



Oversight Committee

Council Chamber
9909 Franklin Avenue, Fort McMurray

Thursday, August 25, 2016
4:00 p.m.

Agenda

Call to Order

1. Adoption of the Agenda
2. Minutes of Oversight Committee meeting - April 28, 2016

New and Unfinished Business

3. Proposed Amendments to Procedure Bylaw, Standing Council Committees Bylaw, and bylaws establishing other council committees
4. Outstanding Council Resolution Log

Adjournment

Unapproved Minutes of a Meeting of the Oversight Committee held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Thursday, April 28, 2016, commencing at 4:00 p.m.

Present: C. Tatum, Chair
S. Germain, Councillor
J. Stroud, Councillor

Administration: M. Ulliac, Chief Administrative Officer
K. Scoble, Deputy Chief Administrative Officer
E. Hutton, Executive Director
M. Johnstone, Executive Director
D. Leflar, Chief Legislative Officer
A. Rogers, Senior Legislative Officer
S. Harper, Legislative Officer
D. Soucy, Legislative Officer

Call to Order

Chair C. Tatum called the meeting to order at 4:00 p.m.

1. Adoption of the Agenda

Moved by Councillor J. Stroud that the agenda be amended by deferring item no. 5, Proposed Amendments to Procedure Bylaw, Standing Council Committees Bylaw, and bylaws establishing other council committees, to the next Oversight Committee meeting, and that the agenda be adopted as amended.

CARRIED UNANIMOUSLY

2. Minutes of Oversight Committee Meeting - February 25, 2016

Moved by Councillor J. Stroud that the Minutes of the Oversight Committee meeting held on February 25, 2016 be approved as presented.

CARRIED UNANIMOUSLY

New and Unfinished Business

3. Business Case Review of Regional Recreation Corporation of Wood Buffalo
(4:03 p.m. – 4:38 p.m.)

Carole Bouchard, Director of Community Services, provided a presentation on the proposed Business Case Review of the Regional Recreation Corporation of Wood Buffalo.

Moved by Councillor J. Stroud that the following be recommended for Council approval:

- That an external consultant be engaged to review the business case for the relationship between the Regional Municipality of Wood Buffalo (Municipality) and the Regional Recreation Corporation of Wood Buffalo (RRC) including but not limited to the RRC's governance structure, role, responsibilities, mandate and financial review; and

- That up to a maximum of \$100,000 be allocated to fund the consultant's review, drawn from: the Community Services Department 2016 Operating Budget surplus; the Community and Protective Services Division 2016 Operating Budget surplus; the 2016 Corporate Operating Budget surplus; or if necessary, the Emerging Issues Reserve in the above noted order.

DEFEATED UNANIMOUSLY

Moved by Councillor S. Germain that Item #3, Business Case Review – Regional Recreation Corporation of Wood Buffalo, be tabled.

CARRIED UNANIMOUSLY

4. Capital Projects Governance Process

(4:39 p.m. - 4:44 p.m.)

Nasir Qureshi, Program Manager, Engineering, provided a presentation on the Proposed Capital Projects Governance Process.

Moved by Councillor S. Germain that the Capital Projects Governance Process presentation for Type A projects be received as information.

CARRIED UNANIMOUSLY

3. Business Case Review of Regional Recreation Corporation of Wood Buffalo

(4:45 p.m. – 4:48 p.m.)

Moved by Councillor S. Germain that item #3, Business Case Review – Regional Recreation Corporation of Wood Buffalo, be lifted from the table.

CARRIED UNANIMOUSLY

Moved by Councillor S. Germain that Administration be directed to bring forward to the Oversight Committee a recommendation for amendments to the Articles and Corporate Bylaw of the Regional Recreation Corporation (RRC) of Wood Buffalo to provide clarity on the mandate and purpose of the RRC as it pertains to existing and future recreational and cultural facilities throughout the Municipality.

CARRIED UNANIMOUSLY

5. Proposed Amendments to Procedure Bylaw, Standing Council Committees Bylaw, and bylaws establishing other council committees

This item was deferred to the next Oversight Committee meeting.

6. Outstanding Council Resolution Log

(4:49 p.m. – 4:58 p.m.)

Administration provided updates and responded to questions raised by the Committee relative to the items in the Outstanding Council Resolution Log.

At the request of the Committee, Administration committed to following up with the Government of Alberta on the status of the requested amendments to Order in Council #817/94 and the letter submitted to Municipal Affairs requesting support for the amendments in January 2016.

Adjournment

As all scheduled business matters had been concluded, Chair C. Tatum declared the meeting adjourned at 4:59 p.m.

Chair

Chief Legislative Officer

Subject: Proposed Amendments to Procedure Bylaw, Standing Council Committees Bylaw, and bylaws establishing other council committees**APPROVALS:**

David Leflar, Director
Kevin Scoble, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT the following be recommended to Council for approval:

THAT Administration be directed to bring forward for Council's consideration a bylaw to amend the *Procedure Bylaw*, the *Standing Council Committees Bylaw* and various bylaws establishing other council committees, as described in the Oversight Committee Report dated August 25, 2016.

Summary:

On November 26, 2015 Oversight Committee passed a resolution including the following clause:

"That administration prepare a report for Council's consideration which documents the lessons learned and contemplates implementing capital project controls, risk analysis, consent agendas and amendments to the Procedure Bylaw by January 31, 2016."

A motion passed by the Committee on February 11, 2016 extended the delivery date to March 31, 2016. Subsequently the scheduled Committee meeting of March 24, 2016 was cancelled, and these matters returned to Oversight Committee on April 28, 2016 by way of two separate Committee reports. One of those reports addressed the capital project control and risk analysis aspects of the November 26, 2015 resolution, and those matters were dealt with by the Committee at that time. The proposed amendments to the *Procedure Bylaw* were deferred until the next Oversight Committee meeting, and are the subject matter of this Committee Report.

In preparing to respond to this issue, Administration realized that not only the *Procedure Bylaw* but also the *Standing Council Committees Bylaw* would require amendments in order to address the desired governance and procedural improvements. These two bylaws have been in place for approximately 18 months. As with all governance documents, these bylaws should be reviewed and updated periodically to ensure that they continue to meet the needs of Council and other stakeholders.

Administration is proposing a package of amendments to these bylaws, as well as consequential amendments to other bylaws that establish other Council committees, to take into account both administrative experience and feedback from Council members over the past year.

Background:

Since being adopted in 2015, neither the *Procedure Bylaw* nor the *Standing Council Committees Bylaw* have undergone any significant review or major modification. Administration has monitored the effectiveness of these bylaws and is recommending a number of amendments based on experience to date and feedback received from Council Members, as detailed below:

Standing Council Committees Bylaw – 15/019

- Amend clauses that have caused confusion over whether Rural Committee or Sustainable Development Committee has the mandate in respect of certain aspects of the Strategic Plan;
- Increase membership of the Rural Committee from the existing 3 Members (2 Rural + 1 Urban), to 5 Members (All 4 Rural + 1 Urban);
- Expand the mandate of the Oversight Committee to include oversight of agencies, committees, boards or other entities to which Council appoints at least half of the members, whose work is relevant to the mandate of the Oversight Committee; [Consequential amendments to bylaws that establish non-standing committees are also required.]
- Repeal certain clauses relating to the role and mandate of the Audit Committee, and replace them with a Schedule setting out in more detail the “Audit Committee Terms of Reference” as per the Audit Committee’s recommendation arising from its meeting of April 20, 2016, adopted by Council on April 26, 2016;
- Add a clause to ensure that all Standing Committees are tasked with reviewing capital projects in accordance with the Capital Projects Framework, the Capital Projects Review Process, or any Council policy that deals with that subject matter;
- Add a clause to ensure that matters not clearly within the mandate of a Council Committee will be dealt with by the whole of Council.

Procedure Bylaw – 14/025

- Eliminate teleconferencing for Councillors at Council and Committee meetings, with exceptions permitted only when the ability of a rural Councillor to travel safely to a meeting is impacted by inclement weather, or when needed to establish a quorum;
- Replace current agenda review mechanism with the most commonly used practice in similarly sized municipalities, which means that the Chief Administrative Officer will set the agendas for Council meetings in consultation with the Chief Legislative Officer;
- Provide that when a notice is served of an intended motion, the matter will automatically be channeled to a Council Committee unless the Council deems the matter so urgent and pressing that it must be dealt with immediately by the whole Council;
- Allow a Notice of Motion to be withdrawn by the Councillor who served the Notice without requiring the permission of Council or an amendment to the agenda on which the item is scheduled;
- Establish a process to more effectively receive unscheduled delegations, by requiring that anyone wishing to speak to an item on an agenda must pre-register with Legislative Services, either in advance of the meeting or while the meeting is in progress as long as that is done prior to the item being dealt with.
- Limit the total speaking time for any one person at a Council meeting to 10 minutes, regardless of how many items on the Agenda the person wishes to address.
- Include a provision requiring that Administration be provided with reasonable notice of a proposed Council Committee agenda item to allow Administration adequate time to prepare an informed report or presentation to a Council Committee.

Rationale for Recommendations:

The proposed bylaw amendments are based on feedback received from Council Members and observations made by Administration, and are intended to enhance the effectiveness of both the process at Council and Committee meetings, and the substantive work of Council and Committees. The two attachments to this Report consist of marked up versions of the *Standing Council Committees Bylaw* and the *Procedure Bylaw* showing all of the proposed amendments. If Oversight Committee is in agreement with these proposed amendments and so recommends to Council, then the resulting omnibus amending bylaw will also include several more minor consequential amendments to other bylaws. All of the substantive proposed amendments are found in the attachments to this Report.

It should be noted that the concept of using “consent agendas”, contemplated in the November 26, 2015 Oversight Committee resolution, is not included within the recommendations in this report. Administration carefully examined the situations in other municipalities where this methodology is used, and concluded that introducing this additional element into our procedural and governance process would not add value at this point. This could change depending on experience with the new methodology of Council oversight of large capital projects, so the possibility of consent agendas will now form part of our continual monitoring of these bylaws in our ongoing quest for continual improvement.

Strategic Plan Linkages:

Goal 1: Building Responsible Government

Attachments:

1. Marked up version of *Standing Council Committees Bylaw* showing proposed amendments
2. Marked up version of *Procedure Bylaw* showing proposed amendments

BYLAW NO. 15/019**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH VARIOUS COUNCIL COMMITTEES**

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

AND WHEREAS the Council of the Regional Municipality of Wood Buffalo wishes to establish a governance structure that aligns its Council Committees with its Strategic Plan;

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

Short Title

1. This Bylaw may be cited as the “Standing Council Committees Bylaw”.

Establishment of Committees

2. The following standing Council Committees are established:
 - (a) Audit Committee;
 - (b) Land, Planning and Transportation Committee;
 - (c) Oversight Committee;
 - (d) Sustainable Development Committee;
 - (e) Rural Committee; and
 - (f) Selection Committee.
3. The capitalized word “Committee” in this Bylaw means a Council Committee established under Section 2 and does not include a committee established under any other bylaw.

General Provisions Applicable to All Committees

4. The purpose of this Bylaw is to establish the existence and mandate of certain Committees that consist only of Councillors, and this Bylaw does not affect the provisions of any other bylaw under which committees are established with membership including persons other than Councillors.
5. The *Procedure Bylaw* applies to all Committees.
6. ~~As an interim measure and subject to Section 7, Council may appoint members to a Committee to serve until the 2015 organizational meeting of Council, including an alternate who may serve as a voting member if the absence of a regular Committee member and/or the absence of the Mayor would result in failure to achieve quorum for a Committee meeting.~~

7. ~~As an interim measure the Chair, Vice Chair and members of the committee formerly known as “Rural Development” shall continue as Chair, Vice Chair and members of the Rural Committee until the 2015 organizational meeting of Council.~~
8. The Chief Legislative Officer or that person’s delegate shall preside initially at the first meeting of a Committee referenced in clauses (a) through (d) of section 2 and at every subsequent first meeting of every Committee following an organizational meeting of the Council, for the sole purpose of facilitating the appointment of Committee Chairs, and shall cede the gavel whenever a Chair has been chosen.
9. A Committee may adopt its own guidelines, work plans or protocols that are not inconsistent with this Bylaw or the *Procedure Bylaw*, to be effective upon being ratified by a majority of the Councillors present and voting at a Council meeting.
- 9.1 Every Committee has the responsibility to deal with matters that fall within its mandate under the Capital Projects Framework and/or the Capital Projects Governance Process, or under any Council policy pursuant to which oversight or governance of capital projects is assigned to the Committee.
- 9.2 A matter that does not fall entirely or primarily within the mandate of one of the Committees shall be dealt with by the whole Council.
10. A Councillor who is not a member or alternate member of a Committee may nevertheless attend at a Committee meeting and participate in debate and discussion but may not make any motion or vote on any motion.
11. If a Committee chooses not to establish a fixed schedule of its meetings the Committee Chair shall nevertheless convene meetings at approximately the following frequency:
- (a) Audit Committee: once every calendar quarter
 - (b) Land Planning and Transportation Committee: once per month
 - (c) Oversight Committee: once per month
 - (d) Rural Committee: once per month
 - (e) Selection Committee: as required to deal with appointments to committees, boards, tribunals, agencies, and Boards of Directors of corporations for which the Municipality has appointing authority
 - (f) Sustainable Development Committee: once per month
- except during designated Council recess periods, or unless the number, complexity or time-sensitivity of matters for the Committee to address are such that a greater or lesser frequency of meetings is warranted.
12. Committees are empowered only to make recommendations to the Council, unless a specific provision of this Bylaw confers a substantive power or authority upon a Committee.

13. The Chief Legislative Officer shall ensure that Minutes of each Committee meeting are prepared, and forwarded through the agenda review process for scheduling on a Council Agenda. Committee meeting Minutes shall at a minimum record the precise wording of each motion voted on by the Committee, the result of the vote and how each Councillor voted. If a Councillor specifically so requests, the Minutes may also include a concise summary of the position taken by the Councillor in debate or discussion.

Committee Membership

14. The Audit Committee, Land Planning and Transportation Committee, Oversight Committee, and Sustainable Development Committee shall each be composed of three Councillors, at least one of whom must represent a rural ward and at least one of whom must represent an urban ward.
15. The Rural Committee is composed of ~~three~~five Councillors, ~~two representing including all~~four of the Councillors representing rural wards and one Councillor representing an urban ward.
16. Alternate members, if appointed, may represent any ward.

Audit Committee

- ~~17.~~17. The mandate of the Audit Committee is to exercise policy and governance oversight with respect to both internal and external audits and audit processes.
- ~~18.~~
- ~~19. The Audit Committee is empowered to receive and/or approve as required, the annual audited financial statements of the Municipality.~~
- ~~20.~~
- ~~21. The Audit Committee is empowered to review and approve the expense statements of the Council and the Chief Administrative Officer.~~
- ~~22.~~
- ~~23. The Audit Committee may deal with any specific matter it considers important to the proper carrying out of the Municipality's duties with respect to financial auditing and accountability, including receiving confidential quarterly updates from the Municipal Auditor on auditing activities and outcomes.~~
- 17a. The Terms of Reference of the Audit Committee are set out in Schedule "A" attached to and forming part of this bylaw.

Oversight Committee

- ~~24.~~ 21. The mandate of the Oversight Committee is:
 - (a) to exercise policy and governance oversight over:

- (i) not-for-profit corporations in respect of which the Municipality is the sole member or the Municipality and the Chief Administrative Officer are the only members,
 - (ii) for-profit corporations controlled by the Municipality, ~~and~~
 - (iii) ~~any other board, agency or other entity in respect of which the Council appoints at least half of the voting members, excepting Council committees established under this bylaw or the Wood Buffalo Recovery Committee Bylaw, and excepting quasi-judicial tribunals.~~
 - (iv) Council committees established under other bylaws;
- (b) to develop and maintain, in collaboration with the Chief Administrative Officer, a set of indicators to measure progress toward achievement of the goals set out in the Strategic Plan; and
- (c) to review the Outstanding Council Action Resolutions Log on at least a quarterly basis and make recommendations to Council on prioritization of outstanding and not yet completed items.

~~25.22.~~ The Oversight Committee may deal with any specific matter the Committee considers important to the fulfilment out of its mandate including receiving reports, updates and other information from the senior administration of any corporation, or ~~from~~ the chair of any committee, that is referenced in clause 21(a).

Sustainable Development Committee

~~26.23.~~ The mandate of the Sustainable Development Committee is to exercise governance oversight in respect of the Municipality's progress toward achievement of the following goals set out in the current Strategic Plan, with the exception of matters that fall under Goal #6 and that affect entirely or primarily the Rural Service Area:

- (a) Goal #3 – Vibrant Economy
- (b) Goal #6 – Sustainable Region
- ~~(c)~~ (c) Goal #7 – Healthy and Active Lifestyle

~~27.24.~~ The Sustainable Development Committee may deal with any specific matter the Committee considers important to the fulfilment of its mandate.

Land Planning and Transportation Committee

~~28.25.~~ The mandate of the Land Planning and Transportation Committee is to exercise governance oversight in respect of the Municipality's progress toward achievement of the following goals set out in the current Strategic Plan:

- (a) Goal #4 – Effective Land Strategy
- (b) Goal #5 – Reliable Transportation System

26. The Land Planning and Transportation Committee may deal with any specific matter the Committee considers important to the fulfilment of its mandate.

Rural Committee

- ~~29.~~ 27. The mandate of the Rural Committee is to exercise governance oversight in respect of the Municipality's progress toward achievement of:
- (a) Goal #2 – Balanced Regional Services, set out in the current Strategic Plan, excluding matters that affect entirely or primarily the Urban Service area; and
 - (b) Goal #6 – Sustainable Region, in respect of matters that affect exclusively or primarily the Rural Service Area.
- ~~30.~~ 28. The Rural Committee may deal with any specific matter the Committee considers important to the fulfilment of its mandate, including any matter the Committee considers to be of particular interest or importance to residents of the rural area of the Municipality whether or not the matter falls ~~under Goal #2 of the current Strategic Plan~~ within the parameters of section 27.

Selection Committee

- ~~31.~~ 29, The mandate of the Selection Committee is to make recommendations to Council on appointments to all boards, committees, tribunals, boards of directors and other entities to which Council has the power or duty to appoint members.

Consequential and Repeal

- ~~32.~~ 30. Bylaw No. 14/025, the *Procedure Bylaw*, is amended by adding the following new section:
- “12.1 When making appointments under section 12 Council may appoint for any Committee an alternate who may serve as a voting member if the absence of a regular Committee member and/or the absence of the Mayor would result in failure to achieve quorum for a meeting of the Committee.”*

- ~~33.~~ 31. Bylaw 13/038 as amended, the *Council Committees Bylaw*, is repealed.

Effective Date

- ~~34.~~ 32. This Bylaw comes into effect on August 25, 2015.

READ a first time this 23rd day of June, A.D. 2015.

READ a second time this 7th day of July, A.D. 2015.

READ a third and final time this 7th day of July, A.D. 2015.

SIGNED and PASSED this 7th day of July, A.D. 2015.

Mayor

Chief Legislative Officer

Schedule A - Audit Committee Terms of Reference

Authority of the Audit Committee

Pursuant to Section 203 of the *Municipal Government Act*, Council delegates to the Audit Committee the authority to:

1. receive and approve as required the annual financial statements and financial return of the Municipality prepared and transmitted by the external auditor appointed under section 280 of the *Municipal Government Act*;
2. receive reports setting out the type and amount of approved expenses incurred by the Chief Administrative Officer and Council members;
3. approve the annual internal audit plan and any material changes to that plan;
4. direct the Municipal Auditor to investigate any matter, or any report prepared by Administration within the Committee's mandate as set out in the Standing Council Committees Bylaw.

Responsibilities of the Audit Committee

The Audit Committee has the following responsibilities, any of which may be carried out at an *in camera* meeting when the subject matter allows for *in camera* proceedings in accordance with the *Municipal Government Act*, and any of which may include making relevant recommendations to Council:

- 1 Exercise policy and governance oversight, including detailed review as required, of significant audit and internal control issues, including the records and information management system and information technology security and controls.
- 2 Review the results and findings of any audit with the CAO, DCAO, Executive Leadership team and the internal auditor.
- 3 Develop and maintain a sound basic understanding of how management develops interim financial information, and the nature and extent of internal and external auditor involvement.
- 4 Review the activities and accomplishments of the internal auditor relative to the internal audit plan.
- 5 Review with the internal auditor the budget, resource plan and activities of the internal audit function.

6. Review the effectiveness of the internal audit function, including conformance with the Institute of Internal Auditors' Definition of Internal Auditing, Code of Ethics and the International Standards for Professional Practice of Internal Auditing.
7. Review the comments, observations or findings of the internal auditor with respect to any inspection, investigation or enforcement action by an external regulatory authority.
8. Review the terms of reference of any investigation proposed by Administration or by the Committee itself, where the anticipated costs of the investigation are outside the scope of a Council approved budget.
9. Seek and obtain any information it requires from employees for the proper fulfillment of its mandate, exercise of its authority, or carrying out of its responsibilities.
10. Provide an open avenue of communication between the internal auditor and the Council.

BYLAW NO. 14/025

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO REGULATE THE PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES.

WHEREAS pursuant to Section 145 of the *Municipal Government Act* a Council may pass bylaws in relation to the procedure and conduct of Council and Council Committees;

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

Short Title

1. This Bylaw may be cited as the “Procedure Bylaw”.

Definitions

2. In this Bylaw:
 - (a) a word or expression that is defined in the Act and not otherwise defined in this Bylaw has the meaning set out in the Act; and
 - (b) words in the singular shall be read as though in the plural, and words implying a gender shall be read as including all genders, where the context so requires.
3. The following definitions shall apply in interpreting this Bylaw:
 - (a) “Act” means the *Municipal Government Act, R.S.A. 2000, c.M-26*;
 - (b) “Acting Mayor” is a Councillor appointed under subsection 152(3) of the Act;
 - (c) “Administration” includes the CAO and any other person who exercises a power, function or duty of the Municipality, including natural person powers, whether under delegation from the CAO or by any other authority or agreement;
 - (d) “Agenda” is the list of items and orders of business for any meeting of Council or a Council Committee;
 - (e) “Bylaw” means this Procedure Bylaw;
 - (f) “Chair” means the person who presides over a Council or Council Committee Meeting.

- (g) “Chief Administrative Officer” or “CAO” means a person appointed by Council as chief administrative officer within the meaning of the Act, or a person to whom the appointed CAO has delegated any CAO power, function or duty;
- (h) “Committee of the Whole” is an informal meeting of Council established for the purpose of allowing Administration to share information with Council and the public;
- (i) “Council Committee” means a committee, board or other body established by Council by bylaw;
- (j) “Councillor” means a person elected to be a member of the Council including the Mayor, and, where the context permits, includes the definition of “Member”;
- (k) “Delegation” means any person other than Administration, who addresses Council at a regular Council meeting;
- (l) “Deputy Mayor” is a Councillor appointed under subsection 152(1) of the Act;
- (m) “*Ex Officio*” means to be a Member of a Council Committee by virtue of being a Mayor, independent of being appointed as a Committee Member by resolution of the Council;
- (n) “*In Camera*” means a Meeting or portion of a Meeting that is held in the absence of the public;
- (o) “Mayor” is the chief elected official of the Municipality;
- (p) “Meeting” is a duly constituted regular or special meeting of Council or of a Council Committee where municipal business is conducted or issues are discussed;
- (q) “Member” means a Councillor acting as a member of a Council Committee;
- (r) “Motion” means a formal proposition put forward [i.e. “moved”] by a Councillor in attendance at a Meeting with the intention that it be put to a vote, and is synonymous with the word “resolution”;
- (s) “Municipality” means the municipal corporation of the Regional Municipality of Wood Buffalo;
- (t) “Notice of Public Hearing” means a formal notice issued by the CAO to announce the date, place, time and purpose of a Public Hearing and the steps a person must take to be scheduled as a Delegation before a Public Hearing.

- (u) “Organizational Meeting” means the annual meeting prescribed under subsection 192(1) of the Act;
- (v) “Point of Order” is the raising of a question by a Councillor to call attention to any deviation from a provision of this Bylaw or any other bylaw, statute or regulation, or to any procedural matter that according to this Bylaw must be raised by way of Point of Order;
- (w) “Point of Privilege” means a matter brought to the attention of the Chair by a Councillor concerning the comfort, safety, dignity, or reputation of the Council, a Council Committee or a Councillor, or the conduct of the public in the gallery. The conduct or spoken words of a Councillor may be the subject matter of a Point of Privilege raised by another Councillor;
- (x) “Public Hearing” is a Meeting of Council, or a dedicated portion of a Meeting, for the purpose of complying with Section 230 of the Act.

Application

- 4. This Bylaw shall govern the proceedings of Council and Council Committees.
- 5. When any matter relating to the proceedings of Council or Council Committees is not addressed in the Act or in this Bylaw, the provisions of the most recent version of *Robert’s Rules of Order Newly Revised* will govern the matter.
- 6. In the event of conflict between the provisions of this Bylaw and *Robert’s Rules of Order Newly Revised*, the provisions of this Bylaw shall apply.

Electronic Participation at Meetings

- 7. A Councillor may participate in a Meeting via electronic means:
 - (a) if the Councillor represents a rural ward and is unable to attend the Meeting in person due to inclement weather or other conditions or circumstances that make travel impossible or dangerous; or
 - (b) if the Councillor’s attendance at the Meeting is necessary to establish a quorumusing a telephone land line that has been tested for reliability and capability to block out background noise. Other forms of electronic communication technology may be used, if determined to be reliable and capable of blocking out background noise.
- 8. If a technical problem prevents or interrupts a Councillor’s electronic participation in a Meeting, the minutes shall reflect the time at which the Councillor ceased to participate in the Meeting by reason of the technical problem. If such technical problem is later resolved and the Councillor is able to rejoin the Meeting by electronic means without a vote on a Motion having taken place during the interruption in the Councillor’s

participation, the minutes shall reflect the time at which the Councillor rejoined the Meeting.

9. If electronic communication is interrupted during a Meeting and remains interrupted while a vote on a Motion is taken, the Councillor affected is deemed to have left the Meeting prior to the vote and shall not be permitted to rejoin the Meeting, either electronically or in person.
10. Unless otherwise provided by resolution, only Councillors may participate in a Meeting electronically.

Council Committees

11. Council Committees are established pursuant to the Standing Council Committees Bylaw.
12. Council will appoint the Members of each Council Committee by resolution, annually at the Organizational Meeting, excepting the four members of the Rural Committee representing rural wards who are automatically members of that Committee by virtue of their rural status. The Mayor is an *ex officio* Member and entitled to vote at all Council Committee Meetings, as are the Deputy Mayor or Acting Mayor when acting in the absence of the Mayor.
 - 12.1 When making appointments under section 12 Council may appoint for any Committee an alternate who may serve as a voting member if the absence of a regular Committee member and/or the absence of the Mayor would result in failure to achieve quorum for a meeting of the Committee.
13. Each Council Committee will select both a Chair and an Acting Chair to perform the duties of the Chair when the Chair is absent or incapacitated, such selections to be made by majority vote of the Committee Members, annually, as soon as practicable following the Organizational Meeting.
14. In the absence or inability of the Chair to preside over Council Committee Meetings:
 - (a) the Acting Chair will preside; or
 - (b) in the absence of the Acting Chair, the Mayor will preside if present; or
 - (c) if the Mayor is not present, the Deputy Mayor shall preside if the Deputy Mayor is a Member of the Council Committee; or
 - (d) if the Mayor and Deputy Mayor are unable to preside, the Acting Mayor shall preside if the Acting Mayor is a Member of the Council Committee; or
 - (e) if the application of clauses (a) through (d) of this section do not result in selection of a person to preside, the remaining Members may select another Member to preside.

15. Subject to section 15.1 the Chair of a Council Committee will determine the Agenda for a Meeting of a Council Committee, and in so doing will give reasonable notice to Administration of a proposed Agenda item to allow Administration time to prepare an informed presentation to the Committee on that item. Any items recommended by a Council Committee to the full Council will then be ~~addressed~~submitted through the Agenda review process for placement on a future Council Agenda.
- 15.1 If a matter ~~falls within the mandate of more than one Council Committee, or~~ has been specifically referred to a Council Committee by the whole Council, the Chair of that Committee shall place that matter ~~may be placed on~~ anthe Agenda of the ~~Council~~ Committee involved through the Agenda review process.
16. A Council Committee may establish a schedule of its Meetings but is not required to do so.
17. Unless otherwise provided for in this Bylaw, a quorum of a Council Committee is the majority of the ~~appointed~~ Members of the Committee.
18. In Council Committee Meetings:
 - (a) there is no limit to the number of times that a Member may speak on a matter;
 - (b) informal discussion on a matter is permitted when no Motion has been made; and
 - (c) the Chair may make Motions without leaving the chair.
19. If there is no quorum within 30 minutes after the time set for a Meeting, the names of the Members present shall be recorded and the Meeting will be adjourned.

Organizational Meeting of Council

20. An Organizational Meeting of Council must be held annually within two weeks after the third Monday in October at a date and time set by Council, except in the year of a general election when the CAO shall determine the date and time for the Organizational Meeting.
21. At or before the first Organizational Meeting of a Council term all Councillors must take the oath of office before dealing with any matter of business.
22. At the Organizational Meeting, Council must by resolution:
 - (a) establish a Deputy Mayor and Acting Mayor roster for the following year;
 - (b) make appointments to Council Committees and other agencies and boards to which Council appoints representatives;
 - (c) establish a schedule of regular Council Meetings for the following year;

- (d) determine the seating assignments for Councillors in Council Chamber; and
- ~~(e)~~ deal with any other business described in the notice of the Meeting.

Council Meetings

- 23. Regular Council Meetings will be held in the Council Chamber on the time and dates established at the Organizational Meeting.
- 24. Notice of regular and/or special Council Meetings may be established at an Organizational Meeting of Council. In the absence of any other method of notice having been adopted by Council, the schedule of regular Council Meetings will be posted on the municipal website and the date, time and location of special Council Meetings will be posted on the municipal website as soon as practicable after that information is available.
- 25. The Mayor is the Chair of Council Meetings. If the Mayor is absent the Deputy Mayor shall take the Chair, and if the Deputy Mayor is also absent the Acting Mayor shall take the Chair. In the absence of the Mayor, the Deputy Mayor and the Acting Mayor the CAO shall begin the Meeting by calling for a motion for the appointment of a Chair from among the Councillors present.
- 26. As soon as there is a quorum of Council after the time fixed for a Meeting, the Chair shall call the Meeting to order.
- 27. If there is no quorum within 30 minutes after the time set for the Meeting, the names of the Councillors present shall be recorded and no Meeting will take place on that date.
- 28. If at any time during a Meeting the quorum is lost, the Chair shall call a recess and if quorum is not achieved again within 15 minutes, the Meeting will be adjourned.
- 29. The Agenda for an adjourned Meeting will be dealt with at the beginning of the next regular Council Meeting, unless a special Meeting is called before the next regular Council Meeting to deal with the business of the adjourned Meeting.
- 30. All Council Meetings shall be open to the public and no person may be excluded up to the capacity limit of the Council Chamber, except for improper conduct as determined by the Chair. When there are more members of the public who wish to attend a Council Meeting than may be safely and lawfully accommodated in Council Chamber, the Chief Legislative Officer shall make reasonable efforts to accommodate as much of the overflow as possible in other areas of the building where there is access to the proceedings of the Meeting via television or other visual means.
- 31. Despite section 30 Council may, by resolution, meet *in camera* to discuss any matter that meets the criteria set out in the Act for closing all or part of a Meeting to the public.

32. The only Motion that may be passed during an *in camera* Meeting is a Motion to reconvene in public.
- 32.1 A Council Meeting shall not continue more than four hours past its starting time, except that when an item is still actively under debate when the four hour point is reached the Meeting may continue until debate on that item is concluded and all votes arising therefrom have been taken, and until any Motion under section 32.2 has been made and voted upon.
- 32.2 If a Council Meeting is about to end under the provisions of section 32.1 before all items on the Agenda have been dealt with, the Chair may call for a Motion to recess the Meeting to another day prior to the next regularly scheduled Council Meeting, and such Motion is not debatable except as to the time proposed for the Meeting to resume after recess. If no such Motion is passed, any remaining items on the Agenda shall be considered through the Agenda review process for inclusion on the Agenda of a subsequent regularly scheduled Council Meeting, subject to the provisions of the Act for calling a special Meeting.

Recess Periods

33. Regularly scheduled Council Meetings and Council Committee Meetings shall not be held during the following scheduled recess periods:
- (a) Summer Recess – the period immediately following the second Tuesday in July and ending on the Monday prior to the fourth Tuesday in August;
 - (b) Christmas Recess – the period immediately following the second Tuesday in December and ending on the Monday prior to the second Tuesday in January;
 - (c) in an election year, during the period between Nomination Day and Election Day; and
 - (d) any other recess period established by Council resolution.
34. The time between the last Meeting prior to a recess period and the first Meeting after a recess period shall not be counted in computing the eight week period referenced in clause 174(1)(d) of the Act.

Agendas

35. Subject to the provisions of Sections 15, ~~15.1~~, 32.2, 85(d) and 99 of this Bylaw, Regular Council and Committee of the Whole Meeting Agendas will be determined by the ~~Mayor (or by the Deputy Mayor or Acting Mayor in the Mayor's absence) and by any Councillors who choose to participate in the process, either in person or by telephone.~~ The Chief Administrative Officer and in consultation with the Chief Legislative Officer, will attend all Agenda reviews in an advisory capacity to offer clarification with respect to proposed Agenda items and urgent or time sensitive matters.

36. ~~The CAO shall forward to all Councillors a draft of a proposed Agenda for each regularly scheduled Council Meeting, by 3:00 p.m. on the Wednesday preceding the Meeting or as soon as practicable thereafter, requesting that Councillors provide feedback by 3:00 p.m. on Thursday to allow administration time to take such comments into account before publishing the final version of the Agenda pursuant to Section 41 of this bylaw. Council and Committee of the Whole Agendas, and Council Committee Agendas when Section 15.1 applies, will be determined commencing at 11:00 a.m. on Thursdays. All Councillors will be given a minimum of 16 hours' notice of any change in the date, time or place of any Agenda review.~~
37. Any Councillor may submit an item to the ~~CAO Mayor and the Chief Legislative Officer~~ for consideration of placement on a future Council Meeting Agenda and such item will be considered during the next available Agenda review. A Councillor- who submits an item for consideration retains the right to compel debate and a vote on the item at a Council meeting or Council Meeting through the Notice of Motion process set out in Sections 96.1 to 100.2 of this bylaw if the item is not placed on a Council Agenda. ~~through the Council Meeting Agenda determination process.~~
38. ~~If the Councillors participating in an Agenda review are unable to reach consensus on the content of the Agenda, the final determination will be based on a majority vote of the Mayor and Councillors in attendance, subject to the provisions of Section 15, 15.1, 32.2, 85(d) and 99 of this Bylaw.~~
39. The final Agenda for a Council Meeting shall list the order of business, as determined during the process set out in sections 35 to ~~38~~7 of this Bylaw.
40. Once a Meeting Agenda has been published on the Municipality's website, any new items may only be added by resolution of Council when adopting the Agenda at the Meeting to which it applies.
41. A regular Meeting Agenda and all supporting documentation will be distributed to all Councillors and posted on the municipal website by 12:00 noon on the Friday immediately preceding the Meeting, or as soon as practicable thereafter. Supporting documentation that is received too late to be included with the Agenda will be made available as soon as reasonably practicable. ~~Draft Meeting Agendas will be posted on the municipal website as soon as reasonably practicable.~~

Public Delegations

42. A person may submit a written request to make a presentation to the Council as a scheduled Delegation, either on the person's own behalf or as a representative of a group or organization. The request must clearly and succinctly state the general nature of the intended presentation, and must be received at the office of the Chief Legislative Officer no later than 12:00 noon on the Wednesday immediately preceding the Meeting.

43. All presentation requests will be reviewed in accordance with the Council Presentation Request Policy, or any successor policy dealing with the scheduling of Delegations, and may be approved, referred to Administration or refused.
44. All scheduled Delegations will be allocated a maximum of five minutes to make a verbal submission to the Meeting.
45. Despite section 42 the Chair shall, at all regular Council Meetings after the Agenda is adopted but before any substantive item of business has been dealt with, advise the ~~sk~~ gallery that if there is anyone present who who wishes to speak to one or more an-items on the Agenda and is not a scheduled Delegation must—register with the Legislative Officers in attendance at the meeting, disclosing their name and the item(s) on which they wish to speak, at some point prior to the beginning of debate or discussion on the item(s), and that a person who does not so register and is not a scheduled Delegation will not be allowed to speak unless a majority of Councillors present at the meeting vote to so allow. When an item arises for debate on the Agenda for which a person has registered to speak, the Chair shall call upon that person to speak before debate begins between Councillors. Upon responding to the call and being recognized by the Chair, a person may speak for a maximum of five minutes to any item on the Agenda except for (a), with the exception of any bylaw or other matter that requires a Public Hearing or for which a Public Hearing has already been held; and (b) any submission made by a scheduled Delegation.
- 45.1 Despite sections 44 and 45 no Delegation, scheduled or unscheduled, who speaks to more than one item on the Agenda of any Meeting, may speak for more than a total of 10 minutes at that Meeting.
46. All ~~unscheduled~~ Delegations must clearly state their name and identify the Agenda item to which they are speaking. All Delegations must speak clearly and directly to the Agenda item only, and must not diverge or digress to any other topic.
47. Upon being recognized by the Chair, a Councillor may pose questions for clarification to a Delegation or to the CAO; however, debate is not permitted at the Delegation stage.

Presentations

- 47.1 A person invited by Administration or Council to address Council may be scheduled on the Agenda as a Presentation rather than a Delegation, and in such case all the procedural rules of this Bylaw pertaining to Delegations apply, except that the person or persons making the Presentation may be allowed up to fifteen minutes to make a submission.

Public Hearings

48. Any person who has complied with the procedures set out in a Notice of Public Hearing shall be recognized by the Chair and allowed to speak at the Public Hearing.

49. Any person or group addressing Council at a Public Hearing must commence their presentation by clearly stating their name and indicating briefly their position on the matter in question.
50. The procedure for conducting a Public Hearing is as follows, in sequence:
- (a) The Chair will declare the Public Hearing open, and advise of the process to be followed. A motion is not required.
 - (b) Administration will introduce the item, provide a brief overview, and clearly indicate whether or not the item is recommended for approval.
 - (c) The proponent or applicant will be permitted a maximum of five minutes to present opening remarks.
 - (d) The Chair will invite persons who have complied with the procedures set out in the Notice of Public Hearing to come forward to speak, and all such persons will be allocated a maximum of five (5) minutes to present their position.
 - (e) The Chair will invite persons who have not complied with the procedures set out in the Notice of Public Hearing to come forward to speak. The Chair will require each such person to give their name and a brief explanation of the nature of their interest in the matter, after which each such person will be allowed a maximum of five minutes to speak.
 - (f) After each person has spoken, whether scheduled or unscheduled, any Councillor may ask the speaker relevant questions.
 - (g) After all persons who wish to speak have spoken, any Councillor may ask Administration relevant questions.
 - (h) After all questions have been posed and answered, the Chair will declare the Public Hearing closed. If it is anticipated that the Public Hearing may be resumed at a future date, the Chair may opt to declare an adjournment, as opposed to closing the Public Hearing.
51. The minutes of the Council Meeting during which a Public Hearing is held must contain the name of each speaker and indicate the nature of the speaker's interest.
52. Council may, at its discretion, schedule a non-statutory hearing for any other matter. In such cases, sections 48 to 50 of this Bylaw shall apply.

Meeting Procedure

53. Only Councillors, the CAO and persons authorized by the Chair are allowed to come within the enclosure formed by the Councillors' chairs during a Meeting.

54. Only Councillors or other persons recognized by the Chair shall be allowed to address a Meeting.
55. The Chair will preserve order and decorum and decide all questions relating to the orderly procedure of the Meeting, subject to an immediate appeal by a Councillor from any ruling.
56. If a ruling of the Chair is appealed, the Chair will give concise reasons for the ruling and Council will, without debate, determine by a show of hands whether to uphold or overturn the ruling. The Chair shall comply with the decision of the Council.
57. If the Chair wishes to leave the chair for any reason, the Chair must call on the Deputy Mayor, or in the Deputy Mayor's absence, the Acting Mayor, to preside.
58. Councillors must address the Chair when speaking.
59. All Councillors must be provided with an opportunity to speak to a Motion before any Councillor is permitted to speak to the Motion a second or subsequent time.
- 59.1 Councillors must attempt to remain in the Council Chamber at all times during a Meeting, except during a break or recess called by the Chair. If a Councillor must leave the Council Chamber for a short time for personal reasons [for example, to take medication or for personal hygiene], the Councillor shall so indicate by a signal to the Chair which may be non-verbal, and upon acknowledgement by the Chair the Councillor may leave the Council Chamber while proceedings continue. In such case the Chair shall avoid calling for a vote while the Councillor is not present in the Council Chamber, and shall afford the Councillor a reasonable time to return before any vote is taken.

Voting Procedures

60. Votes on all Motions must be taken as follows:
 - (a) Councillors present at the Meeting and not absent from the Council Chamber by reason of pecuniary interest must be in their designated Council seats when the Chair puts a Motion to a vote;
 - (b) the Chair will put the Motion to a vote by stating the Motion exactly as it was moved or amended, as applicable; and
 - (c) Councillors must:
 - (i) use the electronic voting system;
 - (ii) vote by a show of hands if the electronic voting system is not in use; or
 - (iii) vote verbally if participating in the Meeting by an electronic communication facility.
61. The Chair will declare the result of the vote.

62. After the Chair declares the result of a vote, Councillors may not change their recorded votes, except where the electronic voting system has incorrectly identified a Councillor as having voted for or against a Motion.

Conduct of Councillors in the Council Chamber

63. Councillors must:
- (a) refrain from using crude, vulgar, profane or offensive language in the Council Chamber, or disturbing the orderly business of the Meeting in any way;
 - (b) respect and follow all applicable procedural rules;
 - (c) respect and obey all rulings of the Chair except in the case of an appeal of a Chair's decision that is upheld by the Council;
 - (d) except in case of medical emergency or when section 59.1 applies, refrain from leaving their seats or making any noise while a vote is being taken or the result declared;
 - (e) refrain from re-entering the Council Chamber while the vote is being taken, if absent from the Council Chamber due to pecuniary interest; and
 - (f) refrain from interrupting other speakers, except to raise a Point of Order or a Point of Privilege.
- 63.1 A Councillor may use a cell phone or other hand-held electronic device to monitor public comments made in real time concerning the Council proceedings, if in the opinion of the Chair this is done in a discreet manner without unduly diverting the Councillor's attention from the Council proceedings; but a Councillor may not use a cell phone or other hand-held electronic device to send or receive any private message from any person, including another Councillor, while a Meeting is in progress.
64. The Chair may call to order any Councillor who is out of order.
65. When a Councillor persists in a breach of order, after having been called to order by the Chair, the Chair may declare the offence and name the offending Councillor.
66. Subject to Section 67 the name of the offending Councillor and offence declared by the Chair shall be noted in the minutes.
67. If a Councillor who has been named by the Chair under section 65 apologizes for the offence and withdraws any objectionable statements, the Councillor may remain in the Council Chamber and continue to participate in the Meeting, and the Chair shall in that event direct that the notation of the declaration of the offence and naming of the Councillor be removed from the minutes.

68. If a Councillor who has been named by the Chair under Section 65 refuses to apologize for the offence, the Councillor must immediately leave the Council Chamber. Immediately thereafter, Council must vote, without debate, on whether to expel the Councillor for the duration of the Meeting.
69. If a Councillor is expelled under Section 68, the Councillor must not return to the Council Chamber for the duration of the Meeting.
70. The Chair may declare a Meeting recessed or adjourned if an expelled Councillor does not leave the Council Chamber voluntarily.
71. No expulsion of a Councillor under Section 68 shall be for more than the Meeting in progress.
72. Subject to Section 63(d) and Section 59.1 a Councillor who wishes to leave the Council Chamber for any reason other than having declared a pecuniary interest shall so advise the Chair on a Point of Privilege. The times of the Councillor's departure and subsequent return shall be noted in the minutes.
73. If a Councillor has temporarily left the Council Chamber, other than for declaring a pecuniary interest, and a vote is about to be taken, the Chair shall recess the Meeting for up to 10 minutes to allow the Councillor to return to the Council Chamber to participate in the vote. If the Councillor has not returned after 10 minutes, the Chair shall call the Meeting back to order and the vote shall proceed.

Conduct of the Public at Meetings

74. During a Meeting, members of the public must conduct themselves in accordance with the Guidelines set out in Schedule A to this Bylaw. The Chair may order any member of the public who fails to adhere to the Schedule "A" Guidelines, or who otherwise disturbs the proceedings of Council by words or actions or in any other manner, to be expelled from the Meeting.
- 74.1 The Chief Legislative Officer shall ensure that the Schedule A guidelines are displayed outside the Council Chamber where all members of the public may see and read them before entering Council Chamber, and are posted on the Municipality's website.
75. The Chair may request the assistance of a security guard or peace officer if a person ordered expelled by the Chair does not leave voluntarily.

Motions

76. A Motion need not be seconded, but must be stated by the Chair or displayed electronically in a manner visible to all Councillors present in Council Chamber, prior to debate.

- 76.1 The Chair may declare a “Motion recess” for the purpose of allowing Administration to work with a Councillor seeking to make a Motion, in order to be sure that the Motion is clear and reflects accurately the Councillor’s intent. All Councillors must remain in the Council Chamber and refrain from any discussions with members of the public, during such Motion recess.
77. Once a Motion has been moved and stated by the Chair, it may only be withdrawn with the consent of the majority of Councillors present at the Meeting.
78. The mover of any Motion may speak and vote for or against the Motion.
79. Unless otherwise specified in this Bylaw, a Motion is passed when a majority of Councillors present at a Meeting and entitled to vote have voted in favour of the Motion. A Motion put to a vote and not passed is defeated.
80. A matter not amounting to a Motion that is put to a vote of the Council in the same manner as a Motion [e.g. a challenge to a ruling of the Chair on a Point of Order or any matter raised as a Point of Privilege] becomes an act of the Council if a majority of Councillors present indicate support for it.
81. The Chair may participate in debate and vote on all matters before Council, without relinquishing the Chair.
82. The Chair may make Motions, but must vacate the Chair in order to do so and while the Motion is being debated.
83. When the Chair is called upon to decide a Point of Order or Point of Privilege, the Chair’s ruling shall be stated clearly and without comment by the Chair, except to cite the rule of authority applicable to the case.
84. Any Councillor may require a Motion under debate to be re-read at any time during the debate if the Motion is not electronically displayed in the Council Chamber, but must not interrupt a speaker to do so.
85. When a Motion is under debate, no other Motion shall be made except to:
 - (a) table (“lay on the table”) – a Motion to table may be made when a Councillor wishes discussion to cease on the current topic in order to address another matter that the Councillor considers to be of greater urgency. A Motion to table is not debatable. If a Motion to table is passed, the Motion under debate is no longer debatable and a Motion to “lift [the Motion] from the table” is required in order to resume consideration of the matter. If not lifted from the table during the same Meeting, a tabled Motion expires at the end of that Meeting;
 - (b) call for the question (close debate) – a Motion to call for the question may be made when a Councillor wishes to close debate and ask that a vote be taken on the Motion under debate. A Motion to call for the question is not debatable, but is

only in order if all Councillors have had an opportunity to speak to the Motion under debate. If a Motion to call for the question is in order and passes, the Chair must put the Motion under debate to an immediate vote. [Note: The Chair has the option to call for the question without a formal Motion to that effect, if it appears to the Chair that no Councillor has anything further to say on a Motion under debate];

- (c) refer – a Motion to refer must identify whether the matter is being referred to Administration or to a named Council Committee and must include instructions to the referral body. A Motion to refer is debatable.;
 - (d) defer – a Motion to defer may be made to temporarily set aside a Motion under debate to a future Meeting, and must state a specific date or a date range for the matter to be brought back to Council. A Motion to defer is debatable.;
 - (e) amend the Motion;
 - (f) move *in camera*; or
 - (g) reconvene in public.
86. A Councillor may only amend the Councillor’s own Motion for the purpose of clarifying the Motion’s intent without affecting the substance of the Motion. The Chair may accept such a “friendly amendment” upon putting a request to that effect to the Meeting and if no other Councillor objects. A Councillor may also propose such a “friendly amendment” to another Councillor’s Motion, which may be accepted by the Chair if the other Councillor agrees and no Councillor objects.
87. A proposed amendment to a Motion under debate that changes the Motion under debate in any substantive way must take the form of a Motion to amend and is debatable. A Motion to amend must be relevant to the subject matter of the Motion under debate and must not propose a direct negative of the Motion under debate.
88. Only one amendment to the main Motion under debate may be before the Meeting at any time, but a Motion to amend the proposed amendment may be before the Meeting at the same time.
89. When a Motion to amend is on the floor, Councillors may debate only the proposed amendment, not the main Motion under debate to which the amendment pertains.
90. An amendment to an amendment, if any, shall be voted upon before the Motion to amend. If no other amendment to the Motion to amend is proposed, the Motion to amend shall then be voted upon. Only after all Motions to amend have been put to a vote shall the main Motion under debate [as amended, if applicable] be put to a vote.
91. When a Motion under debate contains distinct propositions, at the request of any Councillor on a Point of Order, the Chair shall call for separate votes on each proposition.

92. After a Motion has been voted upon, but before the Meeting is adjourned, any Councillor who voted with the prevailing side may move for reconsideration of a previous Motion.
93. Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
94. If a motion to reconsider a previous Motion is passed, such reconsideration shall become the next order of business despite the Agenda for the Meeting. Council may affirm, overturn or vary a Motion under reconsideration.
95. A Councillor who voted with the prevailing side on a Motion may serve notice of intention to bring a Motion for reconsideration at a subsequent Council Meeting; however a motion for reconsideration is out of order if the original Motion has already been irrevocably acted upon.
96. A Motion to adjourn the Meeting is always in order except:
 - (a) when another Councillor has the floor;
 - (b) when a vote on a Motion has been called for but not yet taken; or
 - (c) when a vote on a Motion is in progress, or has been completed but the Chair has not yet declared the results of the vote.

Notice of Motion

96.1 A Councillor who wishes to introduce a new matter for debate must serve notice at a Council Meeting of a Motion introducing the new matter, and must include as part of the notice an indication of which Council Committee is proposed to deal with the Motion at first instance. Any such notice of Motion that fails to name a Council Committee as the venue for debate may be ruled out of order by the Chair, or the Chair may put to a vote by show of hands without debate the question of which Council Committee the Motion will be referred to.

~~97.—97.~~ Despite Section 96.1 a Councillor who is of the opinion that a proposed Motion addresses a matter sufficiently serious or urgent that it should be dealt with immediately by the whole Council at the same Meeting that notice of the Motion is given, may so indicate in the notice and in such case the Chair shall put to a vote by show of hands without debate the question of whether the Motion should be added to the Agenda of that very Meeting. If there is majority support the Motion shall be added to that Meeting's Agenda. ~~A Councillor may make a Motion introducing a new matter only if:~~

~~(a) notice is given by the Councillor at a Council Meeting prior to the Council Meeting at which the Councillor intends to make the Motion introducing the new matter; or~~

~~(b) Council passes a resolution dispensing with notice.
97.~~

98. A notice of Motion shall be given both verbally and in writing to all Councillors present. A copy of the notice shall also be given to the CAO and to the Chief Legislative Officer.

99. A notice of Motion must include the complete, precise text of the Motion to be considered, and subject to Section 97 must also state the date of the Council Committee Meeting at which the Motion will be made. The Motion, precisely as stated in the notice of Motion, will then appear on the applicable Council Committee Agenda.

100. Notice of a Motion must be given without verbal or written comment on its merits.

100.1 A Councillor who serves notice of a Motion may withdraw the Motion as of right and without the need for a vote on an amendment to any Agenda, by verbal or written notice to all other Council members delivered at an open and public Meeting at any time before debate begins on the Motion.

100.2 A notice of Motion served at a special Meeting of Council is not an item transacted at the Meeting within the meaning of subsection 194(5) of the *Municipal Government Act* if no debate on the substance of the Motion occurs at that Meeting

Committee of the Whole

101. Council may gather informally as a Committee of the Whole to:

- (a) receive briefings and updates [which may include privileged legal advice] from Administration and from other bodies to which Council appoints members;
- (b) hear from members of the public; or
- (c) participate in training or education.

102. Committee of the Whole is open to the public, subject to all or part of the proceedings being held *in camera* as required or permitted by statute.

103. Councillors may ask questions and discuss any of the information presented in Committee of the Whole, but must not enter into any debate and must not make any decisions or give any direction to the CAO or other employee or contractor, or say or do any other thing that materially progresses the business of the Municipality.

Minutes of Meetings

104. The Chief Legislative Officer will prepare or cause to be prepared minutes of Council, Committee of the Whole and Council Committee Meetings.

105. At every regular Meeting, the minutes of the previous regular Meeting and any special Meeting held more than 48 hours prior to the current Meeting shall be considered for adoption.
106. The minutes shall be a concise record focusing on identifying those in attendance who participated in the Meeting, Motions made and the results of votes on Motions. The minutes may include clarifications or requests for information, but shall not include comments made in the course of discussion or debate.
107. The minutes will reflect the time that any Councillor leaves the Meeting, and, if applicable, the time that the Councillor returns.
108. Meetings may be recorded, with the exception of any portion of a Meeting that is held *in camera*.
109. A separate record shall be maintained to identify all outstanding resolutions and commitments arising from Meetings.

Repeal and Coming into Force

110. Bylaw No. 06/020 and all amendments thereto are hereby repealed.
111. This Bylaw shall become effective when passed.

READ a first time this 10th day of June, A.D. 2014.

READ a second time this 12th day of May, A.D. 2015.

READ a third and final time this 12th day of May, A.D. 2015.

SIGNED and PASSED this 19th day of May, A.D. 2015.

Guidelines for Public Conduct at Council and Council Committee Meetings

Members of the public attending at Council or Council Committee Meetings are expected to adhere to the following standards of conduct. Failure to do so may result in expulsion from the Meeting.

1. No crude, vulgar, obscene or offensive language or gesture is allowed at any time in the Council Chamber.
2. No person attending a Meeting may approach or speak to the Mayor or a Councillor while the Meeting is in progress, unless invited by the Chair to address Council as a Delegation or Presentation, or during a break or recess in the proceedings called by the Chair.
3. Business attire is not required, but persons attending a Meeting must dress in a respectful manner. For example, clothing must not be worn that displays any crude, vulgar, obscene or offensive language or image. Shoes must be worn.
4. Unless addressing the Meeting as a Delegation or Presentation, no talking or whispering is allowed. It is permissible to communicate by passing written notes, or by way of cell phone or other hand held electronic device (set to silent or vibrate mode) if done in a discreet manner that does not interfere with any person's ability to follow the proceedings of the Meeting. Electronic messages may not be sent to any Councillor participating in a Meeting.
5. No signs, placards or banners of any kind are allowed in the Council Chamber except with the express permission of the Chair.
6. Water and non-alcoholic beverages in covered containers are allowed in the Council Chamber, but food is prohibited.
7. Audio and/or videotape recordings are allowed in the Council Chamber, only if all equipment is completely muted and is operated in a manner that does not interfere with any person's ability to hear or observe the proceedings.

Council Action Log - Outstanding Resolutions

19-Aug-16

NOTE: The content of the Current Status Notes column of this spreadsheet is the responsibility of the assigned Division / Department.

Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16055	2-Aug-16	Council	<p><u>Development of a Council Commendation Program. Council Resolution:</u></p> <p>"1. That Administration be directed to: (a) proceed with an inaugural event to recognize the numerous individuals involved in the first 100 hours of the 2016 wildfire event, and allocate any needed funds from the existing Council budget; (b) investigate opportunities for the creation of a commemorative landmark to recognize the significance of the 2016 wildfire events, and the heroic efforts of those involved in fighting it; and (c) develop a Council Policy for a long-term commendation program for Council's consideration.</p> <p>2. That all costs associated with the proposed Commendation Program incurred in 2016 be funded from: (a) the 2016 Regional Council Operating Budget; (b) the 2016 corporate-wide Operating Budget; or (c) the Emerging Issues Reserve, in that order."</p>	Deputy Chief Administrative Officer	Legal and Legislative Services	<p><u>Aug. 10/16</u> – (b) Parks commenced preliminary planning to identify potential locations, design elements and utilization of space, development of a draft budget and public engagement. Anticipate submitting a capital budget request for 2017 with construction completed in 2018. To expedite design quicker, Parks may request design money in 2016 to start construction in 2017.</p> <p><u>Aug. 9/16</u> - (a) Communication sent to Council from administration requesting clarification on the parameters that Council wishes to see for inclusion of individuals in the inaugural event.</p>
16053	12-Jul-16	Council	<p><u>Wood Buffalo Recovery Committee Recommendation - Request for Interim Housing. Council Resolution:</u></p> <p>"That Administration be directed to submit a request to the Government of Alberta for interim, pet-friendly housing units with three or more bedrooms to be made available to residents affected by the wildfire; and</p> <p>That all associated costs be included in the Municipality's request for funding from the Government of Alberta's Disaster Recovery Fund to compensate for extraordinary costs arising from the wildfire."</p>	Recovery Task Force		<p><u>Aug. 8/16</u> - Reassigned to Recovery Task Force from Community and Protective Services and Financial Services as per B. Couture. The Recovery Task Force has continuity of this issue in coordination with the Red Cross.</p> <p><u>July 14/16</u> - Mayor's office sent a letter to Minister Larivee with a formal request for interim housing.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16052	5-Jul-16	Council	<p><u>Birchwood Trails Wildfire Hazard Reduction. Council Resolution:</u></p> <p>"That the Phase 2A Fuels Reduction Prescription for Birchwood Trails Wildfire Hazard Reduction funding request for \$1,500,000 be approved;</p> <p>That the Phase 2A Fuels Reduction Prescription for Birchwood Trails Wildfire Hazard Reduction be funded from:</p> <ul style="list-style-type: none"> - The 2016 Regional Emergency Services Operating Budget surplus, - The 2016 Community and Protective Services Division Operating Budget surplus - The 2016 Emerging Issues Reserve <p>in that order; and</p> <p>That grant applications be made for funding support from:</p> <ul style="list-style-type: none"> - Alberta Forestry and Agriculture (AAF), and - Forest Resource Improvement Association of Alberta (FRIAA), and - FireSmart." 	Infrastructure and Engineering	Public Works	<p><u>Aug. 17/16</u> - The FireSmart program is entering its second phase. The tender documents have been posted and will close on August 31st, with construction anticipated to start October 1st. The schedule will be confirmed by the contractor when the contract is awarded.</p> <p><u>Aug. 15/16</u> - Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program - Expressions of Interest are due Sept. 28, 2016. Alberta Agriculture and Forestry (AAF) FireSmart Community Grant Program is unavailable for 2016. Agriculture and Forestry is planning to offer the next round of funding in 2017. Initial contact has been made with FireSmart Community Plan Specialist, Alberta Agriculture and Forestry, to determine if there are any other programs available.</p>
16051	28-Jun-16	Council	<p><u>Wood Buffalo Recovery Committee Recommendation – Service Access Roads. Council Resolution:</u></p> <p>"That Administration be directed to:</p> <p>(a) explore the possibility of opening new service access roads for the communities of Abasand, Beacon Hill, Waterways and Wood Buffalo, including the necessary permits and approvals for such roads and;</p> <p>(b) include all costs associated with opening the service access roads referenced in (a) above in its request to the Government of Alberta for funding to compensate for extraordinary costs arising from the wildfires."</p>	Infrastructure and Engineering	Engineering	<p><u>Aug. 18/16</u> - A verbal update on the results of Access Road Study was presented at the LPTC meeting on August 17. A capital budget amendment will be prepared for Council's consideration for advancing design in 2016 and create a new Capital Request for 2017 construction. Engineering to present the findings to Council once finalized.</p>

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16050	28-Jun-16	Council	<p><u>Wood Buffalo Recovery Committee Recommendation – Landfill and Waste Management Matters. Council Resolution:</u></p> <p>"(a) That Administration be directed to open the Municipal Landfill to incoming waste on a 24 hour per day, 7 day per week basis commencing July 5, 2016 until cleanup and removal of debris from structures destroyed or damaged by fire or by firefighting activities is substantially complete, and to take such measures and procure such equipment as may be required (including if necessary one or more temporary truck scales) to provide for rapid and safe turnaround of vehicles at the Landfill in anticipation of substantially increased volumes of traffic during the demolition and cleanup phase;</p> <p>(b) that Administration be directed to maintain in place until July 31, 2016 the waiver of tipping fees for loads of household waste hauled to the landfill;</p> <p>(c) that Administration be directed to take immediate steps to block vehicular access to areas of the Municipality that are notorious for their use as unlawful waste dumping sites;</p> <p>(d) that Administration be directed to include all costs associated with (a) through (c) above in its request to the Government of Alberta for funding to compensate for extraordinary costs arising from the wildfire."</p>	Infrastructure and Engineering	<p>Environmental Services - (a), (b) & (d)</p> <p>Public Works (Roads) - (c)</p>	<p><u>Aug. 18/16</u> - As of August 10, 2016, the Landfill commenced 24/7 operations to commercial vehicles and in relation to wildfire clean up.</p> <p><u>Aug. 3/16</u> - (b) Council resolution passed at Aug. 2, 2016 Council Meeting extending the waiver of tipping fees to October 31, 2016.</p>

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16049	28-Jun-16	Council	<p><u>Wood Buffalo Recovery Committee Recommendation – Staffing and Accommodations.</u> <u>Council Resolution:</u></p> <p>"That Administration:</p> <p>(a) be directed to provide as rapidly as possible sufficient office and working space on the 5th floor of the Jubilee Building for the approximately 80 individuals that are projected to be required as Committee members, or as members of/support staff to the Recovery Task Force;</p> <p>(b) be directed to develop a plan for assigning staff to be members or, or serve as support to, the Recovery Task Force; and</p> <p>(c) include all costs associated with (a) and (b) above in its request to the Government of Alberta for funding to compensate for extraordinary costs arising from the wildfires."</p>	Deputy Chief Administrative Officer	Engineering	<p><u>Aug. 18/16</u> - Working space on the 5th floor, Jubilee Centre is operational as of August 2nd. Costs for the physical move will be coded to the recovery effort. Plans for staff assignments are underway.</p>
16033	28-Apr-16	OC	<p><u>Business Case Review of Regional Recreation Corporation of Wood Buffalo. Oversight Committee Resolution.</u></p> <p>"That Administration be directed to bring forward to the Oversight Committee a recommendation for amendments to the Articles and Corporate Bylaw of the Regional Recreation Corporation (RRC) of Wood Buffalo to provide clarity on the mandate and purpose of the RRC as it pertains to existing and future recreational and cultural facilities throughout the Municipality."</p> <p>The Committee requested the recommendations be brought to the next Oversight Committee meeting, even though the due date was not specified in the resolution.</p>	Deputy Chief Administrative Officer / Community and Protective Services	Legal and Legislative / Community Services	<p><u>Aug. 8/16</u> - Administration and RRC met on August 4th to discuss the review of the RRC Mandate/Bylaw and finalizing an operating agreement between the RMWB and RRC. Review of the RRC Mandate/Bylaw will be done in coordination with RRC finalizing of the operating agreement.</p>

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16029	26-Apr-16	Council	<p><u>Timberlea Sewer Backups - Financial Support for Impacted Homeowners. Council Resolution:</u></p> <p>"That Administration be directed to provide for compensation to property owners affected by sewer backup flooding in Timberlea on July 12, 2015, as described under the heading "Alternative" in the Council Report dated April 26, 2016, excluding any reference to the Disaster Recovery Program."</p>	Corporate Services	Financial Services	<p><u>Aug. 18/16</u> - Claims adjusters have approached all homeowners involved in the Timberlea Sewer Backups of July 12, 2015. Adjusters have begun their review of each claim that has been initiated.</p>
16028	26-Apr-16	Council	<p><u>Audit Committee Recommendations - Audit Committee Terms of Reference. Council Resolution:</u></p> <p>"That the Audit Committee Terms of Reference (as set out in Attachment 1, dated April 20, 2016) be approved, in principle; and</p> <p>That Administration bring forward an amendment to the Standing Council Committees Bylaw to incorporate the provisions of the Audit Committee Terms of Reference."</p>	Deputy Chief Administrative Officer	Legal and Legislative Services	<p><u>July 12/16</u> - Amendments to Standing Council Committees Bylaw deferred at Apr. 28 Oversight Committee meeting to next OC meeting. The Oversight Committee is scheduled to reconvene at their first meeting since the May wildfires on August 25, 2016. Amendments to the Standing Council Committees Bylaw to incorporate the Audit Committee terms of reference will be brought forward to the Oversight Committee for consideration on August 25, 2016, with recommendations to be forwarded to Council for approval.</p>
16027	26-Apr-16	Council	<p><u>2016 Council Compensation Review. Council Resolution:</u></p> <p>"1. That Administration be directed to proceed with securing an industry professional through a formal Request for Proposal process to undertake a comprehensive review of Elected Officials' Compensation, Travel, Expense and Support Policy LEG-050; and</p> <p>2. That recommendations for amendments to the Policy be brought forward for Council's consideration and approval no later than six months prior to the 2017 General Municipal Election, in accordance with Section 2.01(b) of the Policy.</p> <p>3. That subject to recommendations 1 and 2 being approved, Administration prepare and submit to Council, a bylaw to repeal the Council Compensation Review Committee Bylaw No. 14/022."</p>	Deputy Chief Administrative Officer	Legal and Legislative Services	<p><u>Aug. 9/16</u> - Council Compensation Review initiated week of August 8, 2016. Final recommendations targeted to be brought forward to Council by the end of October 2016.</p>

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16025	19-Apr-16	Council	<p><u>Public and Commercial Processes for the Proposed Multiplex Movie Theatre Development. Council Resolution:</u></p> <p>"That Council direct administration to proceed with public engagement and review of the Land Planning and Development Advisory Committee's recommendations on land developments and any others that the public see fit, to be completed by June 7, 2016."</p>	Planning and Regional Development	Land Administration	<u>Aug. 11/16</u> - Update to be provided to Council in the fourth quarter of 2016.
16024	19-Apr-16	Council	<p><u>Sustainable Development Committee Recommendation - Wood Buffalo Growth Forecasts. Council Resolution:</u></p> <p>"That the Wood Buffalo Growth Forecasts be accepted as information and be taken into consideration by Administration for planning and budgeting purposes; and</p> <p>That Administration continue to work with the Government of Alberta and oil sands industry representatives to test, verify and refine the inputs used in the regional growth forecast process."</p>	Planning and Regional Development	Economic Strategies	<u>Aug. 11/16</u> - Work in progress to determine baseline population conditions post fire in collaboration with GOA and industry.
16022	12-Apr-16	Council	<p><u>Sustainable Development Committee Recommendation - Northside Multi-Use Facility Phase 1 (Twin Arenas) and Phase 2 (Recreation Centre) Capital Project Update. Council Resolution:</u></p> <p>"That the Northside Multi-Use Facility Phase 1 (Twin Arenas) capital project be approved for construction as a single phase project."</p> <p>"That the Northside Multi-use Facility Phase 2 design capital project be put on hold and that Administration be directed to conduct a scope review and come back to the Sustainable Development Committee with recommendations."</p>	Infrastructure and Engineering	Engineering	<u>Aug. 4/16</u> - July 19, 2016 Council Meeting, Design Phase Northside Twin Arenas has been recommended to be resumed. The design is in progress and tender will be ready by end of September 2016. Northside Multi-Use design is on hold and Administration is working on scope review for a workshop with Council.

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16019	12-Apr-16	Council	<p><u>Sustainable Development Committee Recommendation - Wood Buffalo Sport Connection and Allocation of 2015 Western Canada Summer Games Legacy Funding. Council Resolution:</u></p> <p>"That the Community Services Department complete an inclusive community engagement process to contribute to the establishment of a Wood Buffalo Sport Connection;</p> <p>That the \$604,071 from the 2015 Western Canada Summer Games (WCSG) surplus remains in the Games Legacy Reserve Fund to be allocated through the Community Investment Program to a Wood Buffalo Sport Connection once it is formally established and able to request funding; and</p> <p>That the final presentation be brought back to Council through the Sustainable Development Committee."</p>	Community and Protective Services	Community Services	<p><u>Aug. 18, 2016</u> - Confirmation of community engagement dates will be forth coming but have been proposed for late September 2016, early October 2016.</p>
16017	5-Apr-16	Council	<p><u>Plan for Reduction of Property Tax Burden for Oilsands Industry. Council Resolution:</u></p> <p>"That Regional Municipality of Wood Buffalo Council enter into discussions with the oilsands companies with a view to quickly formulating a plan that would both</p> <p>(a) reduce the property tax burden on the oilsands companies; and</p> <p>(b) see oilsands companies expand the employment of residents of the RMWB with particular focus on elimination or reduction of costly fly-in, fly-out operations that exist at many of the oilsands operations in this Municipality."</p>	N/A	Council	<p><u>July 6/16</u> - Resolution passed at July 5, 2016 Council Meeting reducing municipal tax rates for all classes by 2%.</p>
16016	15-Mar-16	Council	<p><u>Councillor Disqualification Matter. Council Resolution:</u></p> <p>"That the Regional Solicitor be instructed to cause an application to be made to a judge of the Court of Queen's Bench supported by relevant and material evidence, for an order determining whether Councillor Tatum has ceased to be qualified to remain a Councillor pursuant to the provisions of section 174(1)(b) of the Municipal Government Act and section 22(1)(c) of the Local Authorities Election Act."</p>	Deputy Chief Administrative Officer	Legal and Legislative Services	<p><u>Aug. 9/16</u> - Court hearing set for December 15, 2016.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16013	15-Mar-16	Council	<p><u>Operational and Administrative Functions Review. Council Resolution:</u></p> <p>"That the Operational and Administrative Functions Review presentation, as delivered by Grant Thornton LLP, be accepted as information; and</p> <p>That the Operational and Administrative Functions Review be referred to Administration for review and assessment; and</p> <p>That Administration provide recommendations on an implementation plan for prudent actions resulting from an analysis of the Operational and Administrative Functions Review in 60 days."</p>	Deputy Chief Administrative Officer/ Corporate Services	Human Resources	<p><u>Aug. 18/16</u> - Report was prepared for presentation to Council in May. Rescheduled to fall, 2016, due to Wildfire.</p>
16012	9-Mar-16	LPTC	<p><u>City Centre Area Redevelopment Plan. Land Planning and Transportation Committee Resolution:</u></p> <p>"That a Bylaw be brought forward for Council's consideration to repeal the City Centre Area Redevelopment Plan by May 24, 2016."</p>	Deputy Chief Administrative Officer/ Planning and Regional Development	Legal and Legislative Services/ Planning and Development	<p><u>Aug. 9/16</u> - This will be reviewed again by Planning and Development, and Legal and Legislative Services for potential implications arising from the wildfire. The item will be brought forward again to the Land Planning and Transportation Committee in the fall of 2016.</p>
16011	1-Mar-16	SDC	<p><u>Howard Rensler - Fort McMurray Boys and Girls Club (Delegation). Sustainable Development Committee Resolution:</u></p> <p>"That the presentation provided by Howard Rensler re: Fort McMurray Boys and Girls Club be referred to Administration for review and consideration of request and preparation of a subsequent report and recommendation to be brought back through the Sustainable Development Committee by May 30, 2016."</p>	Community and Protective Services	Community Services	<p><u>Aug. 8/16</u> - Report is to be presented to Sustainable Development Committee on September 6, 2016.</p>

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16010	23-Feb-16	Council	<p><u>Oversight Committee Recommendations - MacDonald Island Park Expansion Grant (Shell Place). Council Resolution:</u></p> <p>"1. That the Regional Recreation Corporation (RRC) be requested to prepare and present a report to the Oversight Committee which documents: a. the final cost of the MacDonald Island Park Expansion Project (Shell Place) upon project completion; b. the lessons learned during the MacDonald Island Park Expansion Project (Shell Place); and 2. That the lessons learned document be incorporated into the development of the Municipality's Capital Projects Framework, as applicable."</p>	Community and Protective Services		<p><u>Aug. 18/16</u> - No further update available at this time. Community Services will continue to monitor this item. Once the project is complete, the RRC will be presenting to the Oversight Committee.</p>
16003	19-Jan-16	Council	<p><u>Interim Naming of Municipal Utility Corporation. Council Resolution:</u></p> <p>"That the Municipal Utility Corporation be assigned the interim name of "Wood Buffalo Utilities Corporation; and That Administration develop and implement a strategy to seek public input with respect to the permanent naming of the Municipal Utility Corporation."</p>	Infrastructure and Engineering/ Deputy Chief Administrative Officer	Sustainable Operations	<p><u>Aug. 17/16</u> - Development of a strategy to seek public input with respect to the permanent naming of the Municipal Utility Corporation has been initiated.</p>
15060	24-Nov- 15	Council	<p><u>Transfer of Athabasca Power Centre Lands to the Municipality. Council Resolution:</u></p> <p>"That Administration enter into discussions with Provincial Administration regarding an agreement for the transfer of the Athabasca Power Centre lands to the Municipality for consideration by Council."</p>	Planning and Regional Development	Land Administration	<p><u>Aug 11/16</u> - Report to be provided to Council in Fall of 2016.</p>

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15056	26-Nov-15	OC	<p><u>Conklin Multiplex - Lesson Learned for Improved Governance Oversight of Capital Projects. Oversight Committee Resolution:</u></p> <p>"That the report on the Conklin Multiplex – Lessons Learned for Improved Governance Oversight of Capital Projects be accepted as information; and</p> <p>That administration prepare a report for Council's consideration which documents the lessons learned and contemplates implementing capital project controls, risk analysis, consent agendas and amendments to the Procedure Bylaw by January 31, 2016."</p>	Deputy Chief Administrative Officer / Chief Legislative Officer		<p><u>Aug. 12/16</u> - Proposed Amendments to Procedure Bylaw and Standing Council Committees Bylaw scheduled to come forward to Oversight Committee on Aug. 25, 2016.</p> <p><u>July 11/16</u> - Report on capital project governance process presented to Oversight Committee on Apr. 28, 2016 and accepted as information. This fulfills the capital project controls and risk analysis component. Procedure Bylaw amendments deferred at Apr. 28, 2016 Oversight Committee meeting.</p>
15055	24-Nov-15	Council	<p><u>Residential On-Street Parking. Council Resolution:</u></p> <p>"That Administration complete an in-depth parking study to develop an on-street parking strategy to ensure public safety on each residential street for Council consideration not later than August 30, 2016."</p>	Infrastructure and Engineering	Engineering	<p><u>Aug. 18/16</u> - A verbal update was provided to the Land Planning and Transportation Committee at their meeting on August 17, 2016. Administration will bring a report forward at the Sept. 14/16 LPTC meeting with recommendations to Council to request an extension to present their findings.</p>

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15052	3-Nov-15	Council	<p><u>Flood Mitigation Plan Update. Council Resolution:</u></p> <p>"1. That until the Province completes its update of the river hazard (flood elevation) local study, the remaining reaches of the Flood Mitigation Plan, including the completion of Prairie Loop Boulevard (PLB), proceed to be constructed to an elevation of 248.5m.</p> <p>2. That when the Province completes its update of the river hazard (flood elevation) local study, the Flood Mitigation Plan be updated by Administration and provided to Council, with recommendation to proceed or not to the elevation required by the Province to ensure eligibility for grants and disaster assistance along with a cost-benefit analysis of this option relative to self-insurance and operational protection options.</p> <p>3. That Administration send a letter to the Province summarizing recent discussions regarding the Province's plans to undertake an extensive river hazard study and the impact this has on the Municipality's Flood Mitigation Plan, access to grant funding and access to disaster assistance in the event of a flood."</p>	Deputy Chief Administrative Officer	Engineering	<p><u>Aug. 18/16</u> - Provincial river hazard mapping study is anticipated for completion in 2017. Communications continue with the Province. A detailed presentation on flood mitigation was provided at Council on August 2, 2016. Administration is pursuing alternate flood mitigation plans with the initiation of a risk assessment of engineering, operational, financial, and policy options. Letters have been sent to the Minister of Municipal Affairs and the Minister of Environment and Parks seeking approval for Demountable Walls, exclusion from regulations, exclusion from flood proofing, and eligibility for ACRP and DRP funding.</p>

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15051	3-Nov-15	Council	<p><u>Wes Holodniuk, Urban Development Institute Wood Buffalo, and Nick Sanders, Fort McMurray Chamber of Commerce re: Protecting the Investment in Our Future. Council Resolution:</u></p> <p>"That Administration analyze and validate the recommendations contained in the report in the context of the Municipality's 2015-2017 Strategic Plan, review the findings with the relevant Council Committees, and present a comprehensive report to Council encompassing all issues on the actions to be taken with respect to those recommendations which are aligned with the Municipality's Strategic Plan;</p> <p>That Administration collaborate and seek input from Regional Community Leaders (eg. Oil Sands Community Alliance, Athabasca Oil Sands Area Transportation Coordinating Committee, First Nations, Metis Nations etc.) in advancing those recommendations that are aligned with the Municipality's Strategic Plan; and</p> <p>That Administration collaborate with the staff at the ministries of Alberta Municipal Affairs and Alberta Economic Development to review, validate and to determine next steps that the Municipality may be involved with as it relates to the balance of the report to ensure that the broader interests in the region are represented."</p>	Land Administration		<p><u>Aug. 11/16</u> - Comprehensive review completed by Administration. Plan underway to complete stakeholder meetings.</p>

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15039	6-Oct-15	Council	<p><u>Rural Economic Development Programming Incentives. Council Resolution:</u></p> <p>"That the Municipality examine the adjustment of rural non-residential utility rates during the development of the new Utility Rates Bylaw.</p> <p>That the Municipality forego reductions in rural non-residential property taxes until such time that the Government of Alberta has amended Order in Council #817/94 to:</p> <p>(i) Make an amendment to Order in Council #817/94 for the purpose of authorizing the Municipality to tax non-residential properties within the hamlets in the Rural Service Area at the same tax rate that would apply if those properties were in the Urban Service Area, or alternately</p> <p>(ii) Make an amendment to Order in Council #817/94 for the purpose of creating a "Hamlet Service Area" within which the Municipality would be authorized to tax all classes of properties at mill rates other than rates applicable to either the Urban Service Area or the Rural Service Area.</p> <p>That the Municipality continue with implementation of the Wood Buffalo Entrepreneurship Initiative with particular emphasis on enhanced rural programming."</p>	Corporate Services	Assessment and Taxation	Cross referenced with items 15019.

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15019	25-Aug-15	Council	<p><u>Rural Non-Residential Taxation (NOM). Council Resolution:</u></p> <p>"That: (a) the Mayor and rural Councillors work with the Government of Alberta and the MLAs representing the rural areas of the Regional Municipality; and (b) Administration work with the Department of Municipal Affairs, to persuade the Government of Alberta to: (i) make an amendment to Order-in-Council #817/94 for the purpose of authorizing the Regional Municipality to tax non-residential properties within hamlets in the Rural Service Area at the same mill rate that would apply if those properties were in the Urban Service Area; or alternatively (ii) make an amendment to Order-in-Council #817/94 for the purpose of creating a "Hamlet Service Area" within which the Regional Municipality would be authorized to tax all classes of properties at mill rates other than the rates applicable to either the Urban Service Area or the Rural Service Area.</p> <p>And that Administration explore options to provide alternate relief for businesses within hamlet boundaries in the interim until such time as the Government of Alberta has amended the Order-in-Council #817/94, and that Administration report back to Council on these options no later than October 6, 2015.</p> <p>And that if successful, that the sum of the difference be eliminated from revenue collected by the Municipality, rather than redistributed to other tax classes."</p>	Corporate Services/ Planning and Regional Development /Legal and Legislative Services	Assessment & Taxation	<p><u>Aug 18/16</u> - Proposed MGA revisions will allow the non-residential property tax to be split into subclasses and taxed at different rates as defined by the regulations (which have not been published at this time).</p> <p><u>Apr. 6/16</u> - Letter submitted to Government of Alberta, Minister of Municipal Affairs, on January 27, 2016 requesting support to make the amendment to Order in Council #817/94. No response has been received at this time.</p> <p>Cross referenced with items 15039.</p>
15015	14-Jul-15	Council	<p><u>LEED Standards (NOM). Council Resolution:</u></p> <p>"That Administration bring forward for Council's consideration a bylaw to amend Part 9 of the Land Use Bylaw by removing all references to the Canada Green Building Council LEED Gold Standard and replacing them with language that allows developers to choose any level of LEED building certification; and that Alternatives a) and b) align with the LEED Certified level equivalents."</p>	Planning and Regional Development	Planning and Development	<p><u>Aug. 11/16</u> - Will be part of the revised Land Use Bylaw which is scheduled to be brought forward to Council in the third quarter of 2016.</p> <p><u>Jul. 8/16</u> - Will be part of the revised Land Use Bylaw which is scheduled to be brought forward to Council in the third quarter of 2016.</p>

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	9-Jul-14	Council	<p><u>Independent Work Camps (NOM). Council Resolution:</u></p> <p>"That Administration be directed to investigate the available options for obtaining greater revenue for the municipal treasury from open or independent work camps [i.e., camps not directly owned by or affiliated with an oil sands company] that operate within the boundaries of the Municipality, in order to more equitably compensate for increased costs to the Municipality that arise from the operation of such camps, and that Administration report back to Council on this matter after the 2014 summer recess."</p>	Corporate Services	Assessment and Taxation	<p><u>Aug. 18/16</u> - Report to Council will be provided by the end of September 2016.</p>
	25-Mar-14	Council	<p><u>Graffiti Vandalism (NOM). Council Resolution:</u></p> <p>"That Administration research and report back to Council on best practices for enhanced education and enforcement of graffiti vandalism, including, but not limited to, a bylaw covering the potential for restrictions on commercial spray can storage, sales to minors and vandalism removal timelines."</p>	Deputy Chief Administrative Officer	Legal and Legislative Services	<p><u>Aug. 9/16</u> - Work has restarted. Item is expected to come before Council by the end of 2016.</p>