



Council

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

Tuesday, July 10, 2018
6:00 PM

Agenda

1. **Call to Order**

2. **Adoption of Agenda**

3. **Minutes of Previous Meetings**

3.1. Council Meeting - June 26, 2018

4. **Presentations and Delegations**

4.1. Wood Buffalo Economic Development Corporation – Recommended Appointments

- Presenter: Lance Bussieres, Wood Buffalo Economic Development Task Force
- Business Arising: Wood Buffalo Economic Development Corporation Appointments

THAT the following individuals be appointed to the Wood Buffalo Economic Development Corporation Board of Directors, effective immediately:

- For a one-year term, expiring on December 31, 2019:
 - RJ Steenstra
 - Kristi Hines
 - Ron Quintal
- For a two-year term, expiring on December 31, 2020:
 - Doug Allen
 - Dan Fouts
 - James Rajotte
 - Timothy Grant
- For a three-year term, expiring on December 31, 2021:
 - Andrew Boutilier
 - Doreen Cole
 - Gregg Saretsky;

THAT Gregg Saretsky be appointed as Chairperson for the duration of his term;

THAT the Wood Buffalo Economic Development Corporation Board of Directors be directed to take all steps necessary to commence recruitment of a Chief Executive Officer (CEO); and

THAT upon incorporation of the Wood Buffalo Economic Development Corporation, subject to any terms and conditions which may be imposed at the discretion of the Chief Administrative Officer, administration is directed to transfer an initial \$250,000 advance to the Wood Buffalo Economic Development Commission from the \$8,040,000 currently being held in reserve pursuant to Council's Resolution of November 28, 2017 without the requirement of a Council approved budget.

4.2. Marie Bay Breiner, Janet Pomeroy and Marcel Ulliach, Athabasca Watershed Council re: An Introduction to the Athabasca Watershed Council

4.3. RCMP Quarterly Report

5. Unfinished Business

5.1. Public Hearing - Bylaw No. 18/011 - Amendments to Timberlea Area Structure Plan and Land Use Bylaw - C3 -Shopping Centre Commercial District (Stone Creek)

5.2. Bylaw No. 18/011- Amendments to the Timberlea Area Structure Plan and Land Use Bylaw - C3- Shopping Center Commercial District (Stone Creek)

1. THAT Bylaw No. 18/011, being an amendment to Timberlea Area Structure Plan Bylaw No. 01/020 and Land Use Bylaw No. 99/059, be read a second time.

2. THAT Bylaw No. 18/011 be read a third and final time.

5.3. Public Hearing - Bylaw No. 18/012 - Road Closure (Quartzstone Close)

5.4. Bylaw No. 18/012 - Road Closure and Authorization to Sell Land

1. THAT Bylaw No. 18/012, being a Road Closure Bylaw, be read a second time.

2. THAT Bylaw No. 18/012 be read a third and final time.

5.5. Firebreak Rehabilitation

THAT Administration be directed to proceed with the current scope of the Firebreak Rehabilitation and Trail restoration project, which includes grade, topsoil and seeding the area from back of property line to 30 metres and the area beyond 30 metres will be graded, seeded and trees will be planted (in 2019); and

THAT Administration increase the current scope of the project to include:

- a) where possible, all trails, damaged and undamaged, be relocated outside the 30 metre zone;
- b) post and rail fence be installed at all access point; and
- c) all remaining standing trees within the 30 metre zone be removed, or where possible, relocated; and

THAT Administration be further directed to:

- a) investigate a program that would allow for hedge plantings that meet FireSmart principles immediately adjacent to the fence line and report back to Council with recommendations; and
- b) proceed with an education campaign in 2018 and in 2019 begin the targeted enforcement of encroachments on municipal lands, by area, starting with the firebreak rehabilitation areas; and
- c) review the existing Off Highway Vehicle Bylaws and report back to Council on options for fine increases and increased enforcement options.

5.6. Bylaw No. 18/009 - Council Code of Conduct Bylaw

1. THAT Bylaw No. 18/009, being the Council Code of Conduct Bylaw, be read a second time.
2. THAT Bylaw No. 18/009 be read a third and final time.
3. THAT Council and Chief Administrative Officer Covenant Policy LEG-090 and Council Peer Review System Policy LEG-100 be rescinded.

6. **New Business**

6.1. Proposed Amendment of the Urban Service Area

THAT the Government of Alberta (GoA) be requested to amend Order in Council 817/94 by changing the Municipality's Urban Service Area (USA) boundaries as depicted on Attachment 1.

6.2. Bylaw No. 18/017 - Assessment Review Boards Bylaw

1. THAT Bylaw No. 18/017, being a bylaw to establish Assessment Review Boards, be read a first time.
2. THAT Bylaw No. 18/017 be read a second time.
3. THAT Bylaw No. 18/017 be considered for third reading.
4. THAT Bylaw No. 18/017 be read a third and final time.
5. THAT John Ross Carruthers be appointed to the Local and Composite Assessment Review Boards effective immediately to December 31, 2020; and

THAT John Ross Carruthers be appointed as Chair of the Assessment Review Boards effective immediately to December 31, 2020.

Adjournment

Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, June 26, 2018, commencing at 6:00 PM.

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

Absent: Jane Stroud, Councillor

Administration: Annette Antoniak, Chief Administrative Officer
Jamie Doyle, Deputy Chief Administrative Officer
Audrey Rogers, Chief Legislative Officer
Elsie Hutton, Chief Financial Officer
Marc Fortais, A/Director, Public Works and Transit Services
Matthew Hough, Director, Engineering
Lynda McLean, Director, Communications & Stakeholder Relations
Brad McMurdo, A/Director, Planning and Development
Anita Hawkins, Legislative Officer

Call to Order – In 7th Floor Boardroom at 4:00 p.m.

Mayor D. Scott called the meeting to order at 4:00 p.m.

Motion to Move in Camera

MOTION:

THAT the meeting move in camera pursuant to sections 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*.

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

2.1 Advice from Officials

(In Camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)

Recess

A recess occurred between 5:00 p.m. and 6:00 p.m., at which time the meeting reconvened in the Council Chamber.

Motion to Reconvene in Public

MOTION:

THAT the meeting reconvene in public.

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

Extension of Meeting Time

MOTION:

THAT section 32.1 of the Procedure Bylaw be waived to allow the meeting to extend beyond 10 pm.

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

Adoption of Agenda

3.1. Motion to Approve Agenda

MOTION:

THAT the Agenda be adopted as presented.

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

Minutes of Previous Meetings

4.1. Council Meeting - June 12, 2018

THAT the Minutes of the Council Meeting held on June 12, 2018 be approved as presented.

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

4.2. Special Council Meeting - June 19, 2018

THAT the Minutes of the Special Council Meeting held on June 19, 2018 be approved as presented.

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

Recognition

5.1. Proclamation

Mayor D. Scott invited Oraibi Gogo to come forward to recognize the Canadian Multiculturalism Day. Ms. Gogo, as Honorary Mayor, explained what the Canadian Multiculturalism Day means to her personally and read the Proclamation.

Recess

A short recess took place between 6:08 p.m. and 6:10 p.m.

New Business

Pecuniary Interest

Councillor K. Balsom declared a pecuniary interest in the next matter due to her ongoing business interests and the potential financial impacts to herself, and exited the Chamber at 6:10 p.m.

6.1. Whistleblower Complaint

Annette Antoniak, Chief Administrative Officer, provided an overview of the report as well as various options available to Council in this matter.

MOTION:

THAT based on the findings of the Whistle Blower complaint filed against Councillor Balsom on March 21, 2018, Council impose the following sanctions:

- That Councillor Balsom write a public apology letter admitting to her error in failing to disclose her pecuniary interests;
- That Councillor Balsom take additional governance training in order to be in a position to properly identify issues relating to pecuniary interest, conflicts of interest and breaches of Council's soon to be adopted Code of Conduct Bylaw; and
- That Councillor Balsom be suspended from the Deputy and Acting Mayor roster for a period of two years.

Denise Martineau, resident, suggested that the matter be submitted to the Court of Queen's Bench for determination.

Bryan Fayant spoke on behalf of the Métis Leadership in support of Councillor K. Balsom.

Paul McLeod, resident, spoke in opposition to the proposed motion.

Tony Mankowski, resident, spoke in support of the proposed motion.

Michael Jesso, resident, spoke in support of the proposed motion.

Steve Auty, resident, spoke in support of the proposed motion.

Debbie Hahn, resident, spoke in support of the proposed motion.

Recess

A recess occurred between 6:38 p.m. and 6:48 p.m. to address audio technical difficulties.

Jennifer Stephensen, resident, spoke in support of the proposed motion.

Jim Rogers, resident, stated the matter at hand is a conflict of interest issue which needs to be addressed.

Marty Giles, resident, recommended that any decision should be made by Council rather than through the court system.

Joshua Gogo, resident, suggested the proposed motion is too excessive and too punitive.

Suzanne Manning, legal representative for Councillor K. Balsom, came forward and indicated that she would be reading a statement from Councillor K. Balsom.

Exit

Councillor K. McGrath exited the Chamber at 7:06 p.m.

Point of Order

Councillor V. Murphy called a Point of Order related to the presenter reading a statement on behalf of Councillor K. Balsom, who had recused herself from this item.

Recess

A recess was called for at 7:07 p.m. and Council returned to the Chamber at 8:01 p.m.

Mayor D. Scott explained that Council convened In Camera session pursuant to section 27(1) of the *Freedom of Information and Protection of Privacy* and requested a motion to reconvene in public at this time.

MOTION

THAT the meeting reconvene in public.

RESULT: CARRIED [UNANIMOUS]

MOVER: Keith McGrath, Councillor

SECONDER: Jeff Peddle, Councillor

FOR: Scott, Allen, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Voyageur

PECUNIARY

INTEREST: Balsom

ABSENT: Stroud

Mayor D. Scott upheld the Point of Order and raised concerns on behalf of Council that by reading a statement on behalf of Councillor K. Balsom, who chose earlier in the meeting to recuse herself from this matter, the presenter may be in contravention of section 172 of the *Municipal Government Act* (Disclosure of Pecuniary Interest). The presenter was offered an opportunity to review and consider the concerns raised before proceeding further.

Recess

A recess occurred between 8:05 p.m. and 8:15 p.m.

Upon reconvening, Ms. Manning advised that she would cease reading the statement, but suggested that section 172 of the *Municipal Government Act* does not preclude her from making a presentation as she is here to address legal matters.

Point of Order

Councillor V. Murphy called a Point of Order as it relates to the presenter not speaking to the motion before Council for consideration.

The Point of Order was upheld and the presenter was asked to speak to the proposed motion or to the various options presented within the report before Council.

Point of Order

Councillor V. Murphy called a Point of Order as the comments being made were not addressing the motion under consideration.

The Point of Order was upheld and the presenter was again asked to provide comments as they relate to the proposed motion or to the various options presented within the report before Council.

Point of Order

Councillor V. Murphy called a Point of Order again as the information being provided was not relevant to the motion under consideration.

MOTION:

THAT the meeting move in camera pursuant to sections 27(1) of the *Freedom of Information and Protection of Privacy Act*.

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

MOTION:

THAT the meeting reconvene in public.

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

Council met In Camera between 8:23 p.m. and 8:35 p.m.

The Point of Order was upheld and the presenter was instructed to speak only to the motion on the floor or the options available to Council on this matter. Ms. Manning then concluded her presentation by speaking in support of the motion being considered.

Councillor P. Meagher suggested a friendly amendment to the proposed motion whereby the contracts with the groups and agencies that Councillor K. Balsom had voted on would no longer be available to YMM magazine as of the date that the vote took place.

Point of Order

Councillor K. McGrath called a Point of Order for Councillor M. Allen speaking out of order.

MOTION:

THAT the meeting move in camera pursuant to sections 27(1) of the *Freedom of Information and Protection of Privacy Act*.

RESULT: CARRIED [8 TO 1]
MOVER: Phil Meagher, Councillor
SECONDER: Claris Voyageur, Councillor
FOR: Scott, Allen, Inglis, Lalonde, Meagher, Murphy, Peddle, Voyageur
AGAINST: McGrath
PECUNIARY
INTEREST: Balsom
ABSENT: Stroud

MOTION:

THAT the meeting reconvene in public.

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

Council met in camera between 9:02 p.m. and 9:09 p.m.

The Point of Order was overruled and the discussion resumed relative to the friendly amendment, which was subsequently declined by Councillor M. Allen.

Voting then occurred on the original motion:

RESULT: DEFEATED [3 TO 6]
MOVER: Mike Allen, Councillor
SECONDER: Bruce Inglis, Councillor
FOR: Allen, Inglis, Peddle
AGAINST: Scott, Lalonde, McGrath, Meagher, Murphy, Voyageur
PECUNIARY
INTEREST: Balsom
ABSENT: Stroud

MOTION:

THAT Councillor Krista Balsom be requested to submit a letter of resignation to the Chief Administrative Officer on or before 4:30 p.m. on Thursday, June 28, 2018; and

THAT in the event the requested resignation is not received by 4:30 p.m. on Thursday, June 28, 2018, Administration is directed to take all actions necessary to bring an application before the Court of Queen's Bench, in the most expeditious manner possible, to determine whether Councillor Balsom remains qualified to remain on Council pursuant to section 175(2) of the *Municipal Government Act*.

RESULT:	CARRIED [6 TO 3]
MOVER:	Verna Murphy Councillor
SECONDER:	Phil Meagher, Councillor
FOR:	Scott, Lalonde, McGrath, Meagher, Murphy, Voyageur
AGAINST:	Allen, Inglis, Peddle
PECUNIARY	
INTEREST:	Balsom
ABSENT:	Stroud

MOTION:

THAT while Councillor K. Balsom is waiting on the judgement or the determination from the Court of Queen's Bench, that she shall not be allowed to travel, or represent the Regional Municipality of Wood Buffalo at the Alberta Urban Municipalities Association (AUMA), Rural Municipalities of Alberta (RMA), Federation of Canadian Municipalities (FCM), or any other conferences, and on Committees.

RESULT:	CARRIED [6 TO 3]
MOVER:	Sheila Lalonde Councillor
SECONDER:	Claris Voyageur, Councillor
FOR:	Scott, Lalonde, McGrath, Meagher, Murphy, Voyageur
AGAINST:	Allen, Inglis, Peddle
PECUNIARY	
INTEREST:	Balsom
ABSENT:	Stroud

Presentation**7.1. Asset Management for RMWB**

Matthew Hough, Director, Engineering, explained what is Asset Management as it relates to the operation of the Municipality.

Return:

Councillor K. Balsom returned to the meeting at 9:29 p.m.

Unfinished Business**8.1. Public Hearing for Bylaw No. 18/013 - Land Use Bylaw Amendment – Lot 13, Block 2, Plan 912 1064 (Corner of Mills Avenue and Clearwater Drive, Fort McMurray)**

Mayor D. Scott declared the Public Hearing to order at 9:36 p.m.

Brad McMurdo, Acting Manager of Planning and Development, provided an overview of the application before Council for consideration.

Billy Graham, representing the Fort McMurray Ashlar Club provided background information regarding the Club's involvement in the community.

Mayor D. Scott declared the Public Hearing closed at 9:44 p.m.

8.2. Bylaw No. 18/013 - Land Use Bylaw Amendment – Lot 13, Block 2, Plan 912 1064 (Corner of Mills Avenue and Clearwater Drive, Fort McMurray)**MOTION:**

THAT Bylaw No. 18/013, being a Land Use Bylaw Amendment to redistrict Lot 13, Block 2, Plan 912 1064 from R3 - Medium Density Residential District to C2 – Mixed / Transitional Commercial District, be read a second time.

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

MOTION:

THAT Bylaw No. 18/013 be read a third and final time.

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

New Business**9.1. Bylaw No. 18/009 - Council Code of Conduct Bylaw****MOTION:**

THAT Bylaw No. 18/009, being the Council Code of Conduct Bylaw, be read a first time.

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

9.2. Wood Buffalo Social Sustainability Plan**MOTION:**

THAT the Wood Buffalo Social Sustainability Plan, dated June 2018, be approved as a guiding document to help the Municipality and community partners anticipate and respond to current and future social needs in the region.

Monica Lance, Manager, Recreation and Culture, Linda Mywaart, representing the Social Sustainability Plan Project Advisory Committee and Tim Moorhouse, Consultant, were in attendance to present the Plan and respond to questions of Council.

Brenda Erskine and Anna Seinen, Wood Buffalo Community Foundation, spoke in support of the recommendation before Council.

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

Recess

A recess occurred between 10:00 p.m. and 10:09 p.m.

9.3. Alternative Site Locations for Reflections on the River Public Art

MOTION:

THAT the Reflections on the River Public Art be moved to the Snye Point Park.

Denise Martineau, resident, spoke in support of the recommendation put forward.

Sharon Heading, local artist and member of the Public Arts Committee, spoke against the recommendation before Council for consideration.

Paul McLeod, resident, spoke to the matter of maintaining float planes and aerodromes within the downtown core.

Exit and return

Councillor S. Lalonde exited the Chamber at 10:47 p.m. and returned at 10:48 p.m.

RESULT:	DEFEATED [3 TO 7]
MOVER:	Verna Murphy, Councillor
SECONDER:	Jeff Peddle, Councillor
FOR:	Scott, Lalonde, Murphy
AGAINST:	Allen, Balsom, Inglis, McGrath, Meagher, Peddle, Voyageur
ABSENT:	Stroud

Pecuniary Interest

Councillor P. Meagher declared pecuniary interest for upcoming Items 9.4 - 2018 Games Legacy Grant Funding Allocation; 9.5 - 2018 Joint Initiatives Grant Funding Allocation due to his employer being a recipient of funding and 9.6 - Nomination for AUMA Distinguished Service Award due to personal involvement.

Councillor K. Balsom declared pecuniary interest for upcoming Items 9.4 - 2018 Games Legacy Grant Funding Allocation and 9.5 - 2018 Joint Initiatives Grant Funding Allocation due to business interests with a number of recipients.

Councillors K. Balsom and P. Meagher exited the Chamber at 10:57 p.m.

9.4. 2018 Games Legacy Grant Funding Allocation

MOTION:

That \$40,000 in Games Legacy Grants be allocated as follows:

• Ray Jiang	\$2,000
• Naomi Slee	\$2,000
• Cheepiyah Theatre Company	\$3,000
• Fort McMurray Youth Chess Group	\$2,000
• Andrew Germain	\$2,000
• Ellie Germain	\$2,000
• Justin Breen	\$ 681
• Koralee Samaroden	\$2,000
• FMFD Ladies Firefit Team	\$3,000
• Johnny Burn	\$2,000
• Men's FMFD Firefit Team	\$3,000
• Intermediate Festival Dancers	\$2,360
• Junior Festival Dancers	\$2,360
• Mini Festival Dancers	\$2,361
• Senior Festival Dancers	\$2,361
• Brooke Voight	\$2,000
• FM Youth Soccer U15 Boys	\$3,000
• Leah Rae Reitz	\$1,877

Toni Elliott, Manager, Community Facilities and Investments, spoke to the Games Legacy Grant Funding Allocation report.

RESULT:	CARRIED [8 TO 0]
MOVER:	Mike Allen, Councillor
SECONDER:	Bruce Inglis, Councillor
FOR:	Scott, Allen, Inglis, Lalonde, McGrath, Murphy, Peddle, Voyageur
PECUNIARY INTEREST:	Balsom, Meagher
ABSENT:	Stroud

Pecuniary Interest

Councillor K. McGrath declared pecuniary interest for Item #9.5 due to his employer being one of the recipients and exited the Chamber 11:04 p.m.

9.5. 2018 Joint Initiatives Grant Funding Allocation

MOTION:

That \$210,286 in Joint Initiatives Grant funding be allocated as follows:

• Autism Society of the Regional Municipality of Wood Buffalo	\$20,000
• Big Brothers Big Sisters Association of Wood Buffalo	\$18,200
• CISM for Communities	\$20,000
• Conklin Metis Leadership Council	\$12,700
• Fort McKay Metis Community Association	\$20,000
• Fort McMurray Catholic Board of Education (WB You Can Ride 2)	\$20,000
• Fort McMurray Chamber of Commerce	\$10,000
• Fort McMurray Chess Club	\$14,275
• Girls Inc. of Northern Alberta	\$ 9,125
• Janvier Sekweha Youth Centre	\$20,000
• Spinal Cord Injury Association Alberta	\$ 6,036
• Wood Buffalo Artisans Society	\$20,000
• Zimbabwe Fort McMurray Community Association	\$19,950

RESULT:	CARRIED [7 TO 0]
MOVER:	Jeff Peddle, Councillor
SECONDER:	Sheila Lalonde, Councillor
FOR:	Scott, Allen, Inglis, Lalonde, Murphy, Peddle, Voyageur
PECUNIARY	
INTEREST:	Balsom, McGrath, Meagher
ABSENT:	Stroud

Return

Councillors K. Balsom and K. McGrath returned to the Chamber at 11:09 p.m.

9.6. Nomination for AUMA Distinguished Service Award

MOTION:

THAT Councillor Phil Meagher be nominated for the Alberta Urban Municipalities Association Distinguished Service Award in recognition of his service to the Municipality and its residents since April 1, 1995.

RESULT:	CARRIED [9 TO 0]
MOVER:	Mike Allen, Councillor
SECONDER:	Jeff Peddle, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Murphy, Peddle, Voyageur
PECUNIARY	
INTEREST:	Meagher
ABSENT:	Stroud

Return

Councillor P. Meagher returned to the Chamber at 11:11 p.m.

9.7. Community Identification Committee Recommendation - Jina Burn Chess Park

MOTION:

THAT the park in Dickinsfield at Lot 104 MR, Block 84, Plan 8022553, be named as 'Jina Burn Chess Park'

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

9.8. Community Identification Committee Recommendation - Anzac Fire Hall

MOTION:

THAT the fire hall in Anzac on Lot 3A, Block 10, Plan 1522553, be named as Anzac Fire Hall.

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

9.9. Request for Leave of Absence

MOTION:

THAT an unpaid leave of absence be authorized for Councillor Jane Stroud for the period June 14-July 12, 2018.

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

Adjournment

The meeting adjourned at 11:16 p.m.

Mayor

Chief Legislative Officer



COUNCIL REPORT

Meeting Date: July 10, 2018

Subject: Wood Buffalo Economic Development Corporation - Appointment of Board of Directors

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT the following individuals be appointed to the Wood Buffalo Economic Development Corporation Board of Directors, effective immediately:

- For a one-year term, expiring on December 31, 2019:
 - RJ Steenstra
 - Kristi Hines
 - Ron Quintal
- For a two-year term, expiring on December 31, 2020:
 - Doug Allen
 - Dan Fouts
 - James Rajotte
 - Timothy Grant
- For a three-year term, expiring on December 31, 2021:
 - Andrew Boutilier
 - Doreen Cole
 - Gregg Saretsky;

THAT Gregg Saretsky be appointed as Chairperson for the duration of his term;

THAT the Wood Buffalo Economic Development Corporation Board of Directors be directed to take all steps necessary to commence recruitment of a Chief Executive Officer (CEO); and

THAT upon incorporation of the Wood Buffalo Economic Development Corporation, subject to any terms and conditions which may be imposed at the discretion of the Chief Administrative Officer, administration is directed to transfer an initial \$250,000 advance to the Wood Buffalo Economic Development Commission from the \$8,040,000 currently

being held in reserve pursuant to Council's Resolution of November 28, 2017 without the requirement of a Council approved budget.

Summary and Background:

On June 22, 2010, Council unanimously passed a resolution directing that administration prepare a bylaw to establish an Economic Development Advisory Committee. The resolution to establish an Economic Development Advisory Committee remains outstanding.

In late 2015, a group of community leaders, representing various business and organizations throughout the Municipality, came together to form an ad hoc task force with the intent of exploring ways and means of promoting economic development within the region. Shortly, thereafter, the task force approached municipal administration with the concept of creating an arms' length entity responsible for economic development and tourism.

The proposed Wood Buffalo Economic Development Corporation (WBEDC) is modeled after the highly successful Edmonton Economic Development Corporation (EEDC).

The Articles of Association for the WBEDC require that the initial appointment of the Board be made by Council resolution; however, the Board is responsible for the appointment of a CEO.

The recommended list of inaugural Directors has been vetted and candidates interviewed by the Economic Development Task Force.

Budget/Financial Implications:

Upon incorporation, the WBEDC would require financial resources to fulfill its mandate. There is presently \$8,000,000 remaining in the Small Business Workforce Support Program, and a further \$40,000 in the 2017 Operating Budget for Recovery which would be available to the WBEDC. A portion of this funding would be used to offset initial operations until such time as the Board is fully established and has an opportunity to develop and present its proposed budget to the Municipality through the annual budget process.

In 2017, the Municipality's Operating Budget included \$2,158,129 for the economic development function, and a \$629,800 Community Investment Program grant to Fort McMurray Tourism. As municipal staff and programming would transfer to the WBEDC, it is anticipated that future allocations would be redirected to the WBEDC.

Over time, as the WBEDC moves to a more self-sustaining operation and is able to access provincial grants and other sources of funding, the reliance on municipal funds would decrease.

Rationale for Recommendation:

The creation of the Wood Buffalo Economic Development Corporation fulfills the outstanding resolution of Council, and establishes a dedicated corporate entity aimed at expanding and diversifying the local economy by focusing on attracting new business and investment to the Municipality, supporting existing business, attracting a variety of major events, building a sustainable visitor economy, encouraging the coordination of economic development policies and strategies among stakeholders, and marketing the Wood Buffalo brand to targeted audiences.

Strategic Priorities:

Regional Economic Development

Attachments:

WBEDC Board of Director Candidates

Wood Buffalo Economic Development Commission Chairman & Board of Director Candidates

Presented by: Lance Bussieres

July 10, 2018

Chairman of the Board

Gregg Saretsky

- Born and raised in Montreal, Gregg grew up in Quebec and British Columbia, graduating from UBC with a BSc in Microbiology and a MBA
- 2010-2018 *WestJet* President and Chief Executive Officer
- 2012 Alberta's Business Person of the Year by Alberta Venture magazine
- Top New CEO of the Year for 2013 by *Canadian Business Magazine*, an award bestowed on a CEO who has transformed his company within the first five years of his appointment
- 2014 Gregg received an Honorary Doctor of Laws from Concordia University
- 2015 Recipient of the *David Foster Foundation Visionary Award* as Canada's National Business Leader

Local Board Members

Doug Allen

- Long term resident of Fort McMurray since 1991
- Current CEO of the Guthrie Group of Companies
- Chairperson of the Corporate Ethics and Conduct Committee
- Chairperson of the Pension Investment Committee
- Former Senior Auditor with KPMG Peat Marwick
- Former Chairperson and Treasurer of YMCA of Wood Buffalo
- Past Treasurer of Wood Buffalo Housing and Development Corporation

Local Board Members

Andrew Boutilier

- Long term resident of Fort McMurray (graduated from Westwood High School)
- Current Vice President Fort McMurray CEDA International
- Former Director of Hockey (Edge School)
- Former President of the Fort McMurray Oil Barons/NAAA
- Current Board Member of the Northern Lights Hospital Foundation
- Recent Graduate of Queens Smith School of Business Executive Program

Local Board Members

Doreen Cole

- Current Managing Director with Syncrude Canada Ltd.
- Former Vice President with Suncor Energy
- Former Sr. Vice President with EPCOR
- 24 years experience in oil sands, refining, power and utility industries
- Former member of the Keyano College Board of Directors

Local Board Members

Dan Fouts

- Resident of Fort McMurray for the past 16 years
- Owner and Operator of Stony Valley Contracting
- Former member of the Northern Lights Health Foundation (Chair for 3 years)
- Former Co-Chair of the Western Canada Summer Games
- Former Wood Buffalo Housing Corporation Board Member

Local Board Members

Kristi Hines

- Founder and Director of Hines Health Services
- Former Occupational Health Nurse with Syncrude Canada Ltd. and Northern Lights Regional Health Facility
- Current Board Member:
 - Community Futures Wood Buffalo
 - Habitat for Humanity Wood Buffalo
 - Fort McMurray Chamber of Commerce

Local Board Members

Ron Quintal

- Resident of the Wood Buffalo Region for the past 24 years
- Current President of the Fort McKay Metis
- President & Chairman of Fort McKay Metis Group Ltd.
- Presently Deputy Fire Chief Fort McKay Fire Team
- Originally from Lac La Biche, AB

Local Board Members

RJ Steenstra

- President and CEO of Fort McMurray Airport Authority
- Board Director - Airports Council International
- Board Director - American Association of Airport Executives
- Formally served on the Fort McMurray Chamber of Commerce - Transportation Committee

Non-Local Board Members

James Rajotte

- Vice President Provincial & Municipal Government *Rogers Communications*.
- Retired Member of Parliament for Edmonton-Leduc after serving 15 years. While MP, James served as Chair of Parliament's Standing Committee on Finance and Chaired the Standing Committee on Industry, Science and Technology.

Non-Local Board Members

Timothy Grant

- Executive in Residence, *Alberta School of Business, University of Alberta,*
- Retired Major-General, Canadian Forces having completed operational tours in Bosnia and Afghanistan. Tim eventually led the Canadian Forces during the Afghanistan war.
- Former Deputy Minister Transportation Province of Alberta
- Former Deputy Solicitor General Province of Alberta



Council Meeting Presentation Request

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

Presentation Information	
Preferred Date of Presentation	January or February, 2018
Name of Presenter(s)	Jason Ponto
Organization Represented	Athabasca Watershed Council
Topic	Introduction to the AWC-WPAC
Please List Specific Points/Concerns	I will provide a description of the mandate of Watershed Planning and Advisory Councils (WPACs) in Alberta and provide an overview of our organization and describe our operations.
Action Being Requested of Council	I will ask that the Regional Municipality of Wood Buffalo become an organizational member of the AWC-WPAC. (Membership is free!)
<p>Are you providing any supporting documentation (ie: Powerpoint)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, the documentation <u>must</u> accompany this request, as handouts will not be distributed at the meeting. To ensure that your documents meet minimum standards, please see presentation guidelines on the next page.</p> <p>Supporting documents may be e-mailed to Legislative.Assistants@rmwb.ca.</p>	

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

Attachment: RFP Athabasca Watershed Council (Athabasca Watershed Council)

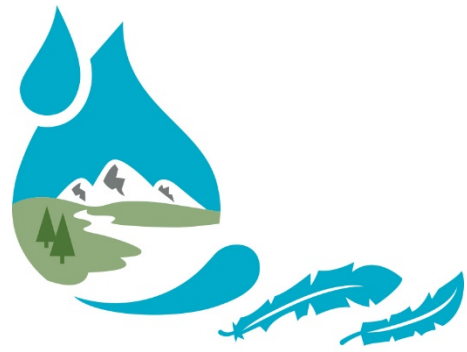


An Introduction to the Athabasca Watershed Council

Presented to Municipality of Wood Buffalo

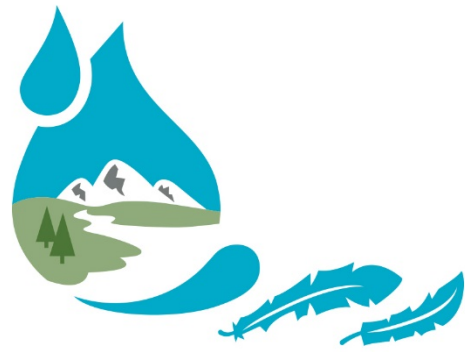
July 10, 2018

By Marie Bay Breiner



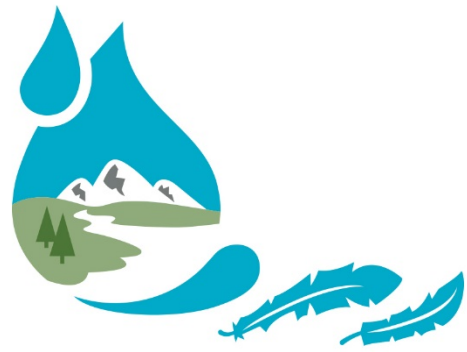
Our Organization

- We are a not-for-profit society funded by the Government of Alberta to fulfill the role of Watershed Planning and Advisory Council (WPAC) for the Athabasca Watershed
- Our work is based on the *Water for Life* Strategy (2003)
- Managed by a multi-stakeholder, consensus-based Board
 - Industry (5 seats), Governments (5 seats), NGOs (5 seats), Indigenous peoples (3 seats), Members-at-large (2 seats)
- Our office is located in the historic Train Station in the Town of Athabasca.



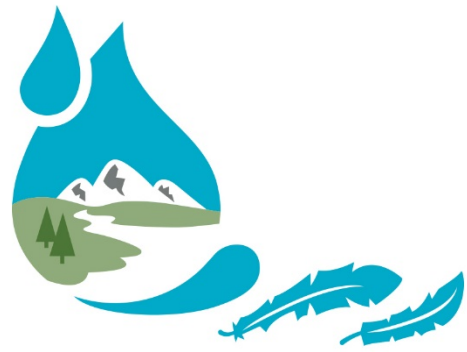
Successes and Projects

- We have:
 - Built a network of technical and sector water experts
 - Published four State of the Watershed reports
 - Published a Traditional Knowledge Overview of the Athabasca watershed
 - Developed a non-technical summary of our State of the Watershed reports
- We are
 - Broadening our sector network
 - Starting our Integrated Watershed Management Plan
 - Supporting local stewardship and sub-basin initiatives



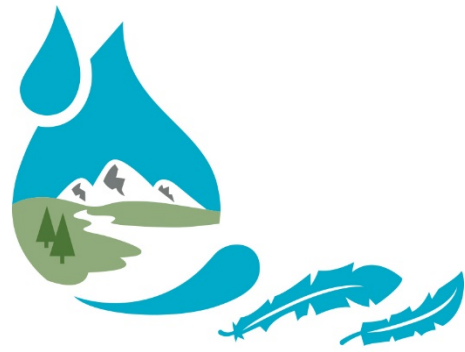
Integrated Watershed Management Plan

- An IWMP is a 'roadmap' written by stakeholders with a vested interest in water and watershed management
- Will strive for Water for Life strategy goals:
 1. Safe, secure drinking water supply
 2. Healthy aquatic ecosystems
 3. Reliable, quality water supplies for a sustainable economy
- Will be completed by Nov. 2019 and will guide AWC and its partners' actions from 2020 – 2030.
- Will provide support and advice for regional and municipal policy and planning in order to ensure water and land management is integrated for the Athabasca watershed.



How can we help you?

- How can we support you in your current water related programs?
 - What water-related challenges are you facing?
 - Are you prepared for the future?
 - What would you like to learn more about?
- How would you like to be engaged in the Athabasca Watershed Council's IWMP work?
- Would you be interested in attending a fall municipal forum on
 - Source water protection planning?
 - Municipal water policy review?
 - Wetland policy?



Thank you!

Acknowledgements

- We thank Alberta Environment and Parks for their ongoing support.



Contact Information

- Marie Bay Breiner
- Outreach Coordinator
- marie.breiner@awc-wpac.ca
- 780-213-4389
- www.awc-wpac.ca

RCMP

ROYAL CANADIAN MOUNTED POLICE

Wood Buffalo RCMP Detachment

Quarterly Report



July 10, 2018
Superintendent Lorna Dicks
Officer in Charge



RCMP

ROYAL CANADIAN MOUNTED POLICE

As the Regional Municipality of Wood Buffalo's dedicated police force, we are committed to ensuring the safety of our citizens while being fiscally responsible.

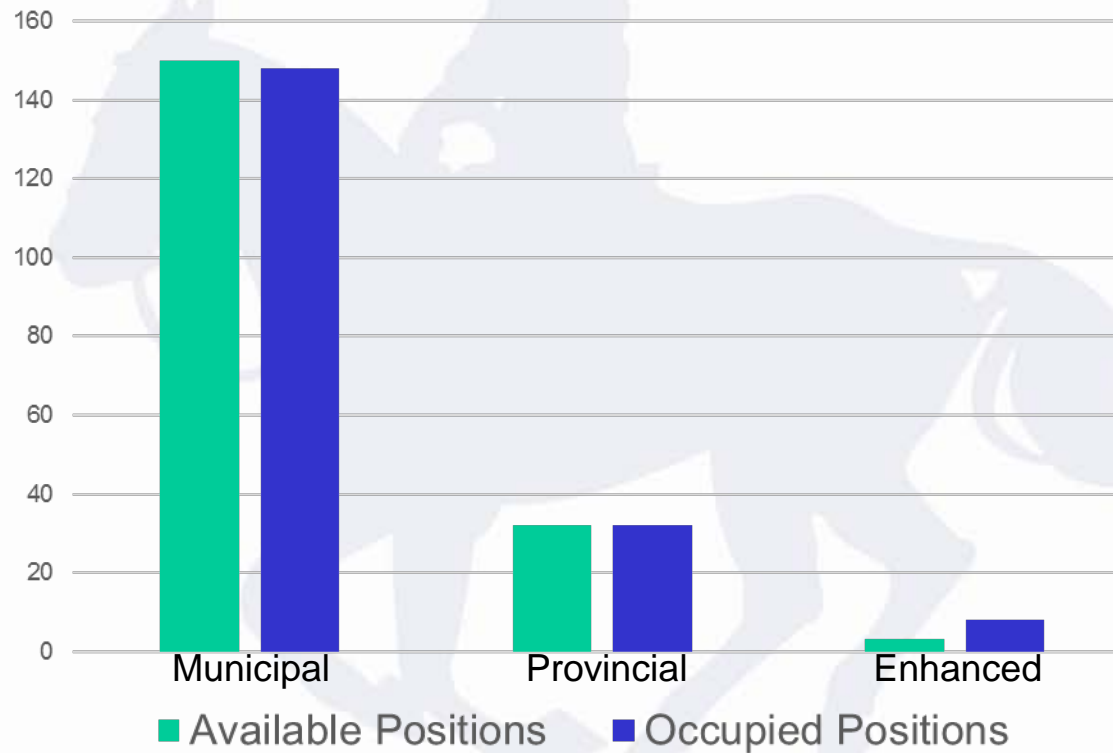


RCMP

ROYAL CANADIAN MOUNTED POLICE

Wood Buffalo RCMP Staffing

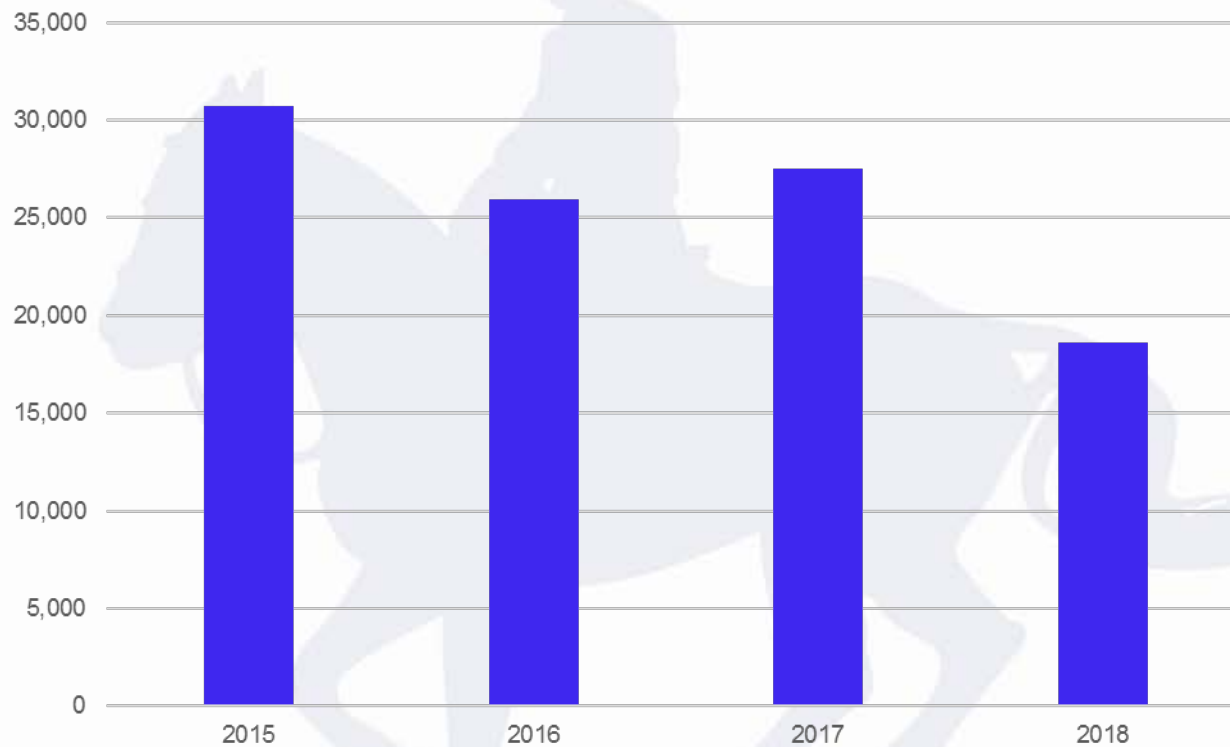
As of June 30, 2018



RCMP

ROYAL CANADIAN MOUNTED POLICE

Calls for Service



Attachment: RCMP Quarterly Report to Council (RCMP Quarterly Report)



RCMP

ROYAL CANADIAN MOUNTED POLICE

RCMP Annual Performance Plan (APP)

The RCMP completes an Annual Performance Plan (APP). We meet annually with residents, stakeholders, community leaders and organizations to capture the needs concerns and issues of our community. This ensures our policing services meet the demands of our citizens.

RCMP

ROYAL CANADIAN MOUNTED POLICE

2018 – 2019 APP Objectives

Objective 1 -Traffic Safety

Objective 2 – Persons Crimes

Objective 3 – Drugs

Objective 4 – Crime Reduction

Objective 5 – Employee Wellness



RCMP

ROYAL CANADIAN MOUNTED POLICE

Traffic Safety Initiatives Annual Performance Plan - 2018/2019

1. Impaired Driving Charges
2. School Zone Enforcement
3. Standard Field Sobriety Training

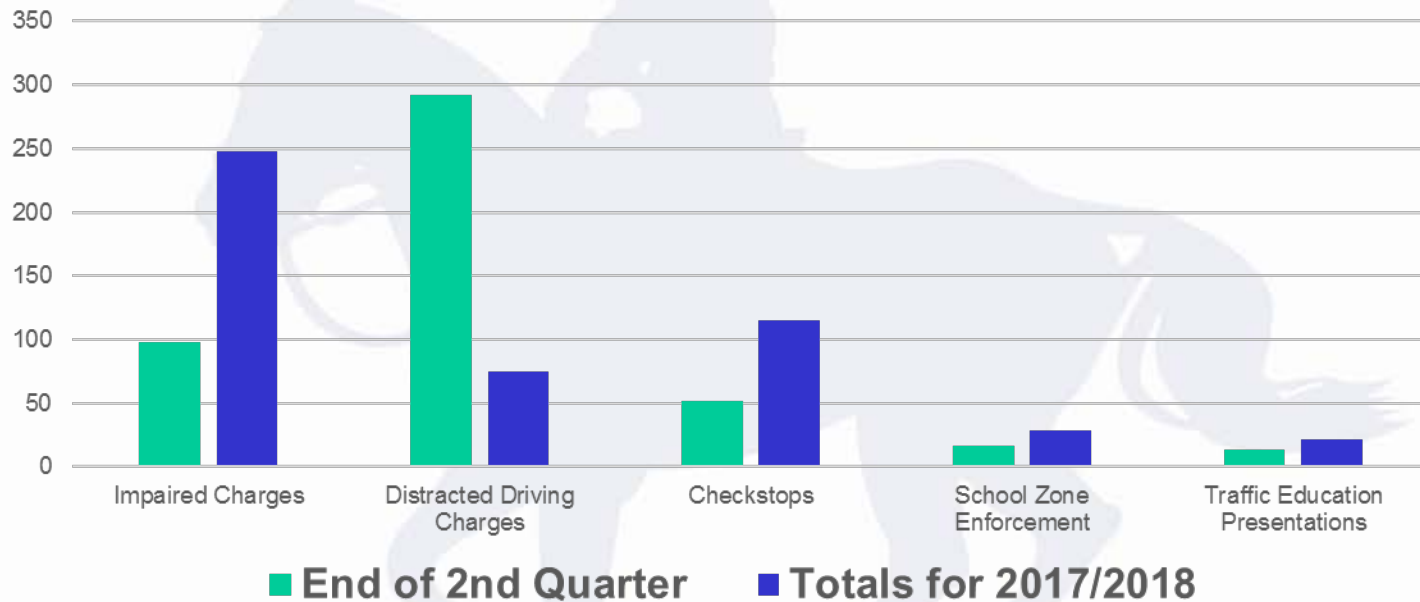


RCMP



ROYAL CANADIAN MOUNTED POLICE

Objective Targets for 2018/2019



RCMP

ROYAL CANADIAN MOUNTED POLICE

Persons Crimes – Intimate Partner Initiatives Annual Performance Plan 2018/2019

1. Community Presentations
2. High Risk File Offender Checks





Drugs

Annual Performance Plan 2018/2019

1. Drug Trafficking Charges
2. Community Drug Presentations





Crime Reduction – Habitual Offenders Annual Performance Plan 2018/2019

1. Prolific Offenders Compliance Checks
2. Community and School Engagement
3. Promote Rural Crime Watch
4. Hot Spot Checks

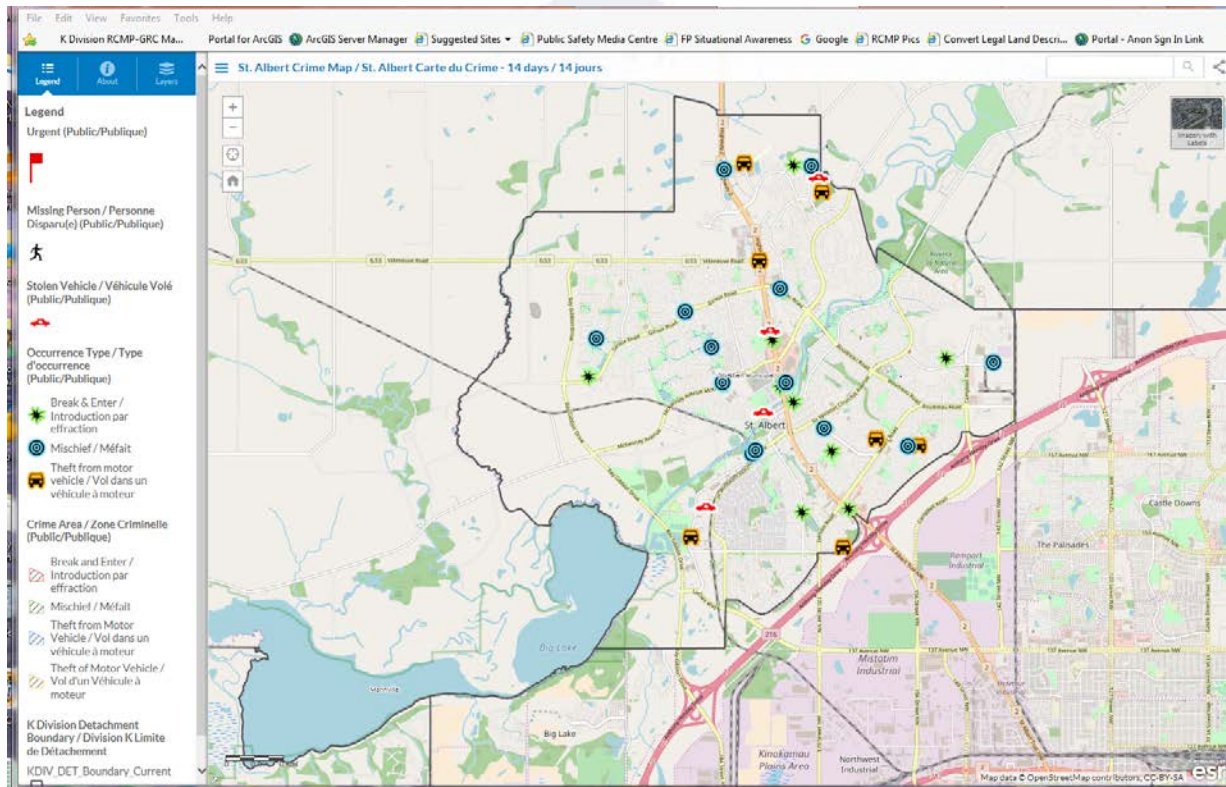


RCMP



ROYAL CANADIAN MOUNTED POLICE

Public Facing Crime Mapping Project



Attachment: RCMP Quarterly Report to Council (RCMP Quarterly Report)



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

Packet Pg. 53

RCMP

ROYAL CANADIAN MOUNTED POLICE

QUESTIONS?



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

Packet Pg. 54

Public Hearing re: Bylaw No. 18/011 – Amendments to Timberlea Area Structure Plan and Land Use Bylaw – C3 – Shopping Centre Commercial District (Stone Creek)

- A. Introduction from Administration
 - Brad McMurdo, Acting Director, Planning and Development, and Keith Smith, Senior Manager, Land Administration
- B. Opening Statement from Applicant
 - Dan Soupal, Sureway Construction
- C. Written Presentations
 - None received
- D. Verbal Presentations
 - None received
- E. Other Verbal Presentations (Time Permitting and with Consent of Council)
- F. Questions of Council
- G. Closing Statement from Applicant
- H. Closing Statement from Administration

Stone Creek Commercial

Land Use Amendment & Road Closure Application



By: Dan Soupal, P.Eng.
Division Manager, Fort McMurray
July 10, 2018

We're Ready.

Sureway
Construction Group Ltd.

Sureway Construction Background

5.1.b

Who we are:

Full service general civil contractor

Founded in 1973 - 45 years in business

Local business division in Fort McMurray since 2004

Major local investments and community support

Sureway Construction Group has 4 other business units:



Sureway Construction Background

5.1.b



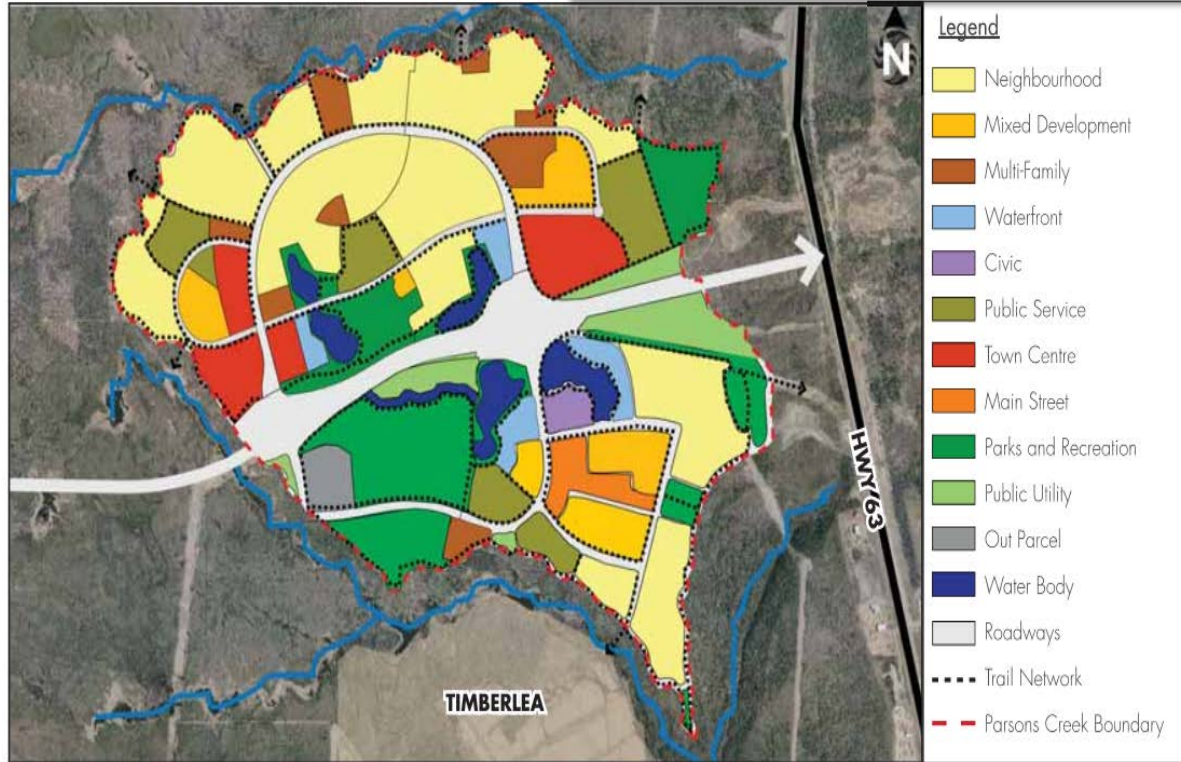
Parsons Trunk Sewer
(RMWB)

Urban Rehabilitation
(RMWB)



Sureway Construction Background

5.1.b



Alberta
Infrastructure –
Parsons North

Parsons Creek
Interchange (AT)



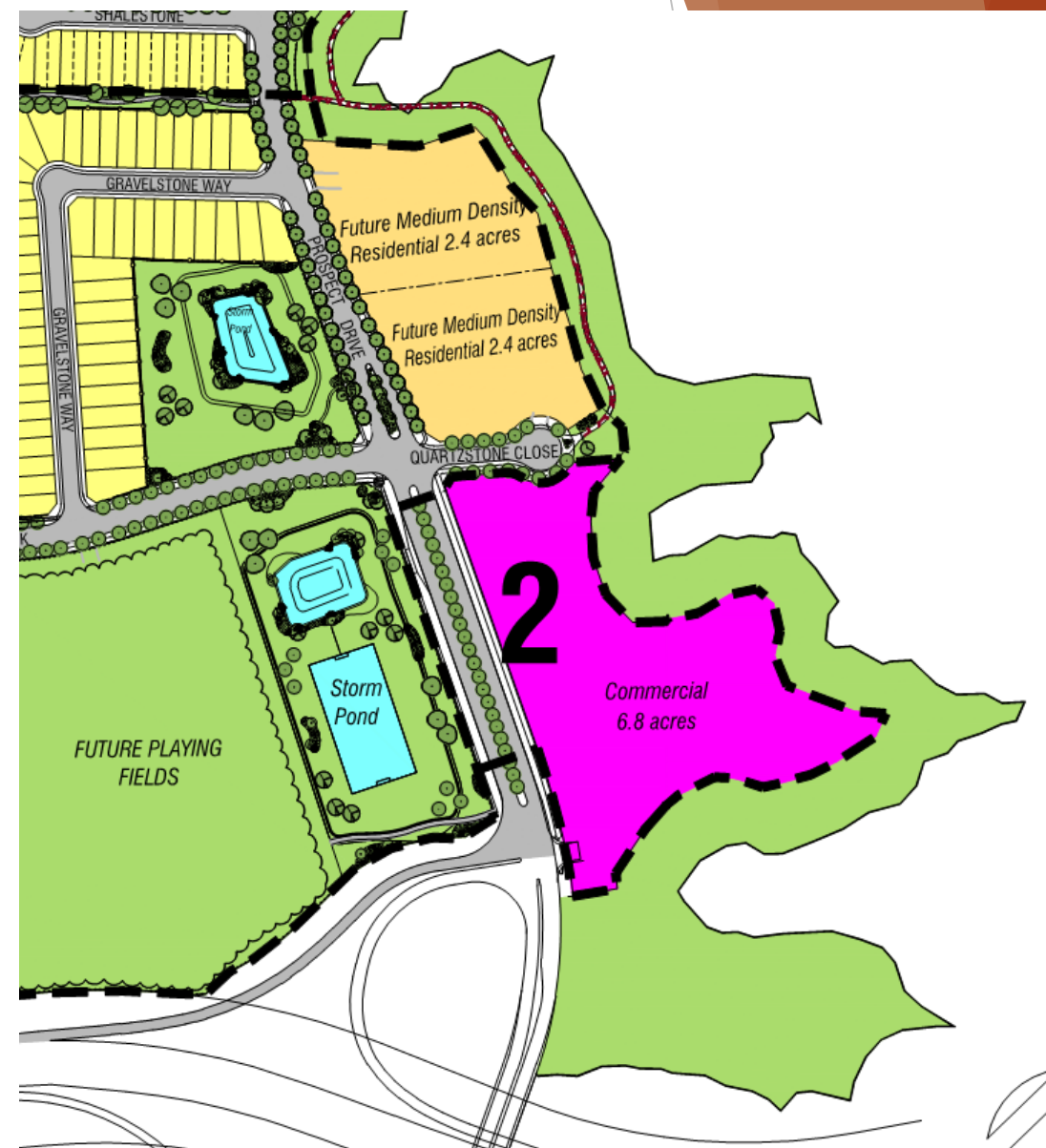
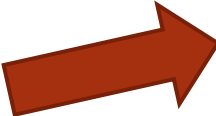




STONEYCREEK VILLAGE



5.1.b

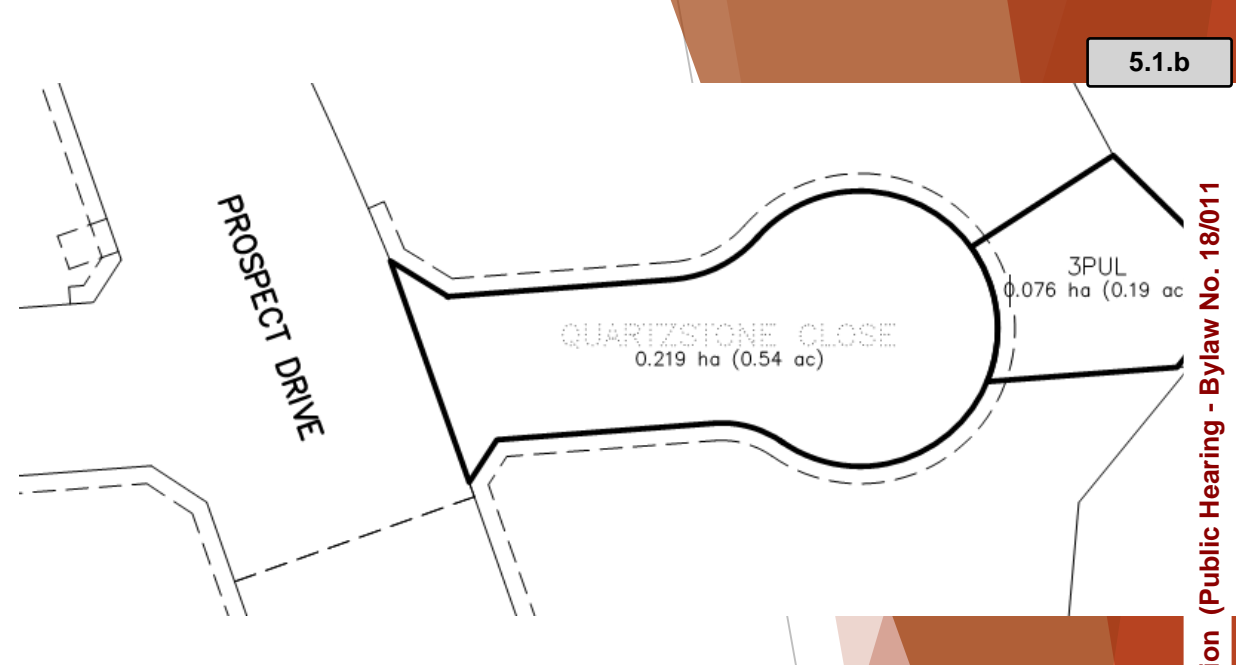


Engineering work done to date:

- ✓ Geotechnical Investigation (2012)
 - Refined development setback
- ✓ Transportation Impact Assessment
 - Report completed and local network can accommodate the full site development with road improvements
- ✓ Preliminary Site Servicing investigations
 - Service Connections readily accessible
- ✓ Conceptual Site Layout
 - Site concepts on final slide

✓ Quartzstone Close and PUL

- Bylaw No. 18/012 - Road Closure And Authorization To Sell Land
- Sureway Was The Original Owner
- Sureway Dedicated These Two Parcels To The RMWB At Not Cost
- Sureway's Desire Is To Create A More Efficient Access
- Area Will Add To RMWB Tax Base
- Parcels Are Currently A Liability To The RMWB
- Requesting Council To Approve The Alternative Transfer At A Nominal Sum



Conceptual Site Rendering

5.1.b



Attachment: Bylaw No 18 011 Sureway Presentation (Public Hearing - Bylaw No. 18/011

Conceptual Site Rendering

5.1.b



Attachment: Bylaw No 18 011 Sureway Presentation (Public Hearing - Bylaw No. 18/011



COUNCIL REPORT

Meeting Date: July 10, 2018

Subject: Bylaw No. 18/011- Amendments to the Timberlea Area Structure Plan and Land Use Bylaw - C3- Shopping Center Commercial District (Stone Creek)

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 18/011, being an amendment to Timberlea Area Structure Plan Bylaw No. 01/020 and Land Use Bylaw No. 99/059, be read a second time.
2. THAT Bylaw No. 18/011 be read a third and final time.

Summary:

The Planning and Development Department received an application to amend the Timberlea Area Structure Plan (ASP) and the Land Use Bylaw (LUB) specific to the properties listed in Table 1. A map showing the location of these properties is available in Attachment 3.

Table 1: Existing and Proposed Land Use Zoning:

COUNCIL REPORT – Bylaw No. 18/011- Amendments to the Timberlea Area Structure Plan and Land Use Bylaw - C3- Shopping Center Commercial District (Stone Creek)

No.	Legal Address	Existing Land Use Bylaw (LUB) District	Proposed Land Use Bylaw (LUB) District	ASP Existing Land Use Classification	ASP Proposed Land Use Classification
1	Lot 2A Block 7, Plan 1220354	R3 Medium Density Residential District	C3 Shopping Centre Commercial District	Stacked Townhousing	Commercial
2	Lot 2B Block 7 Plan 1220354	R3 Medium Density Residential District		Stacked Townhousing	
3	Lot 5, Block 7, Plan 122 4241	C3A Timberlea Shopping Centre Commercial District		Community Commercial	
4	Part of Lot 1A, Block 7, Plan 012 3208	UE Urban Expansion District		Low Density Residential	
5.	Lot 3 PUL, Plan 082 8922	PR Parks and Recreation District		Park and School Sites	

The intention of the amendments is to facilitate development of approximately 18 acres of land located in the south-east corner of Stone Creek for commercial uses including offices, retail, hotels, service stations, and restaurants.

The authority to amend the Area Structure Plan and the Land Use Bylaw is vested with Council under the *Municipal Government Act*.

Background:

The Planning and Development Department received an application to amend the Timberlea Area Structure Plan (Attachment 2) and the Land Use Bylaw for the properties mentioned in Table 1. The application is intended to facilitate the development of a commercial centre in Stone Creek. Under the Area Structure Plan these properties are identified for the development of Medium Density Residential, Commercial and Parks and Recreation.

The application proposes to amend the use of the site to “Commercial” under the Area

Structure Plan policies and to “C3 Shopping Centre Commercial District” under the Land Use Bylaw. The purpose of ‘C3 - Shopping Centre Commercial District’, as defined in the Land Use Bylaw, is to provide for the comprehensive development of commercial retail, service and community facilities in a shopping center form, or as a planned complex of free-standing structures on a single site. ‘Lot 3 PUL’, as shown on Attachment 3, is the only lot zoned Parks and Recreation and is currently owned by the Regional Municipality of Wood Buffalo.

The application was circulated to internal and external stakeholders and no concerns were received. A written notice was mailed to ten adjacent property owners and only three have responded. All three neighboring property owners have opposed the development with concerns of increased traffic, noise and decrease in property value due to commercialization of the area.

Lot 5, Block 7, Plan 122 4241 represents more than 30 % of the site, or about 6.6 acres, and is already zoned to allow for commercial activity. Given this, it is not anticipated that the proposed commercial development will create unexpected changes in the area. To address concerns related to increased traffic, the applicant, through a Traffic Impact Assessment (TIA) study, has demonstrated that there will not be any negative effects relating to traffic. The TIA, depending on the development proposal, explains the necessary upgrades required for road design, which may include signaling intersections, adding additional lanes and/or introducing roundabouts on Prospect Drive. Additionally, according to the Assessment and Taxation Department, zoning of an adjacent property is not a factor used to assess the value of a property.

The open house for the Land Use Amendment was advertised in the local newspaper and was conducted on June 15, 2017 at Sureway’s office in Stone Creek. The applicant informed us that no objections were received during the open house.

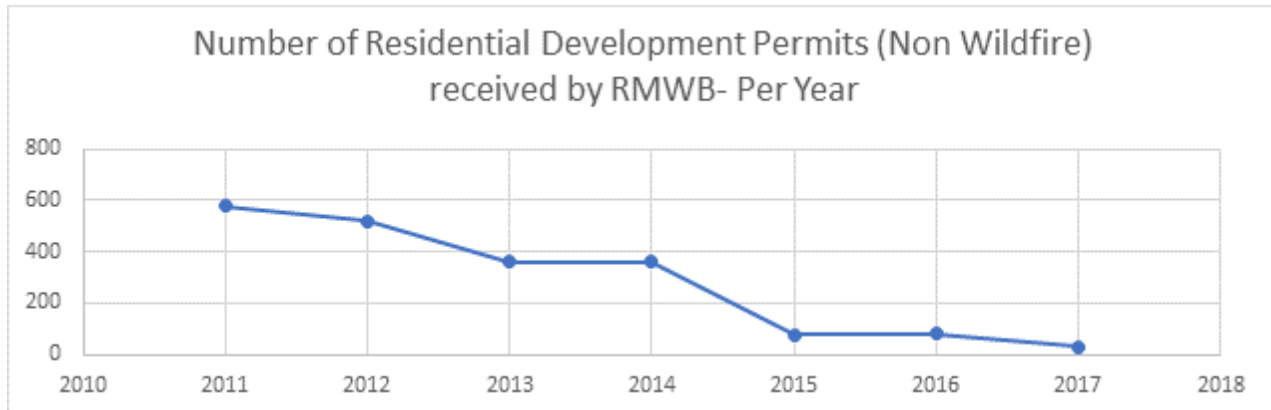
Rationale for Recommendations:

The 2010 Commercial and Industrial Land Use Study (CILUS) identifies the need for more commercial land in the Urban Service Area. As of mid-2008, there was almost 265,500 square metres of commercial space in the municipality, servicing an estimated regional market population of 108,600, which on a per capita basis, is equal to 2.44 square metres of commercial space for every municipal resident, which is well below typical allocations in communities of a similar scale. The CILUS suggests that, in order for the municipality to reach its 2031 target of 4.18 square metres of commercial space per municipal resident, additional commercial space totaling approximately 393 to 702 acres will have to be constructed to meet the demand generated from the existing and anticipated population growth.

The Economic Development branch has identified big box retailers as a gap in the commercial sector in the region. If approved, the proposed amendment could accommodate needed retail uses.

COUNCIL REPORT – Bylaw No. 18/011- Amendments to the Timberlea Area Structure Plan and Land Use Bylaw - C3- Shopping Center Commercial District (Stone Creek)

An analysis of residential permits received since 2011 shows a steep decline in residential development in the Urban Service Area. Rebuild permits resulting from the 2016 Horse River Wildfire are not included in the graph below as they do not reflect typical residential market demand.



The chart above shows a decline in residential permit counts from 2011 to 2017. The large inventory of residential lots in Parsons Creek and Saline Creek demonstrates that there is not an urgent demand for residential land within the Urban Service Area. Therefore, this proposed rezoning of Medium Density Residential lots is not expected to negatively impact the residential market. Furthermore, the development of commercial areas creates needed employment opportunities, and boosts local economic development.

Considering the factors mentioned above and understanding that there is under-utilized residential land available in Urban Service Area, Administration supports amendments to the Timberlea Area Structure Plan and the Land Use Bylaw to allow for commercial development in Stone Creek.

Strategic Priorities:

Responsible Government
Regional Economic Development

Attachments:

- 1. Bylaw 18/011 Stone Creek ASP and LUB Amendment**
- 2. Proposed Amendment to Timberlea Area Structure Plan**
- 3. Subject Area Map**

BYLAW NO. 18/011**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND THE TIMBERLEA AREA STRUCTURE PLAN BYLAW NO. 01/020 AND LAND USE BYLAW NO. 99/059**

WHEREAS Section 633 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting an area structure plan;

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 amend or repeal a bylaw;

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

1. Bylaw No. 01/020 is amended by redesignating Lot 2A Block 7 Plan 1220354 and Lot 2B Block 7 Plan 1220354 from Stacked Townhousing to Commercial; Lot 5, Block 7, Plan 122 4241 from Community Commercial to Commercial; Part of Lot 1A, Block 7, Plan 012 3208 from Low Density Residential to Commercial and Lot 3 PUL, Plan 082 8922 from Parks and School Sites to Commercial.
2. Land Use Bylaw No. 99/059 is amended by redesignating Lot 2A Block 7 Plan 1220354 and Lot 2B Block 7 Plan 1220354 from R3 Medium Density Residential District to C3 Shopping Centre Commercial District; Lot 5, Block 7, Plan 122 4241 from C3A Timberlea Shopping Centre Commercial District to C3 Shopping Centre Commercial District; Part of Lot 1A, Block 7, Plan 012 3208 from UE Urban Expansion District to C3 Shopping Centre Commercial District and Lot 3 PUL, Plan 082 8922 from PR Parks and Recreation District to C3 Shopping Centre Commercial District.
3. This bylaw shall become effective when passed.

READ a first time this 12th day of June, A.D. 2018.

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

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

SIGNED and PASSED this _____ day of _____, A.D. 2018.

Mayor

Chief Legislative Officer

Timberlea Area Structure Plan

Amendment



Prepared for:
Regional Municipality of Wood
Buffalo

Prepared by:
Stantec Consulting Ltd.

Report Date

TIMBERLEA AREA STRUCTURE PLAN

Section 1 Introduction

September 2017

Table of Contents

SECTION 1. INTRODUCTION.....	1
1.1 PURPOSE.....	1
1.1.1 Structure of Amendment.....	1
1.2 STATEMENT OF INTENT	1
1.2.1 Community Need	2
1.3 AMENDMENT PROPONENT.....	2
SECTION 2. AMENDMENT AREA CONTEXT.....	3
2.1 LOCATION.....	3
2.2 DESCRIPTION.....	3
2.3 SURROUNDING LAND USES	3
2.4 LAND OWNERSHIP	3
SECTION 3. EXISTING PLANNING	6
3.1 MUNICIPAL DEVELOPMENT PLAN.....	6
3.2 TIMBERLEA AREA STRUCTURE PLAN	6
3.2.1 Existing Land Use Designation.....	6
3.3 LAND USE BYLAW	8
SECTION 4. PROPOSED AMENDMENT	9
4.1 OBJECTIVE.....	9
4.2 LAND USE CONCEPT AMENDMENT.....	9
4.3 SUPPORTING TIMBERLEA ASP AMENDMENTS	10
4.3.1 Quartzstone Close Closure.....	10
SECTION 5. LAND USE CALCULATIONS	12
5.1 POPULATION DENSITY	12
SECTION 6. REFERENCES	14

TIMBERLEA AREA STRUCTURE PLAN

Section 1 Introduction

September 2017

Tables

Table 1	Amendment Area – Approved Timberlea ASP Land Use Descriptions
Table 2	Amendment Area – Approved LUB Land Use Districts
Table 3	Amendment Area – Proposed Timberlea ASP Amendment Land Use Descriptions
Table 4	Amendment Area – Approved Timberlea ASP Land Use Statistics
Table 5	Amendment Area – Proposed Timberlea ASP Amendment Land Use Statistics

Figures

Figure 1	Location Plan
Figure 2	Legal Boundary
Figure 3	Amendment Area - Approved Timberlea ASP Concept
Figure 4	Amendment Area - Proposed Land Use Concept

TIMBERLEA AREA STRUCTURE PLAN

Section 1 Introduction

September 2017

SECTION 1. INTRODUCTION

1.1 PURPOSE

Sureway Construction Group Ltd. ("Sureway") is applying to amend the *Timberlea Area Structure Plan* (ASP) to describe proposed changes to the southeast corner of the Stonecreek neighbourhood, located in northeast Timberlea.

This Amendment will include changes which in turn will require an amendment of the Stonecreek Outline Plan to maintain consistency between the two documents.

1.1.1 Structure of Amendment

This amendment is structured to identify where information in the existing Timberlea ASP is inconsistent with the proposed development concept, and provide any details or figures necessary to amend the Timberlea ASP in a way that will enable the development of the Amendment Area.

In accordance with the guidance provided by Regional Municipality of Wood Buffalo (RMWB) administration, this Amendment has been structured as follows:

- Section 1 Introduction
 - Purpose, Statement of Intent, Amendment Proponent
- Section 2 Amendment Area Context
 - Location, Description, Surrounding Land Uses, Land Ownership
- Section 3 Existing Planning
 - Municipal Development Plan, Timberlea Area Structure Plan, Land Use Bylaw,
- Section 4 Proposed Amendment
 - Objective, Land Use Concept Amendment, Supporting Timberlea ASP Amendments
- Section 5 Land Use Calculations

1.2 STATEMENT OF INTENT

The purpose of this amendment is to facilitate the extended development of commercial uses within the Stonecreek neighbourhood including offices, hotels, service stations, and restaurants.

TIMBERLEA AREA STRUCTURE PLAN

Section 1 Introduction

September 2017

1.2.1 Community Need

The 2010 *Commercial and Industrial Land Use Study* (CILUS) describes a need for more area designated for commercial usage in the Urban Service Area of Fort McMurray (CILUS 2010). According to the CILUS, as of mid-2008, "there was almost 265,500m² of commercial space in the municipality, servicing an estimated regional market population of 108,600," which on a per capita basis, is equal to 2.44 m² of commercial space for every municipal resident. This per capita value is well below typical allocations in communities of a similar scale; the level is also considerably lower than the per capita levels achieved in other cities of similar scale (CILUS 2010).

The CILUS suggests that, in order for the municipality to reach its 2031 target of 4.18 square meters of commercial space per municipal resident, additional commercial space totaling approximately 393 to 702 acres will have to be constructed to meet the demand generated from the existing and anticipated population growth. The proposed Timberlea ASP Amendment would contribute a total of 18.82 acres of developable commercial land towards this anticipated requirement.

1.3 AMENDMENT PROPONENT

This Area Structure Plan Amendment has been prepared by Stantec Consulting Ltd. on behalf of Sureway Construction Group Ltd., the developer of Stonecreek.

TIMBERLEA AREA STRUCTURE PLAN

Section 2 Amendment Area Context September 2017

SECTION 2. AMENDMENT AREA CONTEXT

2.1 LOCATION

The Timberlea Area Structure Plan Area is located within the northwest sector of the RMWB's Urban Service Area known as Fort McMurray.

As shown on **Figure 1 Location Plan** and described in **Section 2.1 Location**, the Amendment Area represents the southeast portion of the Stonecreek neighbourhood, located northeast of the Confederation Drive / Prospect Drive intersection.

2.2 DESCRIPTION

The Amendment Area, is comprised of several parcels of land located within the Timberlea Area of Fort McMurray. **Figure 2 Legal Boundary** illustrates the boundaries of the Amendment Area which are further described below:

- Lot 2A and Lot 2B, Block 7, Plan 122 0354
- Quartzstone Close roadway
 - Separates Lot 2A and Lot 2B from Lot 5, Block 7, Plan 122 4241
- Lot 5, Block 7, Plan 122 4241
- The remaining portion of the Amendment Area currently exists as Lot 1A, Plan 012 3208

The Amendment Area encompasses a total of 18.82 acres of land.

2.3 SURROUNDING LAND USES

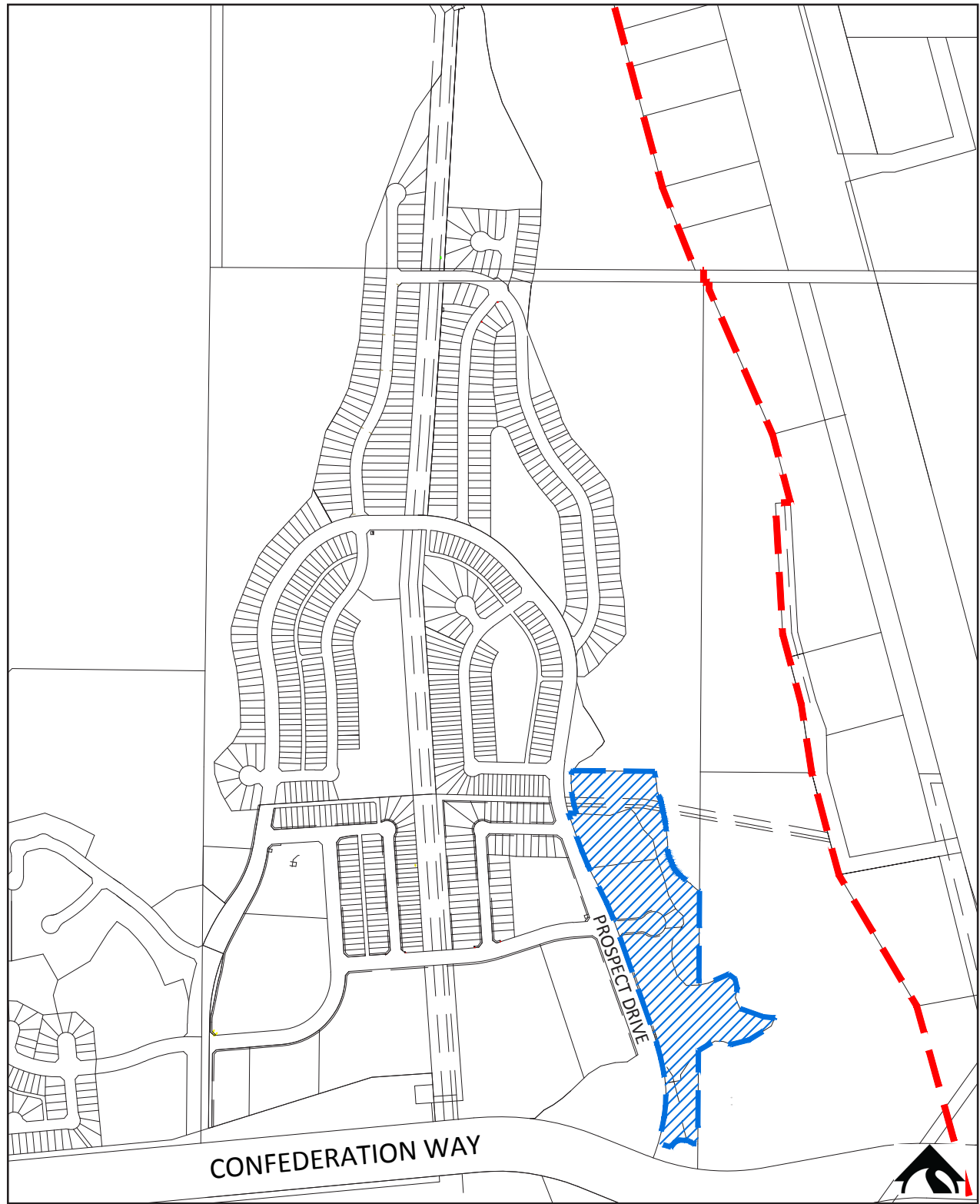
The land in the immediate vicinity of the Amendment Area, west across of Prospect Drive, are utilized primarily as Public Utility Lots, containing stormwater management facilities. Single family residential uses are located northwest of the Amendment Area along Gravelstone Way and Shalestone Way. Lands east of the Amendment Area are undeveloped with industrial uses located down the hill along Memorial Drive.

2.4 LAND OWNERSHIP

Lot 2A and Lot 2B, Block 7, Plan 122 0354 and Lot 1A, Plan 012 3208 are currently owned by Surebrook Developments Ltd., of which Sureway Construction Group Ltd. is the majority owner.

Lot 5, Block 7, Plan 122 4241 is owned by Sureway Construction Group Ltd.

Lot 3 PUL, Block 7, Plan 082 8922 and Quartzstone Close are currently owned by the RMWB.



Legend

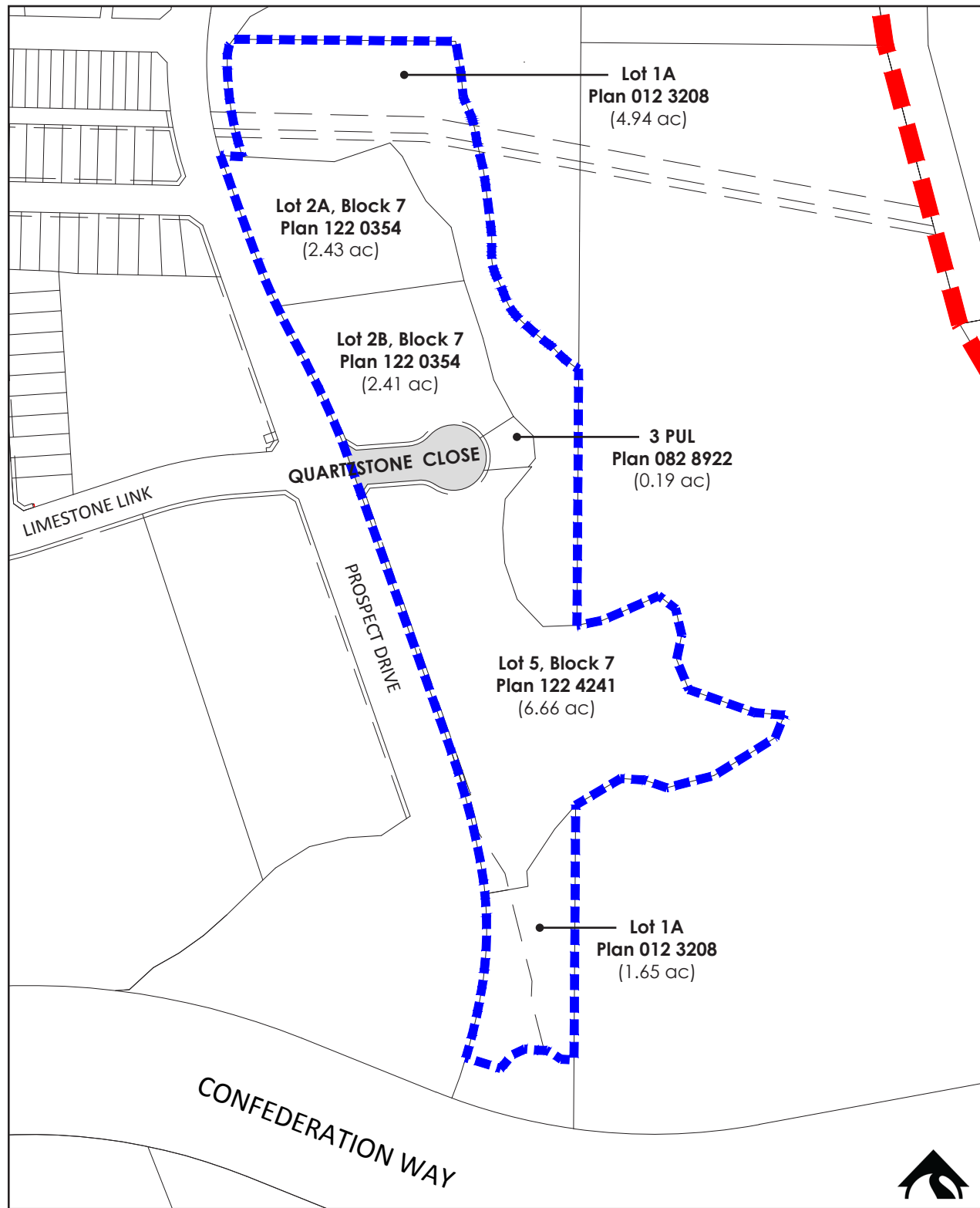
■■■■ Amendment Area

----- Timberlea ASP Boundary

Figure 1 Location Plan

Timberlea ASP Amendment
September 2017





Legend

Roadway
 Amendment Area
 Timberlea ASP Boundary

Figure 2 Legal Boundary

Timberlea ASP Amendment
September 2017

TIMBERLEA AREA STRUCTURE PLAN

Section 3 Existing Planning

September 2017

SECTION 3. EXISTING PLANNING

This Amendment has been prepared in the context of applicable development policies and objectives governing this area.

3.1 MUNICIPAL DEVELOPMENT PLAN

The *Regional Municipality of Wood Buffalo Municipal Development Plan Bylaw No 11/027* (MDP) was approved in October 2011. The MDP includes a Generalized Land Development Concept of Fort McMurray which identifies Timberlea as an established neighbourhood.

There are no proposed Amendments that deviate from the MDP.

3.2 TIMBERLEA AREA STRUCTURE PLAN

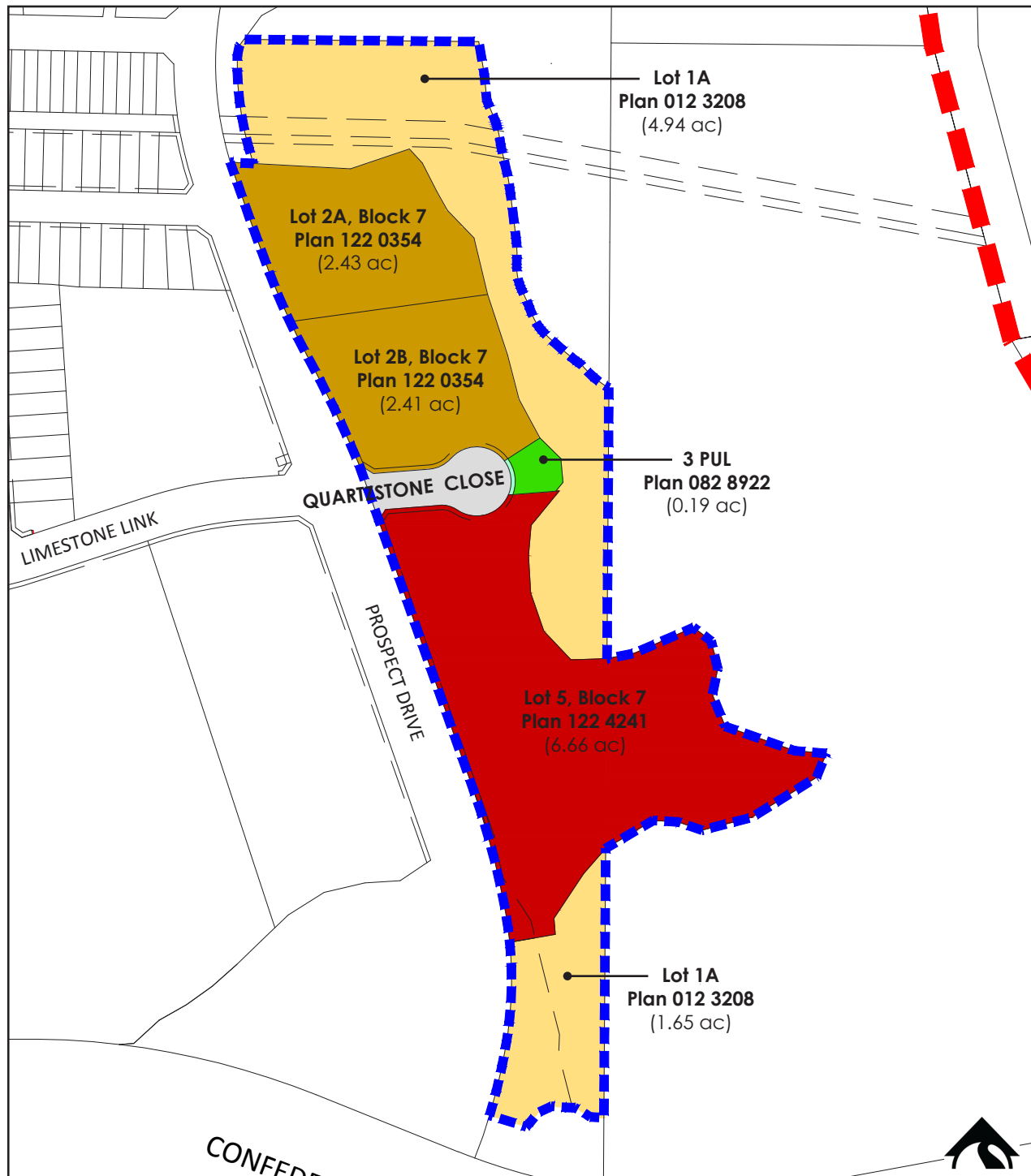
The *Timberlea Area Structure Plan* (ASP) Bylaw No. 01/020 was approved in March 2001 and has been amended several times since. The most recent amendment to the ASP was Bylaw No. 11/024, approved August 23rd, 2011.

3.2.1 Existing Land Use Designation

As shown on **Figure 3 Approved Timberlea ASP Concept Within Proposed Amendment Area** and identified in **Table 1 Amendment Area – Approved Timberlea ASP Land Use Descriptions**, the approved land use designations for the Amendment Area includes elements from the original Timberlea ASP Bylaw No. 01/020 and various amendments thereafter.

Table 1 Amendment Area - Approved Timberlea ASP Land Use Descriptions

Land	Land Use Description in Approved Timberlea ASP	Area (ac)
Lot 2A, Block 7, Plan 122 0354	Stacked Townhousing (Bylaw No. 11/024)	2.43
Lot 2B, Block 7, Plan 122 0354	Stacked Townhousing (Bylaw No. 11/024)	2.41
Lot 3, PUL, Block 7, Plan 082 8922	Parks and School Sites (Bylaw No. 07/023)	0.19
Lot 5, Block 7, Plan 122 4241	Community Commercial (Bylaw No. 11/024)	6.66
Quartzstone Close	Roadway	0.54
Lot 1A, Plan 012 3208	Low Density Residential (Bylaw No. 01/020)	6.59
Total Amendment Area		18.82



Legend

Low Density Residential (Bylaw No. 01/020)	Parks and School Sites (Bylaw No. 07/023)	Proposed Amendment Area
Stacked Townhousing (Bylaw No. 11/024)	Community Commercial (Bylaw No. 11/024)	Timberlea ASP Boundary
Roadway		

Figure 3 Amendment Area - Approved Timberlea ASP Concept

Timberlea ASP Amendment
September 2017

TIMBERLEA AREA STRUCTURE PLAN

Section 3 Existing Planning

September 2017

3.3 LAND USE BYLAW

The RMWB Land Use Bylaw further defines the Timberlea concept plan and designates specific land use districts for each land parcel. In accordance with the approved Timberlea ASP, the following land use districts zone the Amendment Area.

Table 2 Amendment Area - Approved LUB Land Use Districts

Land	District in Land Use Bylaw	Area (ac)
Lot 2A, Block 7, Plan 122 0354	R3 Medium Density Residential District	2.43
Lot 2B, Block 7, Plan 122 0354	R3 Medium Density Residential District	2.41
Lot 3, PUL, Block 7, Plan 082 8922	PR Parks and Recreation District	0.19
Lot 5, Block 7, Plan 122 4241	C3A Timberlea Shopping Centre Commercial District	6.66
Quartzstone Close	Roadway	0.54
Lot 1A, Plan 012 3208	UE Urban Expansion	6.59
Total Amendment Area		18.82

It is the intent of this ASP Amendment to inform a future Land Use Bylaw Amendment Application that will facilitate the extended development of commercial uses including offices, hotels, service stations, and restaurants within the Amendment Area.

TIMBERLEA AREA STRUCTURE PLAN

Section 4 Proposed Amendment

September 2017

SECTION 4. PROPOSED AMENDMENT

The following describes in detail the proposed Timberlea ASP Amendment.

4.1 OBJECTIVE

The main objective of this Amendment is to provide a framework for the ultimate development of the Amendment Area as an attractive commercial destination.

The development of the Amendment Area will aid to satisfy the Municipality's need for more commercial development and to move closer towards the target of 4.18m² of commercial land per capita by 2031 (CILUS 2010).

4.2 LAND USE CONCEPT AMENDMENT

As shown in **Figure 4 Amendment Area Proposed Land Use Concept** and identified in **Table 3 Amendment Area – Proposed Timberlea ASP Amendment Land Use Descriptions**, the Land Use Concept described in this Amendment proposes the entire Amendment Area for commercial use.

Table 3 Amendment Area - Proposed Timberlea ASP Amendment Land Use Descriptions

Land	Proposed Land Use Description in ASP Amendment	Area (ac)
Lot 2A, Block 7, Plan 122 0354	Commercial Use	2.43
Lot 2B, Block 7, Plan 122 0354	Commercial Use	2.41
Lot 3, PUL, Block 7, Plan 082 8922	Commercial Use	0.19
Lot 5, Block 7, Plan 122 4241	Commercial Use	6.66
Quartzstone Close	Commercial Use	0.54
Lot 1A, Plan 012 3208	Commercial Use	6.59
Total Amendment Area		18.82

TIMBERLEA AREA STRUCTURE PLAN

Section 4 Proposed Amendment

September 2017

4.3 SUPPORTING TIMBERLEA ASP AMENDMENTS

To facilitate the proposed land use concept amendment, which includes solely commercial use, the following is a summary of changes which will be required:

- Expansion of commercial use
Lot 5, Block 7, Plan 122 4241 is identified in the approved Timberlea ASP for community commercial uses. This Amendment identifies this area for 'commercial' use rather than 'community commercial' and expands this use throughout the entire Amendment Area.
- Removal of residential uses
Lot 2A Block 7 Plan 122 0354, Lot 2A Block 7 Plan 122 0354, and Lot 1A Block 7 Plan 012 3208 are all identified in the approved Timberlea ASP for residential uses. As shown on **Figure 4 Amendment Area Proposed Land Use Concept**, this Amendment identifies these areas for commercial use.
- Removal of Public Utility Lot
Lot 3 PUL, a small Public Utility Lot, is located at the east end of Quartzstone Close. As shown on **Figure 4 Amendment Area Proposed Land Use Concept**, this Amendment identifies these areas for commercial use.
- Closure of roadway
Quartzstone Close is identified in the approved Timberlea ASP as a small cul-de-sac, an eastward extension of Limestone Link. This Amendment removes Quartzstone Close and identifies the area for commercial use.

4.3.1 Quartzstone Close Closure

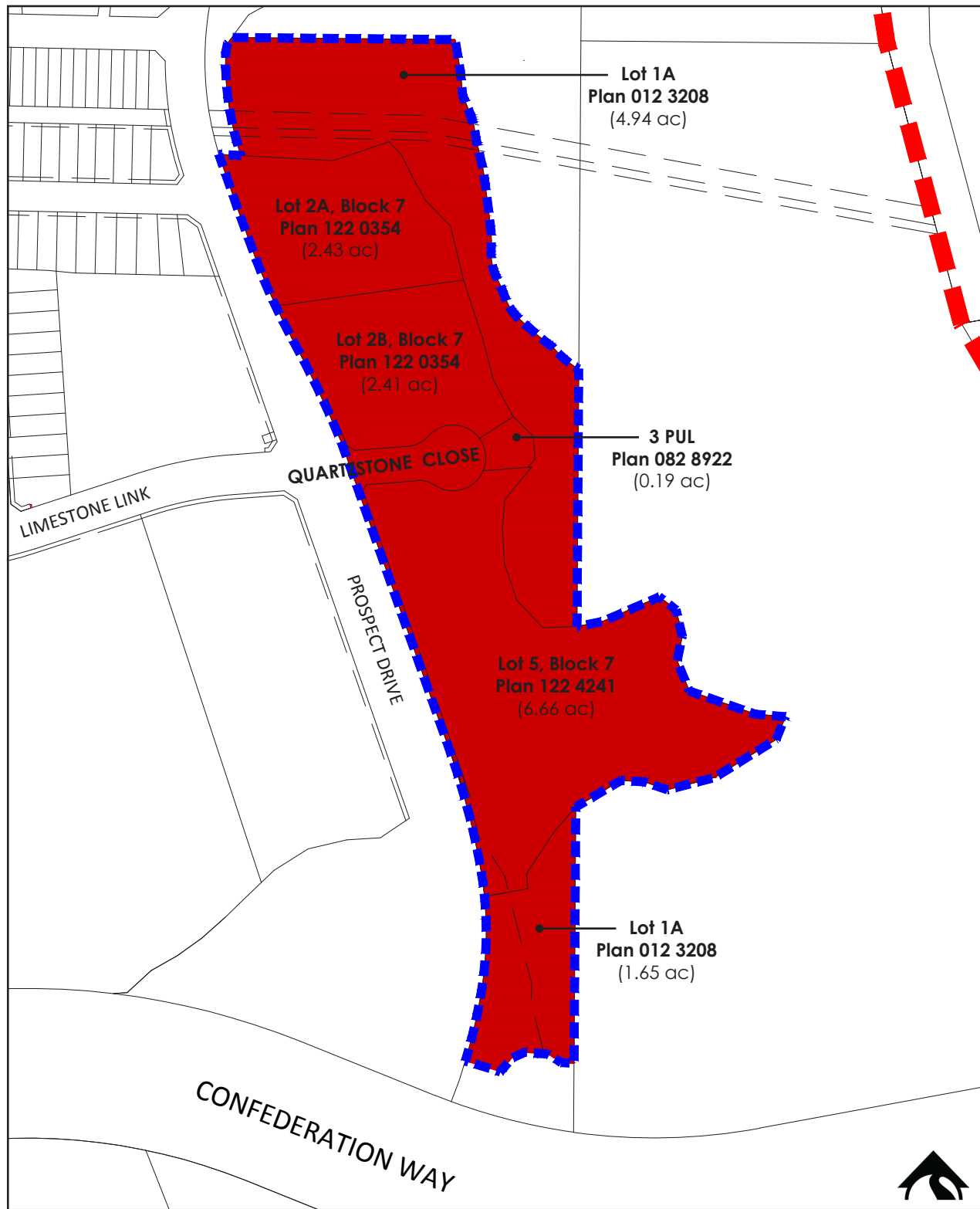
As described in **Section 2.4 Land Ownership**, Quartzstone Close is a legal roadway. As the entire Amendment Area is proposed as a comprehensively designed commercial site, Quartzstone Close is no longer considered necessary as a public roadway.

To facilitate the absorption of Quartzstone Close into the Stonecreek neighbourhood, a formal road closure will be required. This process is described in the Municipal Government Act.

Closure of unnecessary road

24 Despite section 22, the council of a municipal district may by resolution, with the approval of the Minister of Transportation, close the whole or any part of a road described in a surveyed road plan that the council determines is no longer required for use by the travelling public owing to the existence of an alternate route.

Following roadway closure, the land may be sold or transferred to the Developer for incorporation into the commercial site. It is understood that all future roadways proposed within the Amendment Area will be privately owned and maintained by the commercial land owner.



Legend

Commercial Use
 Amendment Area
 Timberlea ASP Boundary

Figure 4 Amendment Area - Proposed Land Use Concept

Timberlea ASP Amendment
September 2017

TIMBERLEA AREA STRUCTURE PLAN

Section 5 Land Use Calculations

September 2017

SECTION 5. LAND USE CALCULATIONS

A comparison of the approved and proposed concepts' land use calculations are shown in **Table 4 Amendment Area – Approved Timberlea ASP Land Use Statistics** and **Table 5 Amendment Area – Proposed Timberlea ASP Amendment Land Use Statistics** respectively.

5.1 POPULATION DENSITY

As described in Exhibit 5 Preliminary Land Use Statistics: Stonecreek of the current *Stonecreek Outline Plan (January 2007)*, the proposed residential density for multi-family areas is 104.6 du/ha with a household size of 3 persons/unit. As shown in **Table 4 Amendment Area – Approved Timberlea ASP Land Use Statistics**, this information can be used to estimate the population density for the Amendment Area at 55.6 person/ha.

As shown in **Table 5 Amendment Area – Proposed Timberlea ASP Amendment Land Use Statistics**, the proposed land use concept includes solely commercial development, as such, the proposed population density is 0.0 person/ha.

Table 4 Amendment Area - Approved Timberlea ASP Land Use Statistics

Land	Land Use Description in Approved Timberlea ASP	Area (ac)	Units	Population
Lot 2A, Block 7, Plan 122 0354	Stacked Townhousing (Bylaw No. 11/024)	2.43	102	306
Lot 2B, Block 7, Plan 122 0354	Stacked Townhousing (Bylaw No. 11/024)	2.41	102	306
Lot 3, PUL, Block 7, Plan 082 8922	Parks and School Sites (Bylaw No. 07/023)	0.19	-	-
Lot 5, Block 7, Plan 122 4241	Community Commercial (Bylaw No. 11/024)	6.66	-	-
Quartzstone Close	Roadway	0.54	-	-
Lot 1A, Plan 012 3208	Low Density Residential (Bylaw No. 01/020)	6.59	-	-
Total Amendment Area		18.82	204	612
Residential Density: 18.5 du/ha Population Density: 55.6 persons/ha				

TIMBERLEA AREA STRUCTURE PLAN

Section 5 Land Use Calculations

September 2017

Table 5 Amendment Area – Proposed Timberlea ASP Amendment Land Use Statistics

Proposed Land Use Description in ASP Amendment	Area (ac)	Units	Population
Commercial Use	18.82	-	-
Total Amendment Area	18.82	0	0
Residential Density: 0.0 du/ha Population Density: 0.0 persons/ha			

TIMBERLEA AREA STRUCTURE PLAN

Section 6 References

September 2017

SECTION 6. REFERENCES

Regional Municipality of Wood Buffalo. Land Use Bylaw 99/059. Consolidated as of June 9, 2010.

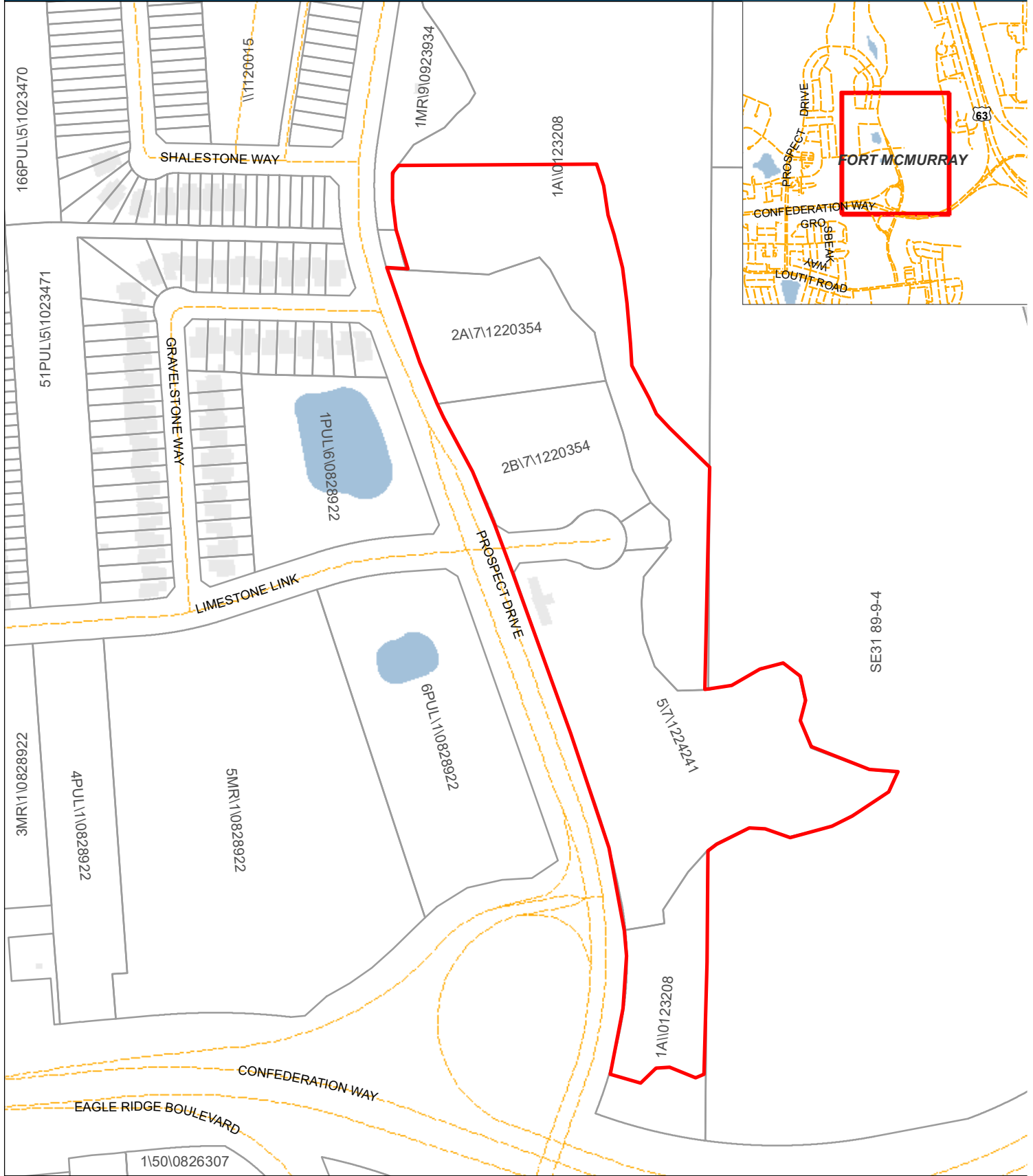
Timberlea Area Structure Plan. Bylaw No. 01/020, as amended to Bylaw No. 11/024.

Stonecreek Outline Plan. January 2007.

SUBJECT AREA MAP

Lot 2A Block 7, Plan 1220354, Lot 2B Block 7 Plan 1220354

Lot 5, Block 7, Plan 122 4241 , Part of Lot 1A, Block 7, Plan 012 3208 , Lot 3 PUL, Plan 082 8922



Attachment: 3. Subject Area Map (Land Use Bylaw and ASP Amendments - Stone Creek Commercial Site)

- | | | | | | |
|--|----------------|--|-------------------|--|--------------|
| | Subject Area | | Landmarks | | Water Bodies |
| | Survey Parcels | | Building Outlines | | Roadways |



1 cm = 35 meters



Map Produced for the Community Development Planning Branch

Packet Pg. 91

Public Hearing re: Bylaw No. 18/012 – Road Closure (Quartzstone Close)

- A. Introduction from Administration
 - Brad McMurdo, Acting Director, Planning and Development and Keith Smith, Senior Manager, Land Administration
- B. Opening Statement from Applicant
 - Dan Soupal, Sureway Construction
- C. Written Presentations
 - None received
- D. Verbal Presentations
 - None received
- E. Other Verbal Presentations (Time Permitting and with Consent of Council)
- F. Questions of Council
- G. Closing Statement from Applicant
- H. Closing Statement from Administration



COUNCIL REPORT

Meeting Date: July 10, 2018

Subject: Bylaw No. 18/012 - Road Closure and Authorization to Sell Land

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 18/012, being a Road Closure Bylaw, be read a second time.
2. THAT Bylaw No. 18/012 be read a third and final time.

Summary:

The Municipality received an unsolicited offer from the developers of the proposed Stone Creek Commercial Center, (Sureway Construction Group Ltd.), to purchase a road (Quartzstone Close) and a Public Utility Lot (PUL) located adjacent to the properties legally described as Lot 5, Block 7, Plan 1224241 and Lot 2B, Block 7, Plan 1220354 (Attachment 3 - Subject Area Map). However, subject to the transfer of the road, a bylaw approving the road closure must first be passed by Council. The road closure and subsequent disposal is being initiated in anticipation of the proposed Stone Creek Commercial Development. Further, the road closure will facilitate title creation, land transfers, and consolidation of lands for proper planning.

On June 12, 2018, Council passed a resolution that, subject to the passing of Bylaw No. 18/012, being a Road Closure Bylaw for Quartzstone Close in Stone Creek, the lot be sold to the developer in accordance with the terms and conditions outlined in Attachment 2 (Summary Land Sale - Terms and Conditions, dated April 19, 2018) for land consolidation.

Background:

A rezoning application (2016-LU-00004) has been made to the Municipality by the developers of the proposed Stone Creek Commercial Center, Sureway Construction Group Ltd, to change the existing Land Use Bylaw for several developable parcels in

the area to C3 Shopping Centre Commercial District. Currently, there is a road within the proposed “Stone Creek Commercial” site and there is a PUL on the east side of this road. The noted PUL does not currently serve as a necessary access/egress point for any municipal operations as the lands to the east of this PUL are also owned by the same developers. Pedestrians can access the Stone Creek perimeter trail from this location, however, this pedestrian access will still be available to the public should the ownership of the road and PUL be transferred to the developers. To facilitate an efficient site plan layout for the proposed commercial site, the developers wish to close the road and transfer ownership of it, and ultimately the PUL, from the Municipality to the Sureway Construction Group. These two parcels would then be reconfigured into a private access roadway within the commercial development. Based on the detailed Transportation Impact Assessment and other planning studies that have been carried out by the developers, this reconfiguration will be better suited to the development than what currently exists and will allow for a much more efficient traffic flow. The developers will also assume responsibility and ownership of the deep utilities that exist within the road allowance. They will also be reconfigured to suit the proposed development. Long term maintenance will become the responsibility of the developers. Please note that the deep utilities terminate within the road and do not continue east into the PUL.

In accordance with the *Municipal Government Act*, any proposed closure of a road that is under the direction, management and control of a municipality must be closed by a bylaw. The road closure will be advertised and a Public Hearing will be held prior to consideration of second and third readings.

Legal description of the proposed road closures within “Stone Creek Commercial” has been reviewed by the Land Titles Office to ensure accuracy and proper handling.

The proposed closure has been circulated to internal Municipal departments, Government Agencies, Franchise and Utility companies. There were no objections or concerns raised with respect to the road closure.

Budget/Financial Implications:

There is no book value assigned to the road and the PUL; as a result there will be no financial loss to the Municipality.

Alternative:

That Council direct Administration to transfer the road and the PUL to Sureway Construction Group Ltd., the developer of Stone Creek Commercial Centre, at a nominal sum of One Dollar (\$1). There is no book value assigned to the road/PUL, and both of these parcels were originally provided at no cost to the Municipality from the Sureway Construction Group during the overall development of Stone Creek. Therefore,

the transfer of the road and the PUL will not have any negative financial impact to the Municipality, Rather, it will enhance supplementary revenue in terms of additional taxes and levies. In addition, Sureway Construction Group will assume all liability and long-term maintenance from the Municipality as it will become a private roadway.

Rationale for Recommendation:

Administration supports the closure of the road so the lands may be consolidated and treated as one contiguous parcel, facilitating the efficient and effective development of this property by the purchasers. Further, the purchasers suggest that the amalgamation of these two parcels into the proposed commercial development will provide an enhancement to the area, improve economic activities, and in general provide the overall community of Fort McMurray with a desirable amenity.

Strategic Priorities:

Responsible Government

Attachments:

- 1. Bylaw 18/012 - Road Closure Bylaw**
- 2. Summary Land Sale - Terms & Conditions**
- 3. Subject Area Map**

BYLAW NO. 18/012**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO FOR THE PURPOSE OF CLOSING A ROAD**

WHEREAS application has been made to the Council of the Regional Municipality of Wood Buffalo to close a road pursuant to the requirements of Section 22 of the *Municipal Government Act*, RSA 2000, c.M-26, as amended;

WHEREAS the Council of the Regional Municipality of Wood Buffalo deems it expedient to provide for a bylaw for the purpose of closing certain roads, or portions thereof, situated in the said Municipality, and thereafter disposing of same, and

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of the Regional Municipality of Wood Buffalo in the Province of Alberta does hereby close for the purpose of creating title to the following described road allowances, subject to the rights of access granted by other legislation:

Plan 082 8922

All of Quartzstone Close and adjoining corner cuts which lies east of Prospect Drive on said plan Excepting thereout all mines and minerals.

READ a first time this 12th day of June, 2018.

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

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

SIGNED and PASSED this _____ day of _____, 2018.

Mayor

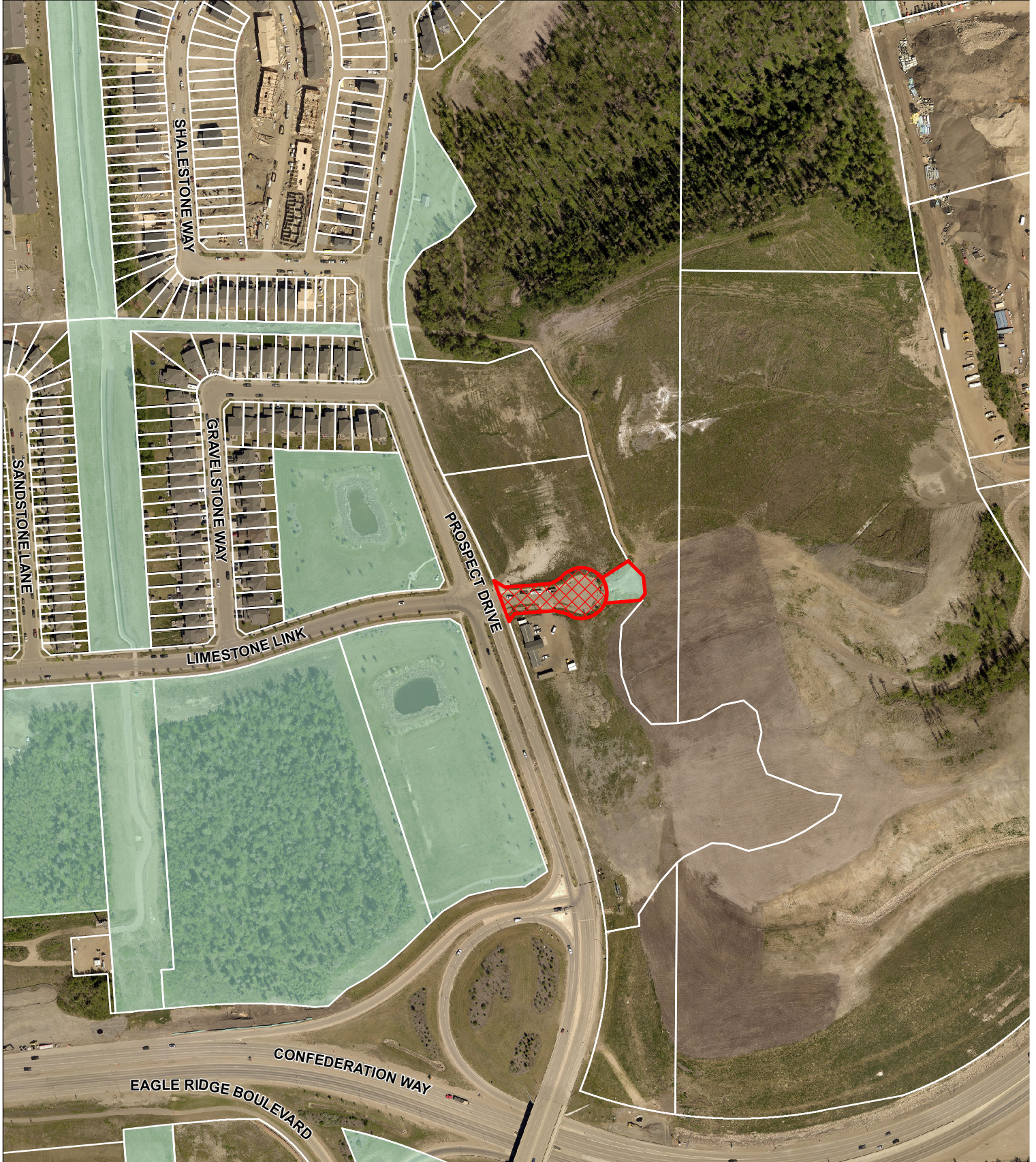
Chief Legislative Officer

Attachment: 1. Bylaw 18/012 - Road Closure Bylaw (Road Closure Quartzstone Close)

Attachment 2
April 19, 2018

Summary
Land Sale – Terms and Conditions

Legal Description:	Plan 0828922 all of quartzstone close and adjoining corner cuts which lies East of prospect drive on said plan excepting thereout all mines and minerals; and Lot 3 PUL, plan 0828922 excepting thereout all mines and minerals
Purchaser:	Sureway Construction Group Ltd.
Sale Price:	\$ 585,000.00 Plus additional seven percent of sale price for administration fee
Environmental Considerations:	The subject lands will be sold on an “as is – where is” basis.
Survey and Consolidation:	The purchaser shall be responsible for preparation of a legal survey plan that will consolidate the closed road allowance and the PUL with the adjacent lots. The sale will be conditional upon consolidation and rezoning of the entire parcel.
Fees and Disbursements:	The purchaser shall be responsible for all legal and registration fees associated with the transactions.



- 3PUL\7\0828922
- Road Closure
- Municipal Land

1:4,000



Map created by the Land Administration Department
The use of this map is for reference only



COUNCIL REPORT

Meeting Date: July 10, 2018

Subject: Firebreak Rehabilitation

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT Administration be directed to proceed with the current scope of the Firebreak Rehabilitation and Trail restoration project, which includes grade, topsoil and seeding the area from back of property line to 30 metres and the area beyond 30 metres will be graded, seeded and trees will be planted (in 2019); and

THAT Administration increase the current scope of the project to include:

- a) where possible, all trails, damaged and undamaged, be relocated outside the 30 metre zone;
- b) post and rail fence be installed at all access point; and
- c) all remaining standing trees within the 30 metre zone be removed, or where possible, relocated; and

THAT Administration be further directed to:

- a) investigate a program that would allow for hedge plantings that meet FireSmart principles immediately adjacent to the fence line and report back to Council with recommendations; and
- b) proceed with an education campaign in 2018 and in 2019 begin the targeted enforcement of encroachments on municipal lands, by area, starting with the firebreak rehabilitation areas; and
- c) review the existing Off Highway Vehicle Bylaws and report back to Council on options for fine increases and increased enforcement options.

Summary:

On June 12, 2018, Council deferred discussion on the firebreak rehabilitation project to the first Council meeting in July, after a meeting with the affected residents was held. On June 21, 2018, a Here for You Session was held so that residents could voice their concerns on the project. While no clear consensus was evident on the scope of the project, privacy has been identified as the main concern. As such, recommendations have been provided that maintain public safety and promote privacy.

Background:

During the June 12, 2018 Council meeting, residents with property adjacent to firebreak areas requested to be further engaged. As a result, on June 21, 2018, Administration met with the affected residents via a Here for You Session. In total, eighty-six residents attended the session and an additional 15 residents submitted comments through the recovery.ca email address. The session was designed in a World Cafe style with a table representing the main topics of concern; trees and privacy, encroachments, drainage, off-highway vehicles, and general; where residents could go to each table and express their concerns about each topic.

The Stakeholder Engagement Summary (Attachment 1) identifies that there is no consensus that will satisfy all residents in relation to the scope of the firebreak project. Administration consistently heard during the Here for You session that residents understood the need for firebreaks; however some residents suggested the 30-metre zone be reduced while others supported maintaining the proposed scope of a 30-metre maintainable, defensible space. It was evident that the main concern from the residents was privacy.

As such, the Recovery Task Force, the Regional FireSmart Committee, Regional Emergency Services, Communications & Stakeholder Relations and Planning & Development have reviewed the scope and propose recommendations that promote public safety, support the principles and recommendations of the 2017 Wildfire Mitigation Strategy while providing privacy for the residents and investigating solutions to decrease off-highway vehicle (OHV) use.

Current Scope:

The current scope of the project is to grade, topsoil and seed the area from back of property line to 30 metres and the area beyond 30 metres will be graded, seeded and trees will be planted (in 2019). Where possible, damaged trails will be moved out as far as possible.

Proposed Increased Scope as a result of Here for You

There are approximately 15 kilometres of trails within the firebreak area, of which 6 kilometres are located within the 30-metre zone and 9 kilometres are in the 30+ plus zone. Based on the proposed recommendation, the intent would be to move as much of the 6 kilometres of trail into the 30+ metre zone, where possible, based on topography. While rebuilding trails that have not been damaged would be an increased

cost to the Municipality given the Disaster Recovery Program (DRP) guidelines do not support the replacement of infrastructure that was not damaged; moving the trails outside of the 30 metre zone allows the trails to be screened once the over 100,000 trees are planted in 2019. Further, the proposed installation of the post and rail fence at all access points will direct trail users to the trail rather than into the 30-metre defensible space. However, there are some areas where due to slope, topography, and wetlands the trail cannot be relocated outside of the 30-metre zone.

The 30-metre defensible maintainable space is fundamental to risk mitigation as it promotes public safety and increases the safety for first responders during a fire event, however Administration understands the concerns expressed by residents about the scope of the project. In addition to recommending the relocation of all the trails, where possible and the installation of post and rail fencing; Administration proposes investigating a program that when requested by residents, hedge planting consistent with FireSmart principles be planted immediately adjacent to the fence line. The thought is that this program could be made available at the request of each resident once the scope of the project is complete. However, Administration requires time to investigate a possible program and the program details, as such Administration will report back to Council with recommendations.

Administration are not proposing to change to the recommended option for encroachments based on the information gathered during the Here for You session. Administration continues to propose that in 2018 an education campaign across the Municipality, including the Urban Service Area and the Rural Service Area, occurs where residents will be notified if they are encroaching on municipal property. Following this campaign, starting in 2019, Planning & Development will choose an area and begin enforcing the removal of encroachments. Based on the identified public safety issue within the firebreak areas, the identified 216 properties with encroachments within the firebreak rehabilitation areas will be the first properties that are enforced in 2019.

Off-highway vehicles have been identified as an issue by firebreak residents, however the OHV issue is not unique to the firebreaks. While the post and rail fence will help to decrease the OHV usage in the firebreaks, a broader approach needs to be developed to address the OHV issue on a larger scale. As such, Administration will review the current bylaws and provide recommendations to Council on possible fine increases and enforcement options. Prior to the fire, Administration was working on a draft Off Highway Vehicle Master Plan that would guide usage of OHVs within the Region; however, this plan is still in draft format and should be revisited and recommendations made to Council.

The Here for You Session also identified some additional drainage concerns which are being investigated by the contractor as well as provided lessons learned on public engagement which can be used for future engagements.

Alternatives:

Firebreak Rehabilitation Alternatives:

While the recommendations attempt to find a compromise that promotes public safety and privacy; Council could choose to maintain the existing scope of the project and not relocate the undamaged trails within the 30-metre zone and not install additional post and rail fence.

Encroachment Alternatives:

An alternative option for encroachments is for a region-wide education campaign. This option would see letters being mailed to any property within the Municipality that contains an encroachment and request compliance. While a deadline to comply would not be included, a copy of the letter would be placed on the property file with the Planning & Development Department and should a resident apply for a development permit in the future their property would need to be brought into compliance at that time.

This option increases liability, fire risk and limits the ability to enforce encroachments in the future. However, it would allow Planning & Development to deal with encroachments on a case-by-case basis at the time a resident chooses to proceed with some type of development on their property.

Budget/Financial Implications:

The Firebreak Rehabilitation project has been approved for Disaster Recovery Program (DRP) funding provided FireSmart principles are followed. As such only approximately \$1 Million of the current \$9 Million capital project funding will be required to execute the current scope of the project as DRP does not cover the cost of warranty, moving trails and other minor items.

The recommendations as proposed would require additional capital funding in excess of the \$1 Million to relocate the trails, install additional post and rail fence and for the possible hedge planting program. It is estimated that these costs will not exceed \$2 Million.

Rationale for Recommendation:

The recommendations as proposed promote public safety, support the principles and recommendations of the 2017 Wildfire Mitigation strategy while providing privacy for the residents and investigating solutions to decrease OHV use.

Strategic Priorities:

Responsible Government

Attachments:

1. Stakeholder Engagement Summary

Firebreak Rehabilitation Presentation



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

STAKEHOLDER ENGAGEMENT SUMMARY – HERE FOR YOU

Prepared by: Jordan Redshaw

SUBJECT: Firebreak Restoration and Trail Rehabilitation/Encroachments Feedback

Location: Shell Place

Date Held: 6-8 p.m. on June 21, 2018

Setup: World Café

Staff: Erin O'Neill, Jordan Redshaw, Jenelle Hart, Erin Fleming, Adam Hardiman, Jerry Neville, Matthew Harrison, Cameron Redshaw, Stephen Fudge, Tatiana Moroz, Serena Quinn, Jody Butz, Brad McMurdo, Chris Booth

Goal:

Act on Council's direction to meet with residents with properties adjacent to firebreak areas and gather feedback on the project.

Communications:

- News Release (picked up by local media)
- McMurray Matters
- Facebook
 - 22,272 people saw the post
 - 60,964 was the number of times the post was viewed
 - 1,004 people engaged with the post
- Twitter
 - 4,583 people saw the post
 - 79 unique people engaged with the post

Key Metrics:

- 831 properties are adjacent to firebreak project areas
- 216 were found to be encroaching on municipal land
- 86 residents attended the June 21 Here For You session
- 15 residents submitted a project-related query to recovery@rmwb.ca
- 10 project-related queries came through PULSE dating back to January 1, 2017
- 12 project-specific Here for You sessions were held in 2016/2017
- 23 Here For You sessions included firebreak discussions

General Observations:

- Attendees expressed gratitude for the Here For You event being held
- Many attendees did not understand that, for a variety of reasons, the Municipality is unable to incorporate all resident feedback into projects.
- Many attendees were unaware that they could submit specific questions to PULSE or recovery@rmwb.ca, and were not aware that one-on-one meetings can be scheduled with municipal staff

What we heard: Commonly-held beliefs

- The fire was a one-off situation
- This is an overreaction because of the wildfire
- The 30 metre distance won't matter because the wildfire jumped the Athabasca
- A 30 metre firebreak would not stop a fire from leaving the Birchwood trails
- 30 metres is far too excessive because fire would behave differently in Birchwood trails than around city perimeter
- A firetruck will never be able to access the firebreak regardless
- We have to accept risk as a community – we live in the middle of a boreal forest.
- The Municipality is not aware of the project's environmental impacts (water table, slope stability)

What we heard: Concerns

- Primary concerns shared by multiple residents who attended the Here For You session:
 - Loss of privacy
 - Want privacy but don't want to waste space on their own property by planting trees there
 - People walk too close to private property lines
 - Sporadic planting of trees will not provide enough privacy
 - Elevated noise levels
 - Decreased property value
 - Illegal OHV use
 - OHVs operating at excessive speed
 - Lack of enforcement
 - Calling RCMP has had no effect
 - Firebreaks have made a bad situation worse
 - Signage needs to be replaced
 - Firebreaks have easy access for OHVs (example: Falcon Drive access)
 - Drainage/ponding Issues
 - Walnut Crescent
 - Killdeer Way
 - Falcon Drive
 - Non-related: Beacon Hill Drive
 - Area will become an off-leash dog park
 - The RMWB will not be able to maintain firebreaks
 - Pace of rehabilitation project/equipment working in area has been disruptive
 - If a neighbour is allowed to encroach, then other residents will also do the same

What we heard: Questions

- Encroachments:
 - Why does the firebreak have to be 30 metres wide and not narrower?
 - Wood Buffalo lots are encroaching as well - will they be asked to move sheds etc?
 - Can we purchase the encroachments?
 - Can we adopt the encroachments?
 - If one neighbour is allowed to stay on the encroachment can all the neighbours use the same amount of encroachment?
 - Will we be notified prior to being fined if we need to move back and be given a timeline for trees to be replanted?
 - Does the RMWB even know how much it encroaches on other public land, such as provincial land?
 - I believe Waterways properties had their fences pushed out. Are they getting special treatment?
 - What about all encroachments in the municipality? Shouldn't all encroachments be enforced?
 - What if the encroachment was there when they bought the property?
 - Will the RMWB be making residents move their encroaching fences?
 - We have a house in Dickinsfield and we have an encroachment agreement with the Municipality from the 1980s. What will be done for us?
 - Can residents buy the property behind their place from the RMWB?
 - Would the RMWB consider a variance?
- Trees:
 - What is the plan and schedule for tree planting?
 - Why were some trees left while others were taken down?
 - Would the RMWB consider allowing residents to plant trees up to 3 metres outside of their property line?
 - Why is the firebreak scope inconsistent with its application? Ex. trees left in some areas and not others.
- FireSmart:
 - Unfair application of FireSmart principles; why are other areas not receiving the same treatment?
 - Why was the whole community not FireSmarted before the fire?
- OHVs:
 - Does the RCMP have capacity to safely catch OHVs?
- General:
 - Can HFY hours be adjusted to accommodate shift workers?
 - Will the areas behind Lindstrom Cr that was left unfinished from Timberlea Sewer Upgrade be completed?

What we heard: Suggestions

- Primary Suggestions:
 - Sporadic trees within the 0-30 metre zone could help with OHVs, wind, stability, privacy, drainage, can still be easily mowed/maintained
 - Trails should be set back
 - Ensure grass is maintained
 - Remediate drainage issues
 - Municipality should negotiate with residents regarding the scope of the project; type of trees, density of planting
- Encroachment:
 - If an encroachment is just a few metres into the 30 metre barrier, just leave it
 - The Municipality should have fixed this issue years ago
 - The Municipality should sell the land to people that are encroaching and conduct yearly inspections to ensure residents are in compliance with fire safety rules
 - Sell and/or tax me for the encroached land
 - Allow people to apply for easements
 - Make a consistent decision; should be the same for everyone (encroachments and firebreaks)
 - Tax me on my shed that's on the encroachment
 - Sell the land (currently being encroached on) to residents and make them maintain it
 - Allow residents to purchase the greenspace behind their homes with obligation they be maintained for fire safety
 - Draft encroachment agreements for residents to use the land if they cannot buy it
 - Allow residents to extend property lines in areas where firebreak is more than 30 metres
 - Don't paint everyone with same brush, use a lot-specific approach
 - Allow residents to plant trees in close proximity to property line (2 metres)
 - We think you should keep properties the same and ask us to maintain properties based on FireSmart principles and guidelines.
- Trees and Vegetation:
 - Plant trees near benches to provide shaded seating
 - Plant trees within the 0-30 metre zone
 - Reduce the 30 metres to 10 metres
 - Decrease width to 20 metres
 - Decrease width to 10 metres
 - Decrease width based on negotiations with residents
 - 30 metres is a good distance
 - Cannot believe that people want trees right up to their property line; huge safety concern and liability
 - Plant trees in small groups
 - Plant trees to absorb the water
 - Consider planting fruit trees or berry shrubs that would benefit the community
 - Use hydroseeding method to increase speed of grass growth
 - Consider planting wildflowers

- Plant trees beside the trail (provide “forest” feel to the trail and increase privacy)
 - Plant taller trees beside the trails
 - Any remaining trees should not be cut down
 - Trails should be set back
 - Firebreak behind Signal Bay looks amazing; grateful for the grass to have grown
 - Create more dog parks so people won’t take dogs on walks off-leash
 - Make sure when you plant new trees they are planted closer together
 - Areas that have been seeded should be fenced off to allow grass to grow
- OHVs:
 - Speed/Trail cameras with night capabilities
 - Increased fines and ability to seize vehicles
 - Block access to firebreaks
 - Ensure responsible enforcement teams have proper equipment to catch offenders
 - Focus on Tower Rd/Confederation Dr access points
 - Confusion from dispatchers over responsibility (Bylaw or RCMP)
 - Trails crossing regulated water bodies; no enforcement of provincial Water Act
 - Trails were not maintained after the firebreaks were established
 - No accountability from OHV users to clean garbage
 - New staging areas required
 - Real estate agents should not be promoting illegal OHV access as a selling feature
 - Need to develop OHV masterplan in consultation with residents
 - Improve controlled access points with physical barriers
 - Drainage
 - Additional drainage ditch with rocks in it (Killdeer)
 - Build berms, help with water and noise reduction
 - Build a berm
 - Create separation from trails
 - At least 2 metre tall berm
 - Berm will offer more privacy than trees
 - Plant trees on it
 - Properly constructed swale
 - Ensure drainage concerns are addressed prior to trail construction
 - Contractors should have proper surveying done to address grading issues
 - General Suggestions
 - Provide a rendering of what the finished product might look like
 - Negotiate with residents to create solutions for privacy, wind, slope; make everyone happy
 - Please take a neighbourhood-based approach to the issue, work with each resident to find a solution
 - Explore many alternatives to provide privacy
 - The Municipality needs more dog parks

- Develop community gardens on firebreaks near access points/trailheads
- Council:
 - Council should be engaging with residents on this topic outside of Council meetings
 - Council should be attending HFY sessions
 - Council should not be waiting until July 10 to discuss firebreak concerns
 - Council should not make a final decision regarding the scope of the firebreak project on July 10
- Municipality requires a formal process for community engagement

What we heard: General comments

- This would be wrong (removing trees/encroachments)
- Be mindful of our psychology here
- Do not give us another kick in the teeth
- I find this to be a strange plan
- You are taking this one step too far
- There are bigger fish to fry in the community; focus on other issues
- Leave everything the way it is, this is overkill
- You need to be doing more maintenance on the firebreak areas; living here hasn't been good since the fire
- Maintenance is important, more mowing and work needs to be done on the firebreak areas
- We love the forest, don't change things
- I am against you re-acquiring this property
- I want money spent on fixing Birchwood Trails instead
- We need balance – don't do anything; the 30 metre barrier is enough
- Take off the bubble wrap and let us live
- Don't bash us one more time
- Take into account the livability and social aspects of our neighbourhoods
- You completely ruined the area behind our home with the firebreaks and tree removal
- Firebreak project has caused foundation stability issues
- Cracks have formed in the house due to the machinery working in the area
- Scope changes have decreased trust of Recovery Task Force; promised trees replaced in 2017 and scope changed without consultation with residents
- Scope of work is too drastic; a balance needs to be found
- Too much exposure to wind
- Safety (trees falling down, windstorms)
- Inefficient waste of money
- Off-leash dogs: Bylaw contacted but no action taken, dog waste not picked up, safety concern for children and other dogs
- Animal habitat has been diminished

Firebreak Rehabilitation

Presenter: Jody Butz, Brad McMurdo, Erin O'Neill
Department: Regional Emergency Services, Planning & Development,
Recovery Task Force
Meeting Date: July 10, 2018

Here for You Key Metrics

- 831 properties are adjacent to firebreak project areas
- 216 firebreak properties are encroaching on municipal land
- 86 residents attended the June 21 Here for You session
- 15 residents submitted a response to the Here for You News Release via recovery@rmwb.ca

Here for You: What we heard

Primary concerns shared by multiple residents

- Loss of Privacy
- Decreased Property Value
- Illegal OHV use
- Drainage/ponding issues
- Concern over off-leash dog park
- RMWB's ability to maintain the firebreak
- Pace of the project/timeline for completion
- If one person is allowed to encroach, then others will do the same

Firebreak Rehabilitation Current Scope



Post fire



Proposed End State

- Work on firebreak areas that were created during the 2016 wildfire. Includes:
 - grading and seeding the 30 metre zone
 - grading, seeding and planting over 100,000 trees in the 30+ metre zone
 - restoring trails to their pre-fire condition
 - move damaged trails as far away from houses as possible

Firebreak Rehabilitation: Increased Scope

- Where possible, relocate all trails (damaged or undamaged) to the 30+ metre zone
- Install post and rail fence at all access points to direct trail users to the trail and decrease OHV use
- Remove or relocate all remaining trees within the 30 metre zone
- Investigate a program to provide a hedge immediately adjacent to the fence line

Trail & Post and Rail Concept



- Legend:
- Yellow: 30 metre zone
 - Red: 30+ metre zone
 - Purple Line: New Proposed Trail
 - Grey Line: Location of former trail
 - Red Line: Existing Undamaged Trail
 - Green Line: Existing Trail that requires minor repair

Attachment: Firebreak Rehabilitation Presentation (Firebreak Rehabilitation)

Firebreak Rehabilitation: Why 30 metres?



Attachment: Firebreak Rehabilitation Presentation (Firebreak Rehabilitation)

Firebreak Rehabilitation: Why 30 metres?

- Risk Mitigation
- Public Safety
- First Responder Safety
- 2017 Wildfire Mitigation Strategy
- Here for You varying opinions
- Decreasing the 30 meters does not fix the privacy issue



Attachment: Firebreak Rehabilitation Presentation (Firebreak Rehabilitation)

Encroachments: Region-wide education & enforcement

- 2018 educate all homeowners about encroachment concerns
- Bylaw amendment to add fines for encroachment as part of the Land Use Bylaw re-write
- Targeted enforcement starting in 2019 – Firebreaks is the first area



Off Highway Vehicles

- Review existing Bylaws and make recommendations on fine increases and enforcement options
- Revisit the draft OHV Master Plan and make recommendations to Council

Budget Implications

- Disaster Recovery Program funding has recently been approved for the project provided FireSmart principles are followed
- Current Capital Budget funding \$9 million
- Required Capital Budget based on current scope ~\$1 million
- Estimated Cost of Increased Scope ~\$2 million
- Total impact to Capital Budget (\$6 million)

Summary of the Recommendations

- THAT Administration be directed to proceed with the current scope of the Firebreak Rehabilitation and Trail restoration project, which includes grade, topsoil and seeding the area from back of property line to 30 metres and the area beyond 30 metres will be graded, seeded and trees will be planted (in 2019); and
- THAT Administration increase the current scope of the project to include:
 - where possible, all trails, damaged and undamaged, be relocated outside the 30 metre zone;
 - post and rail fence be installed at all access point; and
 - all remaining standing trees within the 30 metre zone be removed, or where possible, relocated; and

Summary of the Recommendations

- THAT Administration be further directed to:
 - investigate a program that would allow for hedge plantings that meet FireSmart principles immediately adjacent to the fence line and report back to Council with recommendations; and
 - proceed with an education campaign in 2018 and in 2019 begin the targeted enforcement of encroachments on municipal lands, by area, starting with the firebreak rehabilitation areas; and
 - review the existing Off Highway Vehicle Bylaws and report back to Council on options for fine increases and increased enforcement options.

Questions?



COUNCIL REPORT

Meeting Date: July 10, 2018

Subject: Bylaw No. 18/009 - Council Code of Conduct Bylaw

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 18/009, being the Council Code of Conduct Bylaw, be read a second time.
2. THAT Bylaw No. 18/009 be read a third and final time.
3. THAT Council and Chief Administrative Officer Covenant Policy LEG-090 and Council Peer Review System Policy LEG-100 be rescinded.

Summary and Background:

Among the amendments to the Municipal Government Act that came into effect on October 26, 2017, is a new requirement for a Council to adopt a Code of Conduct Bylaw. Alberta Regulation 200/2017 - Code of Conduct for Elected Officials Regulation (Attachment 2) sets out the minimum content that must be included in a Code of Conduct, which includes:

- representing the municipality;
- communicating on behalf of the municipality;
- respecting the decision-making process;
- adherence to policies, procedures and bylaws;
- respectful interactions with councillors, staff, the public and others;
- confidential information;
- conflicts of interest;
- improper use of influence;
- use of municipal assets and services; and
- orientation and other training attendance.

The Regional Municipality of Wood Buffalo's proposed bylaw also includes provisions relative to the acceptance of gifts and hospitality, complaint process and empowers Council to impose sanctions on Council Members who violate the Code.

The proposed bylaw builds upon the model provided by the Government of Alberta, and the Town of Sundre's bylaw. It also takes into account practices in other municipalities in Alberta, as well as industry best practices. Once passed, the provisions of the Council Code of Conduct Bylaw would supercede the Council and CAO Covenant Policy LEG-090 (Attachment 3), and Council Peer Review System Policy LEG-100 (Attachment 4), making these documents redundant. It is therefore recommended that these policies be repealed immediately following third reading.

Rationale for Recommendation:

The proposed Council Code of Conduct meets all legislative requirements and provides consistent standards to guide the conduct of Council Members in carrying out their respective roles and responsibilities. It also establishes a process for the reporting of improper or inappropriate conduct by Council Members, and provides Council with the ability to impose sanctions for breaches of the Code.

Strategic Priorities:

Responsible Government

Attachments:

- 1. Bylaw No. 18-009 - Code of Conduct Bylaw**
- 2. Code of Conduct for Elected Officials Regulation**
- 3. Council and CAO Covenant LEG-090**
- 4. Council Peer Review LEG- 100**

BYLAW NO. 18/009

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH A COUNCIL CODE OF CONDUCT

WHEREAS section 146.1(1) of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, (the Act”) requires that a council must, by bylaw, establish a code of conduct governing the conduct of councillors and having regard to sections 3 and 153 of the Act;

WHEREAS the *Code of Conduct for Elected Officials Regulation* AR 200/2017 provides that a Code of Conduct must contain certain provisions;

AND WHEREAS, pursuant to section 146.1(3) of the Act, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;

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

1. Short Title

1.1. This Bylaw may be cited as the “**Council Code of Conduct Bylaw**”.

2. Definitions

2.1. In this Bylaw, words have the same meanings as set out in the Act, excepting that:

- a. “Act” means the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, or any successor legislation;
- b. “Administration” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;
- c. “CAO” or “Chief Administrative Officer” means the individual appointed by Council to the position of Chief Administrative Officer of the Regional Municipality of Wood Buffalo and includes anyone appointed in an interim or acting capacity;
- d. “FOIP” means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25, any associated regulations, and any amendments or successor legislation;

- e. “Investigator” means the individual or body established by the CAO to investigate and report on complaints;
- f. “Member” means a member of Council and includes a councillor or the Mayor and includes members of council committees or other boards established by Council who are not councillors or the Mayor;
- g. “Mayor” means the chief elected official of the Municipality;
- h. “Municipality” means the Regional Municipality of Wood Buffalo.

3. Purpose

3.1. The purpose of the Council Code of Conduct Bylaw is to:

- a. provide consistent standards to guide the conduct of Members in carrying out their respective roles and responsibilities, as set out in the Act, and other legislation;
- b. establish a complaint process for the reporting of improper or inappropriate conduct by a Member; and
- c. establish sanctions to address the improper or inappropriate conduct of a Member.

4. Representing the Municipality

4.1. Members shall:

- a. act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- b. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- c. conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- d. arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on behalf of the Municipality

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Communicating on behalf of Council includes, but is not limited to:
 - a. media inquiries and interviews;
 - b. social media platforms, such as Facebook, Twitter, Instagram, and other similar platforms;
 - c. e-mail; and
 - d. written correspondence.
- 5.3. Unless Council directs otherwise, the Mayor is Council's official spokesperson and, in the absence of the Mayor, that responsibility falls to the Deputy Mayor, followed by the Acting Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.4. Despite section 5.3. of this Bylaw, in the absence of the Mayor, the responsibility for events in rural communities within the Municipality, will fall to the designated Ward Member. If the Ward Member is unavailable, the responsibility will then fall to the Deputy Mayor, followed by the Acting Mayor.
- 5.5. Any Member who receives an individual request to represent Council at an event shall direct the request to the Office of the Mayor. The Mayor may then:
 - a. attend the event as Council's official representative;
 - b. request that the Deputy Mayor, Acting Mayor or Member represent Council at the event; or
 - c. authorize the Member who received the request to act as Council's official representative.
- 5.6. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with the Council's position.
- 5.7. No Member shall make a statement which they know to be false.

- 5.8. No Member shall make a statement with the intent to mislead Council or members of the public.
- 5.9. Individual Members have the right to express their personal opinions; however, in doing so, must ensure that it is not perceived as representing Council's opinion or position on a matter.

6. Respecting the Decision-Making Process

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution at a Council meeting held in public at which there is a quorum present. Individual Members do not have any decision-making authority and must not give direction to any employee in Administration, including the CAO, agents, contractors, consultants, prospective vendors or other service providers, unless authorized to do so by Council.
- 6.2. Once passed, a bylaw or resolution becomes a decision of the whole of Council, and Members must respect any such decision by refraining from publicly criticizing the decision or, in any way, misrepresenting the decision of Council.
- 6.3. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in doing so, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.4. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality.

8. Respectful Interactions with Council Members, Administration, the Public and Others

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinion, and an intention to work together for the common good and in further of the public interest.
- 8.2. Members shall treat one another, the employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. Members shall respect the fact that employees in Administration work for the Municipality, as a corporate body, and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of members.
- 8.4. Members shall not use indecent, abusive, or insulting language in any interaction with fellow Members, Administration or any member of the public.
- 8.5. No member shall speak in a manner that is discriminatory or in any way harass any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.6. Members shall demonstrate respect for one another by actively listening when another Member or a member of the public is speaking, and avoiding private, personal or sidebar conversations or commentary, and the use of social media and instant messaging applications.
- 8.7. Members must not:
- a. involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
 - b. use or attempt to use, their authority or influence for intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or

- c. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.
- 8.8. Members shall respect the role and responsibilities of the CAO and the authority granted to the position by the CAO Bylaw by not involving themselves in administrative matters.
- 8.9. In dealing with municipal staff, Members will not use their authority or influence in a manner that may be perceived by the employee as threatening, coercing or influencing the actions of said employee, or in a manner which interferes with the employees' responsibilities.

9. Confidential Information

- 9.1. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP, or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to:
- a. any matter that falls under the Exceptions to Disclosure identified in Division 2, Part 1 of FOIP;
 - b. potential acquisition or disposition of land;
 - c. pending contracts, including tenders, requests for proposals and other documents relating to potential procurement of supplies and services;
 - d. draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
 - e. employment and labour relations, including collective bargaining;
 - f. legal matters;
 - g. law enforcement matters;
 - h. litigation or potential litigation including matters before an administrative tribunal; and

- i. any matter that is subject to solicitor-client privilege.
- 9.2. Members have an obligation to hold, in confidence, any information received, or matters discussed, while meeting in-camera, until the matter is raised at public Council or Council Committee meeting.
- 9.3. From time to time, Members will receive or become privy to confidential information received during their duties, and such information must not be disclosed or released to any Administration, media or the public, unless said disclosure is expressly permitted by FOIP.
- 9.4. Members will not access or attempt to gain access to confidential or sensitive information unless it is required in fulfilling the role and responsibilities of the office of Councillor.
- 9.5. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.6. In the course of their duties, Members may also become privy to confidential information received outside of an “in camera” meeting. Members must not:
 - a. disclose or release, by any means, to any member of the public, including the media, any confidential information acquired by virtue of their office, unless disclosure is required by law or authorized by Council to do so;
 - b. access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member’s duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
 - c. use confidential information for personal benefit or for the benefit of any other individual or organization.

10. Conflicts of Interest

- 10.1. Members are obligated to ensure their compliance with the provisions of the Act dealing with pecuniary interest. Members also have a duty to vote, unless required or permitted to abstain under the Act or another enactment.

- 10.2. Each Member shall have the option of seeking independent legal advice, at the Municipality's expense, with respect to any situation which may result in a pecuniary or other conflict of interest.
- 10.3. A Member who is abstaining from voting and discussion on a matter at a public Council meeting due to pecuniary interest must state for the record the nature of the pecuniary interest prior to exiting the Council Chamber.
- 10.4. Members must be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.5. Members must not use the influence of their office for any purpose other than for the exercise of their official duties.
- 10.6. Members shall approach decision-making with an open mind that is capable of persuasion.

11. Improper Use of Influence

- 11.1. Members must refrain from any action which may be perceived as an attempt to influence, promote or provide and/or obtain preferential treatment, including, but not limited to:
 - a. providing letters of reference for:
 - i. individuals seeking employment with the Municipality,
 - ii. any individual or corporate entity bidding on a contract or providing a service to the Municipality, and
 - iii. individuals seeking a position on a Council-appointed Board or Committee;
 - b. using municipal resources, property, equipment, supplies, services and staff for any election-related or personal activities;
 - c. representing themselves as a Member for the Municipality, including using the title of Councillor and the municipal logo and corporate branding, in any dealings of a personal nature;
 - d. personalizing any promotional material to which the municipal logo and corporate branding are applied, including those which are purchased for the exclusive use of a single Member;

- e. contacting or communicating with any member of the Subdivision and Development Appeal Board, Assessment Review Boards, or any other administrative tribunal that may be established and appointed by Council regarding a matter before it.
- 11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of council or any other body established by Council.
 - 11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
 - 11.4. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

12. Use of Municipal Assets and Services

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
 - a. municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
 - b. electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate;
 - c. there is no additional expense to the Municipality;
 - d. no additional software or applications are to be downloaded, unless authorized; and
 - e. the use of the municipal property, equipment, services, supplies and staff resources does not compromise the security or integrity of municipal information, equipment or software and applications.

- 12.2. Section 12.1 does not apply to any municipal property, equipment, services, supplies and staff resources that are made available to the public, subject to the payment of any applicable fees or charges.
- 12.3. Communications technology equipment shall not be loaned to or used by anyone other than the Member to whom it was issued.
- 12.4. As all information stored on municipally-issued communications technology is the property of the Municipality and subject to potential disclosure under the FOIP, Members shall return, without delay, any requested equipment to allow a records search and retrieval to occur.

13. Orientation and other Training Attendance

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 13.2. Council shall endeavor to set an annual schedule fixing the dates for any required training or team-building sessions, retreats or other activities or events that fall outside of the regularly scheduled activity of Council.
- 13.3. Members will make all reasonable efforts to attend any scheduled training, team-building, retreats or other activity scheduled for the whole of Council.
- 13.4. An annual report shall be posted to the municipal website depicting a Member's attendance at all Council and Council Committee meetings, and any scheduled training, team-building, retreats or other activity scheduled for the whole of Council , within 3 months of the end of the previous calendar year.
- 13.5. In-person participation for orientation and training is required. Telephone or video-conferencing will not be available.
- 13.6. In an election year, the Chief Administrative Officer shall ensure that an appropriate orientation is set out for a new Council, which must include, but is not limited to:
 - a. an overview of the Municipality's organizational structure, including a synopsis of each department, its responsibilities and an update on all current issues, initiatives and activities;
 - b. an introduction to municipal governance;

- c. an opportunity to tour key municipal facilities and infrastructure throughout the Municipality;
- d. an overview of all municipal bylaws, policies and procedures which apply to Members in conducting their day-to-day responsibilities.

14. Remuneration and Expenses

- 14.1. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.
- 14.3. Expenses associated with participation in various functions and events is considered a necessary aspect of the role of an elected official, and may include, but is not limited to:
 - a) sporting events
 - b) college and school events;
 - c) business openings,
 - d) golf tournaments,
 - e) multicultural functions; and
 - f) Charitable causes and fundraisers

15. Gifts and Hospitality

- 15.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2. Members may accept hospitality or other benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$500.00.
- 15.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

- 15.4. It is the responsibility of each individual Member to maintain a record of all gifts received, pursuant to section 15.2, identifying the gift or benefit received, the reason it was provided, the date received and the approximate value.
- 15.5. Invitations to events or functions that directly or indirectly relate to a Members' responsibilities is considered an official function or duty of the position and does not need to be recorded or reported. Such events or functions made include food and beverages, awards or tokens of appreciation which do not need to be recorded as identified in section 15.4.

16. Election Campaigns

- 16.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

17. Complaints

- 17.1. A Complaint alleging a breach of the Council Code of Conduct may be made by a Member, a municipal employee or any member of the public.
- 17.2. Complaints must be made in writing and include the name and contact information of the person making the Complaint. Anonymous Complaints will not be considered.
- 17.3. All Complaints made pursuant to this Bylaw shall be directed to the Chief Administrative Officer to be addressed in accordance with the process outlined in the Whistleblower Directive, or any successor Bylaw, Policy or Directive that Council may authorize.
- 17.4. Sanctions imposed pursuant to section 19 of this bylaw require a resolution of Council.

18. Compliance and Enforcement

- 18.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 18.2. Members are expected to cooperate in securing compliance with the application and enforcement of this Bylaw.

18.3. No Member shall:

- a. undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
- b. obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

19. Sanctions

19.1. Subject to an investigation conducted pursuant to section 17 of this Bylaw, Council may, by resolution, impose sanctions upon a Member, including, but not limited to:

- a. a letter of reprimand addressed to the Member;
- b. demand for a public apology;
- c. public reprimand through a motion of censure;
- d. removal from membership of a Council Committee;
- e. removal as chair of a Council Committee;
- f. suspension of remuneration paid to the Member in respect of the Members' services;
- g. required return of municipal property and equipment, or reimbursement of its value;
- h. restrictions on access to municipal facilities, property, equipment, services and supplies;
- i. restrictions on interactions with municipal staff;
- j. restrictions on travel and representation on behalf of Council;
- k. restrictions on how documents are provided to the Member; or
- l. other such sanctions as Council considers appropriate.

20. Effective Date

20.1 This Bylaw shall become effective when passed.

READ a first time this 26th day of June, A.D. 2018.

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

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

SIGNED and PASSED this _____ day of _____, 2018.

Mayor

Chief Legislative Officer

(no amdt)

ALBERTA REGULATION 200/2017
Municipal Government Act
CODE OF CONDUCT FOR ELECTED
OFFICIALS REGULATION

Table of Contents

- 1 Code of conduct contents
- 2 Complaints
- 3 Bylaws
- 4 Establishing code of conduct
- 5 Sanctions for breaching code of conduct
- 6 Requirement to fulfil duties
- 7 Review of code of conduct
- 8 Coming into force

Code of conduct contents

1 The code of conduct each council is required to establish governing the conduct of its councillors pursuant to section 146.1 of the Act must be consistent with the Act and any regulations made under the Act and, at a minimum, include the following topics:

- (a) representing the municipality;
- (b) communicating on behalf of the municipality;
- (c) respecting the decision-making process;
- (d) adherence to policies, procedures and bylaws;
- (e) respectful interactions with councillors, staff, the public and others;
- (f) confidential information;
- (g) conflicts of interest;
- (h) improper use of influence;
- (i) use of municipal assets and services;
- (j) orientation and other training attendance.

Complaints

2 A code of conduct must establish a complaint system including

- (a) who may make a complaint alleging a breach of the code of conduct,
- (b) the method by which a complaint may be made,
- (c) the process to be used to determine the validity of a complaint, and
- (d) the process to be used to determine how sanctions are imposed if a complaint is determined to be valid.

Bylaws

3 If any matter required to be included in a code of conduct is addressed in a separate bylaw, the contents of that bylaw shall be incorporated by reference into the code of conduct.

Establishing code of conduct

4(1) When establishing a code of conduct, council shall consider sections 3 and 153 of the Act.

(2) A council must establish a code of conduct within 270 days from the date section 16 of the *Municipal Government Amendment Act, 2015* comes into force.

Sanctions for breaching code of conduct

5 If a councillor has failed to adhere to the code of conduct, sanctions may be imposed including any of the following:

- (a) a letter of reprimand addressed to the councillor;
- (b) requesting the councillor to issue a letter of apology;
- (c) publication of a letter of reprimand or request for apology and the councillor's response;
- (d) a requirement to attend training;
- (e) suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the Act;
- (f) suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the Act;

- (g) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- (h) suspension or removal from some or all council committees and bodies to which council has the right to appoint members;
- (i) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

Requirement to fulfil duties

6 A code of conduct or any sanctions imposed under a code of conduct must not prevent a councillor from fulfilling the legislated duties of a councillor.

Review of code of conduct

7 Each council must review and update its code of conduct and any related bylaws that have been incorporated by reference into the code of conduct in accordance with section 3, at least once every 4 years starting from the date when the code of conduct is passed.

Coming into force

8 This Regulation comes into force on the coming into force of section 16 of the *Municipal Government Amendment Act, 2015*.



Council Policy

Policy Name: Council and Chief Administrative Officer Covenant

Policy No.: LEG-090

Effective Date: February 8, 2011

STATEMENT:

Council and Chief Administrative Officer for the Regional Municipality of Wood Buffalo will be responsible and held accountable to work in a cooperative and collaborative manner.

PURPOSE AND OBJECTIVE:

The purpose of this Policy is to outline covenants to be adhered to by Council and Chief Administrative Officer.

RESPONSIBILITIES:

01.01 Council for the Regional Municipality of Wood Buffalo will:

- (a) carry out responsibilities as set out in the applicable legislation to the best of their abilities;
- (b) make decisions which are believed to be in the best interests of the citizens;
- (c) review the background information and advice made available by Administration prior to rendering a decision;
- (d) seek further input from Chief Administrative Officer (CAO) when unsure of the issues or uncertain as to the preferred course of action;
- (e) refer any concerns or complaints, either written or verbal, about decisions of Council or actions of Administration, to CAO for review, comment and follow-up (as appropriate);
- (f) refrain from making any commitments on behalf of Council to individual citizens or groups other than to take the request up with Council or CAO and to respond appropriately;
- (g) seek to participate actively in the decision-making process as it occurs at Council table, make decisions at the table and not away from the table;
- (h) refrain from any public or private criticism of Administration wherein individual employees are identified;
- (i) act as good stewards of the Municipality and as public servants of the citizens through ethical conduct;

- (j) provide effective leadership through guiding the Municipality through annual or longer term goals and priorities, through the budget approval process and by agreeing to reasonable policies which reflect the best interests of a majority of the citizens; and
- (k) formally evaluate the performance of CAO at least once annually and involve CAO in this process so as to ensure a full understanding of Council's candid assessment.

01.02 Chief Administrative Officer to:

- (a) conduct himself as Council's chief policy advisor in an honest and ethical manner;
- (b) ensure that Mayor and Councillors are accorded respect in all personal and public comments;
- (c) provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council;
- (d) guide the actions of Administration so that they are in accordance with the policies and objectives of Council;
- (e) act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council;
- (f) forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured;
- (g) ensure that Council is made aware of the full picture with regard to each issue at least to the extent that Administration is aware of such information and ensure that Council has access to the reasonable decision options as well as CAO's recommendation;
- (h) seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises;
- (i) maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of the Federal and Provincial governments;
- (j) engage other orders of government administratively on matters of concern to Council;
- (k) admit to any mistakes of substance made by himself or Administration and take corrective action;
- (l) listen carefully to the concerns of Council regarding performance and seek to improve any deficiencies on an ongoing basis; and
- (m) ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be assessed in 3 years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council
Approval Date: February 8, 2011

Revision Approval Dates:
Review Due: February, 2014

Policy Manager: Legislative and Legal Services
Department Contact: Chief Legislative Officer

Legal References:
Cross References: Promise of Performance



Mayor

Chief Legislative Officer

Date



Council Policy

Policy Name: Council Peer Review System

Policy No.: LEG-100

Effective Date: February 8, 2011

STATEMENT:

The Council for the Regional Municipality of Wood Buffalo will conduct ongoing peer reviews.

PURPOSE AND OBJECTIVE:

This policy sets out the terms of reference to conduct Council peer reviews.

RESPONSIBILITIES:

- 01.01 Council shall fulfill the requirements of their "Promise of Performance", including Council meeting debriefings and quarterly check-ins.
- 01.02 The Mayor shall schedule bi-annual Council review sessions.
- 01.03 Council shall attend each review session prepared to discuss personal and group performance experiences between review periods. External feedback may be considered as part of the review process.
- 01.04 Council may choose to use a formal evaluation procedure which shall be determined prior to engaging in a review session.
- 01.05 Chief Administrative Officer shall be included in Council Meeting and Council review sessions as an independent observer and subject matter expert.

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be assessed in 3 years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council
Approval Date: February 8, 2011


Revision Approval Dates:
Review Due: February, 2014

Policy Manager: Legislative and Legal Services
Department Contact: Chief Legislative Officer

Legal References:
Cross References: Promise of Performance



Mayor



Chief Legislative Officer



Date



COUNCIL REPORT

Meeting Date: July 10, 2018

Subject: Proposed Amendment of the Urban Service Area

APPROVALS:

Director

Chief Administrative Officer

Recommended Motion:

THAT the Government of Alberta (GoA) be requested to amend Order in Council 817/94 by changing the Municipality's Urban Service Area (USA) boundaries as depicted on Attachment 1.

Summary:

To stimulate and facilitate commercial and industrial development on privately held parcels of land within the Urban Development Sub-Region (UDSR) in the vicinity of the Fort McMurray International Airport, the additional land will be required to be included in the Urban Service Area (USA). The authority is vested in Council to request that the GoA amend the Order in Council 817/94 which establishes the boundaries of the USA. Following the amendment of the Order in Council a revision is required to the Municipal Development Plan (MDP), and the Highway 69/Clearwater Valley Area Structure Plan to reflect the new USA. The proposed expansion is entirely included within the East Side Athabasca Caribou Range as identified by the Provincial Woodland Caribou Range Plan (Attachment 2).

Background:

On July 25, 2013 the GoA announced the creation of the UDSR that consists of more than 55,000 acres of Crown land for the urban expansion of Fort McMurray. On September 10, 2013, Council considered an action to align the boundary of the USA with the UDSR lands announced by the GoA. The GoA had indicated that further review and assessment of the aforementioned UDSR Crown lands was needed prior to consideration of such an amendment of the USA.

At the March 11, 2014, Council meeting eight separate sub-areas within the UDSR were reviewed as possible inclusions within the USA. Council determined that the privately-held lands near the airport offered the most potential for development to support new businesses, and therefore should be included in the USA. At that meeting, Council

authorized a request that the GoA to amend the Order in Council 817/94 to move these lands into the USA. There were questions raised by the GoA as to whether some of the parcels were designated non-residential but being utilized for residential purposes, there were concerns about ensuring a contiguous boundary that required several map revisions, and there were several inconsistencies noted in the legal descriptions of some of the parcels as compared to the proposed boundary amendment. Alberta Municipal Affairs and Administration were able to arrive at an agreed-upon boundary and property list that represents the intent of the March 2014 Council action.

In spring 2018, a request was received by Planning and Development to consider expanding the USA. The proposed expansion would include a large industrial site known as the Parra's Brothers site which consists of several industrial buildings adjacent to Saprae Creek Trail, with the rear portion of the property largely undeveloped but used as outdoor storage & laydown. Also included in the proposed expansion is the Golden Eagle Campground, a vacant Highway Commercial (C4) lot and a largely undeveloped Business Industrial (BI) lot.

Budget/Financial Implications:

The Municipality will likely experience a short-term reduction in revenues from these properties of approximately \$461,500 but it is expected that this action will lead to further development of these lands resulting in tax growth and employment opportunities.

Rationale for Recommendation:

The inclusion of these lands in the USA (Attachment 1) would result in a lower mill rate and in turn would stimulate non-residential development in the USA, subsequently adding to the Municipality's tax base and increase the development potential in the area.

Strategic Priorities:

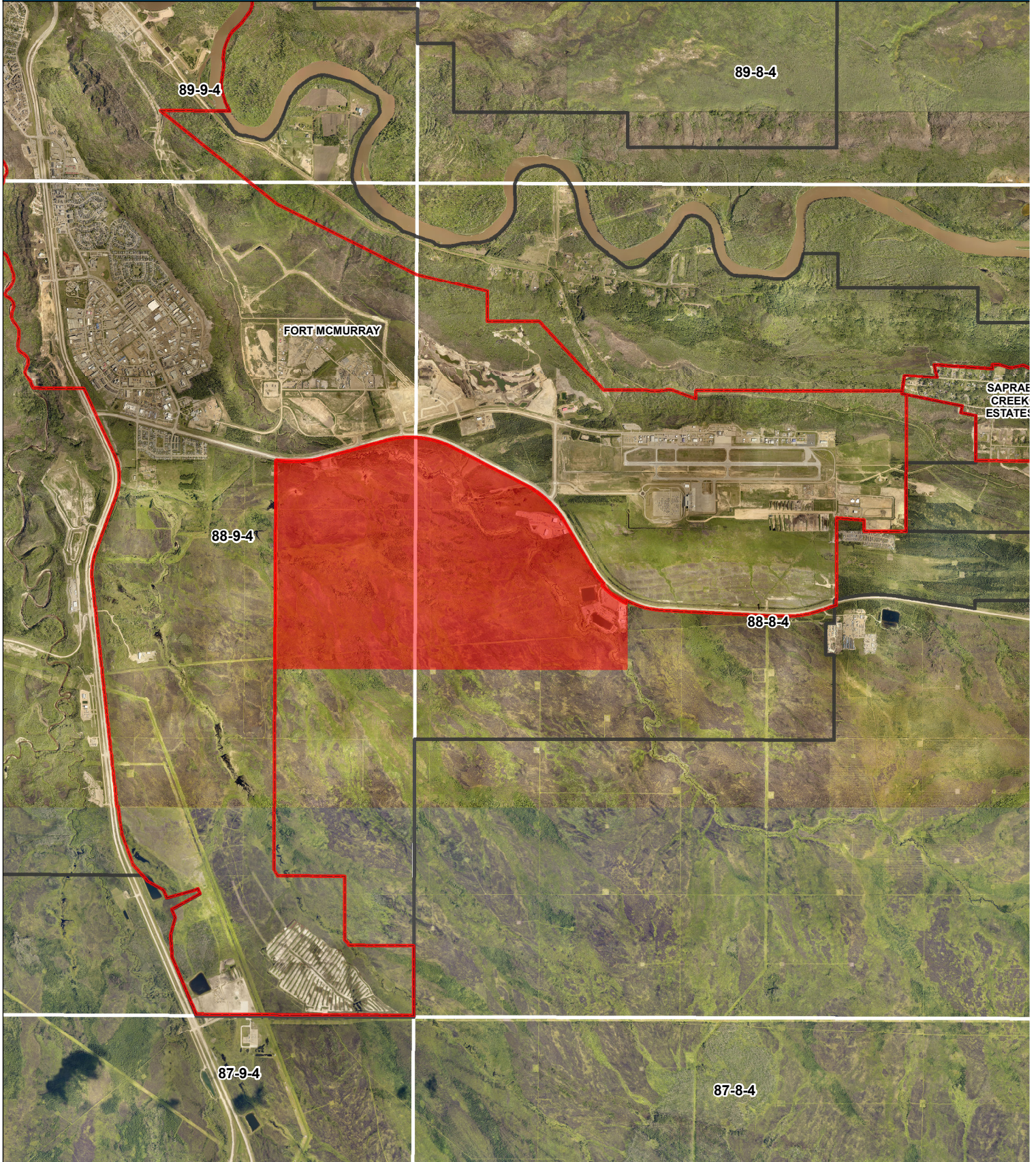
Responsible Government

Attachments:

- 1. Subject Area Map**
- 2. East Side Athabasca Caribou Range Map**

SUBJECT AREA MAP

Attachment #1



Attachment: 1. Subject Area Map (Proposed Amendment of the Urban Service Area)

- Proposed USA Expansion (Approximately 2,219.34 ac)
- Urban Service Area (USA) Boundary
- Urban Development Sub Region Boundary

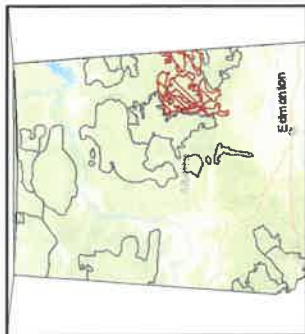
1:60,000



Map created by the Land Administration Department
The use of this map is for reference only.



East Side Athabasca Range
Present Habitat Condition
Undisturbed Habitat: 10%



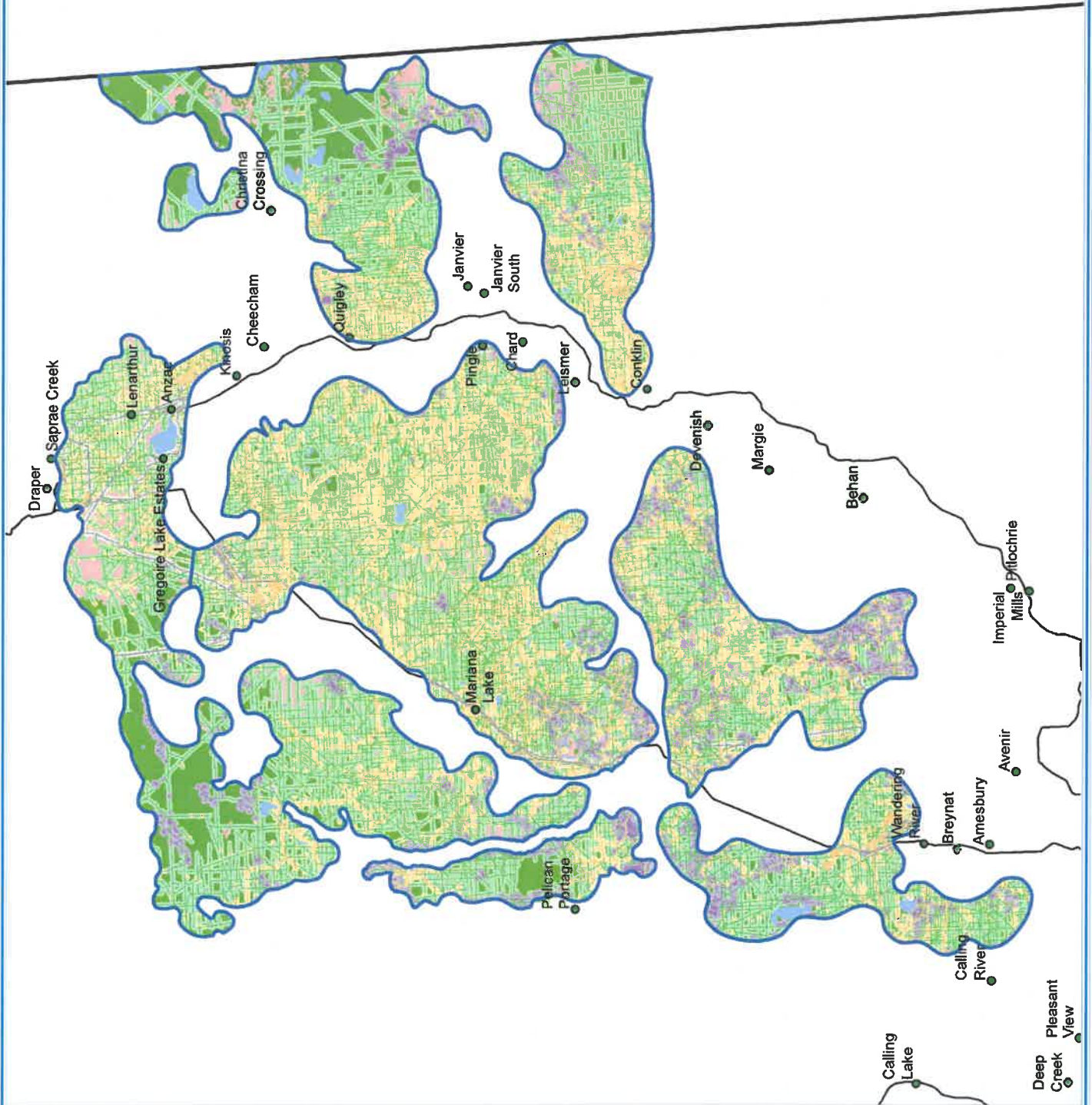
-Legend-

- East Side Athabasca Range
- Permanent Disturbance
- Forest Harvest
- Temporary Disturbance
- Seismic Line
- Permanent Disturbance Buffer
- Forest Harvest Buffer
- Temporary Disturbance Buffer
- Seismic Line Buffer
- Wildfires
- Waterbodies
- Undisturbed Habitat

Coordinate System: NAD83 10TM AEP Forest
Prepared By: FORCORP
Date: 11-Oct-2017

The present habitat condition is derived from a specific set of assumptions, using data assembled from many sources, and is developed for planning purposes only.

Data Sources:
MI Human Footprint 2014, AER ST37 Report 2016,
rd Street Map (Esri et al.)





COUNCIL REPORT

Meeting Date: July 10, 2018

Subject: Bylaw No. 18/017 - Assessment Review Boards Bylaw

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 18/017, being a bylaw to establish Assessment Review Boards, be read a first time.
2. THAT Bylaw No. 18/017 be read a second time.
3. THAT Bylaw No. 18/017 be considered for third reading.
4. THAT Bylaw No. 18/017 be read a third and final time.
5. THAT John Ross Carruthers be appointed to the Local and Composite Assessment Review Boards effective immediately to December 31, 2020; and

THAT John Ross Carruthers be appointed as Chair of the Assessment Review Boards effective immediately to December 31, 2020.

Summary:

The Assessment Review Boards Bylaw provides for the assignment of members to the Composite Assessment Review Board and Local Assessment Review Boards. The proposed bylaw, Bylaw No. 18/017, replaces Bylaw No. 14/033 and ensures that the Municipality is in compliance with the *Municipal Government Act*.

Background:

Recent amendments to the *Municipal Government Act* have impacted the structure of the Assessment Review Boards whereby Council must appoint a Chair of the Boards, and give the Chair authority to determine the panels that will sit for each hearing. Although the legislation is not prescriptive regarding the term of appointment for the Chair, Administration is recommending a two-year term to provide for board continuity. The recommended individual has confirmed his interest in serving as Chair and has

completed the Province's required training and certification process.

Administration has reviewed the amending statutes and applicable regulations and recommends that the existing bylaw, Bylaw No. 14/033, be repealed and the proposed bylaw, Bylaw No. 18/017, be adopted. In addition to adding language within the proposed bylaw to appoint a chair, Administration has updated the complaint filing fees found in Schedule A as well as specified remuneration for board members for transparency purposes. The remuneration rates are based on an order in council that is used for the remuneration of provincial members of the Municipal Government Board.

Rationale for Recommendation:

To ensure compliance with the current legislation, it is recommended that Bylaw No. 18/017, the Assessment Review Boards Bylaw be adopted.

Strategic Priorities:

Responsible Government

Attachments:

1. Bylaw No. 18-017 Assessment Review Boards Bylaw

BYLAW NO. 18/017**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH ASSESSMENT REVIEW BOARDS**

WHEREAS Part 11 of the *Municipal Government Act*, R.S.A 2000, c. M-26 (the “Act”) provides for the establishment of assessment review boards;

AND WHEREAS the Regional Municipality of Wood Buffalo desires to maintain public confidence in the fairness of assessment review boards and their decision-making processes, and to ensure that the boards are impartial and independent within the limits prescribed by the Act and its associated regulations;

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

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

1. This Bylaw may be cited as the “Assessment Review Board Bylaw”.

Definitions

2. In this Bylaw, words have the meaning prescribed to them in the Act and the Regulation, except that:
 - (a) “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26,
 - (b) “Composite Assessment Review Board” means the Regional Municipality’s composite assessment review board;
 - (c) “Chief Administrative Officer” means the chief administrative officer of the Regional Municipality or that person’s delegate;
 - (d) “Clerk” means the individual appointed by Council as the Clerk of the Assessment Review Boards or that person’s delegate;
 - (e) “Code of Conduct” means the Code of Conduct Bylaw adopted by municipal Council of the Regional Municipality of Wood Buffalo.
 - (f) “Complaint Adjudication Process” means all aspects of dealing with a complaint including procedural and scheduling issues, preliminary hearings on points of law or jurisdiction, review of materials submitted by litigants prior to a merit hearing, attending and hearing evidence at the merit hearing, considering and evaluating the evidence following a merit hearing, and preparing a written decision.

- (g) “Council” means the municipal council of the Regional Municipality;
- (h) “Local Assessment Review Board” means the Regional Municipality’s local assessment review board;
- (i) “Mayor” means the chief elected official of the Regional Municipality;
- (j) “Member” includes a Municipal Member and a Provincial Member;
- (k) “Municipal Member” means an individual who is appointed to a Board by Council;
- (l) “Presiding Officer” means the Municipal Member chairing a panel of a Local Assessment Review Board or, in the case of a Composite Assessment Review Board hearing, the Provincial Member chairing the panel of the Composite Assessment Review Board;
- (m) “Provincial Member” means the individual appointed to a Composite Assessment Review Board by the Minister;
- (n) “Regional Municipality” means the municipal corporation of the Regional Municipality of Wood Buffalo; and
- (o) “Regulation” means the *Matters Relating to Assessment Complaints Regulation*, 2018, Alta. Reg. 201/2017.

Rules for Interpretation

- 3. References in this Bylaw to a statute, regulation or other bylaw refer to the current laws as at the time this Bylaw was enacted and as they are amended from time to time, including successor legislation.
- 4. Headings and sub-headings in this Bylaw are included for convenience only, and shall not be considered in interpreting the substantive content of this Bylaw.
- 5. The preamble paragraphs that precede the numbered paragraphs of this Bylaw are an integral and necessary part of this Bylaw and not a mere recital.

PART II – ESTABLISHMENT OF BOARDS AND MEMBER APPOINTMENTS

- 6. The following Boards are established:
 - (a) the Regional Municipality of Wood Buffalo Local Assessment Review Board; and
 - (b) the Regional Municipality of Wood Buffalo Composite Assessment Review Board.
- 7. Councillors, Regional Municipality employees and individuals employed as tax agents are ineligible as Municipal Members of the Local Assessment Review Board and the Composite Assessment Review Board.

Local Assessment Review Board Appointments

8. (1) Council will by resolution appoint up to 6 individuals as Municipal Members of the Local Assessment Review Board.
- (2) If a Municipal Member has had their appointment extended under section 14(2), Council may still appoint up to 6 individuals as Municipal Members of the Local Assessment Review Board. The extension of a Municipal Member's term under section 14(2) is not counted as the appointment of a Municipal Member under section 8(1).
- (3) Municipal Members of the Local Assessment Review Board will be appointed for two-year terms, up to a maximum of 6 consecutive years.
- (4) Council will designate one Municipal Member of the Local Assessment Review Board as chair for a two-year term.

Composite Assessment Review Board Appointment

9. (1) Council will by resolution appoint up to 6 individuals as Municipal Members of the Composite Assessment Review Board.
- (2) If a Municipal Member has had their appointment extended under section 14(2), Council may still appoint up to 6 individuals as Municipal Members of the Local Assessment Review Board. The extension of a Municipal Member's term under section 14(2) is not counted as the appointment of a Municipal Member under section 9(1).
- (3) Municipal Members of the Local Assessment Review Board will be appointed for two-year terms, up to a maximum of 6 consecutive years.
- (4) Council will designate one Municipal Member of the Composite Assessment Review Board as chair for a two-year term.

Role of the Chair

10. The chair may sit on any panel of the Local Assessment Review Board or the Composite Assessment Review Board.
11. In consultation with the Clerk, the Chair selects Municipal Members for the Local Assessment Review Board or the Composite Assessment Review Board.
12. The Clerk and the Chair will provide advice to Council regarding Municipal Member appointments.

Remuneration

13. (1) Remuneration for Members of the Local Assessment Review Board and the Composite Assessment Review Board will be:
 - a) Member:
 - (i) \$164 for up to four hours in any day;
 - (ii) \$290 for four hours up to eight hours in any day;
 - (iii) \$427 for over eight hours in any day.
 - b) Chair:
 - (i) \$219 for up to and four hours in any day;
 - (ii) \$383 for four hours up to eight hours in any day;
 - (iii) \$601 for over eight hours in any day.
- (2) Members of the Local Assessment Review Board and the Composite Assessment Review Board will be remunerated for participating in mandatory training, attending hearings, decision making and decision writing and any travel required outside of the Municipality.
- (3) Members of the Local Assessment Review Board and the Composite Assessment Review Board will be reimbursed for expenses incurred for any travel required outside of the Municipality and to attend mandatory Assessment Review Board training in accordance with the Regional Municipality's Employee Policy.

Reappointment of Term

14. (1) A Municipal Member may be re-appointed at the expiration of the Member's term, up to the maximum set out in section 8(3) and section 9(3).
- (2) If a Municipal Member is appointed to a Local Assessment Review Board or a Composite Assessment Review Board that has begun to deal with a complaint and if the Member's term is scheduled to expire before the Local Assessment Review Board or the Composite Assessment Review Board has finished dealing with the Complaint, then the Member's term is extended automatically and without further resolution of the Council until the Local Assessment Review Board or a Composite Assessment Review Board has completed its deliberation, issued its decision, and is no longer seized with the matter.

Resignation

15. (1) A Member may resign by providing written notice, signed by the Member, to the Clerk.
- (2) The resignation of a Member is effective on the date it is received by the Clerk, even if a later date is set out in the letter of resignation.

Removal

16. (1) Council may revoke the appointment of a Municipal Member only if Council forms the opinion on reasonable grounds that the Municipal Member has breached the Code of Conduct.
- (2) Subject to subsection 16(1) a Municipal Member may not be removed, or rendered ineligible for re-appointment, by reason only of the content of any Local Assessment Review Board or Composite Assessment Review Board decision in which the Municipal Member concurred.

PART III– CLERK OF THE ASSESSMENT REVIEW BOARDS

Establishment

17. There is hereby established the position of Clerk of the Assessment Review Boards, and the Clerk will be the designated officer responsible for managing all administrative matters for the Boards.

Appointment

18. (1) Council will by resolution appoint an individual to the position of Clerk.
- (2) The Clerk shall not be an employee of the Assessment and Taxation Department of the Regional Municipality.

Duties

19. In addition to those duties prescribed in Part 11 of the Act and the Regulation, and the authority and duties set out in Section 24 of this Bylaw, the Clerk's duties include:
 - (a) making arrangement for the retention of records of all decisions of each Board for a period of at least five years;
 - (b) issuing refunds of complaint fees in accordance with the provisions of the Act and the Regulation;
 - (c) at the direction of a Board, retaining and instructing independent legal counsel for the Board;
 - (d) consulting with Members on matters affecting the Boards; and
 - (e) overseeing all administrative and budgeting matters for the Boards, and reporting on those matters as required.

Delegation of Authority

20. The Clerk may delegate the Clerk's duties and functions to employees of the Regional Municipality who are not assessors and have successfully completed the prescribed training.

PART IV – HEARING PROCEDURES AND MEMBER CONDUCT

Presiding Officers

21. The Presiding Officer will chair the Board at a hearing and will:
- (a) make and keep a record of the hearing;
 - (b) prepare the decision in accordance with the Act and Regulation;
 - (c) provide the record of the hearing to the Clerk; and
 - (d) sign orders, decisions and other documents issued by the Board.

Member Conduct

22. Members must comply with the Code of Conduct Bylaw adopted by Council of the Regional Municipality.

Board Procedures

23. The provisions of the Procedure Bylaw do not apply to the Assessment Review Boards.
24. (1) The Clerk may prescribe policies, procedures and directives governing hearing processes and other Board administration matters that are not inconsistent with this Bylaw, the Act or the Regulation.
- (2) The Clerk shall cause the policies, procedures and directives established under subsection 24(1) to be published in a manner readily accessible to the public.
25. Members must comply with the policies, procedures and directives prescribed by the Clerk.

PART V – GENERAL

Complaint Fees

26. The fees payable to file a complaint are set out in the attached Schedule A.
27. The Clerk is responsible for issuing refunds of filing fees in accordance with the Act and Regulation.

Severability

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

Repeal

29. Bylaw No. 14/033, as amended, is repealed.

Effective Date

30. This Bylaw comes into effect on the day it is passed.

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

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

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

SIGNED and PASSED this this ____ day of ____, 2018.

Mayor

Chief Legislative Officer

SCHEDULE “A”
COMPLAINT FILING FEES

Complaint Type	Fee
Residential 3 or fewer dwellings and farm land	50.00
Residential 4 or more dwellings and all non-residential	\$650.00
Local improvements	\$30.00
Business Tax	\$50.00