



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Council Meeting

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, April 14, 2009
6:00 p.m.

Amended Agenda

Call to Order

Opening Prayer

Adoption of Agenda

Minutes of Previous Meetings

1. Regular Meeting – March 24, 2009

Delegations – None Scheduled

Those individuals in attendance at the meeting will be provided with an opportunity to address Council regarding an item on the agenda, with the exception of those items for which a Public Hearing is required or has been held. Consistent with all delegations, each presentation will be allowed a maximum of five minutes.

Bylaws

2. Bylaw No. 09/013 - Debenture Borrowing for 2009 Jubilee Centre Renovation - Construction (2nd and 3rd readings)

Public Hearings

3. Public Hearing re: Bylaw No. 09/005 - Land Use Bylaw Amendment - Project Accommodation
4. Public Hearing re: Bylaw No. 09/007 - Land Use Bylaw Amendment – Lot 25, Block 2, Plan 852 0247 (177 Northland Drive, Conklin)

Bylaws Cont'd

5. Bylaw No. 09/005 - Land Use Bylaw Amendment - Project Accommodation (2nd and 3rd readings)
6. Bylaw No. 09/007 – Land Use Bylaw Amendment – Lot 25, Block 2, Plan 852 0247, (177 Northland Drive, Conklin) (2nd and 3rd readings)

Reports

7. Emergency Medical Services Transition to Alberta Health Services
8. 2009 Capital Budget Amendment – Timberlea High School Site
9. Capital Budget Amendment Request – Portable Structures for Rural Rinks
10. Conditional Offer to Purchase 91.44 Acres Pursuant to Section 30, Expropriation Act
11. Rescind Procurement Policy – PUR-080-2006
12. Olympic Torch Relay and Community Celebration Funding

New and Unfinished Business

Updates

- Mayor's Update
- Reporting of Councillors on Boards and Committees
- Administrative Update

Adjournment

**Subject: Debenture Borrowing for Jubilee Centre Renovation -
Construction****APPROVALS:**

Elsie Hutton, Chief Financial Officer
D'arcy Elliott, Deputy Chief Administrative Officer
Rodney Burkard, Chief Administrative Officer

Administrative Recommendation(s):

1. THAT Bylaw No. 09/013, being a debenture borrowing bylaw for the Jubilee Centre Renovation-Construction, be read a second time.
2. THAT Bylaw No. 09/013 be read a third and final time.

Summary:

Council approval of debenture borrowing is required in order to proceed with projects previously approved through the capital budget process. Office space for staff is critical, a lack of which will result in a hiring freeze.

Background:

The Jubilee Centre Renovation – Construction project, as approved by Council on December 9, 2008 identified debenture borrowing as a source of funding. This Bylaw received first reading at the February 24th 2009 regular Council meeting.

In accordance with the *Municipal Government Act*, statutory notification has been given. At the second reading on March 24th 2009, additional information on the scope of the project was requested by Council. This information is provided as *Attachment 3 – Summary Business Case*.

Budget/Financial Implications:

The total debenture borrowing is \$23,000,000 for this project for a 25 year term.

Rationale for Recommendation(s):

The project was approved through the 2009 Capital Budget process and identifies debenture borrowing as a source of funding. If debenture borrowing is not approved, the projects cannot proceed as planned. Debenture funds are drawn down by the Municipality only when a project commences and funds have been committed or expended, therefore, no costs are incurred if a project is delayed or does not proceed as planned.

Attachment 3 summarizes the business case for the Accommodation Services – Jubilee Centre Renovation Plan 2009.

As the project exceeds five (5) years in duration, advertising is required in accordance with Section 251 of the Municipal Government Act.

Attachments:

1. Bylaw No. 09/013
2. Sample Debenture Amortization Schedule
3. Summary Business Case

BYLAW NO. 09/013

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AUTHORIZE THE COUNCIL OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO INCUR AN INDEBTEDNESS BY THE ISSUANCE OF DEBENTURES IN THE AMOUNT OF TWENTY THREE MILLION (\$23,000,000.00) FOR THE PURPOSE OF THE JUBILEE CENTRE RENOVATION - CONSTRUCTION.

WHEREAS the Council of the Regional Municipality of Wood Buffalo has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the financing, undertaking and completion of the Jubilee Centre Renovation - Construction;

WHEREAS the Regional Municipality of Wood Buffalo has made plans, specifications and estimates for the project and confirms the total cost of the Jubilee Centre Renovation - Construction is \$23,000,000.00.

WHEREAS in order to complete the said project, it will be necessary for the Regional Municipality of Wood Buffalo to borrow the sum of \$23,000,000.00, for a period not to exceed twenty five (25) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred in this bylaw.

WHEREAS the principal amount of the outstanding debt of the Regional Municipality of Wood Buffalo at December 31, 2007 is \$249,966,941.00 and no part of the principal or interest is in arrears;

WHEREAS the estimated lifetime of the project financed under this by-law is equal to, or in excess of twenty five (25) years;

AND WHEREAS all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta;

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

1. That for the purpose of the Jubilee Centre Renovation - Construction the sum of TWENTY THREE MILLION DOLLARS (\$23,000,000.00) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Regional Municipality of Wood Buffalo at large, of which amount the full sum of \$23,000,000.00 is to be paid by the Regional Municipality of Wood Buffalo at large.
2. The proper officers of the Municipality are hereby authorized to issue debentures on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the Jubilee Centre Renovation - Construction.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect,

namely semi-annual or annual equal payments of combined principal and interest installments not to exceed twenty five (25) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed fourteen (14) percent.

4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw shall become effective when it has received third reading and been signed by the Mayor and Chief Legislative Officer.

READ a first time this 24th day of February, 2009.

READ a second time this _____ day of _____, 2009.

READ a third and final time this _____ day of _____, 2009.

SIGNED and PASSED this _____ day of _____, 2009.

Mayor

Chief Legislative Officer

Sample Debenture Amortization Schedule

Jubilee Center Renovation - Construction

Principal \$23,000,000.00

Interest 5.14%

* Budgeted for 25 year debt

Term 25

Payments \$1,654,879.94

Year	Beginning Balance	Interest	Payment	Principal	End Balance
					\$23,000,000.00
1	\$23,000,000.00	\$1,182,200.00	\$1,654,879.94	\$472,679.94	\$22,527,320.06
2	\$22,527,320.06	\$1,157,904.25	\$1,654,879.94	\$496,975.69	\$22,030,344.36
3	\$22,030,344.36	\$1,132,359.70	\$1,654,879.94	\$522,520.24	\$21,507,824.12
4	\$21,507,824.12	\$1,105,502.16	\$1,654,879.94	\$549,377.78	\$20,958,446.33
5	\$20,958,446.33	\$1,077,264.14	\$1,654,879.94	\$577,615.80	\$20,380,830.53
6	\$20,380,830.53	\$1,047,574.69	\$1,654,879.94	\$607,305.25	\$19,773,525.28
7	\$19,773,525.28	\$1,016,359.20	\$1,654,879.94	\$638,520.75	\$19,135,004.53
8	\$19,135,004.53	\$983,539.23	\$1,654,879.94	\$671,340.71	\$18,463,663.82
9	\$18,463,663.82	\$949,032.32	\$1,654,879.94	\$705,847.62	\$17,757,816.20
10	\$17,757,816.20	\$912,751.75	\$1,654,879.94	\$742,128.19	\$17,015,688.00
11	\$17,015,688.00	\$874,606.36	\$1,654,879.94	\$780,273.58	\$16,235,414.42
12	\$16,235,414.42	\$834,500.30	\$1,654,879.94	\$820,379.64	\$15,415,034.78
13	\$15,415,034.78	\$792,332.79	\$1,654,879.94	\$862,547.16	\$14,552,487.62
14	\$14,552,487.62	\$747,997.86	\$1,654,879.94	\$906,882.08	\$13,645,605.54
15	\$13,645,605.54	\$701,384.12	\$1,654,879.94	\$953,495.82	\$12,692,109.72
16	\$12,692,109.72	\$652,374.44	\$1,654,879.94	\$1,002,505.50	\$11,689,604.22
17	\$11,689,604.22	\$600,845.66	\$1,654,879.94	\$1,054,034.29	\$10,635,569.93
18	\$10,635,569.93	\$546,668.29	\$1,654,879.94	\$1,108,211.65	\$9,527,358.28
19	\$9,527,358.28	\$489,706.22	\$1,654,879.94	\$1,165,173.73	\$8,362,184.55
20	\$8,362,184.55	\$429,816.29	\$1,654,879.94	\$1,225,063.66	\$7,137,120.90
21	\$7,137,120.90	\$366,848.01	\$1,654,879.94	\$1,288,031.93	\$5,849,088.96
22	\$5,849,088.96	\$300,643.17	\$1,654,879.94	\$1,354,236.77	\$4,494,852.19
23	\$4,494,852.19	\$231,035.40	\$1,654,879.94	\$1,423,844.54	\$3,071,007.65
24	\$3,071,007.65	\$157,849.79	\$1,654,879.94	\$1,497,030.15	\$1,573,977.50
25	\$1,573,977.50	\$80,902.44	\$1,654,879.94	\$1,573,977.50	\$0.00

	Interest	Payment	Principal
Total	\$18,371,998.61	\$41,371,998.61	\$23,000,000.00

*The interest rate reflected above was based on the assumptions utilized during the 2009 Capital Budget development. Rate differentials are based on the term of the borrowing.

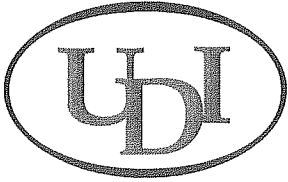
**Summary Business Case
Accommodations Services
Jubilee Centre Renovation Plan 2009**

The Municipality is in the process of conducting a long term Accommodations Needs study. This study has not been completed although preliminary findings have been reviewed. When completed, this study will provide a framework for meeting long term corporate facility requirements to address projected growth in staffing complement.

Based on analysis of current numbers, as well as both projected short term and long term growth data, all options to address space needs dictate the continued occupation of the Jubilee Centre for a period of not less than 10 years. As a result, Administration's recommendation is to introduce a phased five-year Jubilee Centre renovation schedule. The proposed work is based on implementing a combination of major life cycle component replacement, preventative maintenance management and architectural refurbishments of office work space components. Added to this, in some cases, health and safety risks may arise if work to upgrade systems is not undertaken. Not performing this work will lead to a decline in the value of the building and limit the Municipality's future options for the eventual disposition of the building.

Timing is critical in several ways. Major construction to systems is required to prevent possible system breakdowns and business continuity risks. Delaying the project to 2010 exacerbates this risk. Major construction planned for 2009 will require that the heating system be shut down for an extended period, so that work can be completed before the fall. In order to meet this goal, tendering and awarding of construction contracts must be completed by May 24th to ensure the project work progresses appropriately through the spring and summer months. Delays can mean the building will not be habitable in the fall while renovation work is completed. Impacts to staff productivity in 2010 and beyond will result if appropriate space is not available delaying recruitment to vacant and new positions. Planned timing of the multi-year renovation plan dictates that system upgrades and space refurbishments occur in a manner that minimizes the impact on current staff and recruitment processes.

The project was approved through the 2009 Capital Budget process and identifies debenture borrowing as the funding source. Funding for all aspects of this project is combined into a single debenture funding approval. The business case to support the 2009 renovation explores the positive impact on the costing associated with the renovation within the context of the current financial environment. If the debenture borrowing is not approved, the project cannot proceed as planned. It is important to note that debenture funds are drawn down only when a project commences and funds have been expended, thus incurring no costs if the project is delayed from proceeding as planned.



**URBAN DEVELOPMENT INSTITUTE
WOOD BUFFALO**

108-9908 Franklin Ave

Fort McMurray, Alberta T9H 2K5

Phone: 780-743-2900 Fax: 780-743-2915

Email: udiwb@telus.net Website: www.udiwoodbuffalo.com

April 5, 2009

Regional Municipality of Wood Buffalo
9909 Franklin Ave
Fort McMurray, AB T9H 2K4

Attention: Surekha Kanzig, Chief Legislative Officer

RE: Bylaw No. 09/005-Land Use Bylaw Amendment-Project Accommodation

UDI-Wood Buffalo supports administration's recommendation to not allow project accommodations inside the boundaries of any rural hamlet or inside the Urban Service Area (Fort McMurray). UDI-Wood Buffalo applauds administration for taking the necessary steps to ensure that our community is not negatively impacted by these facilities. We agree with administration's position there is a general lack of community support for these types of projects that have the potential to negatively impact the community identity and stability and we lobbied that position when the bylaw was approved in 2006.

We strongly oppose administration's recommendation to extend project accommodations for the MacDonald Island project until May 2010. The business case for this facility as presented in 2006 has not been realized and the esthetics of this facility have fallen far short of what the community was led to expect. The temporary construction fence as opposed to a solid screen fence and the lack of grounds maintenance (grass cutting and snow removal) give credence to the perception that we are a wild and wooly oil boom town. Let's take the lead and change that perception by paying attention to our community identity and cleaning this situation up. The community should not have to accept the project accommodation in its current state for another year.

As per the recent studies and the current economic environment there are ample accommodations available in the community and the requirement for project accommodation is not necessary.

Yours truly,

Cliff Maron, President
UDI-Wood Buffalo



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Request To Make A Presentation At A Council Meeting Or Public Hearing

Requests to make a public presentation must be received by 12:00 noon on the Wednesday immediately preceding the scheduled meeting/hearing. *Presentations are a maximum of 5 minutes in duration.* Additional information may be submitted to support your presentation.

CONTACT INFORMATION	
Name of Presenter:	Jane Strood
Mailing Address:	
Telephone Number:	(Day) If we cannot confirm your attendance, your request may be removed from the Agenda.
E-Mail Address (if applicable):	/
PRESENTATION INFORMATION	
Preferred Date of Presentation:	
Topic:	Work Camp bylaw no. 09/005
Please List Specific Points/Concerns: If speaking at a Public Hearing, clearly state your support or opposition to the bylaw along with any related information:	<ol style="list-style-type: none"> 1. I am in definite agreement of "not" having work camps in the hamlet. 2. Growing up in Ft. McMurray, we had a very sad situation when a work camp was 3. situated at the snyc. The climate of a work camp is quite different to the
Action Being Requested of Council:	climate of a family with mother, father and children.

As per Procedure Bylaw No. 06/020, a request to make a presentation may be referred or denied.

Please return completed form, along with any additional information, to:

Chief Legislative Officer
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
Telephone: (780) 743-7001
Fax: (780) 743-7028

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 REGIONAL MUNICIPALITY OF WOOD BUFFALO	Request To Make A Presentation At A Council Meeting Or Public Hearing
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CONTACT INFORMATION	
Name of Presenter:	Darlene Hemen
Mailing Address:	
Telephone Number:	(Day) If we cannot confirm your attendance, your request may be removed from the Agenda.
E-Mail Address (if applicable):	
PRESENTATION INFORMATION	
Preferred Date of Presentation:	April 11/09 @ 6:30 PM
Topic:	Public Notice - Bylaw No. 09/007
Please List Specific Points/Concerns: If speaking at a Public Hearing, clearly state your support or opposition to the bylaw along with any related information:	1. To speak as a leader from Chamber, Chardmetis. 2. Sonate Elmer Adams or will speak and issue concerns. 3.
Action Being Requested of Council:	H.S.A.P. In support of Campground

As per Procedure Bylaw No. 06/020, a request to make a presentation may be referred or denied.

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9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
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Fax: (780) 743-7028

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CONTACT INFORMATION	
Name of Presenter:	ELMER HERMAN
Mailing Address:	
Telephone Number:	(780) If we cannot confirm your attendance, your request may be removed from the Agenda.
E-Mail Address (if applicable):	
PRESENTATION INFORMATION	
Preferred Date of Presentation:	April 16 109 @ 6pm.
Topic:	Public notice. Bylaw 09/007
Please List Specific Points/Concerns:	1. To speak about by laws.
If speaking at a Public Hearing, clearly state your support or opposition to the bylaw along with any related information:	2.
	3.
Action Being Requested of Council:	In support of Campground

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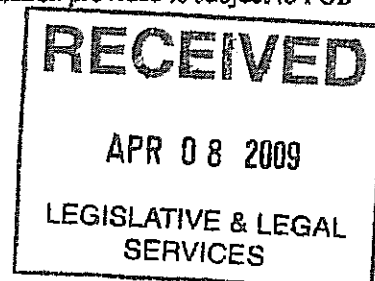
CONTACT INFORMATION	
Name of Presenter:	Gillian Whalen
Mailing Address:	
Telephone Number:	If we cannot confirm your attendance, your request may be removed from the Agenda.
E-Mail Address (if applicable):	
PRESENTATION INFORMATION	
Preferred Date of Presentation:	Apr 14, 2009
Topic:	By-Law 09/007 Conklin Public Hearing - Camp ground.
Please List Specific Points/Concerns:	1. Strain on the existing infrastructure in Conklin IE: Water System + Sewage 2. Location is in an undeveloped Area - NO Fenced land / Properties ie: Safety Issue 3. Existing road - Narrow, No Shoulder, No lighting - NO left or right turn for traffic flow.
If speaking at a Public Hearing, clearly state your support or opposition to the bylaw along with any related information:	
Action Being Requested of Council:	Not in support

As per Procedure Bylaw No. 06/020, a request to make a presentation may be referred or denied.

Please return completed form, along with any additional information, to:
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 Regional Municipality of Wood Buffalo
 9909 Franklin Avenue
 Fort McMurray, AB T9H 2K4
 Telephone: (780) 743-7001
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* Participant in
teleconference *

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CONTACT INFORMATION	
Name of Presenter:	Donald Moller
Mailing Address:	
Telephone Number:	
E-Mail Address (if applicable):	
<p>cannot confirm your attendance, your request may be removed from the Agenda.</p>	
PRESENTATION INFORMATION	
Preferred Date of Presentation:	April 14, 6:00pm
Topic:	2nd reading of land use change + approval
Please List Specific Points/Concerns:	1. Traffic concerns - Bylaw 09/007
If speaking at a Public Hearing, clearly state your support or opposition to the bylaw along with any related information:	2. Community Services - Primarily Water, garbage, fire, etc.
	3. Social impact of having a shadow population camp ground / recreation? in land.
Action Being Requested of Council:	Deny proposed land use change and development of project.

As per Procedure Bylaw No. 06/020, a request to make a presentation may be referred or denied.

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CONTACT INFORMATION	
Name of Presenter:	Darlene Hemen
Mailing Address:	
Telephone Number:	(Day) If we cannot confirm your attendance, your request may be removed from the Agenda.
E-Mail Address (if applicable):	
PRESENTATION INFORMATION	
Preferred Date of Presentation:	April 11/09 @ 6:30 PM
Topic:	Public Notice - Bylaw No. 09/007
Please List Specific Points/Concerns: If speaking at a Public Hearing, clearly state your support or opposition to the bylaw along with any related information:	1. To speak as a leader from Shrewsbury, Chardmetis. 2. Sonate Elmer Adams or will speak and issue concerns. 3.
Action Being Requested of Council:	H.S.A.P. In support of Campground

As per Procedure Bylaw No. 06/020, a request to make a presentation may be referred or denied.

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CONTACT INFORMATION	
Name of Presenter:	ELMER HERMAN
Mailing Address:	
Telephone Number:	
E-Mail Address (if applicable):	
PRESENTATION INFORMATION	
Preferred Date of Presentation:	April 16 109 @ 6pm.
Topic:	Public notice. Bylaw 09/007
Please List Specific Points/Concerns:	1. To speak about by laws.
If speaking at a Public Hearing, clearly state your support or opposition to the bylaw along with any related information:	2.
	3.
Action Being Requested of Council:	In support of Campground

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**Subject: Bylaw No. 09/005 - Land Use Bylaw Amendment - Project
Accommodation****APPROVALS:**

Dennis Peck, General Manager, Planning and Development
Kevin Greig, Deputy Chief Administrative Officer
Rodney Burkard, Chief Administrative Officer

Administrative Recommendation(s):

1. THAT Bylaw No. 09/005, being a Land Use Bylaw Amendment, be read a second time.
2. THAT Bylaw No. 09/005 be read a third and final time.

Summary:

Administration has completed a review of project accommodation as required under Bylaw 06/001. As a result of the review findings, a Land Use Bylaw amendment (Attachment 1) has been drafted for Council consideration that removes provisions in the Land Use Bylaw to allow project accommodation inside rural hamlets and the Urban Service Area, with the exception of MacDonald Island until such time as the redevelopment project is complete. The authority to amend the Land Use Bylaw is vested with Council.

Background:

On March 14, 2006, Council adopted Bylaw 06/001 to include specific provisions in the Land Use Bylaw for project accommodation in the Urban Service Area and specified that these provisions would be subject to review by Council between January 1, 2009 and March 31, 2009.

Project accommodation is defined as providing temporary housing for individuals working on a specified project. Project accommodation must be located on the project site and must be removed from the site when the project is complete.

On May 16, 2006, an application for a Development Permit for a project accommodation at MacDonald Island (Lots 1-3, Block 1, Plan, 1987TR) was approved. To date, this project accommodation remains the only approved facility within the Urban Service Area. On October 14, 2008, the Development Permit was extended until March 31, 2009. Recently, Administration was advised that the project accommodation related to the MacDonald Island Redevelopment Project is required until approximately May, 2010.

To date, Development Officers have used their discretionary authority to refuse applications for project accommodation in rural hamlets, based on a general lack of community support for same. Further, from a planning perspective, refusals were based on Section 2 of the Municipal Development Plan, which advocates that development be “managed to minimize harm to stable

communities, preserve cultural identity, and use both the land and resources wisely”. No appeals of those decisions have been launched by applicants.

Rationale for Recommendation(s):

Difficult to Evaluate and Regulate

Siting of project accommodation within the Municipality represents an important land use challenge. If not managed carefully and highly regulated, this type of development has the potential to negatively impact community identity and stability, especially in the rural hamlets. In both the Urban Service Area and the rural hamlets, a high level of public awareness and scrutiny exists around project accommodation.

Project accommodation generally does not fit well within the greater planning principles of the Municipal Development Plan as previously mentioned in the report. Consequently, applications are difficult for Development Officers to evaluate and are time consuming. Currently, development permit refusals can be appealed and overturned by the Subdivision and Development Appeal Board, and if approved, require regular monitoring to ensure strict regulation, as a response to public awareness/scrutiny.

No Demand

Project accommodation has not been approved in the Urban Service Area and rural hamlets, with the exception of the MacDonald Island Redevelopment Project. Since March 2006, no project accommodation projects have been applied for within the Urban Service Area. Further, greater availability for housing now exists in the current economic environment and the requirement for project accommodation may not now be necessary.

Discontinue Project Accommodation

Planning and Development Department recommends that Council consider the approval of Bylaw 09/005, to remove project accommodation in the Urban Service Area and rural hamlets. Project accommodation can continue to exist at MacDonald Island site until the project is complete. The proposed text amendment uses precise language to provide clarity to the development industry while seeking to protect community integrity.

This approach falls within Council’s previous approval and allows smooth continuation of the MacDonald Island redevelopment project and adheres to any contractual obligations that may exist for the project to be completed within the current schedule.

The proposed bylaw will eliminate the possibility of developing project accommodation within the rural hamlets and the remainder of the Urban Service Area.

Attachments:

1. Bylaw 09/005
2. Bylaw 06/001

BYLAW NO. 09/005

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

WHEREAS Section 639 of the Municipal Government Act, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting a Land Use Bylaw.

AND WHEREAS Section 191(1) of the Municipal Government Act, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a Land Use Bylaw.

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

1. THAT Bylaw No. 99/059 is hereby amended by:
 - a) deleting the following from Section 87.4: “Within the Urban Service Area”;
 - b) adding the following to Section 87.4:

“(a) (i) be located on Lots 1-3, Block 1, Plan 1987TR within the Urban Service Area; or”;

(ii) be located outside of the hamlet boundaries in the Rural Service Area”;

and renumbering the balance of Section 87.4 accordingly; and
 - c) deleting Section 87.5 in its entirety
2. THAT the Chief Administrative Officer is authorized to consolidate this bylaw.
3. THAT this bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this 10th day of March, A.D 2009.

READ a second time this _____ day of _____, A.D. 2009.

READ a third and final time this _____ day of _____, A.D. 2009.

SIGNED and PASSED this _____ day of _____, A.D. 2009

Mayor

Chief Legislative Officer

BYLAW NO. 06/001

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

WHEREAS Section 639 of the Municipal Government Act, R.S.A., 2000, Chapter M-26 and amendments thereto authorizes Council to enact a bylaw adopting a Land Use Bylaw.

AND WHEREAS Section 191(1) of the Municipal Government Act, R.S.A., 2000, Chapter M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a Land Use Bylaw.

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

1. **THAT** Bylaw 99/059 is hereby amended by the replacement of the term "Work Camp" with the term "Project Accommodation" as appropriate throughout the text of the Bylaw.
2. **THAT** Bylaw 99/059 is hereby amended by the addition of the following provisions to Section 87:
 - 87.4 Within the Urban Service Area a Project Accommodation must:
 - (a) be linked to a specific project for which a valid and current Development Permit has been issued and;
 - a. can only accommodate workers for this project;
 - b. accommodated workers may only work on this project; and
 - c. be located on the same site as the project;
 - (b) be able to accommodate a minimum of 20 (twenty) persons and a maximum of 300 (three hundred) persons;
 - (c) be secured by the installation of appropriate fencing around the project accommodation and onsite security staff;
 - (d) provide adequate on site parking for private vehicles to the same standard as a Hotel/Motel;
 - (e) be removed from site when the project is completed;
 - (f) post security with the Municipality of Wood Buffalo sufficient to remove and/or reclaim the site if the project accommodation remains on site after the project is either completed or if work has stopped to the extent that the Municipality no longer feels the project accommodation is necessary to the project, or to reclaim the site if needed after the project accommodation has been removed from the site; and
 - (g) be separated from adjacent land uses.

87.5 The provisions in this bylaw with respect to project accommodation will be subject to a review by Council, beginning no later than January 1, 2009 and concluding no later than March 31, 2009

3. **THAT** Bylaw 99/059 is hereby amended by the addition of the term "Project Accommodation" under the subsection titled "Discretionary Uses – Development Officer" within the following Sections:

93.	R1	Single Detached Residential District
94.	R1E	Single Family Estate Residential District
95.	R1M	Mixed Form Single Detached Residential District
96.	R1S	Single Family Small Lot Residential District
97.	R2	Low Density Residential District
98.	R3	Medium Density Residential District
99.	R4	High Density Residential District
100.	RMH	Manufactured Home Residential District
101.	RMH-2	Small Zero Lot Line Manufactured Home Residential District
105.	C1	Community Commercial District
106.	C2	Mixed/Transitional Commercial District
107.	C3	Shopping Centre Commercial District
108.	C4	Highway Commercial District
109.	C5	Central Business District
111.	BI	Business Industrial District
113.	PS	Public Services District
114.	PR	Parks And Recreation District
118.	DC	Direct Control District
119.	R1P	Planned Unit Residential District
121.	RMH-1	Modified Manufactured Home District
123.	DC-R4	Direct Control High Density Residential District
124.	C4A	Arterial Commercial District
125.	DC-R2	Direct Control Low Density Residential
126.	R3-1	Medium Density Residential District
127.	DC-RMH	Direct Control Manufactured Home District
200.	DC-UER	Direct Control Urban Estate Residential District
201.	R3-2	Special Medium Density Residential District
202.	R2-1	Modified Medium Density Residential District
203.	DC-R3	Direct Control Medium Density Residential District
204.	C3A	Timberlea Shopping Centre Commercial District

4. **THAT** Bylaw 99/059 is hereby amended by the addition of the words "\$100 per month for project accommodation in the Urban Service Area" to the project accommodation provisions of 1). b) of Appendix B Fee Schedule.
5. **THAT** this bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time in Council this 24th day of January, 2006.

READ a second time in Council this 14th day of March, 2006.

READ a third time in Council and passed this 14th day of March, 2006.

CERTIFIED A TRUE COPY


MAYOR

CHIEF LEGISLATIVE OFFICER


CHIEF LEGISLATIVE OFFICER

**Subject: Bylaw No. 09/007 – Land Use Bylaw Amendment – Lot 25,
Block 2, Plan 852 0247, (177 Northland Drive, Conklin)**

APPROVALS:

Dennis Peck, General Manager, Planning and Development
Kevin Greig, Acting Chief Administrative Officer

Recommendations:

1. THAT Bylaw No. 09/007, being a Land Use Bylaw Amendment – Lot 25, Block 2, Plan 852 0247, (177 Northland Drive, Conklin), be read a second time.
2. THAT Bylaw No. 09/007 be read a third and final time.

Summary:

An application has been received to amend the Land Use Bylaw (LUB) to allow for the development of a full-service, 116 stall campground in the Hamlet of Conklin. The authority to amend the Land Use Bylaw is vested with Council under the Municipal Government Act.

Background:

An application was received by Planning and Development to amend the LUB to include “Campground” in the list of discretionary land uses found in Section 111.3 of the Business Industrial land use district, specific to Lot 25, Block 2, Plan 852 0247, (177 Northland Drive, Conklin).

A campground is not a permissible land use in the Business Industrial land use district and therefore an amendment to the LUB is required before an application for a Development Permit can be made. An amendment to the Hamlet of Conklin Area Structure Plan (ASP) is not required as the ASP identifies the site for its existing Business Industrial land use classification.

Section 2 of the *Municipal Development Plan* advocates that development “minimize harm to stable communities, preserve cultural identity, and use both the land and resources wisely.” Section 5.2 of the ASP similarly recommends that development be conducted in an orderly fashion to minimize land use conflicts and impacts. Finally, the campground provisions found in the LUB limit the development of new campgrounds to lands outside of the hamlets and Urban Service Area.

The proponent conducted a community opinion poll in lieu of an option to meet with the community. This was accepted by the Conklin Community Association and serves to adhere to the municipal guidelines for public consultation. This poll suggested that a majority of Conklin residents do not openly oppose the proposal (Attachment 4). Unlike, a community meeting the

Municipality cannot determine the statistical validity of the poll, whether or not it was done in an unbiased manner or if it adequately reflects community support or oppositions.

Rationale for Recommendation(s):

The policies and provisions of the relevant statutory documents support the position that the proposed land use will result in land use conflicts and negatively impact the integrity of the hamlet of Conklin. Planning and Development views a campground at this location as similar to a project accommodation in terms of its impacts on the amenities of the area and on the ability of existing and potential property owners to use and enjoy the use of their property. While the proponent indicates that they can comply with our site development requirements for a campground, Planning and Development maintains the proposed site cannot support a campground without an adverse negative impact on the social and cultural integrity of the hamlet of Conklin.

In addition, the LUB was amended in April, 2007 by Bylaw 07/034 to restrict the development of campgrounds to areas outside of hamlets and outside of the urban expansion area around Fort McMurray. The amendment was designed to guide future campground development to ensure they provided appropriate services and amenities in order to allow for year round operation and that they were appropriately sited within the Municipality, that this in turn will enhance the campground experience. The proposed amendment is contrary to the intent and direction of that prior Council decision.

Planning and Development does not support the proposed amendment; however, should Council wish to proceed with second and third readings, a recommendation has been provided for Council's convenience.

Attachments:

1. Bylaw 09/007
2. Subject Property Map
3. Proposed Campground Layout
4. Opinion Poll Question and Results Summary

BYLAW NO. 09/007

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

WHEREAS Section 639 of the Municipal Government Act, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting a Land Use Bylaw.

AND WHEREAS Section 191(1) of the Municipal Government Act, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a Land Use Bylaw.

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

1. THAT Land Use Bylaw No. 99/059 is hereby amended by:
 - 1.a) adding “Campground” as a Discretionary Use – Development Officer to Section 111.3, specific to Lot 25, Block 2, Plan 852 0247.
2. THAT the Chief Administrative Officer is authorized to consolidate this bylaw.
3. THAT this bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this 24th day of March, A.D. 2009.

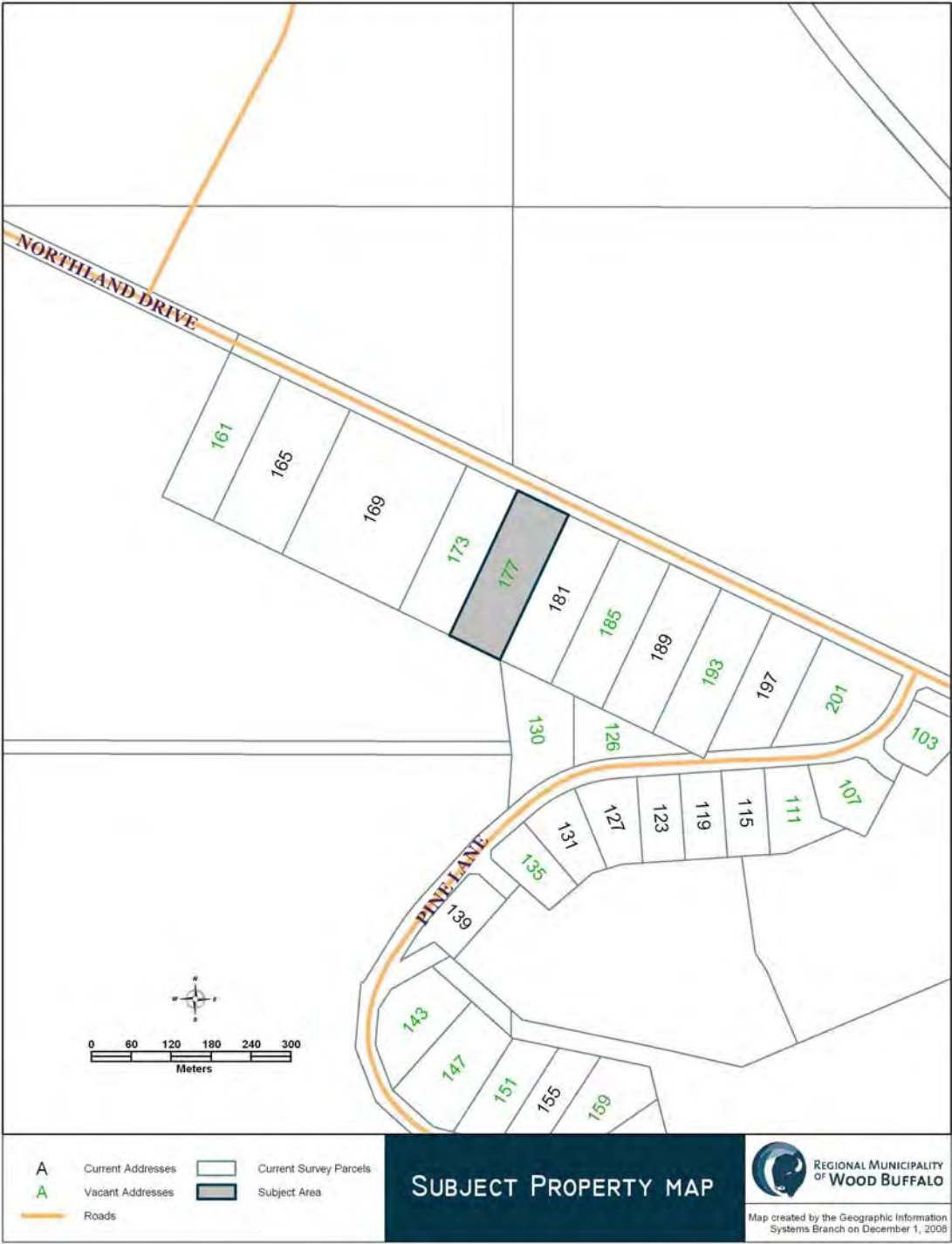
READ a second time this _____ day of _____, A.D. 2009.

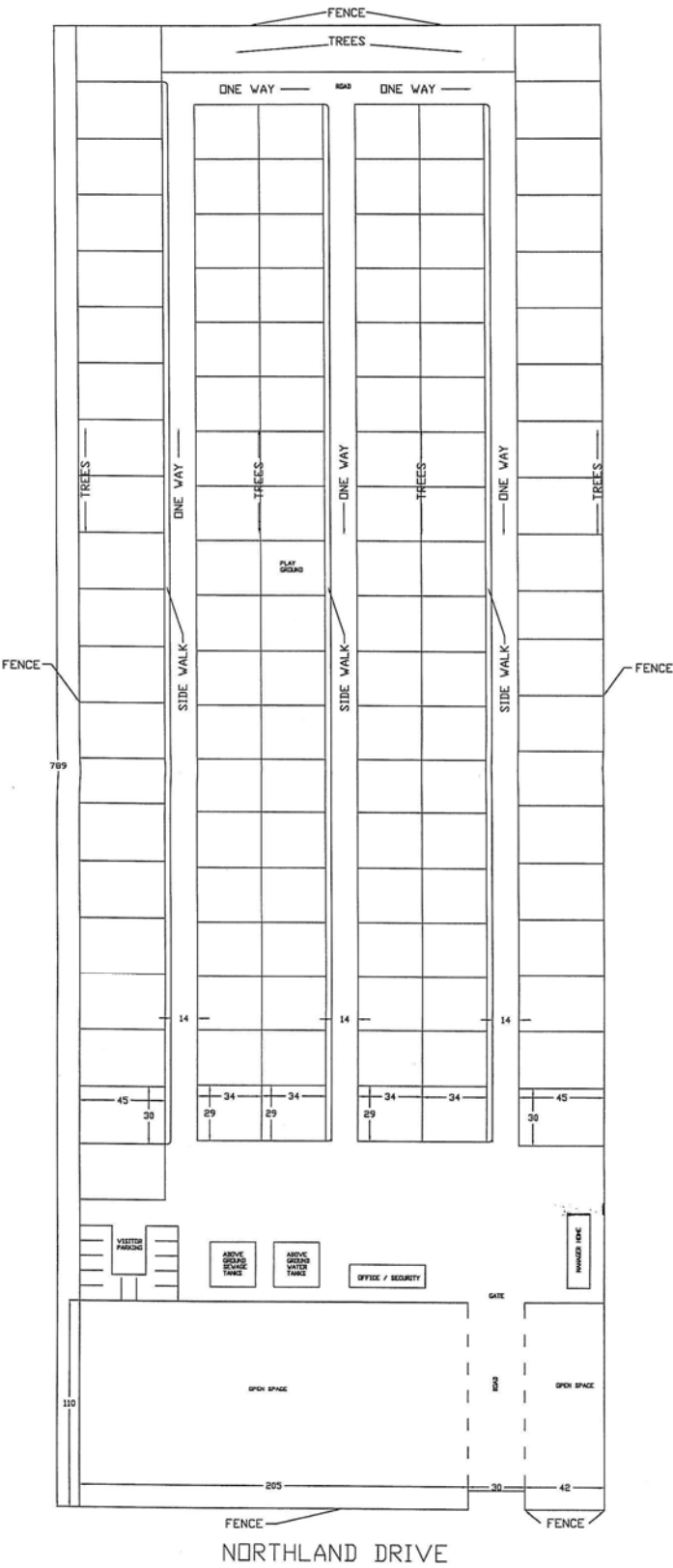
READ a third and final time this _____ day of _____, A.D. 2009.

SIGNED and PASSED this _____ day of _____, A.D. 2009

Mayor

Chief Legislative Officer





Survey for a Full Service Campground in Conklin

I am planning to build a Campground in Conklin. It will contain 116 full service* lots & will be located in the Business Industrial District (Marked with an "X" on the attached map).

*Full service meaning: water, sewage & electrical to each stall & open year-round.

My wife & I will be living & running this Campground for at least 10 years.

Are you okay with this proposed plan?

Yes No Undecided

☐
☐
☐

Address: _____

Comments: _____

Date: _____

Please Print

Signature

Yes No Undecided

☐
☐
☐

Comments: _____

Date: _____

Please Print

Signature

Yes No Undecided

☐
☐
☐

Comments: _____

Date: _____

Please Print

Signature

Yes No Undecided

☐
☐
☐

Comments: _____

Date: _____

Please Print

Signature

Attempted Contact Dates:

1). _____ 2). _____ 3). _____

For more information, please call Jason at: (403) 519-6412. Thank you.

Conklin Survey Results

Yes	41
No	2
Undecided	9
Unavailable	19
Vacant	90
Total	161

Note: The amount of people that said "Yes" was actually 50, as per the results.

Subject: Emergency Medical Services Transition to Alberta Health Services**APPROVALS:**

Brian Makey, Regional Emergency Services
Kelly Kloss, Deputy Chief Administrative Officer
Rodney Burkard, Chief Administrative Officer

Administrative Recommendation(s):

THAT Administration be authorized to:

1. Proceed with transitioning out of providing Emergency Medical Services; and
2. Enter into an agreement with Alberta Health Services for the Regional Municipality of Wood Buffalo to continue to provide Emergency Medical Services during the transitional period.

Summary:

As of April 1, 2009, Alberta Health Services (AHS) took over the governance and funding of Emergency Medical Services (EMS) across the Province. The Municipality has negotiated a contract with AHS that will see the Municipality continue to provide local EMS as part of the current integrated Fire/EMS service on a two-year transition period until April 1, 2011.

Background:

Municipalities and regional municipal bodies under the auspices of the *Municipal Government Act* generally govern ambulance services. In 2004 and early 2005, the idea of transferring governance and funding of ambulance services to the regional health authorities was reviewed by the Province, but not solidified at that time.

On May 29, 2008 Health and Wellness Minister, Ron Liepert, announced a fundamental shift in the way that ground ambulance services will be governed, funded and administered in the Province. The overriding goal for the transition is to maintain current levels of ground ambulance service delivery.

Bill 43, *The Emergency Health Services Act*, was passed in November of 2008. This Act provides the Province with the legislated authority for the transition of governance and funding of EMS in Alberta to AHS and lays the framework for AHS to contract with existing providers such as the Municipality for EMS service for a transitional period.

AHS has agreed to and funded the Municipality to maintain the same level of service to the citizens of the Municipality during the transition period. The approved 2009 operating and capital budget, along with the AHS funding, allows for a “Business as Usual” integrated service delivery model. Following the transition period, EMS will be operated by AHS on a stand-alone basis not integrated with Fire Services. During the transition period, the Municipality will be reviewing the steps that will need to be taken to move to this stand-alone system. AHS has articulated its desire for Albertans to continue to receive safe, quality and timely patient care no matter when or where they find themselves in need of emergency care. AHS has gone on record that paramedics will now and in the future play an integral role in EMS delivery.

Alternatives:

Not sign the two-year agreement and divest from the provision of EMS effective April 14, 2009. In this case, AHS, through the Minister of Health and Wellness, has the legislated authority to keep RES in place as an EMS provider until arrangements are made with an alternate operator to provide EMS service for the Municipality. The Municipality would be tasked to provide EMS until a new delivery system is in place. This legislated agreement would be for a period of six months to one year with potential of no provincial funding to offset the operational cost of providing EMS. As AHS is not ready to take over EMS for the Municipality as of April 1, 2009, it would not be in the best interest of the residents to proceed with this alternative.

Budget/Financial Implications:

Historically, the Municipality received a \$1.6 million AHS Municipal Grant for the provision of EMS which will increase by approximately 5.5 million to 7.18 million to continue to provide the Municipality with a four-ambulance system. Through active engagement and ongoing dialogue, the funding provided by AHS and revenue generated will allow for full cost recovery of the existing EMS component of the Municipality. The current negotiated third party agreement for the transition of EMS covers operational costs and will provide a significant revenue resource. The amount per ambulance offered to the Municipality is higher than any other EMS provider seeking a contract with AHS. This will result in a favorable variance to the 2009 and 2010 Operating Budgets.

The funding provided by AHS reimburses the Municipality for costs associated with employee salaries, operating expenses, and the capital costs for four ambulances. Further negotiations with AHS will take place during the transition period for fleet replacement.

Rationale for Recommendation(s):

From its traditional background as a municipal responsibility, EMS is being transitioned into an essential component of the Alberta Health Care system. AHS contends the new Provincial EMS model will improve Albertans’ access to emergency medical services, no matter when or where they find themselves in need of emergency care. Transitioning EMS into AHS provides opportunities such as standardizing medical processes, ensuring paramedics and EMTs are working to their full potential, improving utilization of ambulance fleet, and providing enhanced educational opportunities to all EMS staff regardless of where they live. Municipalities and

organizations providing EMS have been given the option to transition out of providing services, or provide services under a third party contract.

To ensure a smooth transition of EMS to the Province, it is recommended that the Municipality enter into a third party agreement with AHS. It is the priority for both the Municipality and AHS to provide the same high quality of EMS presently operated by the Municipality. The transition period will allow AHS to develop and implement the Provincial EMS model. The negotiated third party contract has ensured the interests of the Municipality, staff, and citizens shall be protected.

The integrated Fire/EMS funding model ended April 1, 2009. The negotiated third party agreement with AHS will allow the Municipality to operate within the current integrated model throughout the transition period. Upon completion of the transition, AHS will take full control of the EMS service and the Municipality will operate a Fire only service. This change will allow the Municipality to enhance its capacity for service delivery of fire suppression, fire prevention, dangerous goods, and public education.

Subject: 2009 Capital Budget Amendment - Timberlea High School Site**APPROVALS:**

Carol Theberge, General Manager, Community Services
Kelly Kloss, Deputy Chief Administrative Officer
Rodney Burkard, Chief Administrative Officer

Administrative Recommendation(s):

THAT the 2009 Capital Budget be amended as summarized in Attachment 1 – Capital Budget Amendment Request – Timberlea High School Site – April 14, 2009; and

THAT the provisions of Attachment 1 - Capital Budget Amendment Request – Timberlea High School Site – April 14, 2009 remain confidential pursuant to sections 16 and 25 of the Freedom of Information and Protection of Privacy Act, R.S.A., 2000 c. F-25, as amended.

Summary:

Due to a modification in the construction schedule proposed by the regional school boards, administration has identified that a budget amendment is required to reflect a decrease in the amount of funding required in 2009 to align with the developmental plans of all partners involved in the Timberlea High School Site project.

Background:

A review of 2009 Community Services approved Capital Budget was conducted. As part of the review process, progress on the Timberlea High School site located on the corner of Paquette Drive and Powder Drive was assessed. The Regional Municipality of Wood Buffalo is working with the Separate School Board, Public School Board and Northern Lights Health Region to develop the Timberlea High School site. The development will include the enhancement and modification of the existing storm pond to include functional aspects as well as a sports field component, stadium seating and field lighting. Additional park amenities such as basketball courts, tennis courts, trails/walkways, lighting and all related site furnishings will also be incorporated. The design phase of the development will occur in the second quarter of 2009 and construction will begin in spring 2010, not August, 2009 as originally identified on Attachment 1.

Alternatives:

1. Amend the Capital Budget, thereby allowing funds to be applied to other project in 2009.
2. Do not approve the amendment and funds will not be spent in 2009 and carried forward to the 2010 Capital Project Budget.

Budget/Financial Implications:

Financial resources for this project were approved in the 2009 Capital Budget. There is a need to re-align the planning process of the project to reflect the new timelines. Therefore, a Capital Budget Amendment is required to re-allocate the budget funds between the design phase in 2009 and the construction phase in 2010.

Rationale for Recommendation(s):

Amending the Capital Budget as per Attachment 1 will allow funding and resources to be applied to other projects that require additional funding in 2009.

Attachments:

1. Capital Budget Amendment Request - Timberlea High School Site – March 24, 2009
(Confidential)

Subject: Capital Budget Amendment Request – Portable Structures for Rural Rinks**APPROVALS:**

Carol Theberge, General Manager, Community Services

Rodney Burkard, Chief Administrative Officer

Administrative Recommendation(s):

THAT the 2009 Capital Budget be amended as summarized in Attachment 1 - Capital Budget Amendment Request – Portable Structures for Rural Rinks dated April 14, 2009; and

THAT the provisions of Attachment 1 - Capital Budget Amendment Request - Portable Structures for Rural Rinks, April 14, 2009, remain confidential pursuant to Sections 16 and 25 of the Freedom of Information and Protection of Privacy Act, R.S.A., 2000 c. F-25, as amended.

Summary:

During the December 9, 2008 budget deliberation, Council directed Administration to examine providing portable structures for the existing rural outdoor rinks at Anzac, Conklin, Janvier, and Saprae Creek. Administration has identified that a capital budget amendment (Attachment 1) is required to add to the budget. The costs associated with providing these structures for each of the outdoor rinks, is as presented in Attachment 1. A capital budget amendment is necessary in order to allocate funds and enable the project to proceed. Council is the approving authority for budget purposes.

Background:

Administration has identified the costs required to supply portable structures for the rural outdoor rinks located in Anzac, Conklin, Janvier and Saprae Creek. Each of these structures will require a foundation, fabric cover and truss system, steel overhead door, commercial entry doors, lighting, and installation. The cost to supply and install these structures does not include heating and insulation. Heat and insulation was not included in the cost as each site currently has a warm-up/change facility located adjacent to the outdoor rinks. The suppliers of these portable structures feel that creating entrance points from each of the warm-up/change facilities through a tunnel is possible and more economical. If it is found that these shelters are too cold in the winter months, a liner and heating system can be installed after the initial structure is complete.

Alternatives:

1. Amend the 2009 Capital Budget to allow the project to proceed in 2009.
2. Submit the project for consideration through the 2010 Capital Budget development process.

Budget/Financial Implications:

An approval to construct portable structures for the rural outdoor rinks located in Anzac, Conklin, Janvier and Saprae Creek would amount to the release of funds from the Capital Infrastructure Reserve funds in the 2009 budget year for these projects.

An annual insurance premium of \$15,000 for all the structures and operating costs of \$10,000 for each structure will be included in the Community Services Department's proposed operating budget for 2010 and forward. All development costs can be accommodated in the existing 2009 operating budget.

Rationale for Recommendation(s):

Amending the 2009 Capital Budget to provide portable structures for the rural outdoor rinks located at Anzac, Conklin, Janvier and Saprae Creek will benefit the communities in several ways. It will provide residents access to a covered facility for the purpose of winter skating, as well as a facility capable of hosting numerous spring, summer and fall community events without the worry of possible rain. Also, snow removal from the ice surface will no longer be a winter maintenance requirement. There is capacity within Community Services to implement this project in 2009.

Attachments:

1. Capital Budget Amendment Request – Portable Structures for Rural Rinks – April 14, 2009 (Confidential)

Subject: Conditional Offer to Purchase 91.44 Acres Pursuant to Section 30, Expropriation Act**APPROVALS:**

Marcel Ulliac, General Manager, Strategic Initiatives
Rodney Burkard, Chief Administrative Officer

Administrative Recommendation(s):

THAT 91.44 acres of land located at: SE 1/4 Sec 2-89-9-W4 be expropriated in accordance with the terms and conditions outlined in Attachment 1 (Conditional Offer to Purchase, March 27, 2009).

THAT the provisions of Attachment 1 (Conditional Offer to Purchase, March 27, 2009) remain confidential pursuant to sections 16 and 25 of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000. c. F-25, as amended.

Summary:

Based on the proposed arterial road alignment as established by the Saline Creek Area Structure Plan, Administration has initiated negotiations to acquire 91.44 acres of land located within SE 1/4 Sec 2-89-9-W4. Over the past year, numerous offers to purchase were made; unfortunately, none of these offers were accepted. Therefore, negotiations for purchase of the subject lands have been undertaken in accordance with section 30 of the Expropriation Act under which the owners are now prepared to sell and provide vacant possession of the subject lands at the appraised value as determined by the Municipality's independent real estate appraisal. However in keeping with provisions of section 30 of the Expropriation Act, final determination of total compensation to be paid by the Municipality for the subject lands will be based on the findings of the Land Compensation Board. In keeping with legislation, a resolution of Council is required to initiate expropriation proceedings.

Background:

Council approved the Saline Creek Area Structure Plan (July 7, 2007) and proposed arterial roadway alignment (August 26, 2008), identifying the need for land acquisitions for road right of way purposes.

Following Council's approvals, the Land Services Branch negotiated with the property owners for the purchase of the required lands.

Therefore, given the number of failed offers to purchase combined with the pending construction of the new arterial roadway through the subject lands, and the disagreement on land values between the Municipality and the land owner, Administration initiated acquisition of the subject lands in accordance with section 30 of the Expropriation Act.

In order to further maintain communication between the parties, the Municipality's legal counsel and Administration along with the land owner and their legal counsel have agreed to an early acquisition of the subject lands while the "friendly" expropriation process continues. As a means to expedite the expropriation process and to allow the Municipality early possession of the subject lands, the owners, endorse a section 30 agreement of the Alberta Expropriation Act. In accordance with the provisions of section 30 of the Expropriation Act, the owners consent to the acquisition of the lands by the expropriating body, the Municipality, at an amount considered to be fair market value by the Municipality; however, it allows the owners of the subject lands to apply to the Land Compensation Board for determination of the final compensation. Entering into an agreement in accordance with section 30 eliminates the need for the hearing of necessity, registration of an expropriation plan, making of the Official Offer and passing of the various bylaws required under the Expropriation Act. Most importantly, this mechanism provides the Municipality vacant possession of the subject land in the most expedient and timely manner thus eliminating potential months or years of time if the regular expropriation process were followed.

Administration has engaged legal counsel in the negotiations and preparation of the Offer to Purchase Agreement which is subject to Council approval.

Alternatives:

1. Acquire the subject property under section 30 of the Expropriation Act.
2. Exercise a regular land expropriation process which is expensive, time consuming and at times confrontational. Exercising this option would delay the design and construction of the proposed roadway alignment and would delay the Municipality's implementation of the Saline Creek Plateau Area Structure Plan.
3. If it was determined that the proposed arterial roadway alignment was no longer required, then an amendment to the Saline Creek Plateau Area Structure Plan Bylaw No. 07/058 will be required to re-designate the lands for a purpose other than the proposed arterial roadway right of way. If this takes place, the land will then be evaluated for its highest and best use. This option is not recommended since it contravenes the original intent of the Saline Creek Area Structure Plan.

Budget/Financial Implications:

Initial payment for the purchase price is irrevocable by the Municipality until a Land Compensation Hearing has been held, and nothing in section 30 of the Expropriation Act prevents the Land Compensation Board from awarding a compensation amount less than that of the initial payment. If in the event the financial consideration offered by the Municipality to the land owner exceed the Land Compensation Board award, then the difference shall be considered an over-payment and shall be refunded to the Municipality without interest within thirty (30) days of the final settlement date or date of award by the Land Compensation Board. If, however, the financial consideration offered by the Municipality is less than the Land Compensation Board award, then the difference shall be paid to the land owner within thirty (30) days of the date of award of the Land Compensation Board. Funds for purchase of the subject lands are available from the approved Land Acquisition Budget.

Rationale for Recommendation:

In the event that the Conditional Offer to Purchase 91.44 Acres pursuant to section 30, Expropriation Act is not approved, the Municipality may be faced with a protracted expropriation process to obtain the subject lands in order to accommodate development of the proposed arterial roadway alignment.

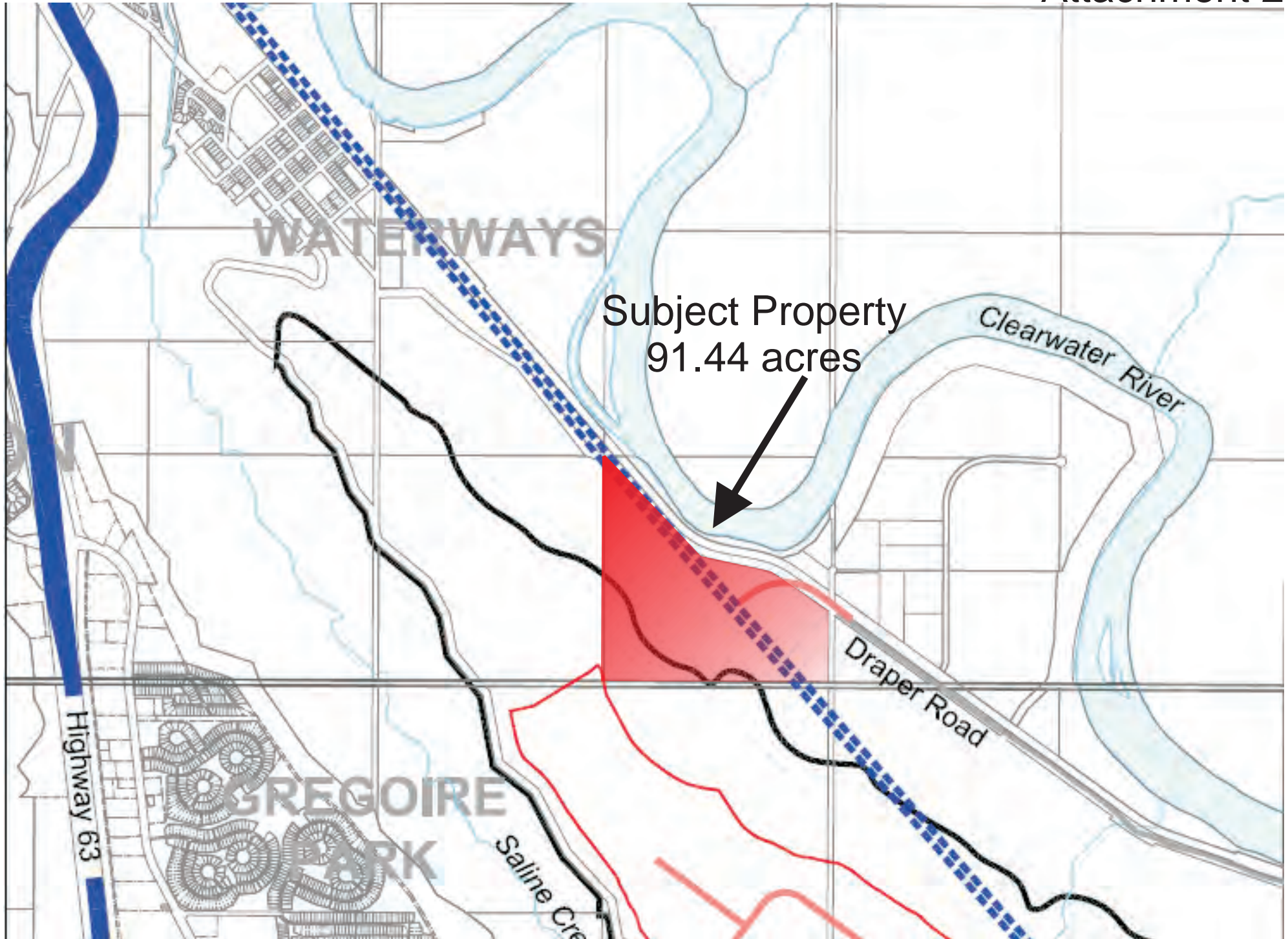
The proposed agreement represents a fair and equitable means by which two parties, the Municipality the purchaser and the seller, can reach conclusion on what is considered to be fair compensation for the subject lands, provides the Municipality with early access to the subject land, and avoids additional costs and time when compared to utilizing the standard expropriation process.

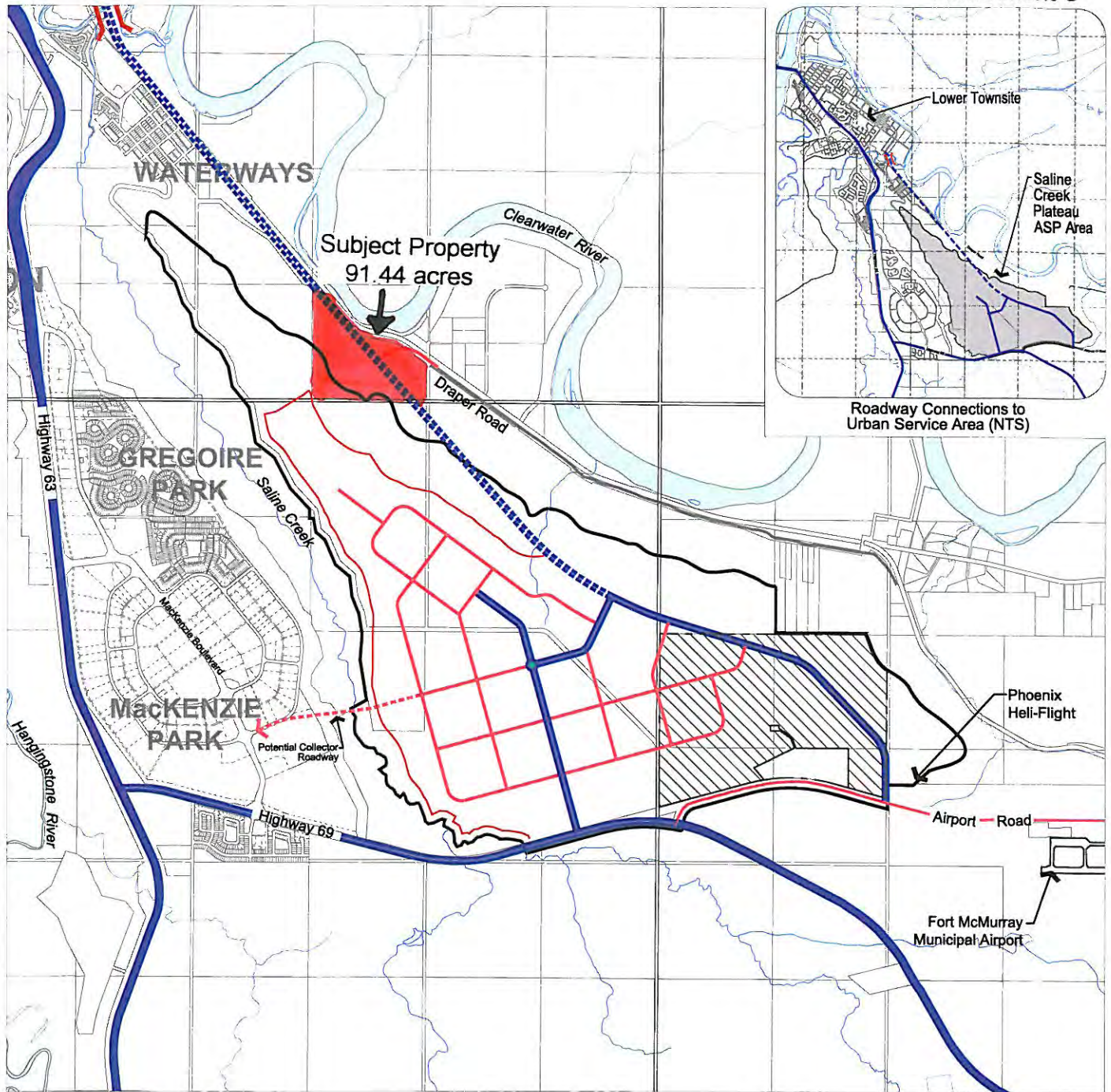
Approval of the proposed Conditional Offer to Purchase 91.44 Acres pursuant to section 30, Expropriation Act is consistent with approval of the Saline Creek Area Structure Plan.

The seller is amicable to the proposed sale pursuant to the provisions of section 30, Expropriation Act.





Attachments:

1. Summary - Conditional Offer to Purchase – March 27, 2009 (Confidential)
2. Subject Property Map
3. Transportation, Saline Creek Plateau Area Structure Plan





Legend

- | | | | |
|---|-------------------------------------|---|--------------|
|  | Rotary Club Lease Area |  | Rivers |
|  | Highway |  | ASP Boundary |
|  | Future Arterial Roadway | | |
|  | Possible Arterial Roadway Alignment | | |
|  | Future Collector Roadway | | |
|  | Potential Future Collector Roadway | | |
|  | Future Firesmart Roadway | | |
|  | Proposed Bridge Crossing | | |

Map 9 Transportation



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Saline Creek Plateau Area Structure Plan



0 400 800 1600

ARMIN A. PREIKSAITIS
& ASSOCIATES LTD.

in association with:



Subject: Rescind Procurement Policy – PUR-o8o-2oo6**APPROVALS:**

Elsie Hutton, Chief Financial Officer
D'arcy Elliott, Deputy Chief Administrative Officer
Rodney Burkard, Chief Administrative Officer

Administrative Recommendation(s):

1. THAT Procurement Policy PUR-080-2006, dated April 10, 2007 be rescinded; and
2. THAT Procurement Policy PUR-100, dated April 14, 2009 be approved.

Summary:

The existing procurement policy is a combination of standards, policies and procedures. Procurement requires a new framework for operating in the complex environment currently experienced. The new Procurement Policy outlines high level guiding principles that provide governance to the procurement function, while a new Administrative Directive will establish the detailed procedures and practices that need to be in place to ensure adherence to the guiding principles.

The procedural content of the current document will be re-issued as an Administrative Directive without a gap in coverage, preserving the controls and reaffirming the commitment to the principles. There is a need to update procedural components of the existing document to make it more effective ensuring that the Municipality gets best value from its procurement activities, but at all times doing so in a cost effective, practical and legally compliant manner. Converting the procedural components of the existing policy to an Administrative Directive will allow Administration greater flexibility to make changes now and in the future. Incremental changes can then be made in an effective, efficient and responsive manner under the oversight of the Chief Administrative Officer and the Chief Financial Officer since Chief Administrative Officer (CAO) approval is required for any changes to Administrative Directives.

The conversion to an Administration Directive will not affect the Municipality's compliance with the guiding regulations we must adhere to in the Agreement on Internal Trade (AIT) and the Trade, Investment and Labour Mobility Agreement (TILMA) or our responsibility for effective controls over spending and stewardship of the Municipality's financial assets. Basic procurement requirements are defined for all municipalities in the AIT and TILMA. Within this framework each municipality sets its own standards, often with lower thresholds, additional controls and more restrictive requirements relating to competitive bidding. Some aspects of the current policy are outdated for the scale, complexity and pace of today's municipal business. The examples below are illustrative of areas that will be reviewed and may be subject to revision:

- **Low Dollar Value Purchases:** The current policy states that all purchases over \$1,000, except for travel related purchases, emergency purchases or propriety goods purchases, must have competitive quotes (Sec 6.01).
- **Sole Source Purchases:** The definition for sole-sourcing of purchases over \$1,000 is limited to emergency purchases, goods for which there is no competitive market or goods of a unique nature with only one supplier.
- **Efficiency and Effectiveness:** Significant effort is being expended on procurement under the current policy with uncertain value. For the first eight months of 2008, 82% of purchase orders issued (2,370 out of 2,885) were for purchases of less than \$10,000, but accounted for only 6% of the dollar value of total purchases. Having to apply this level of administrative effort towards small dollar purchases increases operating costs and creates delays in processing more mission-critical purchases. Policy and procedural changes are necessary to allow certain types of purchases to be expedited with minimal risk.
- **Alignment with Organizational Responsibility and Authority:** The delegated authorities defined in the current policy establish purchasing approval limits based on organizational position, regardless of the financial authority required to perform effectively. As a result, a General Manager with an approved operating budget of \$50 Million has the same approval requirements as a General Manager with \$1 Million. To improve efficiency and effectiveness, we need to revise these thresholds to better align them with financial responsibility and authorities.
- **Support for Departmental Accountability:** The procedural components of the current policy reflect an approach to a centralized procurement function and assumptions about delegation and empowerment of departments that are changing. Lack of flexibility in procedural requirements is impacting our effectiveness as an organization.

Council will continue to have control over spending at the governance level through approval of annual budgets.

Alternatives:

- Continue to operate with a Procurement Policy that contains policy, procedures and standards. All proposed changes, including procedural changes, will require Council approval. This will increase the time required to implement as well as will delay changes until substantially all changes have been identified.
- Separate the governance principles in a Procurement Policy while the procedures are included in an Administrative Directive. This format allows for ongoing changes to the Administrative Directive to be effectively managed with minimal turnaround time. Changes can be staged as identified to avoid having to wait until the end.

Budget/Financial Implications:

The current procurement policy and procedural requirements are impacting work and may alter our ability to manage increased volume.

Rationale for Recommendation(s):

The nature of our organization and our drive towards more responsive, flexible and effective management requires a dynamic approach to procurement. The recommendations allow Administration to manage changes in procurement with more flexibility.

This change also supports a more clear definition of Council's governance role. Authority for spending is delegated to management through Council's approval of annual operating and capital budgets. How the spending occurs – through the procurement process – is an operational matter. Management's responsibility is to ensure that spending is efficient, effective and secure, and to report to Council on performance each year.

Attachments:

1. Procurement Policy PUR-100 (April 2009)
2. Procurement Policy PUR-080-2006 (April 2007)

Council Policy

Policy Name: Procurement Policy
Policy No.: PUR-100
Effective Date: April 14, 2009



Attachment 1

STATEMENT:

The Regional Municipality of Wood Buffalo (Municipality) will procure all goods and services efficiently, fairly and in a cost effective manner, in a publicly accountable, open and transparent process. Regional Council empowers the Chief Administrative Officer (CAO) to establish and administer the procurement function in a manner that is in accordance with all applicable laws and regulations.

PURPOSE AND OBJECTIVE:

The purpose of this policy is to provide a framework within which the CAO can establish and administer guidelines and standards for the procurement function that support the organization's ability to source and acquire the goods and services it needs efficiently, effectively and securely, and provide effective stewardship to the Municipality's financial resources.

The following objectives will guide the procurement practices of the Regional Municipality of Wood Buffalo:

- The Procurement policy and Administrative Directive provide direction for the expenditure of funds to complete programs approved by Regional Council in the annual budget.
- Procurement methods encourage competitive bidding for the supply of goods and/or services.

POLICY:

01 Definitions

- 01.01 Authorized Delegate: means the CAO as delegated by Council as an Approval Authority.
- 01.02 Delegated Authority: means a person authorized by the CAO to act on his/her behalf as an approval authority.
- 01.03 Purchasing Policy: is this policy PUR-100 approved by Council and amended as required.

02 Responsibilities

Regional Council to:

- (a) Approve any amendments to this policy.

Chief Administrative Officer (CAO) to:

- (a) Support the implementation of this policy;
- (b) Support and recommend amendments to this policy.
- (c) Ensure compliance with this policy.

03 General

1. Regional Council approves annual budgets and establishes the limits of the CAO's authority.

- (a) The CAO has the authority to enter into transactions or to procure goods and services of any dollar value provided that they are within the budgets approved by Regional Council.

- (b) The CAO can delegate authority to commit and/or expend funds through an Administrative Directive on Procurement.

- (c) The CAO, or an officer with duly delegated authority, can approve amendments to the Administrative Directive on Procurement where they are in the best interests of the Municipality and are compliant with all relevant procurement laws and regulations.

2. All procurement activities and decisions of the Municipality must be guided by the following principles:

- (a) All procurement standards, procedures and activities must be compliant with the regulations of the *Agreement on Internal Trade (AIT)* and *Trade, Investment and Labour Mobility Agreement (TILMA)* and any other legislation or regulations which may be enacted with governmental authority in the future.

- (b) Procurement practices must ensure fair, open, transparent and consistently applied procurement practices for all suppliers of goods and services wherever possible.

- (c) Procurement practices must protect the financial assets of the Municipality through an effective, efficient and flexible system of controls that ensure risks are managed prudently without impairing the Municipality's ability to acquire the best value in the goods and services that it requires to be successful.

- (d) Procurement practices should incorporate due regard to the preservation of the natural environment and the Regional Municipality of Wood Buffalo recycling program where practical.

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be accessed 5 years from its effective date to determine its effectiveness and appropriateness. This policy may be accessed before that time as necessary to reflect organizational change.

Approving Authority:

Approval Date:

Revision Approval Dates:

Review Due:

Policy Manager:

Department Contact:

Legal References:

Cross References:

Mayor

Chief Legislative Officer

Date

Council Policy



Policy Name: Procurement Policy

Policy No.: PUR-080-2006

Effective Date: April 10, 2007

STATEMENT:

The Regional Municipality of Wood Buffalo (Municipality) will procure all goods and services efficiently, fairly and in a cost effective manner, in a publicly accountable, open and transparent process. Procurement activities will be conducted in accordance with established procedures.

PURPOSE AND OBJECTIVE:

The objectives of this policy are to:

1. initiate a partly decentralized environment for operating departments to provide some of their own purchasing services;
2. establish the role and responsibilities of operating departments;
3. establish responsibilities of *Procurement Services* - a work unit of the Finance Division of Corporate Services;
4. establish *Signing Authority* limits;
5. establish procedures for handling procurement and procurement-related documents; and
6. ensure objectivity and fairness of procurement practices for all operating departments involved directly or indirectly in the procurement function based on the requirements of the *Agreement on Internal Trade*, the *Municipal Government Act* and any other related legislation.

PROCEDURE:

01 Definitions

NOTE: Defined terms are italicized throughout this document.

- 01.01 *Agreement on Internal Trade* – An agreement entered into by the federal, provincial and territorial governments for the purpose of reducing trade barriers within Canada. The goal is to have people, goods, services and investments moving freely across the country.
- 01.02 *Approval Signature* - Signature by a person with *Signing Authority* that signifies that a specific purchase is approved and that funds are allocated within the approved budget for

that purchase.

- 01.03 *Certificate of Recognition* – Issued by Alberta Human Resources and Employment, Workplace Health & Safety to employers who meet a pre-determined safety program Standard. A Certificate of Recognition is valid for three years.
- 01.04 *Change Order Request* – A form used to request and authorize extensions, additions or deletions to *Contracts* that could not reasonably have been anticipated, defined, budgeted or otherwise contracted for originally.
- 01.05 *Commercial Analysis* – The analysis of the bids received on a *Tender Call*, including the determination of whether the bidders meet all requirements of the tender documents and whether the bid is a valid bid.
- 01.06 *Competitive Quotes Process* – The process by which at least three competitive quotes are obtained for a contemplated purchase from various *Suppliers* through processes that are not the *Tendering/Request for Proposal* process (e.g. phone calls, emails, meetings).
- 01.07 *Conflict of Interest* - A *Conflict of Interest* exists when the independence or impartiality of an employee's decisions or actions are impaired or may reasonably be expected to be impaired because of outside employment, political, business or family interests.
- 01.08 *Confidential Information* – *Confidential Information* means any information respecting the Municipality, whether or not originated by an employee, whether in written, oral, electronic, mechanical or any other form, whether disclosed before or after the effective date of employment of an employee, whether or not specifically described as "confidential" and whether provided by the Municipality or by anyone on behalf of the Municipality. *Confidential Information* includes, but it is not limited to, business, client, equipment, technical, accounting, financial, marketing and economic information, information from or concerning *Suppliers* (including information on contacts, employees, pricing and supply), information concerning quotes, *Emergency Need Purchases*, *Tendering*, *Contracts*, *Requests for Proposal*, *Request for Information* and *Purchase Orders*, processes, data, drawings, designs, quality manuals, forms, procedures, methods of operation, computer records and software. *Confidential Information* includes all notes, analyses or other documents prepared by or on behalf of the Municipality.
- 01.09 *Contract* – A written financial obligation arising from an agreement between the Municipality and at least one (1) other party for the supply of goods or services.
- 01.10 *Contract Authority* - A person who is authorized by Council (as per Chief Administrative Officer Bylaw and *Signing Authority* guidelines in this policy) to enter into *Contracts* on behalf of the Municipality.
- 01.11 *Digital Equipment* – Equipment used for the purposes of collecting, disseminating, and transferring electronic information. (e.g. GPS devices, digital cameras, printers, copiers, scanners, telephones, personal digital assistants, desktop and laptop computers, peripheral

equipment, etc.)

- 01.12 *Electronic Tendering System* – A system capable of transmitting notices of tender and *Contract* awards through the Internet.
- 01.13 *Emergency Need Purchase* – The procurement of goods or services where the lack of immediate action to supply is likely to adversely affect operations, disrupt services to the public, or involve risk to the safety of persons and/or property.
- 01.14 *Freedom of Information and Protection of Privacy Act (FOIP)* – Provincial legislation that regulates the distribution of information and the privacy of such information.
- 01.15 *Local Purchase Authority (LPA)* – A form used to authorize immediate purchases (no backorders) of readily available goods and services with a total value of no more than \$1,000.
- 01.16 *MASH Annex 502.4* – Procurement provisions of the *Agreement on Internal Trade* for municipalities, municipal organizations, school boards and publicly-funded academic, health and social service entities.
- 01.17 *Municipal Government Act* – Provincial legislation that applies to all municipalities and Improvement Districts.
- 01.18 *Non-competitive Process* – A process of determining a *Supplier* for goods or services in which the *Competitive Quotes Process* or the *Tendering/Request for Proposal* process is not required.
- 01.19 *Procurement Services* – A work unit of the Finance Division that includes *Stores*, purchasing and accounts payable functions.
- 01.20 *Progress Payment* – A payment made to a contractor for the work that has been completed on a *Contract*.
- 01.21 *Purchase Order* – A *Contract* between a supplier and the Municipality for the supply of goods or services at an agreed price and delivery date, subject to the terms and conditions of the purchase agreement.
- 01.22 *Purchasing Designate* – Area or person responsible for ensuring that orders for goods or services are placed and properly authorized.
- 01.23 *Release Form* – A form used to make a draw on a *Standing Offer Agreement*.
- 01.24 *Request for Information* - A process where information is requested from *Suppliers* regarding the feasibility and availability of specific goods and/or services in the market place.

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- 01.25 *Request for Proposal (RFP)* – The solicitation for a proposal by invitation or public advertisement. This process may be used as an alternative to the *Tendering* process, normally for the provision of services, and allows the supplier an opportunity to bid on services that require unique skills. Specifications are general in nature with pre-established criteria and weighting factors, and the selection of the successful supplier is not necessarily based on the lowest cost to the Municipality.
- 01.26 *Requisition* – A form used to initiate and approve a request for a purchase. This form is to contain details of the requested purchase, a financial account code for allocation to the financial records, and an authorized signature signifying approval.
- 01.27 *Signing Authority* – The maximum dollar amount an employee is authorized to approve for the supply of goods or services.
- 01.28 *Software* – Computer programs used in conjunction with *Digital Equipment*.
- 01.29 *Sole-source Purchases* – Purchases that are obtained through one *supplier* due to the existence of a non-competitive market for that purchase. In some instances the goods or services may be of a unique nature.
- 01.30 *Standing Offer Agreement (SOA)* – A pre-negotiated agreement for purchases of goods or services that can be used by departments to place an order for standardized, repetitive or commodity-type purchases.
- 01.31 *Stores* – A receiving point for ordered purchases where goods are checked for damage, recorded as received in the system, and rerouted to the appropriate department. *Stores* also retains an inventory of frequently used items.
- 01.32 *Suppliers* – Those persons who supply goods or services to the Municipality.
- 01.33 *Technical Analysis* – The analysis of bids and bidders regarding the suitability with reference to the previously defined specifications and other technical requirements.
- 01.34 *Tender Call* – The distribution of tender documents in order to solicit bids for the supply of goods or services specified in the tender documents.
- 01.35 *Tender/RFP Request Form* – A form used by *Procurement Services* to gather information necessary to begin a formal *Tendering/Request for Proposal* process.
- 01.36 *Tendering* – A formal process of receiving bids for a supply of goods and/or services by which tender documents are requested, received, evaluated and a *Contract* is awarded through a public process that promotes fairness and transparency.

02 **Responsibilities**

02.01 **Regional Council:**

approve any amendments to this policy.

02.02 Senior Leadership Team:

- (a) support the implementation of this policy; and
- (b) support and recommend any amendments to this policy.

02.03 Department Managers:

- (a) ensure the procedures for the Municipality's procurement function are followed and accurately reported;
- (b) ensure proper financial management and internal controls are implemented; and
- (c) consider and support amendments to this policy.

02.04 Corporate Services – Finance Division:

- (a) establish and maintain procurement procedures and practices;
- (b) develop financial management processes and internal controls;
- (c) ensure that all procurement documentation received is completed and properly authorized;
- (d) provide support services to operating departments;
- (e) provide training in purchasing activities;
- (f) complete the *Commercial Analysis* of tenders;
- (g) assist with the completion of the *Technical Analysis* of tenders;
- (h) ensure the timely payment of *Suppliers'* invoices and other financial commitments; and
- (i) recommend amendments to this policy.

02.05 Operating Departments:

- (a) ensure that all purchasing activity is carried out in accordance with the policy and procedures herein;
- (b) follow purchasing practices that promote efficient, effective, economic and

- prudent use of public funds;
- (c) identify the specific need for goods or services;
- (d) ensure purchases are recorded under the financial account code set up for that specific purpose;
- (e) ensure that funds are available within their operating/capital budget or take the appropriate steps to ensure funds are available;
- (f) work in conjunction with *Procurement Services* to provide clear and concise product specifications for the goods and services required and develop evaluation criteria and weighting factors for *Tender Calls* or *Requests for Proposal*;
- (g) maximize competition in purchasing activity; and
- (h) ensure the completion of the purchasing cycle (order goods or services, receive good or services, and complete relevant documentation).

02.06 Procurement Services:

- (a) manage all procurement activities;
- (b) act as the *Purchasing Designate* for all goods and services except those for which Subsection 03.01, Subsection 03.03 and Section 09 apply; and
- (c) prepare and maintain appropriate administrative procedures to ensure adherence to the policy and procedures herein.

03 General

03.01 Application of Policy

The following items are **not** subject to this policy:

- (a) Employee disbursements (advances, travel expenses, and miscellaneous business expenses, which are covered in the *Travel and Subsistence Policy*);
- (b) Training and education, including memberships, periodicals, magazines and subscriptions;
- (c) General expenses limited to licenses, payroll related disbursements, real estate and freight charges; and
- (d) Utilities (including postage, electricity, gas, telephone and cable).

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- 03.02 All dollar amounts provided herein are exclusive of any applicable taxes.
- 03.03 Except for goods and services purchased from a foreign country, purchases of office furniture, and purchases of *Digital Equipment* and *Software*, departments may directly purchase goods and services up to a maximum of \$10,000 per purchase without the involvement of *Procurement Services*.
- 03.04 All foreign purchases must be requested through *Procurement Services* due to Canada Revenue Agency's guidelines in regard to these purchases.
- 03.05 All office furniture must be requested through *Procurement Services* in order to ensure that the "Work Station and Office Furniture Standard" is being followed and the shipping, receiving and installation of these products is coordinated to obtain best value.
- 03.06 All *Digital Equipment* and *Software* purchases must be requested through the Information Technology Division due to the specific requirements for standards and compatibility with the current environment. Items having a geographic information systems component will also be coordinated with the Geographic Information Systems Division and the Information Technology Division.
- 03.07 Requests for repairs or warranty coverage that involve shipping to a foreign country must be coordinated with *Procurement Services* in view of rules and regulations in regard to shipping to foreign countries.
- 03.08 All municipal employees shall pursue purchasing practices that promote efficient, effective, economic and prudent use of public funds. The *Competitive Quotes Process*, *Tender Calls*, *Requests for Proposals*, negotiations or other similar procedures are required prior to committing the Municipality to any expenditure.
- 03.09 Gifts and gratuities – municipal employees are expected to refrain from accepting gifts, gratuities, discounts or other favours as per the *Code of Conduct Policy*.
- 03.10 Equal treatment of *Suppliers* – municipal employees must ensure that their dealings with *Suppliers* do not result in any advantage or disadvantage to any supplier or potential supplier.
- 03.11 *Suppliers* must hold a valid business license to operate within the Regional Municipality of Wood Buffalo. Contact Business Licensing to inquire as to whether a *Supplier* holds a valid business license.
- 03.12 Municipal employees involved in purchasing activities must observe the following:
- (a) *Procurement Services* must be contacted for set up of any new *Suppliers* before a purchase can be made from this *Supplier*;

- (b) All contractors must be made aware of and agree to follow all safety policies and procedures of the Municipality;
 - (c) *Freedom of Information and Protection of Privacy Act* (FOIP) must be followed in all dealings with *Suppliers*; and
 - (d) Employees must satisfy their obligations concerning *Conflict of Interest* and *Confidential Information*.
- 03.13 Responsibility and accountability for purchases made by department employees remains with those delegated the *Signing Authority* to approve these transactions.
- 03.14 Any municipal employee making or authorizing a purchase that is in contravention of the policy and procedures herein will receive communications from *Procurement Services* giving the reason the policy was contravened and the corrective action necessary. A copy of this communication will be forwarded to their respective Department Manager to ensure that corrective action is taken.
- 03.15 Subject to Subsection 03.14, any municipal employee who continues to be in contravention of the policy and procedures herein, is liable to disciplinary action consistent with the Municipality's Discipline Policy.

Conflict of Interest

- 03.16 In conducting purchasing activities, where a *Conflict of Interest* exists or appears to exist, an employee must abide by the *Code of Conduct Policy* and more specifically must not put his or her personal interests in conflict with the best interests of the Municipality. In particular, an employee must avoid any situation in which there is, or may appear to be, a potential conflict between the interests of the Municipality and the personal interests of the employee. An employee must disclose to his or her supervisor and Department Manager all circumstances that could conceivably be construed as a *Conflict of Interest*. Situations which may involve a *Conflict of Interest* include, but are not limited to the following:
- (a) a family, business or financial relationship with a *Supplier* or potential *Supplier*;
 - (b) an employee or a family member of an employee having an ownership or financial interest in any enterprise which conducts or seeks to conduct business with the Municipality; and/or
 - (c) any other arrangement or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the Municipality.

Full disclosure of all circumstances that could be construed as a *Conflict of Interest* include disclosing the existence of a relationship with a *Supplier* or potential *Supplier*.

Any disclosures of a *Conflict of Interest* will be dealt with in the manner detailed in the *Code of Conduct Policy*.

Confidentiality

- 03.17 Employees are in possession of and are and will be trusted with *Confidential Information*, the disclosure of which would be highly detrimental to the best interests of the Municipality. Employees are to recognize that the right to maintain the confidentiality of such *Confidential Information* are proprietary rights which the Municipality is entitled to protect.

Employees shall not use any *Confidential Information* for their own benefit, nor disclose any *Confidential Information* to any person (person includes any corporation or other association), during their employment or after their employment ceases.

04 Purchasing Procedures

Guidelines

- 04.01 All purchases must be initiated by using a *Requisition*, except those purchased using a *Local Purchase Authority (LPA)*. *Requisitions* are used to identify need for goods and services and to authorize purchasing action by either *Procurement Services* or a department *Purchasing Designate*.
- 04.02 An *LPA* is used for immediate purchases (no backorders) of readily available goods and services with a total value of no more than \$1,000. *LPAs* are not to be used to circumvent the use of *Requisitions* (e.g. using two *LPAs* to purchase goods in excess of the \$1,000 limit). Contact *Procurement Services* to inquire as to whether a *Supplier* accepts *LPAs*.
- 04.03 When utilizing an *LPA*, *Suppliers* must receive a copy of the *LPA* detailing the purchase. *Suppliers* must indicate the *LPA* number on their invoice. A copy of the *LPA* containing all relevant information and *Approval Signature* must be sent to Accounts Payable by the requisitioning department no later than the next business day to ensure proper accounting of the transaction.
- 04.04 In the event of an *Emergency Need Purchase*, *Requisitions* must be completed in accordance with Subsection 09.04.
- 04.05 A *Purchase Order* is generated from a *Requisition*. The *Purchase Order* must clearly and precisely define the essential elements of the transaction.
- 04.06 All *Purchase Orders* are to be entered into the system prior to commitment to an expenditure. Instructions on how to enter *Purchase Orders* into the system are available from the Finance Division.
- 04.07 Departments exercising decentralized purchasing processes as per Subsection 03.03 are

responsible for all *Purchase Orders* generated in their department.

- 04.08 Once a *Purchase Order* number has been assigned to a *Requisition*, that *Purchase Order* can only be changed or cancelled by informing *Procurement Services*. Contact *Procurement Services* immediately to discuss possible options.
- 04.09 *Suppliers* must be supplied with *Purchase Order* numbers and must clearly identify this number on their invoices for goods or services. These numbers are used to identify the municipal commitment and to ensure that proper accounting of the transaction has taken place.
- 04.10 In all purchasing transactions, without exception, *Suppliers* are to be notified that the billing address is:

The Regional Municipality of Wood Buffalo
Accounts Payable
9909 Franklin Avenue
Fort McMurray, Alberta
T9H 2K4

and the shipping address is (exceptions as in 04.11 below):

The Regional Municipality of Wood Buffalo
Stores
1 Silin Forest Road
Fort McMurray, Alberta
T9H 5A1

- 04.11 In some situations, it is not practical for *Stores* to be the receiving point for goods (i.e. gravel, trees and shrubs, etc.). In these circumstances, the person requesting the purchase must coordinate this purchase with *Stores* to ensure that the goods are inspected for damage and properly recorded in the system.
- 04.12 *Stores* will receive goods, update system records, and ensure that the goods are delivered to the appropriate area in a timely manner. Departments are responsible for ensuring that all received goods, except those noted in 04.11 above, are routed through *Stores*. Payments cannot be issued for goods that are not recorded as received in the system.

05 Payment Methods

Petty Cash

- 05.01 Petty cash is to be used when other methods of payment are not practical or possible. Travel and miscellaneous business expenses are not to be administered through petty cash, but are addressed in the "Travel and Subsistence Policy" and are to be submitted

using a Travel and Sundry Expense Claim Voucher (available from *Procurement Services*).

- 05.02 Municipal employees must ensure that proper supporting documents (i.e. actual receipts with GST registration #) are attached to petty cash reimbursement claims before submitting to Accounts Payable for payment.

Credit Card Payments

- 05.03 Credit cards may be made available to the Mayor, Chief Administrative Officer, Department Managers, Senior Buyer and Chief Technology Officer for miscellaneous business expenses. Corporate Services will, upon request, assess the need for any additional credit cards. Additional credit cards will only be issued when special circumstances exist and a necessity is demonstrated. These cards are to be used for Municipal expenditures only and these expenses must comply with the *Travel and Subsistence Policy*.
- 05.04 Municipal employees who are in possession of a Municipal credit card must ensure that proper supporting documents (including detailed receipts that include a GST registration # and an itemized list of purchased goods and/or services - not just credit card slips) are attached to the credit card statement when submitting to Accounts Payable for payment. Credit card purchases must also include a description that indicates what was purchased and a brief explanation of the expenditure (e.g. a notation on the back of the receipt).

Accounts Payable

- 05.05 All payments, other than petty cash disbursements and credit card charges, are processed through Accounts Payable by either cheque or electronic funds transfer.
- 05.06 In order to provide for the efficient and timely processing of payments made by cheque, Accounts Payable requires that all payment documentation be provided by Friday of the preceding week in order to make the following week's cheque run. Exceptions will be considered under emergency situations only.
- 05.07 Accounts Payable also issues some payments by electronic funds transfer. This service is used only when the specific *Supplier* offers this option and this payment method creates efficiencies in issuing payments.

06 Procurement Processes

Guidelines

- 06.01 The following procurement processes apply:

- (a) *Non-competitive Process* – Although the Municipality encourages the use of a competitive process for all procurement activities regardless of the amount of the

purchase, purchase of goods or services up to \$1,000, or as noted in Subsection 06.03 are **not** subject to the requirements of a competitive process. *Procurement Services* accesses a list of preferred *Suppliers*, as supplied by the Government of Alberta, for some items and encourages departments to utilize these *Suppliers* for best value opportunities. Contact *Procurement Services* for advice on how to access these opportunities.

- (b) *Competitive Quotes Process* – Purchase of goods and services with a cost between \$1,000 and \$50,000. (See exceptions in Subsection 06.03.)
- (c) *Tendering/Request for Proposal* – All purchases of goods and services with a cost exceeding \$50,000, including pre-qualification of *Suppliers*, contractors, or consultants. (See exceptions in Subsection 06.07.)

Competitive Quotes Process

06.02 *Competitive Quotes Process* is required for purchases of goods or services costing between \$1,000 and \$50,000. Three competitive quotes must be obtained from *Suppliers* through an informal process (i.e. phone calls, emails, faxes or meetings). Two copies of the results of this process must be retained; one sent to *Procurement Services* attached to the *Requisition* and the other kept on file. The supplier whose quote is the lowest cost to the municipality will be chosen as the supplier for these goods or services unless documented information provides adequate reasons for not choosing such supplier (e.g. poor service, inadequate supply, poor quality products, etc.). Competitive Quote forms are available from *Procurement Services*.

06.03 Under some circumstances it is not practical to conduct a *Competitive Quotes Process* for goods or services costing between \$1,000 and \$50,000. These circumstances would include:

- (a) *Emergency Need Purchases* – See Section 09.
- (b) *Sole-source Purchases* as defined in this policy. The determination of whether an item is a *Sole-source Purchase* will be made by *Procurement Services*.

06.04 Competitive quotes can be utilized for repetitive purchases for a period of three (3) months from the initial purchase.

Tendering

06.05 The Municipality will tender all purchases exceeding \$50,000 through an open, transparent and non-discriminatory competitive *Tendering* process. *Tendering* will comply with federal and provincial requirements for open tendering through an *Electronic Tendering System*.

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- 06.06 The Municipality is bound by the *MASH Annex 502.4* to the *Agreement on Internal Trade*, which requires fair and open tendering of procurement opportunities. The *MASH Annex 502.4* to the *Agreement on Internal Trade* applies to purchases equal to or over thresholds of \$100,000 for goods and services and \$250,000 for construction (subject to change from time to time). This Agreement requires non-discrimination and transparency in procurement policies and practices.
- 06.07 Under some circumstances it is not practical to conduct a *Tendering* process. These circumstances do not violate the *Agreement on Internal Trade*. The *Tendering* process does not have to be conducted under the following circumstances:
- (a) *Emergency Need Purchases* – See Section 09.
 - (b) *Sole-source Purchases* as defined in this policy. The determination of whether an item is a *Sole-source Purchase* will be made by *Procurement Services*.
- 06.08 In order to begin the *Tendering* process all relevant information will be supplied from the operating department to *Procurement Services* using the *Tender/RFP Request Form* provided by *Procurement Services*.
- 06.09 Departments may use the services of a consultant to carry out the *Tendering* process. In order to provide consistency in the *Tendering* processes and to ensure that all tendering requirements are met (i.e. adherence to the *Agreement on Internal Trade*, requirements of vendors, etc.), consultants shall follow all tendering procedures maintained by *Procurement Services* as per Subsection 06.16.
- 06.10 All tender documents are either prepared or reviewed by *Procurement Services* to provide consistency in the *Tendering* processes and to ensure that all tendering requirements are met (i.e. adherence to the *Agreement on Internal Trade*, requirements of vendors, etc.).
- 06.11 Departments, in conjunction with *Procurement Services* or a consultant, must provide specifications for the goods and services required and develop evaluation criteria and weighting factors for the *Tendering* process.
- 06.12 *Procurement Services*, or a consultant, in conjunction with the requesting department will analyze all bids received utilizing the evaluation criteria and weighting factors established in the tender documents. These criteria cannot be changed once the *Tender Call* has been issued.
- 06.13 Where the *Contract* to be awarded will have a *Contract* price greater than \$50,000 and will not exceed \$500,000, then providing the bid is the bid with the lowest cost to the Municipality, the bid meets all of the terms and conditions of the *Tender Call*, and there are sufficient funds available in the departmental budget, the bid may be accepted in accordance with the thresholds in Subsection 06.17.

- 06.14 Where the *Contract* to be awarded will have a *Contract* price greater than \$50,000 and will not exceed \$500,000 and the bid recommended for acceptance is not the bid with the lowest cost to the Municipality, or if the cost will be over budget (i.e. when reserve funding is required to fund the shortfall), the *Contract* must be awarded by Council as per Clause 06.17(c).
- 06.15 Where the *Contract* to be awarded will have a *Contract* price of \$500,000 or greater, the bidder shall require a valid Certificate of Recognition appropriate to their industry.
- 06.16 *Procurement Services* will maintain and follow a standard set of procedures in dealing with tenders, including the instructions for the bidders, closing dates and times, rules regarding late bids, how bids are received, and the announcing of the bids.

Awarding of Contracts

- 06.17 Subject to Subsection 06.14, acceptance and rejection of tenders in the *Tendering* process is based on the following thresholds:
- (a) >\$50,000 to \$250,000:
Department Manager will make the final decision on the acceptance or rejection of tender bids.
 - (b) >\$250,000 to \$500,000:
Chief Administrative Officer or designate will make the final decision on the acceptance or rejection of tender bids.
 - (c) >\$500,000 or as per Subsection 06.14 of this policy:
 - (i) The Department Manager prepares a Council Report on acceptance or rejection of tender bids, which will be submitted to the relevant Standing Committee and then to Council for consideration and approval.
 - (ii) Regional Council will make the final decision on the acceptance or rejection of tender bids.
 - (d) Notwithstanding the above, the Chief Administrative Officer or designate is authorized to award and enter into all tenders that meet the following criteria:
 - (i) The tender has followed a competitive bid process; and
 - (ii) The project or service which has been tendered was included in the approved Operating or Capital Budgets; and
 - (iii) The tender is being awarded to the lowest qualified bidder.

Request for Information

- 06.18 A *Request for Information* can be used for any dollar value, and can also be used as a means of pre-qualification where information is requested regarding specific goods or services, company profile, qualifications, etc. Based on the information received, the Municipality may solicit quotations, tenders or proposals consistent with the procedures prescribed in the Policy, at which time prices would be requested.

Request for Proposal

- 06.19 When the requirement for goods and/or services cannot be definitively specified (e.g. professional services) a *Request for Proposal (RFP)* can be used for any dollar value. This process may involve negotiation subsequent to the submission of proposals on any or all of the specifications, *Contract* terms and prices. Upon commencement of a *Request for Proposal* process, and prior to bids being opened, no bidder or prospective bidder may make an unsolicited proposal or presentation on this or any similar matter to the Municipality.
- 06.20 In order to begin the *Request for Proposal* process all relevant information will be supplied from the operating department to *Procurement Services* using the *Tender/RFP Request Form* provided by *Procurement Services*.
- 06.21 Departments may use the services of a consultant to carry out the *RFP* process. In order to provide consistency in the *RFP* processes and to ensure that all *RFP* requirements are met (i.e. adherence to the *Agreement on Internal Trade*, requirements of vendors, etc.), consultants shall follow all *RFP* procedures maintained by *Procurement Services* as per Subsection 06.25.
- 06.22 *RFP* documents are either prepared or reviewed by *Procurement Services* to provide consistency in the *RFP* processes and to ensure that all *RFP* requirements are met (i.e. adherence to the *Agreement on Internal Trade*, requirements of vendors, etc.).
- 06.23 Departments, in conjunction with *Procurement Services* or a consultant, must provide specifications for the goods and services required and develop evaluation criteria and weighting factors for the *RFP* process.
- 06.24 *Procurement Services*, or a consultant, in conjunction with the requesting department will analyze all bids received utilizing the evaluation criteria and weighting factors established in the *RFP* process. These criteria or weights cannot be changed once the *RFP* has been issued.
- 06.25 *Procurement Services* will maintain and follow a standard set of procedures in dealing with *RFPs*, including the instructions for the proponents, closing dates and times, rules regarding late proposals, how proposals are received, and the presentation of the proposals.

When to Use an *RFP* or a Tender

06.26 As a general guideline, to determine whether to use an *RFP* or a tender, consider the following:

(a) Tender – Know What and How

Use a tender if you know what you want done and how it should be done:

- if the good or service is clearly defined; or
- if there is a detailed methodology, procedure, or material and performance specification.

(b) *RFP* – Know What, But Not How

Use an *RFP* if you know what you want done, but you do not know how it should be done, that is:

- if the good or service is not clearly defined; or
- if there is no detailed material or performance specification; or
- if the proponent's solutions are expected to be quite varied and/or difficult to evaluate.

07 Contracts and Standing Offer Agreements

Contracts

07.01 All procurement *Contracts* entered into by employees of the Municipality are bound by the guidelines and procedures herein.

07.02 No one other than a *Contract Authority* may enter into a procurement *Contract* that financially obligates the Municipality.

07.03 These regulations do not apply to *Contracts* of employment for employees of the Municipality.

07.04 For construction *Contracts*, the Municipality promotes the use of the construction *Contracts* provided by the Canadian Construction Documents Committee (CCDC). These documents provide balance, uniformity and standardization for construction *Contracting* procedures.

07.05 A *Contract Authority* may, in circumstances where all procurement procedures have been followed as per this policy:

- (a) enter into a *Contract* under which the amount payable does not exceed the *Contract Authority's* signing authority; and
 - (b) change the amount payable under a *Contract* where the total amount payable under the revised *Contract* price does not exceed the *Contract Authority's* signing authority. A request for a change must be submitted to *Procurement Services*. A *Change Order Request* form, available from *Procurement Services*, may be used for this purpose.
- 07.06 A *Contract Authority* may enter into a *Contract* that provides for the making of *Progress Payments*. The aggregate amount of *Progress Payments* may not exceed the value of the services performed or goods supplied under a *Contract* at the time the payments are issued.
- 07.07 A *Contract Authority* will, before entering into any *Contract*, follow the guidelines of the *Tendering* process as provided in this policy except in the case of an *Emergency Need Purchase* as per Section 09.

Standing Offer Agreements

- 07.08 *Standing Offer Agreements (SOAs)* can be used for the purchase of:
- (a) repetitive, specified services or goods from the same supplier;
 - (b) standard materials or maintenance supplies which require numerous shipments; and
 - (c) when more favourable pricing can be realized through volume purchases.
- 07.09 Generally, *SOAs* should not be used in either of the following situations:
- (a) when no benefit will be derived over and above the regular purchasing process (i.e. competitive bids, tendering, etc.); or
 - (b) quality of supplier's products or services is questionable.
- 07.10 Policies in place governing procurement apply equally to *SOAs* including *Signing Authority* (Section 10) and *Procurement Processes* (Section 06).
- 07.11 *Procurement Services* will work with departments in preparation of all *SOAs*. Departments are to contact *Procurement Services* to discuss the potential to establish an *SOA*.
- 07.12 Once an *SOA* is in place, draws can be made on these agreements by providing applicable approvals. A *Release Form* can be used for this purpose. *Release Forms* are available

from *Procurement Services*.

- 07.13 *Procurement Services* maintains a list of all current *SOAs* and will post this list on the Municipality's network for departments' access.

08 Local Preference Purchases

Guidelines

- 08.01 In accordance with the *MASH Annex 502.4* of the *Agreement on Internal Trade*, there will be no local preference for purchases.
- 08.02 *MASH Annex 502.4* of the *Agreement on Internal Trade* - This agreement covers goods and services procurement *Contracts* over \$100,000 and construction procurement *Contracts* over \$250,000. For procurement activities below these thresholds the Municipality will maintain consistent non-discriminatory and transparent practices.
- 08.03 The Municipality is committed to disclosing all *Tender Call* opportunities to the Fort McMurray Construction Association and the Fort McMurray Chamber of Commerce.

09 Emergency Need Purchases

Guidelines

- 09.01 The following procedures are to be used only when the need exists to procure goods or services where the lack of immediate action to supply is likely to adversely affect operations, disrupt services to the public, or involve risk to the safety of personnel and/or property. To facilitate action by the Municipality's staff, exceptions to the general purchasing policies and procedures are necessary.

Procedures

- 09.02 When it is determined that an *Emergency Need Purchase* is necessary, procurement processes (Section 06) may not allow for a practical solution. Municipal employees who face such a situation are able to make the required purchase immediately from a selected supplier who provides a viable solution.
- 09.03 *Emergency Need Purchases* should be obtained through the use of an *LPA* or an *SOA* whenever possible.
- 09.04 When an *LPA* or an *SOA* cannot be used, the following is required:
- (a) Inform the supplier that this is an emergency purchase and that you will follow up with any required paperwork on the next business day.

- (b) Immediately following the purchase, or as soon as practical, the employee making the emergency purchase is to prepare a *Requisition*.
- (c) The *Requisition* will be endorsed "confirming" followed by the name and full address and telephone number of the supplier who supplied the materials and/or service, the contact person, the reason for the emergency and the agreed upon price.
- (d) The *Requisition* will be signed as approved by the Department Manager and forwarded to *Procurement Services* or the department designate within five (5) working days following the emergency. At this time a *Purchase Order* number will be assigned to the *Emergency Need Purchase* and regular procurement procedures will continue as per this policy.

10 Signing Authority

Guidelines

- 10.01 The Regional Council has authority to approve operational and capital budgets and changes to these budgets.
- 10.02 The Mayor has full signing authority within his/her approved operational budget and/or program responsibility area.
- 10.03 To allow for the efficient operational needs of departments, the following signing authority levels have been delegated:

Role Description

Signing Authority

Council (by way of resolution)	FULL
Chief Administrative Officer	FULL
Senior Leadership	\$250,000
Managerial	50,000
Professional Technical	10,000
LPA Designate	1,000

- 10.04 All signing authority limits are limited as per budget approvals (e.g. Managerial role cannot approve purchases of \$50,000 if the available budget for their entire responsibility is \$40,000).
- 10.05 As per the *Municipal Government Act*, Section 248, a municipality may only make an expenditure that is:
 - (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council;

- (b) for an emergency; or
- (c) legally required to be paid.

Each council must establish procedures to authorize and verify expenditures that are not included in a budget.

- 10.06 Operational Contracts will require authorization in accordance with the above limitations, but individual payments on these authorized Contracts may be approved by a designated person (e.g. RCMP quarterly billings).
- 10.07 To cover for vacation and other forms of leave, Signing Authority may be delegated. Delegation must be provided in writing and forwarded to Procurement Services.
- 10.08 Municipal employees making purchases for items that will be used solely by that individual (e.g. tools, office equipment, etc.) must obtain the signature of a Supervisor, or designate even though that employee may have the *Signing Authority* to make this purchase. This applies to a purchase made using an *LPA* or a *Requisition*.
- 10.09 Purchases made utilizing Municipal credit cards require a Supervisor's signature, other than those of the Mayor's, the Chief Administrative Officer's and the Department Managers'. *Procurement Services* will review credit card purchases for compliance with the policy and procedures herein.
- 10.10 *Signing Authority* limits apply to all financial transactions outlined within the procurement policy and procedures including items referred to in Subsections 06.03 and 06.07.

APPROVAL, MANAGEMENT AND REFERENCES:

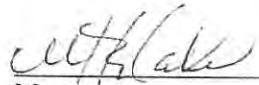
This policy shall be accessed in one year(s) from its effective date to determine its effectiveness and appropriateness. This policy may be accessed before that time as necessary to reflect organizational change.

Approving Authority: Council
Approval Date: November 22, 2005

Revision Approval Dates: April 10, 2007
Review Due: January 1, 2007

Policy Manager: Finance Accountant – Procurement Services
Department Contact: Finance Accountant – Procurement Services

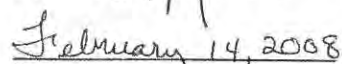
Legal References: Agreement on Internal Trade, Municipal Government Act
Cross References: Travel Policy



Mayor



Chief Legislative Officer



Date

Subject: Olympic Torch Relay and Community Celebration Funding**APPROVALS:**

Carol Theberge, General Manager, Community Services
Kelly Kloss, Deputy Chief Administrative Officer
Rodney Burkard, Chief Administrative Officer

Administrative Recommendation(s):

THAT funding of up to \$250,000 be utilized from the Community Services Department Operating Budget to fund the Olympic Torch Relay;

THAT in the event the entire amount cannot be accommodated within the Community Services Department Operating Budget, the balance be funded from the 2009 corporate operating surplus; and

THAT in the event the 2009 corporate operating surplus is insufficient or non-existent, the funds are committed from the Emerging Issues Reserve.

Summary:

The 2010 Olympic Torch Relay, proudly presented by Coca-Cola and Royal Bank of Canada, will connect Canadians in every province and territory, throughout a 45,000 kilometre journey, over approximately 100 days, and involving 12,000 torchbearers. The journey of the flame will culminate at BC Place on February 12, 2010 with the lighting of the Olympic Cauldron, signaling the start of the Vancouver 2010 Olympic Winter Games.

In mid-2008 the Municipality received confirmation that Wood Buffalo would be a host site for the 2010 Olympic Torch Relay. In conjunction with the visit by the Torch Relay, Wood Buffalo has been invited to host a community celebration. The budget was not clearly articulated at the time of the 2009 operating budget deliberations. The extent and quality of the celebration will rest on the funding available to mount significant events showcasing the Municipality.

Community celebrations, including events that showcase the Municipality's accomplishments in sports, entertainment, and education will be highlighted in an atmosphere that promotes the essential pride of our region and its prominence in the country.

Background:

On June 23, 2008 the Regional Municipality of Wood Buffalo received confirmation from the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games, that this community would be one of nearly 200 communities across Canada to host a celebration in honour of the arrival of the Olympic Flame of the 2010 Olympic Winter Games. On September 10, 2008 an agreement was signed and on November 21, 2008 a community announcement was made confirming our commitment to host the Olympic Torch Relay in Fort McMurray in Wood Buffalo on November 6, 2009.

Olympic Torch Relay Task Force

To ensure success, a diverse task force with representation from a variety of interest groups will be recruited to plan, host and develop strategies to maximize community involvement in the Wood Buffalo community celebrations attendant to the Torch Relay. The Wood Buffalo Olympic Torch Relay Community Task Force shall be an administrative committee representing various community perspectives and agencies, the members of which will act as advisors and guides to creating community celebrations that reflect the strengths of our region. The recruitment strategy will attempt to recruit representatives from both the rural and urban service areas.

The Regional Municipality of Wood Buffalo has the opportunity to showcase our region to the world. The unique aspects of our community extend far past the economic productivity factors. Residents of this region have experienced challenges and hardship, but from this has emerged a cosmopolitan city aware of its roots, proud of its energy, reliant on its courage and steeped in both its past and its future with a healthy regard for its identity and traditions. We will invite the world to share our spirit, hear our songs and stories and will envelop the world in our brand of Canadian identity. Our celebration will be our opportunity to share our message, a message that will be loud, strong and honest. As the focus of the world is upon us, we will shine a light on the truth about our community - that we are a community of great heart and big spirit.

Budget/Financial Implications:

The amount of \$250,000 would be released from the 2009 Emerging Issues Reserve (in the event that it cannot be accommodated within the Community Services Department 2009 Operating Budget or the 2009 corporate Operating surplus) to fund the 2009 Olympic Torch Relay.

Rationale for Recommendation(s):

The Region of Wood Buffalo is considered to be a remote location; therefore, the Vancouver Organizing Committee will not provide any financial support for the successful staging of the community celebration or any other aspect of the Olympic Torch Relay within our jurisdiction. Given the time sensitivity regarding this celebration, it is requested that the required funds be allocated to host this special event which will showcase our region to the world in the way that it should be presented.

As a host and celebration community, the Municipality must provide for and fund a number of items as set out by the Vancouver Olympic Torch Relay Organizing Committee as follows:

- Stage: Where the official and community entertainment program will take place. The portable stage will be mobile and will be prepared by Vancouver Olympic Torch Relay organizing committee including décor, lighting and sound
- Portable cauldron: Provided by Vancouver Olympic Torch Relay organizing committee and positioned at the front of the stage

- Large video screen: Provided as part of the overall community celebration infrastructure
- Media area: For local, national and international media to obtain a clear view of the proceedings
- Sponsor Zones: Area dedicated to sponsor activations and merchandising
- Sound and lighting area
- Torchbearer corridor: Secured entry for the final torchbearer to run through the celebration crowd onto stage
- Washrooms
- Area for sponsor materials and promotional items
- Marketing the event

In addition to the Vancouver Olympic Organizing Committee mandatory activities, each community can provide its own activities to reflect that community as follows:

- Celebration, concerts leading up to the Torch arrival
- Fireworks
- Food venues
- Heritage events: e.g. Arts market, cultural performance.
- Former local Olympians will be encouraged to attend and participate
- Legacy plaque – Statue of the Torch to recognize the is once-in-a-life-time opportunity

As a comparison to a recurring community event here is a summary of information from the 2008 Canada Day Celebration Budget:

Item	Cost
Entertainment	\$ 86,000.00
Facilities	\$ 54,000.00
Volunteer Support	\$ 16,000.00
Sponsorship	\$ 21,000.00
Food & Vendors	\$ 15,000.00
Parade	<u>\$ 14,000.00</u>
Total	\$206,000.00