



Oversight Committee

Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, December 13, 2016
4:00 p.m.

Agenda

Call to Order

1. Adoption of Agenda

Minutes of Meeting

2. Minutes of Oversight Committee Meeting - November 8, 2016

New and Unfinished Business

3. Proposed Regional Recreation Corporation (RRC) Bylaw Amendments
4. 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 Tuesday, November 8, 2016, commencing at 4:00 p.m.

Present: L. Bussieres, Councillor
J. Stroud, Councillor
C. Voyageur, Councillor

Administration: K. Scoble, Deputy Chief Administrative Officer
B. Couture, Executive Director
E. Hutton, Executive Director
A. Rogers, Senior Legislative Officer
J. Brown, Supervisor

Call to Order

Councillor J. Stroud, Chair, called the meeting to order at 4:00 p.m.

1. Adoption of Agenda

Moved by Councillor C. Voyageur that the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

2. Minutes of Oversight Committee Meeting – October 27, 2016

Moved by Councillor L. Bussieres that the Minutes of the Oversight Committee meeting held on October 27, 2016 be approved as presented.

CARRIED UNANIMOUSLY

New and Unfinished Business

3. Northside Twin Arena – Design and Construction Capital Budget Amendments
(4:03 p.m. – 4:17 p.m.)

Carole Bouchard, Director, Community Services, provided an overview of the report noting that the Regional Recreation Corporation has requested and Administration is recommending that the Northside Twin Arena – Construction Project be deferred to 2018.

Moved by Councillor L. Bussieres that the following be recommended for Council approval:

- that the Capital Budget Amendment to defer the Northside Recreation Centre – Design (Attachment 1) to 2018 be approved; and
- that the Capital Budget Amendment to defer the Northside Twin Arena – Construction (Attachment 2) to 2018 be approved.

CARRIED UNANIMOUSLY

Adjournment

As all scheduled business matters had been concluded, Councillor J. Stroud, Chair, declared the meeting adjourned at 4:17 p.m.

Chair

Chief Legislative Officer



OVERSIGHT COMMITTEE REPORT

Meeting Date: December 13, 2016

Subject: Proposed RRC Bylaw Amendments

APPROVALS:

David Leflar, Director
Kevin Scoble, Acting Chief Administrative Officer

Administrative Recommendation:

THAT Administration do a comprehensive review of the proposed changes to the Regional Recreation Corporation (“RRC”) corporate bylaw, focusing on the implications of the changes for how Administration and Council interact with the RRC;

AND THAT following completion of the review, Administration work collaboratively with the RRC to bring forward to Oversight Committee in the first quarter of 2017 a recommendation for amendments to the RRC corporate bylaw supported by information and analysis that takes into account both the practical realities of the RRC’s role and mandate, and the requirements of corporate law, municipal law, and best corporate governance practices.

Summary:

In November of this year the RRC proposed a number of amendments to the RRC Bylaw which have now undergone an initial review by Administration. Most of the proposed amendments are of a minor, housekeeping nature and/or intended to add clarity. However, some of the amendments are more problematic since they involve the interplay between corporate law and municipal law. Another category of the proposed amendments would alter the way in which the RMWB interacts with the RRC Board of Directors, and these require further analysis and explanation so that Committee members will have a full understanding of the implications of what is being proposed.

Background:

The RRC and its predecessor MacDonald Island Park Corporation have a long history of delivering high quality recreation services and operating recreational/cultural facilities – initially at MacDonald Island and more recently throughout the region. Although the RMWB appoints the RRC Directors, is the source of most of the RRC’s funding, and is the sole “member” of the RRC (roughly equivalent to a sole shareholder of a for-profit corporation) the RMWB has generally treated the RRC as a quasi-independent organization that sets its own corporate policies, establishes and promotes its own brand, and makes its own day-to-day operating decisions under the stewardship of a Chief Executive Officer chosen not by Council but by the RRC Directors. This relationship of independence is tempered by Council’s decision at the beginning of the current Council term that one or more Councilors will be appointed as RRC Directors, and by Council’s choice to exercise governance oversight over the RRC through the Oversight Committee.

The proposed amendments to the RRC Bylaw need to be considered in light of this history and practice, and will be appropriate either in their entirety or in varying degrees depending upon Council's views going forward on some fundamental questions, such as:

1. Does Council foresee the RMWB continuing to be the sole member of the RRC for the indefinite future, or is there a possible scenario under which one or more additional members are added?
2. If the RMWB is to be considered the sole member indefinitely, does Council wish to exercise directly all of the roles, responsibilities and powers of the member [all of which are "natural person powers" from a municipal law point of view] or does it make sense to assign some or all of the member's functions to the Chief Administrative Officer?
3. Does Council wish to continue past practice of giving a broad measure of independence to the RRC? If so, is there a rationale for appointing Council members as RRC Directors, and/or giving Oversight Committee governance oversight of the RRC?
4. Should the RRC have borrowing power independent of RMWB approval, at least for debt that is not secured and/or is not guaranteed by the RMWB?

Some of the proposed amendments, particularly those that affect the different types of "member meetings" and "member resolutions", are an attempt to mesh Council's normal practices with the requirements of a not-for-profit corporation under its governing statute. These changes are well-intentioned, but may not be necessary or alternatively may need further refinement, depending on Council's choices about how it wishes to interact with the RRC going forward, and in particular how the role of the sole Member will be fulfilled and by whom.

Other proposed amendments would remove the mandatory requirement of regional balance on the RRC Board, although Council could still choose to strive for such balance through its choices in Director appointments, independent of the RRC Bylaw. There is also a proposed amendment to give the RRC the authority to incur unsecured debt without seeking RMWB approval.

Budget/Financial Implications:

There are no budget implications.

Rationale for Recommendation:

Because some of the proposed amendments would impact the relationship between the RRC and the RMWB, it is best to have a clear understanding of that impact and a robust dialogue with the RRC before a recommendation is advanced to Council.

Strategic Plan Linkages:

- Pillar 1 – Building Responsible Government
- Pillar 2 – Building Balanced Regional Services

Attachments:

1. Draft RRC Amendments.

A BYLAW RELATING GENERALLY TO THE CONDUCT OF THE AFFAIRS OF
REGIONAL RECREATION CORPORATION OF WOOD BUFFALO
(the "Corporation")

BE IT ENACTED as a Bylaw of the Corporation as follows:

1. Definition

In this Bylaw and all other Bylaws of the Corporation, unless the context otherwise requires:

- (a) **"Act"** means the *Canada Not-for-profit Corporations Act* S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
- (b) **"Articles"** means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;
- (c) **"Board"** ~~means the board of directors of the Corporation and "director" means a member of the board;~~ **means the Board of Directors of the Corporation;**
- (d) **"Board Resolution"** means any vote taken or resolution passed in the normal conduct of a meeting of the Board;
- (e) **"Bylaw"** means this Bylaw and any other bylaw of the Corporation as amended and which are, from time to time, in force and effect;
- (f) **"Director"** means a member of the Board of Directors;
- (g) ~~"Meeting of members" includes an annual meeting of the member of the Corporation, being the RMWB or a special meeting of the member, being the RMWB;~~ **"Member Meeting"** means any meeting of the council of the RMWB that is designated by the council of the RMWB as a meeting of the members of the Corporation, including, without limitation, a regularly scheduled, special, annual or organizational meeting, provided that such meeting shall only constitute a Member Meeting if the chair of the Board has received notice, in accordance with Section 30 ("Method of Giving Any Notice") of this Bylaw, not less than twenty one (21) calendar days in advance of such meeting;
- (h) **"Member"** means the RMWB;

- (i) ~~“Ordinary resolution” means a resolution passed by the RMWB, being the sole member of the Corporation;~~ **“Member Resolution” means a resolution passed by the RMWB in its capacity as the sole Member of the Corporation;**
- (j) ~~“Proposal” means a proposal submitted by a member of the Corporation that meets the requirements of section 163 (Shareholder Proposals) of the Act;~~
- (j) **“Regulations”** means the regulations made under the Act, as amended, restated or in effect from time to time;
- (k) **“RMWB”** means the sole member of the Corporation, the Regional Municipality of Wood Buffalo;
- (l) **“Rural Service Area”** means the geographic area in the Regional Municipality of Wood Buffalo that is not the Urban Service Area;
- (m) ~~“Special resolution” means a resolution passed by a majority of not less than two thirds (2/3) of the votes cast on that resolution;~~
- (n) **“Unsecured Debt”** means any borrowing by the Corporation in which the Corporation has granted no security, pledge, mortgage, charge or any interest whatsoever in the assets of the Corporation, in order to secure the repayment of the Corporation’s debt; and
- (o) **“Urban Service Area”** means the geographic area in the Regional Municipality of Wood Buffalo ~~as set out~~ **that is set out as such** in Orders in Council, ~~as amended or replaced~~ from time to time.

2. Interpretation

- (a) In the interpretation of this Bylaw, words in the singular include the plural and vice-versa, words in one gender include all genders, and “person” includes an individual, body corporate, partnership, trust and unincorporated organization.
- (b) Other than as specified ~~above~~ **in the foregoing Section 1**, words and expressions defined in the Act have the same meanings when used in ~~these~~ this Bylaws.

3. Corporation’s Mandate

The purposes and mandate of the Corporation are to:

- (a) advance, promote and encourage recreational, cultural and social activities and events for the benefit of residents of the RMWB;

~~(b) operate existing and future recreational facilities and cultural facilities to serve the cultural, recreational and social needs of the residents of the RMWB.~~

- (b) operating the recreational and cultural facilities existing as of November 1, 2016 at:
- (i) MacDonald Island Park;
 - (ii) Anzac Recreation Centre (indoor operations only); and
 - (iii) Fort Chipewyan Aquatics Centre (aquatics programming only)

and operating such additional recreational and cultural facilities, whether existing as of November 1, 2016 or constructed after November 1, 2016, as the Council may from time to time request the Corporation to operate.

[Article 3(b) was approved by Council on November 1, 2016.]

The Corporation shall not amend, alter or fail to follow the foregoing mandate, without the prior approval of the RMWB, which approval may be withheld in the sole and absolute discretion of the RMWB.

4. Corporate Seal

The Corporation may have a corporate seal in the form approved from time to time by the board. ~~If a corporate seal is approved by the board, the secretary of the Corporation shall be the custodian of the corporate seal.~~

5. Execution of Documents

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two (2) of its officers or Directors, **or by any person or persons designated from time to time by Board Resolution as an authorized signatory.** In addition, the **B**oard may from time to time direct the manner in which ~~and the person or persons by who~~ a particular document or type of document shall be executed. Any person authorized to sign any documents may affix the corporate seal (if any) to the document. Any ~~signing officer~~ authorized signatory may certify a copy of any instrument, resolution, **b**Bylaw or other document of the Corporation to be a true copy thereof.

6. Financial Year

The financial year end of the corporation shall be the same ~~year end~~ as **that of** the RMWB, ~~which financial year end shall be as of December 31.~~

7. Banking Arrangements and Corporation's Cash Assets

- (a) The banking business of the Corporation shall be transacted at such bank, trust company or other firm or ~~c~~Corporation carrying on a banking business in Canada or elsewhere as the ~~RMWB~~ Board may designate, appoint or authorize from time to time by Board Resolution. The banking business or any part of it shall be transacted by an officer or officers of the Corporation and any other persons that as the ~~RMWB~~ Board may by Board Resolution from time to time designate, direct or authorize.
- (b) All monies received on account of the Corporation's operations from time to time shall be immediately paid into ~~the bank for the time being of the Corporation's bank~~, and all disbursements in respect of the Corporation's expenditures shall be paid by cheque on such bank. **Notwithstanding the foregoing, or some alternate methods of paying for said disbursements, such as preauthorized debit, may be used in the discretion of the person or persons authorized by Board Resolution or this Bylaw to transact the banking business of the Corporation.**
- (c) In the usual and regular course of business but subject to the approvals required by Section 8 hereof,
- (i) any one of the ~~D~~irectors; along with either
 - (ii) the President and CEO (as described in subparagraph 28(c) of this Bylaw), or other officer that may be appointed from time to time or
 - (iii) **any other person or persons authorized from time to time by Board Resolution**

are authorized to pledge the credit of the Corporation and are also authorized to make, sign, draw, accept, negotiate, endorse, execute and deliver all or any cheques, promissory notes, drafts, acceptances, bill of exchange, orders for the payment of money, and other instruments in the name of the Corporation;

- (d) Except as otherwise set forth herein, no ~~D~~irector, or officer shall, without the authorization contained within a ~~D~~irectors' resolution or the minutes of a ~~D~~irectors' meeting, sign, draw, accept, endorse, execute, and deliver all or any cheques, promissory notes, drafts, acceptances, bills of exchange, orders for the payment of money, or other instruments, whether negotiable or not, in the name of the Corporation or in any matter pledge the credit of the Corporation except in the usual and regular course of business.

8. Borrowing Powers

- (a) If authorized by both a Board Resolution and ~~an ordinary resolution~~ a **Member Resolution**, the **D**irectors of the Corporation may from time to time:
- (i) borrow money on the credit of the Corporation, ~~if the borrowing is not deemed to be Unsecured Debt unless the borrowing is not Unsecured Debt, and if the borrowing is Unsecured Debt, such borrowing shall be sufficiently authorized if authorized by Board Resolution alone;~~
 - (ii) issue, reissue, sell, pledge or hypothecate debt obligations of the Corporation; and
 - (iii) mortgage, hypothecate, pledge, or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any debt obligation of the Corporation.
- (b) Any such Board Resolution may provide for the delegation of such powers by the Directors to such officers or **D**irectors of the Corporation to such extent and in such manner as may be set out in ~~the~~ **such Board R**esolution.
- (c) ~~If authorized by a resolution of the Board, as long as the borrowing is Unsecured Debt, the directors of the Corporation may borrow money on the credit of the Corporation without the requirement of confirmation of the borrowing by an ordinary resolution.~~

9. Financial Statements

- (a) The Corporation shall keep the financial statements and will provide them to the member **RMWB**, ~~as required by any Ordinary resolution of the member that is implemented or as otherwise directed by the RMWB from time to time.~~
- (b) Notwithstanding the foregoing, the Corporation shall submit to the ~~members~~ **RMWB**, to be approved of by the ~~members~~ **RMWB**:
- (i) an annual report along with audited financial statements ~~to the members~~ within 90 days of the end of each fiscal period; and
 - (ii) ~~all~~ financial plans and business plans within 90 days of being implemented.
- (c) The ~~members~~ **RMWB** shall at all times, have the right to inspect and/or audit the financial records of the Corporation.

10. Annual Financial Statements

The Corporation shall send to the RMWB, within 90 days of the end of fiscal year, a copy of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Act or a copy of a publication of the Corporation reproducing the information contained in the documents.

11. Membership Conditions

- (a) Subject to the articles, there shall be one class of members in the Corporation, and with the RMWB being shall be the sole Mmember.
- ~~(b) Membership in the Corporation shall be available to persons interested in furthering the Corporation's purposes and who have applied for and been accepted into membership in the Corporation by both a resolution of the Board and an ordinary resolution.~~
- ~~(c) Each membership shall be entitled to receive notice of, attend and vote at all meetings of the members of the Corporation.~~

12. Membership Transferability

~~A membership may only be transferred to the Corporation pursuant to Section 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to add, change or delete this section of the Bylaws.~~

13. Notice of Members Meetings

~~Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by telephonic, electronic or other communication facility to each member entitled to vote at the meeting, during a period of 21 to 35 days before the day on which the meeting is to be held. If a member requests that the notice be given by non-electronic means, the notice will be sent by mail, courier or personal delivery.~~

~~Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to the Bylaws of the Corporation to change the manner of giving notice to members entitled to vote at a meeting of members.~~

14. ~~Members Calling a Member's Meeting~~

~~The board of directors shall call a special meeting of members upon receipt of a request of the RMWB. If the directors do not call meeting within twenty one (21) days of receiving the requisition, the RMWB may call the meeting.~~

15. ~~Termination of Membership~~

~~A membership in the Corporation is terminated when:~~

- ~~(a) the member resigns by delivering a written resignation to the chair of the board of the Corporation in which case such resignation shall be effective on the date specified in the resignation;~~
- ~~(b) the member is expelled in accordance with any discipline of members section herein; or~~
- ~~(c) the Corporation is liquidated or dissolved under the Act.~~

16. Appointment of Auditor

The ~~a~~Auditor of the Corporation shall be appointed by the ~~members~~ **Board** at the ~~Annual Meeting~~ **annual Member Meeting**, and shall be the same auditor as that of the RMWB.

17. ~~Place of Members' Meeting~~ **Member Meetings**

~~Subject to compliance with section 159 (Place of Members' Meetings) of the Act, meetings of the members may be held at any place within the geographic boundaries of the RMWB as determined by the Board. A meeting of the RMWB council shall, if so designated by the RMWB, constitute a Member Meeting for the purposes of this Bylaw and the Act, provided that such meeting shall only constitute a Member Meeting if the chair of the Board has received notice not less than twenty one (21) calendar days in advance of such meeting. For clarity, any Director is entitled to be in attendance, to make representations to the Member, and to answer questions at a Member Meeting.~~

18. ~~Persons Entitles to be Present at Members' Meetings~~

~~The only person entitled to be present at a meeting of members shall be those entitled to vote at the meeting, the directors and the public accountant of the Corporation and such other persons who are entitled or required under any provision of the Act, articles or~~

~~Bylaws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by ordinary resolution.~~

19. ~~Chair of Members' Meetings~~

~~In the event that the chair of the board and the vice chair of the board are absent, the RMWB shall choose a person to chair the meeting.~~

20. ~~Quorum at Members' Meetings~~

~~A quorum at any meeting of the members shall be the attendance of a quorum of the elected officials of the RMWB.~~

21. ~~Votes to Govern at Members' Meetings~~

~~At any meeting of members every question shall, unless otherwise provided by the articles or Bylaws or by the Act, be determined by a majority of the votes cast on the questions.~~

22. ~~Participation by Electronic Means at Members' Meetings~~

~~If the Corporation chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of members, any person entitled to attend such a meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this Bylaw, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the Act, by means of any telephonic, electronic or other communication facility that the Corporation has made available for that purpose.~~

23. ~~Members' Meeting Held Entirely by Electronic Means~~

~~If the directors or members of the Corporation call a meeting of members pursuant to the Act, those directors or members, as the case may be, may determine that the meeting shall be held in accordance with the Act and the Regulations, entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.~~

24. Number of Directors and Constitution of Directors Board

- (a) The Board shall consist of between one (1) and eleven (11) Directors, at least two none of which are not officers or employees of the Corporation or its affiliates.
- (b) The RMWB shall appoint all Directors by the provision of a certified resolution of the elected officials of the RMWB Member Resolution appointing such Directors from time to time and for such term as the RMWB sees fit.
- (c) ~~If five or more directors are appointed then at least two of the directors who are not RMWB councillors must reside in the Rural Service Area, unless clause (e) applies.~~
- (d) One or two RMWB councillors may be appointed as Directors.
- (e) ~~If less than two of the directors who are not RMWB councillors reside in the Rural Service Area, then at least one councillor appointed as a director must have been elected in a Ward that lies in whole or in part within the Rural Service Area.~~
- (f) All Directors must be residents of the RMWB. If a Director is a resident at the time of his or her appointment but later ceases to be a resident, that Director may either resign as a Director forthwith or continue to serve as a Director to the expiry of his or her term of appointment, but shall not in any event be eligible for reappointment after the end of that term.

25. ~~Ideal Competencies of the Board~~

~~The members shall strive, as much as it is reasonably practicable, to appoint those individuals as directors that when structuring the Board as a whole, it will consist of persons who collectively have experiences of and have shown capacity in:~~

- (a) ~~board of directors governance;~~
- (b) ~~accounting and finance;~~
- (c) ~~recreational services;~~
- (d) ~~law;~~
- (e) ~~marketing/communications/media/public relations/government relations;~~
- (f) ~~strategic planning;~~
- (g) ~~general management experience; and~~
- (h) ~~human resources and organizational development.~~

~~Notwithstanding the foregoing, the RMWB may appoint any number of directors with such competencies as it sees fit, from time to time.~~

26. Directors Voting / Quorum

Except as otherwise required by law or by this B**ylaw**, questions arising at any meeting of the D**irectors** shall be decided by a majority of votes. Each D**irector** shall have and exercise one vote only. A quorum of D**irectors** shall be a majority of the D**irectors**.

27. Indemnification of Directors and Officers

- (a) Except in respect of an action by or on behalf of the Corporation or body corporate to procure a judgement in its favor, the Corporation shall indemnify a D**irector** or o**fficer** of the Corporation, a former D**irector** or o**fficer** of the Corporation or a person who acts or acted at the Corporation's request as a D**irector** or o**fficer** of a body corporate of which the Corporation is or was a m**ember**, s**hareholder** or creditor, and his or her heirs and legal representatives, against all costs, charges and expenses, including any amount paid to settle an action or satisfy a judgment, reasonably incurred by him or her in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a D**irector** or o**fficer** of that Corporation or body corporate, if:
- i. he or she acted honestly and in good faith with a view to the best interests of the Corporation; and
 - ii. in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she had reasonable grounds for believing that his or her conduct was lawful.
- (b) The Corporation may, with the approval of the Court, indemnify a person referred to in subparagraph 16(a) in respect of an action by or on behalf of the Corporation or body corporate to procure a judgement in its favour, to which he or she is made a party by reason of being or having been a D**irector** or an o**fficer** of the Corporation or body corporate, against all costs, charges, and expenses reasonably incurred by him or her in connection with the action if he or she fulfills the conditions set out in subparagraphs 16(a)(i) and (ii).

28. Right of Indemnity not Exclusive

The provisions for indemnification contained in these this B**ylaws** shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled

under any ~~b~~Bylaws, agreement, vote of ~~m~~Member(s) or disinterested ~~D~~irectors or otherwise both as to acting in an official capacity and as to acting in any other capacity while holding such office and shall continue as to a person who has ceased to be a ~~D~~irector or ~~o~~fficer and shall enure to the benefit of the heirs and legal representatives of such person.

29. Board Responsibilities

Without limiting the general obligations at law that are imposed on the Board, as a collective and upon the individual ~~D~~irectors, the Board and each ~~D~~irector shall have the following responsibilities in the discharge of its duties:

- (a) provide general governance for the Corporation;
- (b) review the Bylaws at least once every two (2) years to ensure that the Bylaws ~~are~~ **is** current and correct for the operations of the Corporation; **and**
- (c) suggest to the RMWB, ~~suggested~~ revisions to the Bylaws as may be necessary **or** **advisable** from time to time; ~~and~~.
- (~~d~~) ~~comply with the terms of the directorship Agreement.~~

30. Manner of Appointment and Term of Office of Directors

- (a) ~~The council of the RMWB may pass a resolution at any regularly scheduled, special or organizational meeting of the council, appointing or revoking the appointment of a director. Notwithstanding any other provision of this bylaw any such meeting of the council of the RMWB is also a meeting of the member under this bylaw and is deemed to be in full compliance with all notice requirements and other procedural requirements of this bylaw and of the Act for a member's meeting. A Director may be appointed, or his or her appointment may be revoked, by Member Resolution.~~
- (b) The appointment of a ~~D~~irector takes effect on the date specified in the ~~council~~ **Member R**esolution appointing that ~~D~~irector, ~~or otherwise in the minutes of the meeting at which the council resolution was passed.~~ The term of office of a ~~D~~irector is as specified in the ~~council~~ **Member R**esolution appointing that ~~D~~irector, subject to earlier revocation of the appointment by **further Member R**esolution ~~of the council.~~

31. Calling of Meetings of **Boards** of Directors

Meetings of the ~~B~~oard may be called by the chair of the ~~B~~oard, the vice-chair of the ~~B~~oard or any two (2) ~~D~~irectors at any time; provided that for the first organizational meeting following incorporation, such meeting may be called by any

Ddirector or incorporator. If the Corporation has only one Ddirector, that Ddirector may call and constitute a meeting.

32. Notice of Meeting of Board of Directors

Notice of the time and place for holding a meeting of the Bboard shall be given ~~in the manner provided in the section on giving notice of meeting of directors~~ ~~in accordance with Section 30 (“Method of Giving Any Notice”)~~ of this Bbylaw, to every Ddirector of the Corporation not less than ~~14 days~~ ~~seven (7) days~~ before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all the Ddirectors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the Bylaw otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that ~~a~~ ~~such~~ ~~notice of meeting~~ ~~director~~ shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.

33. Regular Meetings of the Board of Directors

The Bboard may appoint a day or days in any month or months for regular meetings of the Bboard at a place and hour to be named. A copy of any Board Rresolution fixing the place and time of such regular meetings of the Bboard shall be sent to each Ddirector forthwith after being passed, but no other notice shall be required for any such regular meeting except if subsection 136(3) (Notice of Meeting) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice.

34. Votes to Govern at Meetings of the Board of Directors

At all meetings of the Bboard, every question shall be decided by majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting in addition to an original vote shall not have a second or casting vote and the matter shall be considered defeated.

35. Committees of the Board of Directors

The Bboard may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Bboard shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Bboard may from time to time make. Any committee member may be removed by ~~resolution of the board~~

~~of directors~~ Board Resolution.

36. Remuneration of the Board of Directors

~~Directors who sit on the board may only be remunerated or paid honoraria for acting on the board as long as the duly elected officials of the RWMB has first provided its written approval of same.~~ if first approved in writing by the Member.

37. Appointment of Officers

- (a) ~~The office of the President~~ and CEO shall be appointed by the Board, pursuant to subparagraph 28(c) of this Bylaw. For clarity, ~~the position of the President and CEO shall also be an employee of the Corporation.~~
- (b) A Director may be appointed to any office of the Corporation. An officer may, but need not, be, a Director unless these Bylaws otherwise provide. Two or more offices may be held by the same person.

38. Removal of Officers

No officer may be removed from such his or her positions unless the officer has been removed except by the Board.

39. Description of Offices

Subject to any other restriction as contained in the this Bbylaws as for to the appointment of officers, ~~or as unless otherwise specified by the board (which may, subject to the Act modify, restrict or supplement such duties and powers)~~ the officers of the Corporation, if designated and if officers are appointed, shall have the following duties and powers associated with their positions:

- (a) Chair of the Board – the chair of the Bboard, if one is to be appointed, shall be a Ddirector. The chair of the Bboard, if any, shall, when present, preside at all meetings of the Bboard of directors and of the members. ~~The chair, and~~ shall have such other duties and powers as the Bboard may specify;
- (b) Vice-Chair of the Board – the vice-chair of the Bboard, if one is to be appointed, shall be a Ddirector. If the chair of the Bboard is absent or is unable or refuses to act, the vice-chair of the Bboard, if any, shall, when present, preside at all meetings of the Bboard of directors and of the members. ~~The vice chair, and~~ shall have such other duties and powers as the Bboard may specify;

- (c) President and CEO – If appointed, the ~~P~~resident and CEO shall always be both the president and the chief executive officer of the Corporation, and shall be responsible for implementing the strategic plans and policies of the Corporation. ~~The President, and~~ shall, subject to the authority of the Board, have general supervision of the affairs of the Corporation;
- (d) Secretary – If appointed, the secretary shall ~~attend and be the secretary of all meeting of the board, members and committees of the board. The secretary shall enter or cause to be entered in the Corporation’s minute book, minutes of all proceedings at such meetings; the secretary shall give, or cause to be given, as and when instructed, notices to members, directors, the public accountant and members of committees; the secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Corporation.~~ have such powers and duties as the Board may specify;
- (e) Treasurer – If appointed, the treasurer shall have such powers and duties as the Board may specify,

unless otherwise specified by the Board, which may, subject to the Act, modify, add to, restrict or supplement such duties and powers.

The powers and duties of all other officers of the Corporation, if appointed, shall be as the terms of their engagement call for or the board or president requires of them. those specified in their respective terms of engagement or required by the Board or president. ~~The board may from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.~~

40. Vacancy in Office

In the absence of a written agreement to the contrary, the Board may remove, whether for cause or without cause, any officer of the Corporation. Unless so removed, an officer shall hold office until the earlier of:

- (a) such officer’s successor being appointed,
- (b) such officer’s resignation,
- (c) such officer ceasing to be a Director (if a necessary qualification of appointment) or
- (d) such officer’s death.

If the office of any officer of the Corporation shall be or become vacant, ~~the directors a person~~ may, by resolution, appoint a person be appointed by Board Resolution to fill such vacancy.

41. Method of Giving Any Notice

Any notice (which term includes any communication or document), ~~other than notice of a meeting of members or a meeting of the board of directors,~~ to be given (which term includes sent, delivered or served) pursuant to the Act, the articles, ~~the~~ **this** Bylaws or otherwise to a ~~the~~ **M**ember, a **D**irector, ~~officer of member of a committee of the board~~ **an officer, a member of a committee of the Board** or to the public accountant shall be sufficiently given:

- (a) if delivered personally to the person to whom it is to be given, or if delivered ~~to such person's address as shown in the records of the Corporation or~~ **mailed to the most recent address of such person known the Corporation** or, in the case of notice to a **D**irector, to the latest address as shown in the ~~last notice that was~~ **most recent notice** sent by the Corporation in accordance with section 128 (Notice of **D**irectors) or 134 (Notice of change of **D**irectors);
- (b) ~~if mailed to such person at such person's recorded address by prepaid ordinary or air mail;~~
- (c) if sent to such person by ~~telephonic, electronic~~ **telephone, fax, email** or other communication facility at **the most recent telephone number, fax number, or email address of such person's recorded address for the purpose known to the Corporation;** or
- (d) if provided in the form of an electronic document, in accordance with Part 17 of the Act.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the ~~recorded~~ **most recent address of such person known to the Corporation** as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary, **or any person authorized by the Corporation,** may change or cause to change the recorded address of any member, **D**irector, officer, public accountant or member of a committee of the **B**oard in accordance with any information believed by the secretary **or such authorized person** to be reliable. ~~The declaration by the secretary that notice has been given pursuant to this Bylaw shall be sufficient and conclusive evidence of the giving of such notice.~~ The signature of any **D**irector or officer of the Corporation to any notice or any document to be given by the Corporation may be written, stamped, type-written, or printed, or partly written, stamped type-written or printed.

42. Invalidity of any Provisions of this Bylaw

The invalidity or unenforceability of any provision of this bylaw shall not affect the validity or enforceability of the remaining provisions of this Bylaw.

43. Omissions and Errors

The accidental omission to give any notice to any member, ~~D~~director, officer, member of a committee of the ~~B~~board or public accountant, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with ~~the~~ **this** Bylaws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

44. Bylaws and Effective Date

The ~~B~~board of ~~directors~~ may not make, amend or repeal any ~~b~~Bylaws that regulate the activities or affairs of the Corporation without having ~~the~~ **such b**Bylaw, amendment or repeal confirmed by the RMWB. ~~The~~ **Such b**Bylaw, amendment or repeal is only effective on the confirmation of the RMWB and in the form in which it was confirmed.

This section does not apply to a ~~b~~Bylaw that requires a special resolution of the members according to subsection 197(1) (~~fundamental change~~) (“**Amendment of articles or by-laws**”) of the Act.

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16080	22-Nov-16	Council	<p><u>Joint Plan for Bill 21 Transition:</u></p> <p>"That the Joint Plan for Bill 21 Transition Terms of Reference" be amended by adding the words "and Members of Council" after the word "Mayor" under the heading Vision.</p> <p>That Council endorses the "Joint Plan for Bill 21 Transition" as amended, as a guidance document for both the Regional Municipality and the oil sands industry to work toward joint recommendations to the Government of Alberta concerning implementation of the tax ratio and other provisions of Bill 21 that will significantly impact both the Regional Municipality's revenue stream and industry's municipal tax liability."</p>		Legal and Legislative Services	Dec 6/16 - First Steering Committee meeting will be held December 6, 2016
16079	15-Nov-16	Council	<p><u>Public Sector Compensation Transparency Act:</u></p> <p>"That the Municipality publish a "sunshine list" for disclosure of employee compensation consisting of a list of positions and associated salary ranges."</p>	Corporate Services	Human Resources	<p>Dec. 6.16 - A list of employee classifications and salary ranges will be published within the first quarter of 2017</p> <p>Nov. 16/16 - Email sent to T. Hartley.</p>
16078	8-Nov-16	Council	<p><u>Truth and Reconciliation Commission of Canada:</u></p> <p>"That Administration review the Truth and Reconciliation Commission of Canada Calls to Action Report and identify where the Municipality has the jurisdiction and ability to implement Calls to Action, and report back to Council no later than February 28, 2017 with recommendations based on engagement with the First Nations, Métis, Inuit, Non-Status and other Indigenous peoples within the region."</p>	Community and Protective Services	First Nation and Métis Nation Relations	Dec. 1/16 – Invitations sent to Departments for Internal Steering Committee. Met with Wood Buffalo Métis to discuss recommendations.

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16077	1-Nov-16	Council (via OC)	<p><u>Municipal Utility Corporation - Next Steps:</u></p> <p>"That Administration initiate the process of recruiting qualified and independent Directors for the Wood Buffalo Utilities Corporation; and</p> <p>That Administration present to the Selection Committee by March 1, 2017 a list of qualified and independent individuals for consideration for appointment as Directors of the Wood Buffalo Utilities Corporation."</p>	Infrastructure & Engineering Division	Sustainable Operations	<p><u>Dec 5/16</u> – The criteria has been prepared on the recruiting approach of WBUC board members and is currently under legal review.</p> <p><u>Nov.2/16</u> - Email forwarded to L. Burke, T. Kendel and K. Scoble.</p>
16076	1-Nov-16	Council (via OC)	<p><u>Regional Recreation Corporation - Amendment to the Corporate Bylaw:</u></p> <p>"That the Directors of the Regional Recreation Corporation of Wood Buffalo be requested to amend the Regional Recreation Corporation corporate bylaw by deleting Article 3(b) and substituting therefore the following:</p> <p>"operating the recreational and cultural facilities existing as of November 1, 2016 at:</p> <p>(i) MacDonald Island Park;</p> <p>(ii) Anzac Recreation Centre (indoor operations only); and</p> <p>(iii) Fort Chipewyan Aquatics Centre (aquatics programming only)</p> <p>and operating such additional recreational and cultural facilities, whether existing as of November 1, 2016 or constructed after November 1, 2016, as the Council may from time to time request the Corporation to operate"; and</p> <p>That the Regional Recreation Corporation be advised that a certified true copy of the above resolution, issued from the office of the Chief Legislative Officer of the Regional Municipality of Wood Buffalo, shall constitute sufficient compliance with the provisions of clause 24(b) and section 44 of the Regional Recreation Corporation’s corporate bylaw."</p>	Community and Protective Services	Community Services	<p><u>Dec. 6/16</u> - Legal is reviewing the other (administrative) recommended changes to the RRC Bylaw, we have been advised that an update will come directly from them (via David Leflar).</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16075	25-Oct-16	Council (via WBRC)	<p><u>Regional Mitigation Opportunities:</u></p> <p>"That Council support the development of a regional-level alternate egress and emergency evacuation route (to be termed "East Clearwater Highway") as its highest priority mitigation requirement; and</p> <p>That Administration participate in a pre-design for the proposed East Clearwater Highway with a focus of improving resiliency and public safety for the residents of the Regional Municipality of Wood Buffalo (the Municipality); building on previous and ongoing initiatives including any work done by related Committees; and</p> <p>That Administration budget \$5M in the Proposed 2017 Budget as the Municipality's contribution to the overall pre-design costs for the proposed East Clearwater Highway, subject to a commitment from other partners on the remainder of the pre-design costs; and</p> <p><u>Regional Mitigation Opportunities:</u></p> <p>That Council solicit the Government of Alberta (GOA) for 2017 funding support for the pre-design which includes cost-sharing opportunities for the proposed East Clearwater Highway, with the intent of improving resiliency and public safety for the residents of the Municipality; and</p> <p>That the Mayor is hereby authorized and requested to write on behalf of Council to the GOA consisting of three elements:</p> <ul style="list-style-type: none"> • Support for the GOA's comprehensive FireSmart plan for the Municipality that is currently under consideration; • A commitment to work collaboratively to determine the best means of protecting the rural hamlets and the western flank of the Urban Service Area from a Wildland/Urban Interface (WUI) fire; and • A request for GOA funding and support for a collaborative initiative between the GOA and the Municipality with respect to the training and permanent staffing of a WUI Fire Crew similar in concept to that existing in the Lesser Slave Lake region." 	All Divisions / Mayor's Office		<p><u>Dec 7/16</u> - Capital Request and Business Case was sent to Finance (Linda Ollivier) on Nov 24/16 from Recovery (Mark Power) for inclusion in the 2017 budget process as per Council resolution on Oct 25/16.</p> <p>- Letter has been drafted by Recovery to be sent to Minister Mason from the Mayor. Letter will be sent to Mayor's Office Dec 7/16 by end of day. The letter requests that the GOA, in collaboration with the Municipality, fund the pre-design work for the East Clearwater Highway which will perform any geotechnical work related to the alignment, provide a traffic model that considers evacuation of the region, perform any required stakeholder engagement, and determine the project scope, project cost and project schedule. Also, the pre-design needs to consider any previous and ongoing work including complementary connecting arterial roadways within the Urban Service Area.</p> <p><u>Nov 16/16</u> - Recovery drafted two letters and sent to the Mayor's office and ELT team for review. No additional comments were received and the Mayor's office sent the letters to the Minister on Nov 23/16</p> <p>- The letter drafted to Minister Larivee focused on a request to the Government of Alberta for funding and support for a collaborative initiative between the Government of Alberta and the Municipality with respect to the training and permanent staffing of a Wildland/Urban Interface (WUI) Fire Crew similar in concept to that existing in the Lesser Slave Lake Region.</p> <p>- The letter drafted to Minister Carlier focused on support for the Government of Alberta's comprehensive FireSmart plan to the Municipality that is currently under consideration and a commitment to work collaboratively with the Government of Alberta to determine the best means of protecting the rural hamlets and the western flank of the Urban Service Area from a Wildland/Urban Interface (WUI) fire.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16073	11-Oct-16	Council	<p><u>Strategic Plan Update:</u></p> <p>"That the matter of the Strategic Plan be deferred until Council holds a workshop on the matter, targeted to be scheduled before the end of 2016."</p>	Corporate Services/Deputy Chief Administrative Officer	Human Resources/Legislative Services	<p><u>Dec.6/16</u> - A review of proposals is underway to provide facilitation of a Council Workshop. Facilitator selection to be concluded by December 15, 2016 with the Council Workshop to occur prior to January 31, 2017.</p> <p><u>Oct. 12/16</u> - Email sent to T. Hartley copied to E. Hutton, D. Leflar and A. Rogers.</p>
16071	27-Sep-16	Council (via AC)	<p><u>Appointment of External Auditor - 2017 Year End:</u></p> <p>"That Deloitte LLP be reappointed as external auditor for the Regional Municipality of Wood Buffalo, Wood Buffalo Regional Library, Regional Recreation Corporation and Wood Buffalo Housing & Development Corporation for the December 31, 2017 year end audit.</p> <p>That Administration be authorized to enter into a one year contract extension for the provision of external audit services for the December 31, 2017 year end by Deloitte LLP; and</p> <p>That Administration prepare and issue a Request for Proposal for the provision of external auditing services commencing December 31, 2018."</p>	Corporate Services	Financial Services	<p><u>Dec.6/16</u> - The one year contract extension for auditing services will be confirmed with Auditors in Q3 of 2017.</p> <p>The RFQ for auditing services for 2018 will be issued in Q4 of 2017.</p> <p><u>Sep. 27/16</u> - Email sent to L. Ollivier, copied to E. Hutton.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16070	27-Sep-16	Council (via WBRC)	<p>2016 Budget Request - Recovery Committee and Task Force.</p> <p>1. "That funding in the amount of \$7,036,190 be allocated from the 2016 Municipal Operating Budget surplus, if it exists, to support the additional cash flow requirements related to the operations of the Wood Buffalo Recovery Committee (WBRC) and the Recovery Task Force (RTF); and</p> <p>2. That in the event this funding cannot be accommodated in the 2016 Municipal Operating Budget surplus, funding be allocated from Emerging Issues Reserve or any other funding source as determined by the Municipality.</p> <p>3. That the Municipality provide \$26,053,260 in cash-flow requirements to the WBRC and RTF in advance of the formal submission to the Disaster Recovery Program (DRP) for reimbursement.</p> <p>4. That the WBRC make a submission to the Government of Alberta for an advance in DRP funding."</p>	Corporate Services / Wood Buffalo Recovery Task Force		<p><u>Dec.6/16</u> - A request was submitted on October 17, 2016 to the Government of Alberta for DRP reimbursement. We have been advised that the request is under review .</p> <p><u>Sep. 27/16</u> - Email sent to E. Hutton and D. Woodworth</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16069	27-Sep-16	Council	<p><u>Municipal Fee Structure relating to Demolition and Rebuilding:</u></p> <ol style="list-style-type: none"> 1. "That the Municipality waive the fees related to development and building permits specific to the properties destroyed or damaged by the wildfire of May 2016; and 2. That Administration enter into discussions with the Canadian Red Cross regarding a cost sharing agreement relating to development and building permits specific to the properties destroyed or damaged by the wildfire of May 2016; and 3. That Council direct Administration to issue rebate cheques in the amount of \$540 to each effected property owner as a result of the concrete That will be received at the landfill; and 4. That Council direct Administration to issue debris removal payments to residents impacted by the firebreak; and 5. That Council direct Administration to submit the costs related to firebreak debris removal payments to the Government of Alberta; and 6. That Council direct Administration to complete the overall geotechnical assessment for the Waterways area; and 7. That Council direct Administration to submit the costs related to the overall geotechnical assessment for the Waterways area to the Government of Alberta; and 8. That Council direct Administration to complete the overall grading plan for Abasand, Beacon Hill and Waterways; and 9. That Council direct Administration to submit the costs related to the overall grading plan for Abasand, Beacon Hill and Waterways to the Government of Alberta; and 10. That Council direct Administration to investigate and propose a plan to re-establish the survey pins in all destroyed areas; and 11. That Council direct Administration to submit the costs related to the establishment of the survey pins to the Government of Alberta. 12. That Council officially request the Government of Alberta to reimburse the cost of landfill tipping fees associated with the May 2016 wildfires and that any funds realized from the rebate be reimbursed back to the homeowner." <p>16069 Continued Below</p>	<p align="center">Planning and Regional Development / Corporate Services / Infrastructure and Engineering / Wood Buffalo Recovery Task Force</p>		<p><u>Dec 7/16</u> Waive fees related to development and building permits specific to the properties destroyed or damaged by the wildfire of May 2016 - Recovery understands from P&D that fees have been waived and this continues to be in process. P&D should provide further update.</p> <p>Discussions with the Red Cross have occurred and continue to occur regarding cost sharing. Recovery Task Force is setting a planning meeting for Dec 14/16 to solidify details.</p> <p>Rebate cheques of \$540.00 – confirmed by RMWB Finance Department (Linda Ollivier) on Dec 6/16 that they are currently putting together the rebate list for concrete reimbursement and anticipate all payments to be made within 60 days.</p> <p>Firebreak payments – validation list was prepared by Recovery and sent to Regional Emergency Services for review. Once reviewed, the listing will be sent to Finance for reimbursement cheque processing. Once costs have been finalized costs will be submit to the GOA for reimbursement (if not covered by Municipal Insurance)</p> <p>Geotechnical Assessment for Waterways – Geotech is underway, completion in 3 to 4 weeks from Dec 7/16. Once work has finalized costs will be submit to the GOA for reimbursement as per Council resolution.</p> <p>Grading Plan for Abasand, Beacon Hill and Waterways – Abasand and Beacon Hill are complete, Waterways 80% complete. Once total costs have been determined they will be submit to the GOA for reimbursement as per Council resolution.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16069	27-Sep-16	Council	<u>Con't</u>			Costs of Survey Pins submitted to GOA – Recovery is working with the Director of Surveys for the GOA. A Council Report will be prepared to re-survey damaged areas. Costs will be submitted to the GOA once finalized; may potentially be funded through the Canadian Red Cross. Landfill tipping fees reimbursement from GOA – Waiting for an update from Infrastructure and Engineering Division.
16060	6-Sep-16	Council	<p><u>Overtime Compensation for Municipal Employees (NOM):</u></p> <ul style="list-style-type: none"> • "That Administration is requested to fairly compensate with pay municipal employees, for overtime hours worked from May 1, 2016 until such time as the State of Local Emergency ends, including the time following May 1, 2016 during which a Provincial State of Emergency was in effect, such compensation to be: <ul style="list-style-type: none"> (a) in accordance with the terms of collective agreements for all employees covered by collective agreements; and (b) for employees not covered by collective agreements at a rate equal to the employee's regular hourly rate for any hour or portion of an hour worked in a calendar week above 35 hours up to 44 hours, and at a rate equal to 1.5 times the employee's regular hourly rate for any hour or portion of an hour worked in a calendar week above 44 hours, as approved by the employee's immediate supervisor. (c) for employees to whom time off in lieu of pay for overtime hours worked in response to the wildfire emergency has been offered, the employee will have the option of accepting time in lieu of instead of overtime pay; • That Administration is further directed to submit the total sum of all such overtime payments made to municipal employees to the Government of Alberta as a claim for reimbursement under the Disaster Recovery Program so as to minimize the impact to Wood Buffalo taxpayers and in keeping with the principle of fiscal responsibility; That Administration is further directed to ensure that the monetary overtime compensation is communicated to employees and that eligible employees are paid in accordance therewith no later than October 6, 2016; and • That Administration is further directed to develop a policy for Council's consideration respecting compensation for employees who are required to work overtime as a result of an emergency or disaster in the Municipality." 	Corporate Services	Human Resources/ Financial Services	<p><u>Dec.6/16 -</u> Verification of the remaining overtime payments are being finalized for payment by year end.</p> <p>Administration is finalizing the record keeping for overtime payments in order to submit a request for reimbursement under DRP funding.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16059	30-Aug-16	Council (via SDC and RC)	<p><u>Expression of Support for Review of 1995 Amalgamation Agreement:</u></p> <ul style="list-style-type: none"> • "That the Mayor send to the Minister of Municipal Affairs, on behalf of Council, an expression of support for the request of the Rural Stakeholders Group for a fair and equitable third party review of the 1995 Amalgamation Agreement; and • That Administration work with the Rural Stakeholders group in the context of the review of the 1995 amalgamation agreement to formulate a strategy and an approach aimed at persuading the Provincial Government to write the forthcoming property tax rate regulations under Bill 21 in a manner that allows the Municipality to create a separate taxation category and tax rate for rural small business, that would no longer be statutorily tied to the rate of taxation for Machinery and Equipment." 	Deputy Chief Administrative Officer	Legal and Legislative Services	<p><u>Sep. 13/16</u> - Letter sent from Mayor to Minister Larivee, Minister of Municipal Affairs.</p>

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16058		Council (via WBRC)	<p><u>Taxation Matters:</u> "That Council use its authority under section 347 of the <i>Municipal Government Act</i> to cancel the municipal portion of property taxes payable for 2016 on residential properties, in accordance with the following:</p> <ol style="list-style-type: none"> For all residential properties that were required to be evacuated due to the wildfire: cancellation of 1/12 of the tax (the "base tax cancellation amount"); For every residential property that was not allowed to be re-occupied after general re-entry in the first week of June due to actions taken pursuant to recommendations of the Chief Medical Officer of Health: cancellation of the base tax cancellation amount plus cancellation of an additional amount representing the pro-rated daily amount of the whole municipal portion of tax multiplied by the number of days in 2016 commencing June 1, 2016 that the property in question was not allowed to be re-occupied; For every residential property that became uninhabitable because it was destroyed or irreparably damaged by the wildfire: cancellation of the base tax cancellation amount plus cancellation of an additional amount representing the pro-rated daily amount of the whole municipal portion of tax other than that portion attributable to the land only, multiplied by the number of days from June 1, 2016 until the first to occur of: <ol style="list-style-type: none"> completion of reconstruction of the residence on the property, sale of the property to a new owner, or the end of the calendar year 2016; That the Government of Alberta be requested to remove the education tax levy to be consistent with the cancelled portion of municipal property taxes identified in sections 1 through 3 of this motion; and That an application be made to the Government of Alberta for funding support to offset the cancelled portion of municipal property taxes." 			<p><u>Dec 7/16</u> – Recovery (Marc Fortais) spoke with Assessment and Taxation (Philip Schofield) for the following update: 1) 1/12 of the base tax cancellation – all letters sent out 2) tax cancellation related to CMOH restriction – all letters sent out 3) uninhabitable destroyed – all letters sent out 4) Letter has been drafted by Philip Schofield, Marc Fortais is reviewing and providing input; will be sent to the Mayor's Office by Dec 9/16</p>
16057	25-Aug-16	Oversight Committee	<p><u>Proposed Amendments to Procedure Bylaw, Standing Council Committees Bylaw, and bylaws establishing other council committees:</u> "That this matter be referred to a future Council Workshop for review and updating and be brought forward to the Oversight Committee for consideration on or before October 31, 2016."</p>	Deputy Chief Administrative Officer	Legal and Legislative Services	<p><u>Dec 5/16</u> - Workshop held with Council October 3, 2016. Revisions and amending Bylaw to be presented first quarter 2017</p>

AC-Audit
 LPTC-Land Planning and Transportation
 OC-Oversight
 RC-Rural
 SDC-Sustainable Development
 WBRC-Wood Buffalo Recovery

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16055	2-Aug-16	Council	<p><u>Development of a Council Commendation Program:</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>Dec.5/16</u> - Briefing Note sent to Council on November 18, 2016. Event to coincide with first anniversary of wildfire.</p> <p><u>Dec. 2/16</u> – (b) A capital budget request was prepared for 2017, however, the item is identified on the unfunded list and may not be approved at this time. The Parks department will continue to focus in 2017 on engaging with the community and develop a pre-design (done in-house) of the Responder's Park which will be based on the feedback received. Once a more definitive plan has been formalized, a capital budget request will be presented for design for Council's consideration.</p>
16053	12-Jul-16	Council (via WBRC)	<p><u>Request for Interim Housing:</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>Dec 7/16</u> - The Government of Alberta and Recovery are closely monitoring the housing needs as identified to the GOA. Individuals are being triaged if the need arises and are also being supported via the Canadian Red Cross where necessary. The Government of Alberta determined that there was not a significant demand for housing units to be brought to Fort McMurray at this time.</p> <p><u>Sept. 1/16</u> - The Government of Alberta has announced interim housing will be available in October.</p>

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16052	5-Jul-16	Council	<p><u>Birchwood Trails Wildfire Hazard Reduction:</u> "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>Dec 7/16</u> – Birchwood Trails Wildfire Hazard Reduction or FireSmart 2A is underway.</p> <p><u>Nov. 8/16</u>- The contract for 2A fuel reduction was awarded on September 11, 2016 to Infinite Forest Consulting. The work began on October 28, 2016 with a completion date of March 2017 dependent on weather.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16051	28-Jun-16	Council (via WBRC)	<p><u>Service Access Roads:</u> "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>Dec 7/16</u> – Abasand and Beacon Hill construction access roads scheduled to be complete before Dec 15/16. Communications staff are preparing messaging for contractors. RFP has been posted for the maintenance of these construction access roads.</p> <p><u>Nov. 8/16</u> - Administration presented to Council (based on WBRC recommendations). Council approved a budget request of \$2.450M to advance the design and construction for Abasand Heights and Beacon Hill neighborhoods.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16050	28-Jun-16	Council (via WBRC)	<p><u>Landfill and Waste Management Matters:</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	Environmental Services - (a), (b) & (d) Public Works (Roads) - (c)	<p><u>Dec 5/16:</u></p> <p>(a) 24/7 started Aug 10, 2016, until Sept 30, 2016 when we opened the landfill 7 days/week, 12 hrs / day. Nov 4, 2016, we resumed normal working hours 7 days/week, 10 hrs / day.</p> <p>(b) Waived tipping fees for residential household waste started May 10, 2016, and is resumed normal collection of fees as per the bylaw effective Nov 1, 2016.</p> <p>(c) Public Works has concrete barricades placed to block vehicular access and mitigate dumping in various locations known for dumping areas such as; Tower Road, Auto Wreckers Road, Cliff Avenue and various trail entrances in Anzac.</p> <p>(d) Public Works has sent the following spreadsheet information to Finance.</p> <p><u>Nov. 8/16</u> - The contract for 2A fuel reduction was awarded on September 11, 2016 to Infinite Forest Consulting. The work began on October 28, 2016 with a completion date of March 2017 dependent on weather.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16049	28-Jun-16	Council (via WBRC)	<p><u>Staffing and Accommodations:</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>		Human Resources / Financial Services	<p><u>Dec.6/16</u> - Investigation regarding eligibility is ongoing for compensation of office space and staffing (backfill eligibility).</p> <p><u>C - Oct. 19/16</u> - The move to 5th floor is completed. All information including cost has been processed and provided to senior leadership and no further information was requested of Engineering, this item can be closed.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16029	26-Apr-16	Council	<p><u>Timberlea Sewer Backups - Financial Support for Impacted Homeowners:</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>Dec.6/16</u> - Of the 67 claims received, 27 homeowners have been contacted, 36 homeowners have not replied to messages and 4 denial letters were issued to banks/insurers. To date 11 claims have been processed with 10 additional claims pending for a current payment total of \$465,382. Administration is working towards completion of the compensation program by year-end 2016.</p> <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>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16028	26-Apr-16	Council (via AC)	<p><u>Audit Committee Terms of Reference:</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 was deferred at the April 28, 2016 Oversight Committee meeting to next their next meeting. The Oversight Committee is scheduled to reconvene at their first meeting since the May wildfires on August 25, 2016.</p> <p>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> <p>(see Log #16057)</p>
16027	26-Apr-16	Council	<p><u>2016 Council Compensation Review:</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>Dec.5/16</u> 0 Review completed Sept/Oct 2016. Presentation and recommendations to be presented to Council January 17, 2017.</p> <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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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16025	19-Apr-16	Council	<p><u>Public and Commercial Processes for the Proposed Multiplex Movie Theatre Development:</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>Dec. 5/16</u> - Item is currently on hold.
16024	19-Apr-16	Council (via SDC)	<p><u>Wood Buffalo Growth Forecasts:</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	Land Administration	<u>Dec. 5/16</u> -Met with OSCA on Nov. 3/16 to discuss opportunity to further align RMWB's and industry's respective population models and reflect recent industry workforce and bitumen production changes.
16022	12-Apr-16	Council (via SDC)	<p><u>Northside Multi-Use Facility Phase 1 (Twin Arenas) and Phase 2 (Recreation Centre) Capital Project Update:</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>Nov 2/16 - July 19/17</u> - Council meeting, design phase Northside Twin Arenas has been recommended to be resumed. The design is 100% completed and ready for tender. Regional Recreation Corporation in their letter has requested to put Northside Twin Arena project in abeyance and proposed a new design layout. The new versus old design options are under review. Multi-use design is on hold and Administration is working on scope review for a workshop with Council.

AC-Audit
LPTC-Land Planning and Transportation
OC-Oversight
RC-Rural
SDC-Sustainable Development
WBRC-Wood Buffalo Recovery

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16019	12-Apr-16	Council (via SDC)	<p><u>Wood Buffalo Sport Connection and Allocation of 2015 Western Canada Summer Games Legacy Funding:</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>Dec 8/16</u> - Went to Sustainable Development Committee on December 6th, 2016 and being presented at Council Meeting on December 13, 2016.</p> <p><u>Dec 6/16</u> - Community Strategies is presenting to Sustainable Development Committee on December 6, 2016.</p>
16017	5-Apr-16	Council	<p><u>Plan for Reduction of Property Tax Burden for Oilsands Industry:</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> <p>(See Log #16080)</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16016	15-Mar-16	Council	<p><u>Councillor Disqualification Matter:</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	<u>Aug. 9/16</u> - Court hearing set for December 15, 2016.
16013	15-Mar-16	Council	<p><u>Operational and Administrative Functions Review:</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>	Corporate Services	Human Resources	<p><u>Dec.6/16</u> - Scheduled to present to Council once interim CAO is in place.</p> <p><u>Aug. 18/16</u> - Report was prepared for presentation to Council in May. Rescheduled to fall 2016, due to Wildfire.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16012	9-Mar-16	LPTC	<p><u>City Centre Area Redevelopment Plan:</u> "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>Dec 8/16</u> - This will be reviewed again by Planning and Development, and Legal and Legislative Services for potential implications arising from the wildfire.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16010	23-Feb-16	Council (via OC)	<p><u>MacDonald Island Park Expansion Grant (Shell Place):</u></p> <p>"1. That the Regional Recreation Corporation (RRC) be requested to prepare and present a report to the Oversight Committee which documents:</p> <ul style="list-style-type: none"> 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 <p>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>Dec.6/16</u> - On schedule for Regional Recreation Corporation to present in February 2017.</p> <p><u>Nov. 9/16</u> - Anticipate Shell Place project to officially close end of 2016. Report to Oversight Committee on final cost and lessons learned in January/February 2017.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
16003	19-Jan-16	Council	<p><u>Interim Naming of Municipal Utility Corporation:</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>Nov 2/16</u> - An update on the Wood Buffalo Utilities Corporation and Next Steps was presented to Council on November 1, 2016.</p> <p><u>Oct 18/16</u> – Permanent naming of the Municipal Utility Corporation will be completed upon selection of Board of Directors. Appointment of the Board is targeted for March 1, 2017.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
15060	24-Nov- 15	Council	<p><u>Transfer of Athabasca Power Centre Lands to the Municipality:</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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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
15056	26-Nov-15	Oversight Committee	<p><u>Conklin Multiplex - Lesson Learned for Improved Governance Oversight of Capital Projects:</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 (to incorporate Audit Committee Terms of Reference only) scheduled to come forward to Oversight Committee on August 25, 2016.</p> <p><i>(See Log # 16057)</i></p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
15055	24-Nov-15	Council	<p><u>Residential On-Street Parking:</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> <p>"That the Residential On-Street Parking Study project completion date be extended until August 31, 2017;</p> <p>That the scope of the project be revised to exclude those areas of neighbourhoods directly impacted by the wildfire; and</p> <p>That a separate On-Street Parking Study be undertaken in neighbourhoods directly impacted by the 2016 wildfire, once the rebuild has been completed."</p>	Infrastructure and Engineering	Engineering	<p><u>Dec.6/16</u> - Presented to Council, extended till August 31, 2017</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
15052	3-Nov-15	Council	<p><u>Flood Mitigation Plan Update:</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>Dec. 2/16</u> - Administration will present the recommendations to Council members on December 6, 2016.</p> <p><u>Oct. 2016</u> - Fort McMurray River Hazard Study commissioned by Province in progress and is now due for completion March 2018. Administration is pursuing alternate flood mitigation options. A risk assessment and cost benefit analysis report considering available options is completed. Administration is considering temporary flood mitigation measures to 40 year flood until a permanent solution is in place. On September 2, 2016 a letter was issued by Minister of Municipal Infrastructure and Minister of Environment & Park in response to our request for flood proofing and demountable wall option. The letter confirms exemption and allows development in floodways with 1:100 year flood mitigation measures.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
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:</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>Dec. 5/16</u> - Stakeholder engagement is underway and work on the final report has begun.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
15039	6-Oct-15	Council	<p><u>Rural Economic Development Programming Incentives:</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	<p><u>Aug. 26/16</u> - The Oversight Committee requested at their meeting on August 25, 2016 that this item be escalated in terms of priority. Correspondence sent to pertinent members of administration informing them as such. Update on enhanced rural programming to be brought forward by Economic Strategies to the Oversight Committee at their September 22, 2016 meeting.</p> <p><u>Apr. 29/16</u> - cross referenced with items 15019 and 16034AR.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
15019	25-Aug-15	Council	<p><u>Rural Non-Residential Taxation (NOM):</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 <i>Municipal Government Act</i> 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>Cross referenced with items 15039 and 16034AR.</p>

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15015	14-Jul-15	Council	<p><u>LEED Standards (NOM):</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	Dec 8/16 - Land Use Bylaw project to be continued into 2017 due to Wildfire. Consultation will commence in Q1 2017. Project to be completed by Q4 2017.
	9-Jul-14	Council	<p><u>Independent Work Camps (NOM):</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>Dec.6/16</u> - Report to Council will be provided by the end of January 2017.</p> <p><u>Aug. 18/16</u> - Report to Council will be provided by the end of September 2016.</p>

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Log #	Meeting Date	Meeting	Description	Division	Department	Current Status Notes
	25-Mar-14	Council	<p><u>Graffiti Vandalism (NOM):</u> "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>		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>