to life or property;
- (c) order any unauthorized Person to immediately leave a Restricted Zone;
- (d) remove or cause to be removed from a Restricted Zone any unauthorized Person who fails to immediately leave the area upon request by Essential Personnel or a Peace Officer;
- (e) refuse to admit entry by any Person into a Restricted Zone to which the Person is not authorized to enter under the Controlled Access Plan; and
- (f) issue Violation Tickets with respect to offences under this Bylaw.

PART III – ENFORCEMENT

Offence and Penalties

11

(1) Any Person who

- (a) cannot provide proof of residency in a Restricted Zone, and who is not otherwise authorized to be in a Restricted Zone, or
- (b) interferes with or obstructs any Person in the carrying out of a power or duty under this Bylaw

is guilty of an offence and liable, upon summary conviction, to a fine in an amount not less than that established in this Section, and not exceeding \$10,000.00, and to imprisonment for not more than six months for non-payment of a fine.

- (2) Without restricting the generality of subsection (1), the specified penalty for use on Violation Tickets if a voluntary payment option is offered is \$1000.00.
- (3) In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a Person guilty of such offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.
- (4) For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.
- (5) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- (6) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

Violation Ticket

12

- (1) A Peace Officer is hereby authorized and empowered to issue a Violation Ticket to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- (2) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
 - (a) specify the fine amount established by this Bylaw for the offence; or
 - (b) require a person to appear in court without the alternative of making a voluntary payment.

Voluntary Payment

13

- (1) A Person who commits an offence may:
 - (a) if a Violation Ticket is issued in respect of the offence; and

(b) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

(2) When the Clerk records in the Court records the receipt of a voluntary payment pursuant to subsection (1) and the *Provincial Offences Procedure Act*, the act of recording receipt of that payment constitutes acceptance of the guilty plea and also constitutes the conviction and the imposition of a fine in the amount of the specified penalty.

PART IV – GENERAL

Severability

14 Every provision of this Bylaw is independent of all other provisions and it is the intention of the Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

Mandatory Review

15 This Bylaw shall be reviewed within forty-two (42) days of the effective date to determine whether this Bylaw continues to be required for the safety, health and welfare of people and the protection of people and property within the Regional Municipality.

Effective Date

16 This Bylaw comes into effect when the Provincial State of Emergency declared on May 4, 2016 and extended by resolution of the Legislative Assembly of Alberta on May 31, 2016 expires or is rescinded.

READ a first time this 8th day of June, 2016.

READ a second time this 14th day of June, 2016.

READ a third and final time this 14th day of June, 2016.

SIGNED and PASSED this 20th day of June, 2016.

Mayor

Chief Administrative Officer

BYLAW NO. 18/001

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO REPEAL BYLAW NO. 16/009, BEING THE CONTROLLED ACCESS BYLAW

WHEREAS Bylaw No. 16/009, the Controlled Access Bylaw, was enacted to temporarily control access and regulate re-entry to certain portions of the Municipality in response to the circumstances arising from the wildfire and since then, these restrictions have been removed;

AND WHEREAS the Council of the Regional Municipality of Wood Buffalo wishes to repeal Bylaw No. 16/009, the Controlled Access Bylaw;

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

- 1. Bylaw No. 16/009 is repealed.
- 2. This Bylaw comes into effect when it is passed.

READ a first time this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third and final time this _____ day of _____, 2018.

SIGNED and PASSED this _____ day of _____, 2018.

Mayor

Chief Legislative Officer

Attachment: 2. Bylaw No 18.001 - Repealing Bylaw No. 16.009 Controlled Access Bylaw (Bylaw No. 18/001 - Repealing Controlled Access Bylaw



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: January 9, 2018

Subject: Rescheduling of 2018 Budget Workshops

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT budget workshops scheduled to be held from January 24-27, 2018, inclusive, be re-scheduled to occur from February 7-10, 2018, inclusive.

Summary and Background:

Historically budget workshops have occurred during the fall for the following year's budget. With the 2017 Municipal General Election occurring in October, Administration proposed an interim budget to allow the newly elected Council members the opportunity to attend governance training and various orientations to familiarize themselves with the Municipality. As a result, on December 12, 2017, Council passed an interim budget for 2018 and a resolution to hold a series of budget workshops from January 24-27, 2018 inclusive.

Council's Strategic Plan will usually inform budget development; however, the 2017-2021 Council has not yet had an opportunity to finalize its Strategic Plan. As a result, it is requested that budget workshops be re-scheduled to occur from February 7-10 to allow for adoption of a Strategic Plan, thereby ensuring that budget requests are in alignment with Council's strategic direction.

Rationale for Recommendation:

Re-scheduling budget workshops to occur from February 7-10 will allow sufficient opportunity for Council to finalize its Strategic Plan and for administration to adapt budget submissions to ensure alignment with Council's vision.

Strategic Plan Linkages:

Pillar 1 - Building Responsible Government



Subject: Request for Deferment/Cancellation of Taxes and Penalties

APPROVALS:	Annette Antoniak
_____	_____
Director	Chief Administrative Officer

Recommended Motion:

THAT collection of the taxes owing and associated penalties for late payment as of January 1, 2018, on the tax accounts identified in Attachment 1 of the Council Report for the January 9, 2018 meeting, be deferred for a period of 21 months from January 1, 2018; and

THAT the said taxes or tax arrears and associated penalties be cancelled without further resolution of the Council, at the end of the 21 month deferment period, if the assessed person for 2018 and 2019 in respect of the underlying taxable properties has at that time paid in full all current municipal taxes for those properties for 2018 and 2019.

Summary:

The company that formerly carried on an oil sands operation on properties associated with the tax accounts identified in Attachment 1 became unable to meet its financial obligations during the oil price downturn of 2015-2016, and is now in receivership. As a result the properties are no longer producing at this time. The receiver, PricewaterhouseCooper, has entered into a conditional purchase and sale agreement with another company that plans to substantially re-work and in some cases replace the oil producing assets with the goal of bringing the properties back on production. One of the key elements of the financing plan of the new company -- and accordingly a key condition of the purchase agreement -- is that the new company be free of the tax arrears left behind by the former company. Only Council has the legal authority to accomplish this. Accordingly both the receiver and the new company have requested that Council initially defer collection of the taxes and penalties now shown on the relevant tax accounts, and further authorize cancellation of the tax arrears if the new company pays the taxes assessed on the producing assets for 2018 and 2019.

Rationale for Recommendation:

In normal circumstances, for commercial land and buildings, Administration would not recommend cancelling back taxes so that a new company could take ownership of the taxable property free and clear of the tax arrears. This is because in normal circumstances the return to the Municipality by applying the usual tax recovery process

would be more than sufficient to pay the tax arrears in full. In this case however, there are two unique aspects to consider:

- (a) the nature of the assets is such that the return to the Municipality by following the tax recovery process would almost certainly be significantly less than the amount of the tax arrears;
- (b) if the assets are not reworked to bring the property back on production, there will be no future tax revenue from these properties since the receiver will have no choice but to turn them over to the Provincial orphan well program.

For these reasons, Administration believes that agreeing to cancel tax arrears left behind by a failed company, on condition that the new company pay its taxes going forward, makes good business sense and is in the best interests of the Municipality and its taxpayers. Administration has conducted due diligence on the new company including its ownership and financial backing, and is satisfied that the new company has a reasonable chance of success in bringing these properties back on production, thereby becoming a taxpayer in good standing in the future. Accordingly, Administration recommends that Council exercise the authority vested in it alone under section 347 of the *Municipal Government Act*, to pass the resolution set out in the “Administrative Recommendations” section of this Council Report.

It should be noted that this recommendation is based upon the fact that the former company is now out of business and that the assets in question are no longer producing oil at this time. Therefore, taking this step would set no precedent for any other oil company that remains in production.

Strategic Plan Linkages:

Pillar 1 - Building Responsible Government

Attachments:

1. Tax Accounts

Attachment "1"

Account #

- 10552656
- 10552659
- 10552660
- 10553005
- 10553008
- 10553012
- 10572224
- 10577155
- 10577156
- 10577157
- 10577158
- 10577162
- 10577355
- 10584195
- 10593380

Attachment: 1. Tax Accounts (Request for Deferment / Cancellation of Taxes and Penalties)

**Subject: Regional Recreation Corporation of Wood Buffalo -
Amendments to Corporate Bylaw and Appointment of
Directors****APPROVALS:****Annette Antoniak**_____
Director_____
Chief Administrative Officer**Recommended Motion:**

1. THAT the corporate bylaws of the Regional Recreation Corporation of Wood Buffalo be amended by deleting the existing text from section 22(a) and replacing it with the text outlined in Attachment 1 to this report.
2. THAT the following appointments to the Regional Recreation Corporation be approved, effective immediately:
 - Bruno Francoeur to December 31, 2018; and
 - Chantal Beaver, Allan Grandison and Colleen Kearney to December 31, 2020.

Summary:

The corporate bylaws for the Regional Recreation Corporation of Wood Buffalo (RRC) stipulate that appointees to the Board of Directors are appointed in a non-voting capacity only until such time as the appointment is ratified at the Annual General Meeting of the Member. The AGM typically occurs in March of a calendar year, whereas appointments are made by Council in December. This leaves a gap in voting representation and has the ability to significantly impact the RRC's ability to operate.

As such, it is proposed that the corporate bylaws of the RRC be amended to allow for the appointment of Directors to occur at a special meeting of the Member, as opposed to delaying appointments until the AGM. Specifically, this would require an amendment to section 22 (a) of the corporate bylaw, which presently states:

"The Member may choose to appoint the Directors at the same times and following the same process by which the Municipality appoints persons to council committees and other boards or tribunals, provided however that all such appointments must be ratified by vote of the Member at the next annual Meeting of Member. Between the time of appointment by the council of the Municipality, and the time of ratification of appointment at the next following annual Meeting of Member, newly appointed Directors are entitled to attend at meetings of the Directors and participate in

discussion, but are not entitled to vote on any items of business at such meetings. Directors shall be appointed for a minimum term of two years to a maximum term to be set by the Municipality at the time of appointment and ratified at the annual Meeting of Member."

The RRC has submitted a request for the scheduling of a special Meeting of Member to address the proposed amendment, and to ratify the appointment of the Directors who were appointed at the December 12, 2017 Council meeting..

The proposed amended language is outlined in Attachment 1 to this report.

Rationale for Recommendation:

The requested amendment will enable Directors to be appointed at either an annual or special Meeting of Member, thereby enabling vacant positions to be filled without delay and ensuring that ongoing viability of the Board and the RRC. The proposed amendment has been reviewed and is supported by the current Board of Directors.

Strategic Plan Linkages:

Pillar 1 - Building Responsible Government

Attachments:

1. Amendment to RRC Bylaw

Regional Recreation Corporation of Wood Buffalo
Proposed Amendment to Corporate Bylaw
January 9, 2018

22. Appointment and Term of Office of Directors

- (a) The Member may choose to appoint the Directors at the same times and following the same process by which the Municipality appoints persons to council committees and other boards or tribunals, provided however that all such appointments must be ratified by vote of the Member at the next annual ***or special*** Meeting of Member. Between the time of appointment by the council of the Municipality, and the time of ratification of appointment at the next following annual Meeting of Member, newly appointed Directors are entitled to attend at meetings of the Directors and participate in discussion, but are not entitled to vote on any items of business at such meetings. Directors shall be appointed for a minimum term of two years to a maximum term to be set by the Municipality at the time of appointment and ratified at the annual ***or special*** Meeting of Member."