



## Council

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

Tuesday, October 23, 2018  
6:00 PM

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## Agenda

1. **Call to Order** (at 3:00 p.m. in Boardroom 7)
2. **In-Camera Session**
  - 2.1. Disclosure Harmful to Intergovernmental Relations  
(in camera pursuant to section 21 of the *Freedom of Information and Protection of Privacy Act*)
  - 2.2. Disclosure Harmful to Economic and Other Interests of a Public Body  
(in camera pursuant to section 25 of the *Freedom of Information and Protection of Privacy Act*)
  - 2.3. Advice from Officials/Privileged Information  
(in camera pursuant to sections 24(1) and 27 of the *Freedom of Information and Protection of Privacy Act*)
3. **Adoption of Agenda** (at 6:00 p.m. in Council Chamber)
4. **Minutes of Previous Meetings**
  - 4.1. Council Meeting - October 9, 2018
5. **Presentations and Delegations**
  - 5.1. RCMP Quarterly Report
6. **Unfinished Business**
  - 6.1. Public Hearing for Cannabis Legalization in the Regional Municipality of Wood Buffalo

6.2. Cannabis Bylaws in the Regional Municipality of Wood Buffalo

1. THAT Bylaw No. 18/022, being a bylaw to repeal and replace the Smoking and Vaping Bylaw, Bylaw No. 18/015, be read a second time.
2. THAT Bylaw No. 18/022 be read a third and final time.
3. THAT Bylaw No. 18/023, being an amendment to the Land Use Bylaw, be read a second time.
4. THAT Bylaw No. 18/023 be read a third and final time.

7. **New Business**

7.1. 2022 Arctic Winter Games, Bid Assessment

THAT Administration consult with a stakeholder working group to guide the bid development process for the Regional Municipality of Wood Buffalo; and

THAT a bid for the Municipality to host the 2022 Arctic Winter Games be prepared and submitted by the stakeholder working group before the November 30, 2018 bid submission deadline; and

THAT \$30,000 be allocated from the 2018 Economic Development Branch operating budget to cover costs associated with the bid and bid tour; and

THAT funding up to a maximum of \$4,000,000 be allocated from the Emerging Issues Reserve to the 2022 Arctic Winter Games Host Society, subject to Council's approval of the proposed games budget and the Regional Municipality of Wood Buffalo being the successful bidder.

7.2. Third Quarter 2018 Financial Performance Update

THAT the Third Quarter 2018 Financial Performance Update be accepted as information.

7.3. Whistleblower Policy

THAT Whistleblower Policy LEG-150, dated October 23, 2018, be approved.

**Adjournment**

At the adjournment of the Regular Meeting, Council will call the 2018 Organizational Meeting to order.

**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, October 9, 2018, commencing at 3:00 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  
Jane Stroud, Councillor  
Claris Voyageur, Councillor

**Administration:** Annette Antoniak, Chief Administrative Officer  
Jamie Doyle, Deputy Chief Administrative Officer  
Jade Brown, Chief Legislative Officer  
Marc Fortais, Director, Public Works  
Matthew Hough, Director, Engineering  
Elsie Hutton, Chief Financial Officer  
Brad McMurdo, Director, Planning and Development  
Linda Ollivier, Director of Financial Services  
Susan Trylinski, A/Director, Legal Services  
Theresa Wells, A/Manager, Communications & Stakeholder Relations  
Anita Hawkins, Legislative Officer

**Call to Order (in the 7<sup>th</sup> Floor Boardroom)**

Mayor D. Scott called the meeting to order at 3:07 p.m.

**Motion to move in camera**

**MOTION:**

THAT the Council Meeting move in camera pursuant to sections 16(1), 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*.

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

Exit

Councillors M. Allen and K. Balsom declared potential pecuniary interest in the next item and exited the meeting.

**2.1. Advice from Officials/Privileged Information**

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

<b>Name</b>	<b>Reason for Attending</b>
Annette Antoniak	Leader of the Organization
Jamie Doyle	Leader of the Organization
Jade Brown	Legislative Advice/Clerk
Theresa Wells	Communications
Kari Westhaver	Presenter
Susan Trylinski	Legal
Bill Armstrong	Legal

Return

Councillors M. Allen and K. Balsom returned to the meeting for the next business item.

**2.2. Disclosure Harmful to Business Interest/Privileged Information**

(in camera pursuant to sections 16(1) and 27 of the *Freedom of Information and Protection of Privacy Act*)

Councillor P. Meagher joined the meeting at 3:50 p.m.

<b>Name</b>	<b>Reason for Attending</b>
Annette Antoniak	Leader of the Organization
Jamie Doyle	Leader of the Organization
Jade Brown	Legislative Advice/Clerk
Theresa Wells	Communications
Elsie Hutton	Presenter
Cindy Chiasson	Presenter
Barbara Walsh	Presenter
Susan Trylinski	Legal
Caitlin Hanley	Legal



**2.3. Privileged Information**(in camera pursuant to section 27 of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Annette Antoniak	Leader of the Organization
Jamie Doyle	Leader of the Organization
Jade Brown	Legislative Advice/Clerk
Theresa Wells	Communications
Susan Trylinski	Presenter

**2.4. Advice from Officials**(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Annette Antoniak	Leader of the Organization
Jamie Doyle	Leader of the Organization
Theresa Wells	Communications
Jade Brown	Presenter
Sonia Soutter	Presenter

**Recess**

A recess occurred between 5:30 p.m. and 6:00 p.m., at which time the meeting was reconvened in the Council Chamber.

**Motion to reconvene in public****MOTION:**

THAT the meeting reconvene in public.

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

**Adoption of Agenda (at 6:00 p.m. in Council Chamber)****3.1. Motion to Approve Agenda****MOTION:**

THAT the Agenda be adopted as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike Allen, Councillor
<b>SECONDER:</b>	Verna Murphy, Councillor
<b>FOR:</b>	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

### **Minutes of Previous Meetings**

#### **4.1. Council Meeting - October 1, 2018**

THAT the Minutes of the Council Meeting held on October 1, 2018 be approved as presented.

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

### **New Business**

#### **5.1. Competitive Procurement Audit Action Plan – Third Quarter 2018 Update**

Elsie Hutton, Chief Financial Officer, Matthew Hough, Director, Engineering and Cindy Chiasson, Senior Manager, Procurement Services presented the Competitive Procurement Audit Action Plan and responded to questions of Council.

#### **Exit**

Councillor B. Inglis exited the meeting at 6:09 p.m. and returned at 6:12 p.m.

#### **MOTION:**

THAT the Competitive Procurement Audit Action Plan – Third Quarter 2018 Update, Attachment 1, be accepted as information.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike Allen, Councillor
<b>SECONDER:</b>	Verna Murphy, Councillor
<b>FOR:</b>	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

## 5.2. Elected Officials Compensation, Travel, and Expenses Policy (LEG-050) Revisions

Jade Brown, Chief Legislative Officer presented the Elected Officials Compensation, Travel and Expenses Policy.

### MOTION:

THAT the following revisions to the Elected Officials Compensation, Travel and Expenses Policy LEG-050 be approved:

- that the annual salary for the Mayor as indicated in section 3.2.1. be adjusted from \$132,011.00 to \$165,790.00, effective January 1, 2019;
- that the annual salary for Councillors as indicated in section 3.2.2. be adjusted from \$38,878.00 to \$46,200.00, effective January 1, 2019;
- that Section 3.2.7. be removed from the Policy and the remaining sections be renumbered; and
- that the amendments as outlined in Attachment 1 be approved.

### Recess

The meeting recessed from 6:45 p.m. to 6:51 p.m.

<b>RESULT:</b>	<b>CARRIED [7 TO 4]</b>
<b>MOVER:</b>	Sheila Lalonde, Councillor
<b>SECONDER:</b>	Mike Allen, Councillor
<b>FOR:</b>	Allen, Balsom, Inglis, Lalonde, Murphy, Stroud, Voyageur
<b>AGAINST:</b>	Scott, McGrath, Meagher, Peddle

## **Adjournment**

The meeting adjourned at 6:54 p.m.

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Mayor

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Chief Legislative Officer



# Wood Buffalo RCMP Detachment Quarterly Report



October 23, 2018  
Superintendent Lorna Dicks  
Officer in Charge



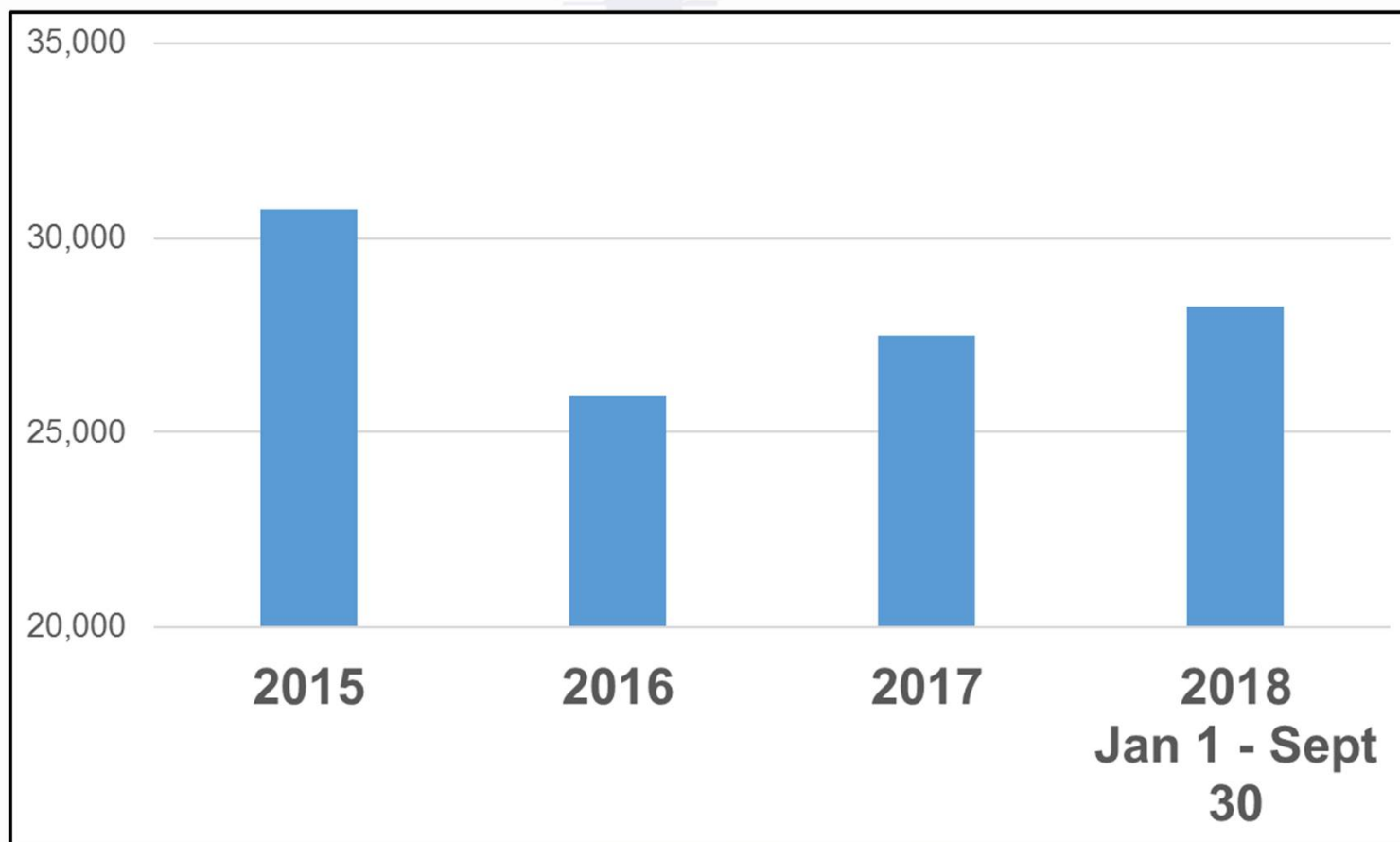
## Wood Buffalo RCMP Staffing



**RCMP**

ROYAL CANADIAN MOUNTED POLICE

## Calls for Service

Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada



## 2018 - 2019 Annual Performance Plan

**Objective #1 – Traffic Safety**

**Objective #2 – Persons Crimes**

**Objective #3 – Drug Enforcement**

**Objective #4 – Crime Reduction**

**Objective #5 – Employee Wellness**

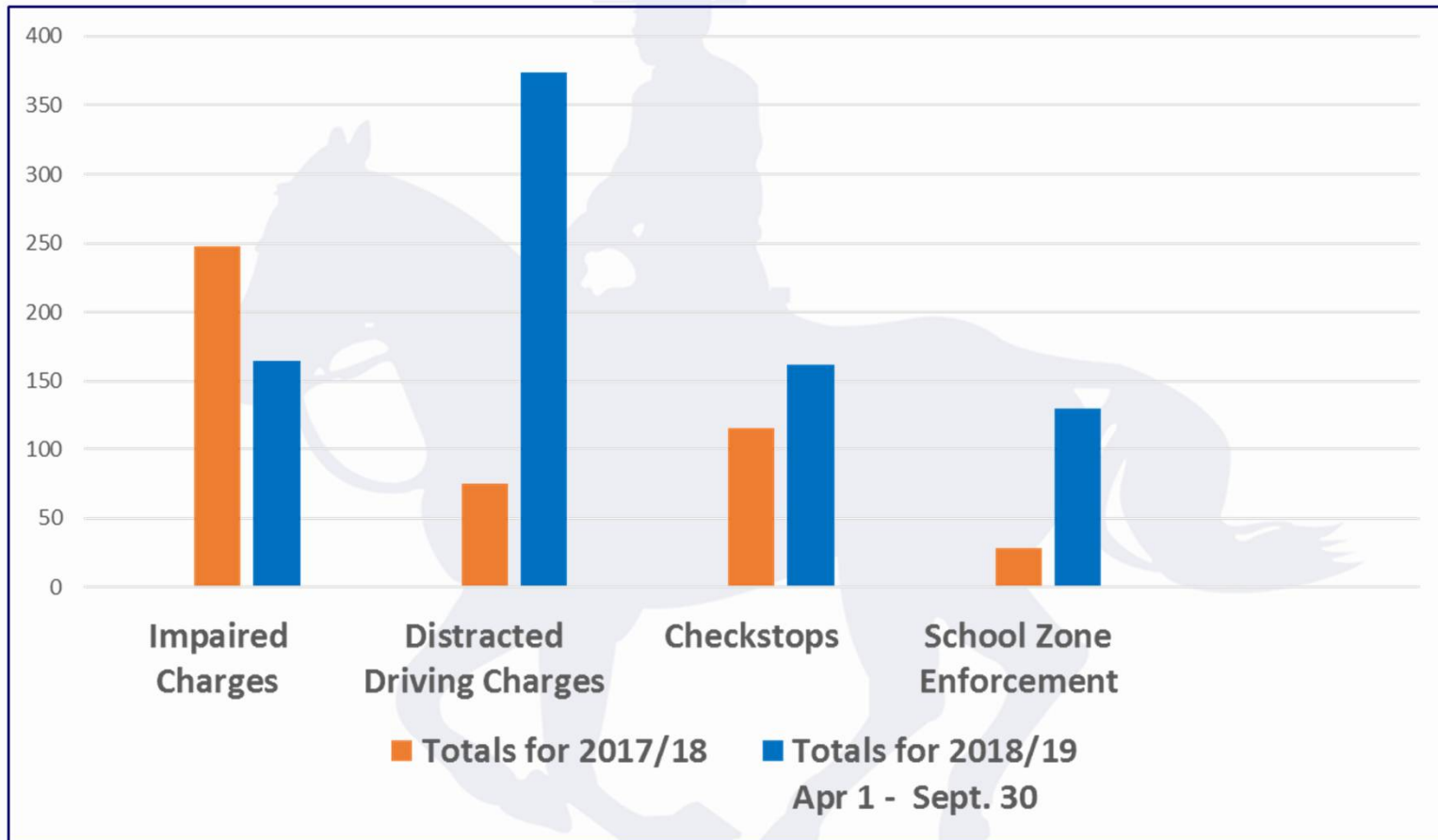




**RCMP**

ROYAL CANADIAN MOUNTED POLICE

## Traffic Safety Initiatives



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada 



## Persons Crimes – Intimate Partner

1. Community Presentations
2. High Risk File Offender Checks





## Drugs/Drug Enforcement

1. Drug Trafficking Charges
2. Community Drug Presentations





## Crime Reduction – Habitual Offenders

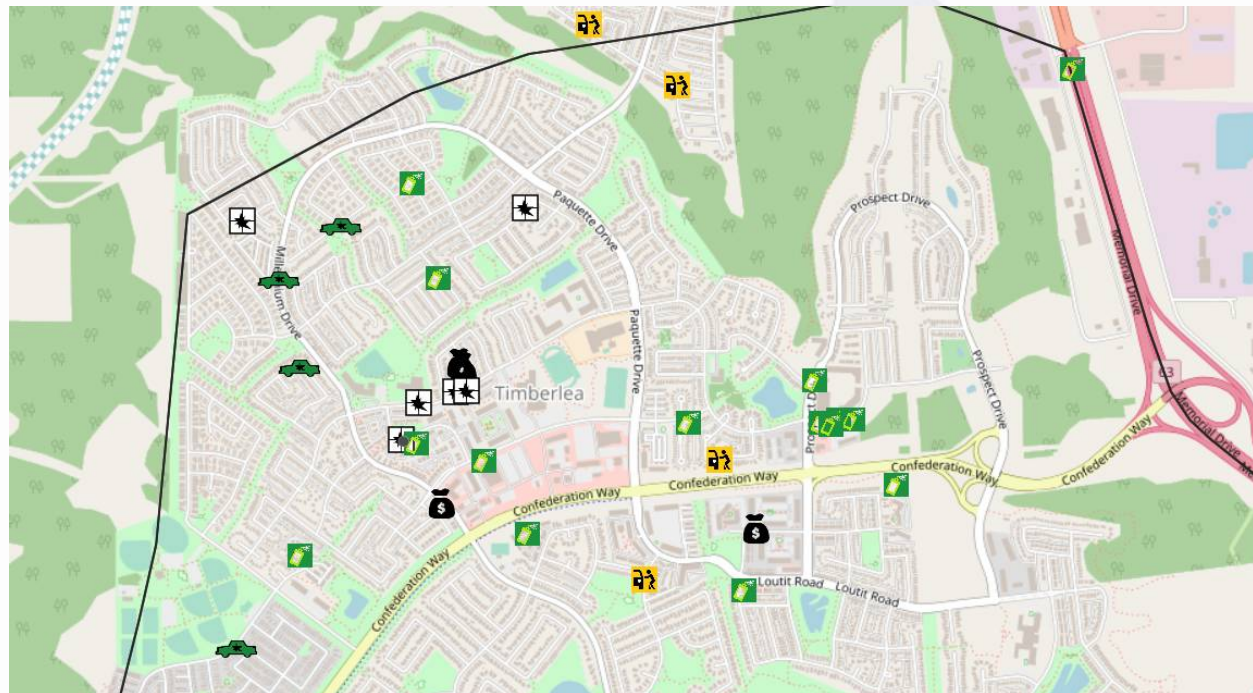
1. Prolific Offender Compliance Checks
2. Community and School Engagement
3. Promote Rural Crime Watch
4. Hot Spot Checks







## Public Facing Crime Mapping



Timberlea

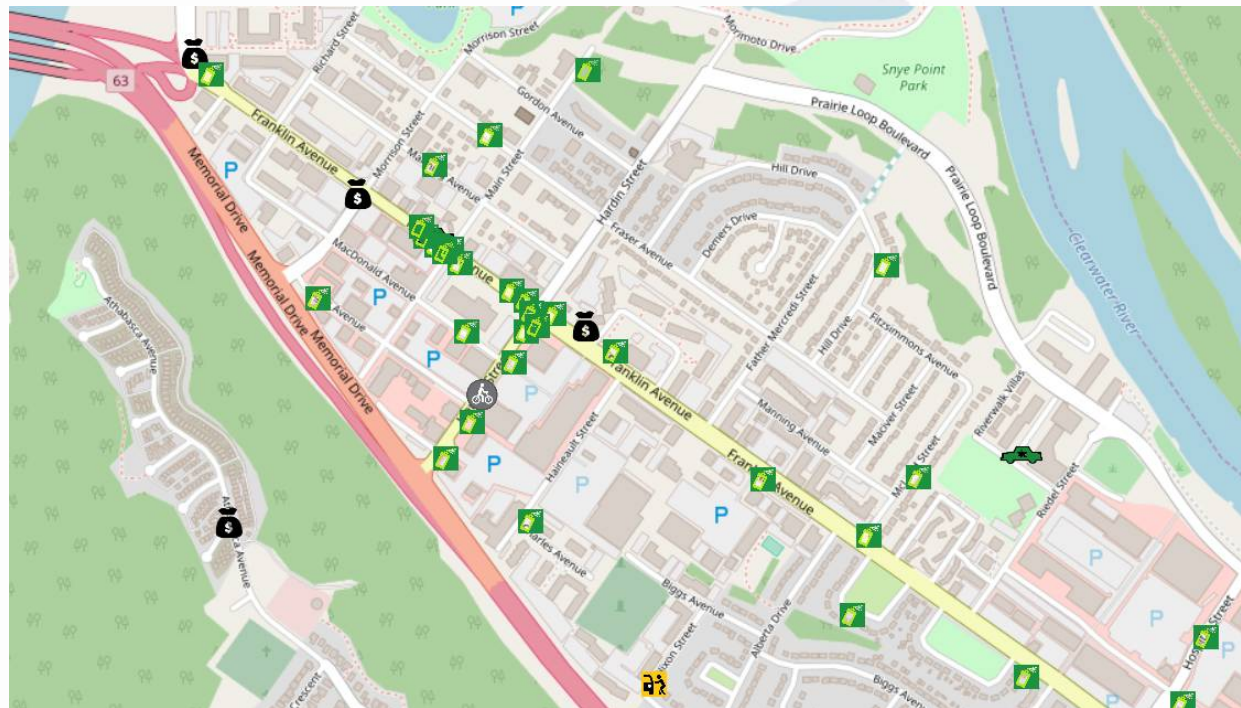
**Legend**

- Mischief / Méfait
  -
- Break and Enter / Introduction par Effraction
  -
- Theft From Motor Vehicle / Vol dans un Véhicule à Moteur
  -
- Theft Over/Under \$5000 / Vol Sur/Sous \$5000
  -
- Bicycle / Vélo
  -
- Mail / Courrier
  -
- Oilfield / Gisement de Pétrole
  -
- Other / Autre
  -
- Theft of Motor Vehicle / Véhicule Volé
  -

**RCMP**

ROYAL CANADIAN MOUNTED POLICE

# Public Facing Crime Mapping



Downtown

**Legend**

- Mischief / Méfait
  -
- Break and Enter / Introduction par Effraction
  -
- Theft From Motor Vehicle / Vol dans un Véhicule à Moteur
  -
- Theft Over/Under \$5000 / Vol Sur/Sous \$5000
  -
- Bicycle / Vélo
  -
- Mail / Courrier
  -
- Oilfield / Gisement de Pétrole
  -
- Other / Autre
  -
- Theft of Motor Vehicle / Véhicule Volé
  -



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada



**QUESTIONS?**

**Public Hearing re: Bylaw Nos.:**  
**18/022 – Smoking and Vaping Bylaw, 18/023 – Land Use Bylaw Amendment**

- A. Introduction from Administration
  - Brad McMurdo, Director, Planning & Development
  - Chris Booth, Acting Manager, Community Development Planning
- B. Written Presentations
  - Jason Kostiw, Canna Cabana Inc.
- C. Verbal Presentations
  - Paul Hartigan, Plaza Developments
- D. Other Verbal Presentations (Time Permitting and with Consent of Council)
- E. Questions of Council
- F. Closing Statement from Administration



Public Hearing

Bylaw No. 18/022

Bylaw No. 18/023

Written Submissions



October 22, 2018

Jason Kostiw  
Municipal & Public Relations  
Canna Cabana Inc.  
Unit #149, 2634 45 Ave SW  
Calgary, AB T2B 3M1

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

**RE: Bylaw No. 18/023**

Dear Members of Council,

On behalf of Canna Cabana Inc., I thank you for the opportunity to provide input regarding this proposed amendment to Land Use Bylaw No. 99/059. As an organization with a decade of experience working with municipalities in the cannabis and tobacco space, we value strong relationships with our communities. This begins with respect for municipal bylaws, regulations and the spirit behind them. This amendment is important to us as it would allow Canna Cabana the chance to apply to convert one of our existing Smoker's Corner stores to a new Canna Cabana CRS.

The amendment to a discretionary use per the Planning Commission creates a proper and appropriate process to consider applications that meet the goals and intentions of the Planning Commission and RMWB, while ensuring the integrity and sustainable growth and development of the area.

The current use at 101-9914 Morrison Street is a Smoker's Corner, part of a national chain of 19 retail stores established in 2009 under the parent company, High Tide Inc. Smoker's Corner currently sells tobacco and cannabis accessories to an established and loyal clientele. We would like to draw on that decade of experience by converting suitable Smoker's Corner locations like this one to an upgraded, new and modern concept store.

This amendment would be a key step towards allowing our Development Permit application to be considered, and for us to demonstrate how our business can build off seven years of previous experience in Fort McMurray. We believe we can help to ensure a smooth transition to the new cannabis environment and have continued success operating in this challenging space. Without this change, this would be a missed opportunity to share our level of experience and expertise in the industry at a time when it is sorely needed, at a location that has a demonstrated history of promoting a culture of safe and responsible use of cannabis.

I thank you for your careful consideration of this matter and the many factors you must take into account in your decision. If you require any additional information or have any questions, please feel free to reach out to us at [info@cannacabana.com](mailto:info@cannacabana.com).

Sincerely,

A handwritten signature in cursive script that reads "Jason Kostiw".

Jason Kostiw  
Municipal & Public Relations  
Canna Cabana Inc.



## COUNCIL REPORT

Meeting Date: October 23, 2018

**Subject: Cannabis Bylaws in the Regional Municipality of Wood Buffalo**

**APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Chief Administrative Officer

**Recommended Motion:**

1. THAT Bylaw No. 18/022, being a bylaw to repeal and replace the Smoking and Vaping Bylaw, Bylaw No. 18/015, be read a second time.
2. THAT Bylaw No. 18/022 be read a third and final time.
3. THAT Bylaw No. 18/023, being an amendment to the Land Use Bylaw, be read a second time.
4. THAT Bylaw No. 18/023 be read a third and final time.

**Summary:**

On July 9, 2018, Council approved bylaws for regulating cannabis sales, production, permitting and consumption in the Region. While most of the bylaws are already in place, the proposed two bylaws provide clarification to the existing approved Smoking and Vaping Bylaw and propose new land use districts where cannabis retail stores and production facilities could be located.

**Background:**

The Federal and Provincial governments have introduced legislation to legalize, regulate, and restrict access to recreational cannabis. In preparation for this pending legalization, on July 9, 2018 Council approved amendments to the Land Use Bylaw (Bylaw No. 18/014) to regulate districts where cannabis retail stores and production facilities can be located, along with amendments to the License Bylaw (Bylaw No. 18/016) to allow cannabis related businesses to operate in the Region. A Smoking and Vaping Bylaw (Bylaw No. 18/015) regulating how cannabis is consumed was also approved at that time.

As cannabis legalization approaches and following further review, there is a need to

update these bylaws, particularly the Land Use Bylaw and the Smoking and Vaping Bylaw, to provide greater clarity surrounding the smoking and vaping of cannabis as well as to make allowances for cannabis retail stores and production facilities in more land use districts.

Bylaw No. 18/022 proposes to replace the recently adopted Smoking and Vaping Bylaw. It provides for a separate set of rules for smoking and vaping tobacco than for smoking and vaping cannabis. While smoking and vaping tobacco will generally be allowed outdoors in places that are accessible to the public (with certain restrictions, like proximity to entry ways) the smoking and vaping of cannabis will be prohibited in any spaces accessible to the public, both indoors and outdoors. A more detailed summary of proposed changes to the Smoking and Vaping Bylaw is provided in Attachment 3.

The proposed amendments to the Land Use Bylaw, if approved, would allow for cannabis retail stores in the CBD-1 Central Business District and C4 Highway Commercial District. It will also allow for cannabis production facilities in the Business Industrial district of Taiganova Industrial Park.

#### **Budget/Financial Implications:**

The new permits for cannabis retail stores and production facilities will generate some revenue for the municipality through development permit, building permit and business license application fees. However, this is not expected to be a significant source of revenue.

#### **Rationale for Recommendation:**

The proposed changes to the Municipality's bylaws provide more clarity with regard to smoking and vaping of tobacco and cannabis and will also allow for cannabis retail and production facilities in commercial and industrial zones that were not included in previous amendments. The proposed changes strike a balance between economic development opportunities and laws to mitigate community concerns.

Banning smoking and vaping of cannabis in public places will protect children, adults and seniors from exposure to second hand cannabis smoke, while still allowing people to consume it in their privately owned or rented space.

#### **Strategic Priorities:**

Responsible Government  
Downtown Revitalization  
Regional Economic Development

#### **Attachments:**

- 1. Bylaw No. 18/022 - Smoking and Vaping Bylaw**
- 2. Bylaw No. 18/023 - Land Use Bylaw Amendment**
- 3. Summary of Proposed Changes to Smoking and Vaping Bylaw**

## BYLAW NO. 18/022

### **A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO REGULATE SMOKING AND VAPING IN PUBLIC PLACES, WORK PLACES, AND PUBLIC TRANSPORTATION VEHICLES AND PROPERTY.**

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

**AND WHEREAS** pursuant to Section 7(b) of the MGA, a Council may pass bylaws for municipal purposes respecting people, activities and things in, on or near a public place or place that is open to the public;

**AND WHEREAS** pursuant to Section 7(d) of the MGA, a Council may pass bylaws for municipal purposes respecting transport and transportation systems;

**AND WHEREAS** pursuant to Section 7(e) of the MGA, a Council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business;

**AND WHEREAS** pursuant to Section 7(i) of the MGA a Council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment including any or all of the matters listed therein;

**AND WHEREAS** health officials have determined that secondhand smoke is a health hazard and causes discomfort for many persons;

**AND WHEREAS** the smoke or vapour produced by the smoking or vaping of tobacco, cannabis and other substances is a nuisance for persons in public places, work places and public transportation vehicles and property;

**AND WHEREAS** the Regional Municipality of Wood Buffalo deems it expedient and appropriate to limit the effects of secondhand smoke in the Regional Municipality of Wood Buffalo by regulating smoking and vaping of tobacco, cannabis and other substances in public places, workplaces and public transportation vehicles and property within the Regional Municipality of Wood Buffalo;

**AND WHEREAS** the federal government is proposing to pass the *Cannabis Act* not later than the summer of 2018;

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

## **PART 1 – PURPOSE, DEFINITIONS AND INTERPRETATION**

### **PURPOSE**

1. The purpose of this Bylaw is to regulate smoking and vaping of tobacco, cannabis and other substances in public places, work places, public transportation vehicles, and property, to reduce exposure to secondhand smoke in the Regional Municipality of Wood Buffalo for the health, safety and welfare of the inhabitants.

### **SHORT TITLE**

2. This Bylaw may be cited as the “Smoking and Vaping Bylaw”.

### **DEFINITIONS AND INTERPRETATION**

3. For the purpose of administering the provisions of this Bylaw, the following definitions shall apply:
  - (a) “ASHTRAY” means a receptacle for ashes, butts or residue of tobacco or cannabis products;
  - (b) “BUILDING” has a meaning prescribed in the Land Use Bylaw 99/059, as amended, or replaced from time to time;
  - (c) “BUSINESS” means carrying on a commercial or industrial undertaking of any kind or nature or the provision of a professional, personal or other service and includes any activity carried on by an educational institution, municipality, or a charitable organization;
  - (d) “CANNABIS” has the meaning given to that term in the federal *Cannabis Act* (Bill C-45, An Act respecting cannabis and to amend the *Controlled Drugs and Substances Act*, the *Criminal Code* and other Acts, 1st Sess, 42nd Parl, 2017);
  - (e) “BYLAW OFFICER” means any duly appointed Bylaw Enforcement Officer of the Regional Municipality of Wood Buffalo or any member of the Royal Canadian Mounted Police;
  - (f) “CHIEF ADMINISTRATIVE OFFICER” has a meaning prescribed in the *Municipal Government Act*, as amended, or replaced from time to time;
  - (g) “CHILD CARE FACILITY” has a meaning prescribed in the Land Use Bylaw 99/059, as amended, or replaced from time to time;
  - (h) “COMMUNITY RECREATION FACILITY” has a meaning prescribed in the Land Use Bylaw 99/059, as amended, or replaced from time to time;
  - (i) “COUNCIL” has a meaning prescribed in the *Municipal Government Act*, as amended, or replaced from time to time;



- (j) “DESIGNATED PLACE” includes:
  - (i) licensed gaming establishments;
  - (ii) drinking establishments;
  - (iii) restaurants;
  - (iv) outdoor patios;
  - (v) private clubs;
  - (vi) place of worship;
  - (vii) community recreation facility;
  - (viii) child care facility;
  - (ix) educational service facility;
  - (x) public transportation vehicles and public transportation property and all areas within 10 metres of public transportation property;
  - (xi) public buildings and all areas within 10 metres of an entrance or exit to a public building;
  - (xii) work places and all areas within 10 metres of an entrance or exit to a work place;
  - (xiii) outdoor recreation facility; and
  - (xiv) park.
- (k) “DRINKING ESTABLISHMENT” means a business where the primary purpose is the sale of alcoholic beverages for consumption on the premises and the secondary purposes of which may include entertainment, dancing, music, the preparation and sale of food for consumption on the premises, take-out food services and the sale of alcoholic beverages for consumption away from the premises;
- (l) “EDUCATIONAL SERVICE FACILITY” has a meaning prescribed in the Land Use Bylaw 99/059, as amended, or replaced from time to time;
- (m) “ELECTRONIC SMOKING DEVICE” means an electronic device that can be used to deliver a vapour, emission or aerosol to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe;
- (n) “EMPLOYEE” means a person who:
  - (i) Performs any work for, supplies any services or fulfills any contractual obligations to any employer; or
  - (ii) receives any instructions or training in the activity, business, work, trade, occupation or profession of the employer;
- (o) “EMPLOYER” means any person who, as the owner, proprietor, manager, superintendent or overseer of any activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for the employment of a person therein;
- (p) “LICENSED GAMING ESTABLISHMENT” means any premises for which the Province of Alberta has a bingo licence or casino licence issued under the *Gaming and Liquor Act*;

- (q) “MUNICIPALITY” means the Regional Municipality of Wood Buffalo;
- (r) “OUTDOOR PATIO” means an area outside of a building intended for the consumption of food or beverages by patrons of a business providing such food or beverages, and includes:
  - (i) a public premise where food or beverages are served that is not fully contained within an enclosed building; and
  - (ii) an outside extension of an eating or drinking establishment regardless of whether it is covered;
- (s) “OUTDOOR POOL” means a structure that contains water which is designed and intended for recreational use, and includes a spray park or a wading pool;
- (t) “OUTDOOR RECREATION FACILITY” has a meaning prescribed in the Land Use Bylaw 99/059, as amended, or replaced from time to time;
- (u) “OUTDOOR SKATING RINK” means an outdoor ice surface that is designed for recreational skating or playing hockey;
- (v) “PARK” has a meaning prescribed in the Land Use Bylaw 99/059, as amended, or replaced from time to time;
- (w) “PERSON” includes an individual, business, proprietorship, corporation, society, non-profit organization, or government agency;
- (x) “PLACE OF WORSHIP” means a development and any related meeting halls used for spiritual worship and related religious, charitable, educational or social activities;
- (y) “PLAYGROUND” means an outdoor area upon which apparatus such as swings, and slides are placed;
- (z) “PRIVATE CLUB” means an enclosed place or premise that operates primarily for the benefit and pleasure of the members of a non-profit corporation or service club;
- (aa) “PRIVATE RESIDENCE” means a self-contained living premises for the domestic use of one or more persons and is provided with a separate private entrance from the exterior of a building or from a common hall, lobby or stairway, but does not include any portion of such area used as a workplace with the exception of a hotel room or motel room;

- (bb) “PROPRIETOR” means, in addition to the meaning prescribed in the MGA, where applicable:
- (i) the person who ultimately controls, governs or directs the activity carried on within any premises referred to in this Bylaw and includes the person usually in charge thereof;
  - (ii) a hospital board appointed pursuant to the *Hospitals Act*, R.S.A. 2000, C. – H-12;
  - (iii) a board of governors established pursuant to the *Post-Secondary Learning Act* S.A. 2003, C. P-195; or
  - (iv) a board of trustees elected pursuant to the provisions of the *School Act*, R.S.A. 2000, c. S-3;
- (cc) “PUBLIC” means any person other than the owner, lessee, proprietor or employer of a building or place;
- (dd) “PUBLIC BUILDING” means any enclosed building or structure as defined in this bylaw to which the public can and does have access by right or by invitation, whether or not:
- (i) all members of the public are invited;
  - (ii) the proprietor has the right to exclude any particular persons;
  - (iii) payment, membership or the performance of some formality is required prior to access;
  - (iv) the public has access to the building only at certain times, or from time to time;
  - (v) a member of the public has access only if they are a member or if they are accompanied by a member;
  - (vi) subject to subsections (vii) and (viii) below, if the public has access only to a portion of the building or structure, the entire building or structure shall be deemed to be a public building;

Where a building includes a private residence, the following shall apply:

- (i) that portion of the building containing the private residence shall be deemed not to be a public building;
  - (ii) if a building contains two or more private residences, those common areas of the building; including washrooms, corridors, reception areas, elevators, escalators, foyers, hallways, stairways, lobbies, laundry rooms and enclosed parking garages, shall be deemed to be a public building;
- (ee) “PUBLIC PLACE” means any place to which the public has access, regardless of whether or not access is granted by means of membership or admission fees and includes, but is not limited to:
- (i) licensed gaming establishments;
  - (ii) drinking establishments;
  - (iii) restaurants;
  - (iv) outdoor patios;

- (v) private clubs;
  - (vi) place of worship;
  - (vii) community recreation facility;
  - (viii) child care facility;
  - (ix) educational service facility;
  - (x) public transportation vehicles and public transportation property and all areas within 10 metres of public transportation property;
  - (xi) public buildings and all areas within 10 metres of an entrance or exit to a public building;
  - (xii) work places and all areas within 10 metres of an entrance or exit to a work place;
  - (xiii) outdoor recreation facility;
  - (xiv) park;
  - (xv) roads and sidewalks; and
  - (xvi) vehicles, except where located on private property.
- (ff) “PUBLIC TRANSPORTATION VEHICLE” means a school bus, bus, taxi, limousine, or private for hire vehicle, airplane or other similar vehicle which is being used, or is subject to use, by a passenger or passengers for a fee;
- (gg) “PUBLIC TRANSPORTATION PROPERTY” means any premises owned, used or occupied by the Municipality for the purposes of providing transit services, including public transportation vehicle shelters;
- (hh) “PUBLIC TRANSPORTATION VEHICLE SHELTER” means any structure with a roof designed to protect a passenger from the elements while waiting for a school bus, bus, taxi, limousine, airplane or other similar vehicles;
- (ii) “RESTAURANT” means an enclosed place or premises, the primary purpose of which is the preparation and sale of food for consumption on the premises, the secondary purpose of which may include the sale of alcoholic or non-alcoholic beverages, takeout food services and catering. A restaurant does not include a drinking establishment, but does include any premises for which a Class A liquor license has been issued for the sale and consumption of liquor in premises open to the public, and where minors are not prohibited by the terms of the license;
- (jj) “SKATE PARK” means an outdoor area which is designed and intended specifically for the use of skateboards, in-line skates, or other similar devices;
- (kk) “SMOKE” or “SMOKING” means:
- (i) inhaling or exhaling the smoke produced by burning tobacco or cannabis; or
  - (ii) the carrying, holding or otherwise controlling of any lit smoking equipment, such as cigar, cigarette or pipe containing tobacco, cannabis or any other such substances;
- (ll) “SPORTS FIELD” means an outdoor area which is set apart and used for the playing of sporting activities;

- (mm) “TRADITIONAL PIPE CEREMONIES” means any cultural or religious ceremony involving pipes or the use or consumption of tobacco products;
  - (nn) “TOBACCO” means a product composed in whole or in part of tobacco including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy;
  - (oo) “VAPE” or “VAPING” means:
    - (i) inhaling or exhaling the vapour, emissions or aerosol produced by an electronic smoking device or similar device containing tobacco, cannabis or any other substance; or
    - (ii) holding or otherwise having control of an electronic smoking device that is producing vapour, emissions or aerosol from tobacco, cannabis or any other substance;
  - (pp) “VIOLATION TICKET” means a ticket issued pursuant to Part II of the *Provincial Offences Procedure Act*, R.S.A. 2000 c. P-34, as amended or replaced from time to time, and regulations thereunder, and as referred to in Part 6 of this bylaw;
  - (qq) “WORKPLACE” means any enclosed area of a building or structure in which an employee works and includes washrooms, corridors, lounges, eating areas, outdoor patios, reception areas, elevators, escalators, foyers, hallways, stairways, enclosed walkways, amenity areas, lobbies, laundry rooms and enclosed parking garages utilized by an employee. For clarification purposes:
    - (i) a place is a workplace whether or not the employee is employed by the proprietor of the premises at which the employee works;
    - (ii) ii. subject to subsection iv below, if an employee works in any portion of a building, the entire building shall be deemed to be a workplace;
    - (iii) home offices that employ non-residents or that require public access shall be deemed to be a workplace; and
    - (iv) any portion of a building that is used exclusively as a private residence, including a hotel room or a motel room shall not be deemed to be a workplace.
4. Where this Bylaw cites or refers to any act, regulation, code or other bylaw, the citation or reference is to the act, regulation, code or other bylaw as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any act, regulation, code or other bylaw that may be substituted in its place.
  5. Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
  6. Nothing in this Bylaw relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirements of any lawful permit, order or license.

## **PART 2 – PROHIBITION**

7. A person must not smoke or vape in any designated place, a workplace, a public transportation vehicle or any public transportation property within the Municipality regardless of whether or not a 'No Smoking No Vaping' sign is posted.
8. A proprietor and/or employer shall not permit smoking or vaping in designated place, whether or not a 'No Smoking No Vaping ' sign is posted or visible.
9. A person must not smoke or vape in, on or within 10 metres of:
  - (a) an entrance or exit to an educational service facility;
  - (b) an entrance or exit to a child care facility;
  - (c) An entrance or exit to a place of worship;
  - (d) an entrance or exist to a community recreation facility;
  - (e) outdoor pool;
  - (f) outdoor skating rink;
  - (g) playground;
  - (h) skate park;
  - (i) sports field;
  - (j) tennis court.
10. Every proprietor or employer of a designated place shall:
  - (a) ensure compliance with this Bylaw;
  - (b) prohibit smoking and vaping in the public place; and
  - (c) post 'No Smoking No Vaping ' signs in accordance with Part 3 of this Bylaw.
11. Every proprietor or employer shall inform each employee that smoking and vaping are prohibited in the designated place.
12. A proprietor or employer who takes, or ensures that, the following steps are taken shall be deemed to have complied with the obligation described in Section 10:
  - (a) advises a person who is smoking or vaping that smoking or vaping are not allowed and requests them to extinguish any lit tobacco or cannabis product, or electronic smoking device or other smoking equipment;
  - (b) asks any person who is smoking or vaping who refuses to comply with such a request to leave the premises;
  - (c) refuses to provide any further service to such person; and
  - (d) immediately reports to a Bylaw Officer any person who is smoking or vaping, and who refuses to extinguish any lit tobacco or cannabis product, electronic smoking device or other smoking equipment, and who refuses to leave the premises when requested to do so.
13. The proprietor or employer of a designated place shall ensure that no ashtrays are placed or allowed to remain in any designated place.

14. A proprietor or employer of a designated place may, where sufficient space exists, ensure that ashtrays are placed more than 10 metres from the entrance or exit of the designated place, if employees or members of the public, from time to time, gather to smoke in a location outside the designated place. At all times, the ashtray must remain on the proprietor's and/or employer's property.
15. No person may dispose of ashes, butts or residue of tobacco or cannabis products in anything other than an ashtray, as defined within this Bylaw. Any person who does not comply with this Section is guilty of an offense.
16. No person shall smoke or vape inside any vehicle that is used as a public transportation vehicle, regardless of whether the vehicle is on or off duty.
17. Consumption of Cannabis in any form including smoking or vaping is prohibited in a public place.

### **PART 3 – SIGNS**

18. The proprietor and/or employer of a designated place shall ensure that signs are posted in a prominent, clearly visible location and in accordance with this Bylaw so as to clearly identify that smoking and vaping is prohibited.
19. The proprietor and/or employer of the designated place shall ensure that:
  - (a) signs are posted at all entrances to the designated place;
  - (b) signs are posted at the entrance to each washroom;
  - (c) signs are posted in the vicinity of any seating area where food or beverages are sold or consumed;
  - (d) signs are posted at the entrance to or within in the vicinity of a park and outdoor recreation facility; and
  - (e) signs are posted on or in public transportation vehicle shelters.
20. The signs referred to in this Bylaw shall consist of graphic symbols that comply with the provisions contained herein.
21. The following graphic symbol, on a white background with the circle and the interdictory stroke in red, shall be used for reference purposes only to indicate the areas where smoking and vaping is prohibited pursuant to this Bylaw:





22. The graphic symbol referred to in Section 20 shall include the text "Regional Municipality of Wood Buffalo Smoking and Vaping Bylaw". Text shall be a minimum of 1.3 centimetres in height and at no time will be less than one-quarter (1/4) of the height of all other letters of the sign.
23. The graphic symbol referred to in Section 20 shall include the text "No Smoking No Vaping". In letters at least fifty (50%) percent of the diameter of the circle or symbol, and of a letter height not less than 2.54 centimetres.
24. The lettering of signs may be in either upper or lower case or combination thereof, but the words "letter height", as used in Sections 21 and 22 shall mean the actual height of a letter whether it is in upper or lower case.
25. Notwithstanding that the graphic symbol in Subsection 20 is a cigarette and an electronic cigarette, it shall be deemed to include a reference to lit tobacco, cannabis and any other such product, any electronic smoking device and any other smoking or vaping equipment.
26. Any sign prohibiting smoking and vaping that refers to a former non-smoking bylaw of the Regional Municipality of Wood Buffalo is deemed to refer to this Bylaw and to provide proper notice.
27. No person shall remove, alter, conceal, deface or destroy any sign posted pursuant to this Bylaw. Any person who does not comply with this section is guilty of an offence.

#### **PART 4 – OFFENCES**

28. Any person who contravenes any provision of this Bylaw by doing any act or thing which the person is prohibited from doing, or by failing to do any act or thing the person is required to do, is guilty of an offence pursuant to this Bylaw.

#### **PART 5 – PENALTIES**

29. Any person who fails or neglects to perform the duties or requirements imposed upon it under the provisions of this Bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding ten thousand dollars (\$10,000.00).
30. The specified fine for an offence committed pursuant to this Bylaw shall be two hundred fifty dollars (\$250.00) for each such occurrence.
31. Any person convicted of an offence shall also be liable, in default of payment of any fine, to imprisonment for up to six (6) months.
32. In the case of an offence that is of a continuing nature, a contravention shall constitute a separate offence in respect of each day, or part of a day, on which that offence continues and a person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.



### **PART 6 – VIOLATION TICKET**

33. A Bylaw Officer is hereby authorized and empowered to issue a violation ticket pursuant to Part II of the *Provincial Offences Procedure Act*, R.S.A. 2000, c.P-34, as amended, or replaced from time to time, to any person who the Bylaw Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

### **PART 7 – EXEMPTION**

34. Traditional pipe ceremonies are exempt from this Bylaw.
35. Despite any other provision of this Bylaw a person may, inside enclosed premises where the primary function of the premises is the sale of electronic smoking devices, use an electronic smoking device to sample a product, other than tobacco or cannabis, prior to purchase.
36. Section 10 does not apply to an employer, or proprietor who allows a person to use an electronic smoking device to sample a product, other than tobacco or cannabis, prior to purchase inside enclosed premises where the primary function of the premises is the sale of electronic smoking devices.

### **PART 8 – SEVERABILITY**

37. If any section or sections of this Bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent therefrom and to be enacted as such.

### **PART 9 – ENFORCEMENT**

38. For the enforcement of this Bylaw, a Bylaw Officer, upon producing proper identification, may enter any designated place and public place and may make examinations, investigations and inquiries.
39. No Bylaw Officer may enter a workplace that is also a private residence without the consent of the occupant or without first obtaining and producing a warrant.
40. Where a Bylaw Officer has reason to believe that a person has contravened any provision of this bylaw, he or she may serve upon such person:
- (a) a violation ticket requiring a person to appear in Court with the alternative of making a voluntary payment in lieu of prosecution; or
  - (b) a violation ticket requiring a person to appear in Court without the alternative of making a voluntary payment.

**PART 10 – REPEAL AND COMING INTO EFFECT**

41. Bylaw No. 18/015 be repealed.
42. This Bylaw comes into effect when it is passed.

READ a first time this 1<sup>st</sup> day of October, 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

**BYLAW NO. 18/023****A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND  
LAND USE BYLAW NO. 99/059**

**WHEREAS** sections 191(1) and 639 of the *Municipal Government Act* empower a council both to pass and to amend a land use bylaw;

AND WHEREAS the federal government is proposing to pass the *Cannabis Act* not later than the summer of 2018;

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

1. Land Use Bylaw No. 99/059 is amended as set out in sections 2 to 4 of this bylaw.

2. Table 9.16-1 is deleted and replaced with the following

Table 9.16-1

Land Use Districts within the Downtown Major Redevelopment Zone

Land Use Districts

Land Uses	CBD1 – Central Business District	BOR1 - Borealis	SCL1 – Snyeside /Clearwater Core	SCL2 – Snyeside /Clearwater High Density
● = Permitted Use      ○ = Discretionary Use      ◐ = Discretionary Uses- Planning Commission				
Food and Beverage Commercial	●	●	○	○
Institutional and Civic	●	●	●	●
Neighbourhood Commercial	●	●	○	○
Office Commercial	●	●		
Park	●	●	●	●
Parking Structure	●	●	●	●
Recreation Commercial	●	●	○	○
Residential	●	●	●	●
Retail Commercial (<5,000 m <sup>2</sup> GFA)	●	●		○
Retail Commercial, Large Format (>5,000 m <sup>2</sup> GFA)	○			
Restricted Commercial	○			
Service Commercial	○			
Tourism Commercial	●	●	●	●
Home Occupation	●	●	●	●
Home Business	○	○	○	○
Accessory Surface Parking	○	○	○	○
Accessory Building or Use	●	●	●	●
Cannabis Retail Store	◐			

3. Section 108.6 (e) is amended by adding the following uses:

(ii) Cannabis Retail Store

4. Section 111.9 (d) is amended by adding the following uses  
(x) Cannabis Production and Distribution Facility
5. This bylaw comes into effect when it is passed.

READ a first time this 1<sup>st</sup> day of October, 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

**Summary of Proposed Changes to Smoking and Vaping Bylaw -** (additions and changes are highlighted in red color)

Existing Smoking and Vaping Bylaw		Proposed Smoking and Vaping Bylaw		Comments
Section	Clause	Section	Clause	
N/A	N/A	(j)	<p><b>“DESIGNATED PLACE” includes:</b></p> <ul style="list-style-type: none"> <li>i. licensed gaming establishments;</li> <li>ii. drinking establishments;</li> <li>iii. restaurants;</li> <li>iv. outdoor patios;</li> <li>v. private clubs;</li> <li>vi. place of worship;</li> <li>vii. <i>community recreation facility;</i></li> <li>viii. child care facility;</li> <li>ix. educational service facility;</li> <li>x. public transportation vehicles and public transportation property and all areas within 10 metres of public transportation property;</li> <li>xi. public buildings and all areas within 10 metres of an entrance or exit to a public building;</li> <li>xii. work places and all areas within 10 metres of an entrance or exit to a work place;</li> <li>xiii. outdoor recreation facility; and</li> <li>xiv. park.</li> </ul>	New Definition
(dd)	“PUBLIC PLACE” means any place to which the public has access, regardless of whether or not	(ee)	“PUBLIC PLACE” means any place to which the public has access, regardless of whether or not access	Section XV and XVI added

	<p>access is granted by means of membership or admission fees, and includes:</p> <ul style="list-style-type: none"> <li>i. licensed gaming establishments;</li> <li>ii. drinking establishments;</li> <li>iii. restaurants;</li> <li>iv. outdoor patios;</li> <li>v. private clubs;</li> <li>vi. place of worship;</li> <li>vii. community recreation facility;</li> <li>viii. child care facility;</li> <li>ix. educational service facility;</li> <li>x. public transportation vehicles and public transportation property and all areas within 10 metres of public transportation property;</li> <li>xi. public buildings and all areas within 10 metres of an entrance or exit to a public building;</li> <li>xii. work places and all areas within 10 metres of an entrance or exit to a work place;</li> <li>xiii. outdoor recreation facility; and</li> <li>xiv. park.</li> </ul>		<p>is granted by means of membership or admission fees and includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>i. licensed gaming establishments;</li> <li>ii. drinking establishments;</li> <li>iii. restaurants;</li> <li>iv. outdoor patios;</li> <li>v. private clubs;</li> <li>vi. place of worship;</li> <li>vii. community recreation facility;</li> <li>viii. child care facility;</li> <li>ix. educational service facility;</li> <li>x. public transportation vehicles and public transportation property and all areas within 10 metres of public transportation property;</li> <li>xi. public buildings and all areas within 10 metres of an entrance or exit to a public building;</li> <li>xii. work places and all areas within 10 metres of an entrance or exit to a work place;</li> <li>xiii. outdoor recreation facility;</li> <li>xiv. park;</li> <li>xv. roads and sidewalks; and</li> <li>xvi. vehicles, except where located on private property.</li> </ul>	
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7	A person must not smoke or vape in any public place, a workplace, a public transportation vehicle or any public transportation property within the Municipality regardless of whether or not a 'No Smoking No Vaping' sign is posted.	7	A person must not smoke or vape in any <b>designated</b> place, a workplace, a public transportation vehicle or any public transportation property within the Municipality regardless of whether or not a 'No Smoking No Vaping' sign is posted.	Public Place changed to Designated Place
8	A proprietor and/or employer shall not permit smoking or vaping in public place, whether or not a 'No Smoking No Vaping' sign is posted or visible.	8	A proprietor and/or employer shall not permit smoking or vaping in <b>designated</b> place, whether or not a 'No Smoking No Vaping' sign is posted or visible.	Public Place changed to Designated Place
10	Every proprietor or employer of a public place shall: a) ensure compliance with this Bylaw; b) prohibit smoking and vaping in the public place; and c) post 'No Smoking No Vaping' signs in accordance with Part 3 of this Bylaw.	10	Every proprietor or employer of a <b>designated</b> place shall: a. ensure compliance with this Bylaw; b. prohibit smoking and vaping in the public place; and c. post 'No Smoking No Vaping' signs in accordance with Part 3 of this Bylaw.	Public Place changed to Designated Place
11	Every proprietor or employer shall inform each employee that smoking and vaping are prohibited in the public place.	11	Every proprietor or employer shall inform each employee that smoking and vaping are prohibited in the <b>designated</b> place.	Public Place changed to Designated Place



13	The proprietor or employer of a public place shall ensure that no ashtrays are placed or allowed to remain in any public place.		The proprietor or employer of a <b>designated</b> place shall ensure that no ashtrays are placed or allowed to remain in any <b>designated</b> place.	Public Place changed to Designated Place
14	A proprietor or employer of a public place may, where sufficient space exists, ensure that ashtrays are placed more than 10 metres from the entrance or exit of the public place, if employees or members of the public, from time to time, gather to smoke in a location outside the public place. At all times, the ashtray must remain on the proprietor's and/or employer's property.		A proprietor or employer of a <b>designated</b> place may, where sufficient space exists, ensure that ashtrays are placed more than 10 metres from the entrance or exit of the <b>designated</b> place, if employees or members of the public, from time to time, gather to smoke in a location outside the <b>designated</b> place. At all times, the ashtray must remain on the proprietor's and/or employer's property.	Public Place changed to Designated Place
		17	<b>Consumption of Cannabis in any form including smoking or vaping is prohibited in a public place.</b>	New section added
17	The proprietor and/or employer of a public place shall ensure that signs are posted in a prominent, clearly visible location and in accordance with this Bylaw so as to clearly identify that smoking and vaping is prohibited.	18	The proprietor and/or employer of a <b>designated</b> place shall ensure that signs are posted in a prominent, clearly visible location and in accordance with this Bylaw so as to clearly identify that smoking and vaping is prohibited.	Public Place changed to Designated Place

18	<p>The proprietor and/or employer of the public place shall ensure that:</p> <ul style="list-style-type: none"> <li>a) signs are posted at all entrances to the public place;</li> <li>b) signs are posted at the entrance to each washroom;</li> <li>c) signs are posted in the vicinity of any seating area where food or beverages are sold or consumed;</li> <li>d) signs are posted at the entrance to or within in the vicinity of a park and outdoor recreation facility; and</li> <li>e) signs are posted on or in public transportation vehicle shelters.</li> </ul>	19	<p>The proprietor and/or employer of the <b>designated</b> place shall ensure that:</p> <ul style="list-style-type: none"> <li>a) signs are posted at all entrances to the <b>designated</b> place;</li> <li>b) signs are posted at the entrance to each washroom;</li> <li>c) signs are posted in the vicinity of any seating area where food or beverages are sold or consumed;</li> <li>d) signs are posted at the entrance to or within in the vicinity of a park and outdoor recreation facility; and</li> <li>e) signs are posted on or in public transportation vehicle shelters.</li> </ul>	Public Place changed to Designated Place
37	<p>For the enforcement of this Bylaw, a Bylaw Officer, upon producing proper identification, may enter any—public place and may make examinations, investigations and inquiries.</p>	38	<p>For the enforcement of this Bylaw, a Bylaw Officer, upon producing proper identification, may enter <b>any designated place and public place</b> and may make examinations, investigations and inquiries.</p>	Public Place changed to Designated Place and Public Place



## COUNCIL REPORT

Meeting Date: October 23, 2018

**Subject: 2022 Arctic Winter Games, Bid Assessment**

**APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Chief Administrative Officer

**Recommended Motion:**

THAT Administration consult with a stakeholder working group to guide the bid development process for the Regional Municipality of Wood Buffalo; and

THAT a bid for the Municipality to host the 2022 Arctic Winter Games be prepared and submitted by the stakeholder working group before the November 30, 2018 bid submission deadline; and

THAT \$30,000 be allocated from the 2018 Economic Development Branch operating budget to cover costs associated with the bid and bid tour; and

THAT funding up to a maximum of \$4,000,000 be allocated from the Emerging Issues Reserve to the 2022 Arctic Winter Games Host Society, subject to Council's approval of the proposed games budget and the Regional Municipality of Wood Buffalo being the successful bidder.

**Summary:**

On September 20, 2018, the Arctic Winter Games International Committee along with the Alberta Sport Connection held a bid workshop with interested host communities for the 2022 Arctic Winter Games. Administration attended the session to gather information and provide a recommendation related to next steps.

The Regional Municipality of Wood Buffalo (RMWB) and Grande Prairie are the two communities that have expressed interest in submitting a bid. Informal communication with some local stakeholders suggests a general interest in hosting but the key considerations noted below are also a very important part of assessing suitable bid opportunities.

**Background:**

On May 17, 2018, the RMWB received a letter of invitation from the Alberta Minister of Culture and Tourism to bid on the opportunity to host the 2022 Arctic Winter Games

(AWG). The AWG occur every two years, rotating between four locations.

The AWG is an international sport festival bringing together athletes and cultural participants from the Northwest Territories, Yukon, Nunavut, Alaska, Greenland, Russia, Nunavik, northern Alberta and the Indigenous people (Sami) of Norway, Finland and Sweden.

The AWG, generally held in March, have opening and closing ceremonies, medal ranking, an athlete parade, as well as an opportunity to showcase local community highlights and entertainment. As listed in the Arctic Winter Games staging manual, there are 20 sports as well as cultural events. The AWG typically involve 2,000 participants and attract many spectators and special guests from across the northern hemisphere.

On July 20, 2018, in an effort to meet the required timeline and provide a response to the invitation from the Alberta Minister of Culture and Tourism, the RMWB submitted a letter of potential interest to bid on the 2022 Arctic Winter Games. The letter indicated that the Municipality was in the process of bidding on another major multi-sport games (i.e. 2020 Canada 55+ Games) and pending the outcome in mid-August 2018, the Municipality would be better able to assess the opportunity to bid for the right to host the 2022 Arctic Winter Games and confirm next steps.

In August 2018, the Canada Senior Games Association publicly confirmed that Kamloops was selected to host the 2020 Canada 55+ Games.

### **Budget/Financial Implications:**

The Host City is responsible for the cost of the bid process and, if it is successful, staging the Games. Additional funding is typically generated from grants, sponsorship, gift-in-kind, and registrations to help offset the expense. The Host City agrees to accept any financial loss resulting from the event. The Government of Alberta provides \$1.8M in funding to support operational aspects of the Games which typically cost between \$5 - 8M. The economic impact report in Grande Prairie post Arctic Winter Games in 2010 was \$7.65M.

### **Rationale for Recommendation:**

Initial feedback from community stakeholders identifies such benefits as raising the profile of the region, building sport event hosting capacity and reputation, boosting tourism and the local economy, and promoting civic involvement. Some of the key considerations include:

- The bid submission deadline is November 30, 2018 and a community bid tour is required to be held the week of January 13, 2019. Given the tight timeline Administration would have to immediately work with community as a part of the bid development process. In addition, the Arctic Winter Games International Committee along with the Alberta Sport Connection, indicated that the bid evaluation process will focus mainly on community and sponsor support at the time of the bid tour as well as community benefits and proposed enhancements

that will be made to support the Games.

- There is a requirement to host the opening and closing ceremonies indoors. The Municipality does not currently have an indoor venue large enough to accommodate this many people at one time. In 2004, when the Arctic Games were hosted here, a temporary indoor venue was built. The approximate cost was \$1M. Another alternative would be to include an outdoor venue in our bid proposal despite the indoor requirement and highlight the success of the 2018 Alberta Winter Games outdoor opening ceremonies.
- Schools or other facilities are required for the accommodations of athletes, coaches and cultural participants. Bunk beds or off the floor beds are a requirement of these games. As an alternative, temporary camp accommodations have been proposed and utilized to host past games athletes and coaches. Temporary accommodations could cost an estimated \$1.3M based on past games. During previous bid processes, schools have been identified as the preferred option.
- During the bid workshop administration was notified that athletes will only be permitted to travel to satellite venues once in the week, and finals are not permitted at satellite venues. This limits our ability to host a region wide event and could impact the number of urban facilities required to host the event and have a greater impact on community facility users.

Attracting major events such as the 2022 Arctic Winter Games aligns with Council's 2018-2021 Strategic Plan by supporting regional economic and cultural development, and helping to build a vibrant, sustainable region that residents are proud to call home.

### **Strategic Priorities:**

Regional Economic Development

### **Attachments:**

**1. 2022 Arctic Winter Games Facility Requirement Checklist**

**2. 2022 Arctic Winter Games Bid Template**



**ARCTIC WINTER GAMES - SPORT FACILITY REQUIREMENTS**  
(May vary based on sport selection)

<b>Sport</b>	<b>Facility</b>	<b>Notes</b>
Alpine Skiing	Ski Hill	<ul style="list-style-type: none"> <li>Storage and waxing facilities</li> </ul>
Arctic Sports	Gymnasium (1)	<ul style="list-style-type: none"> <li>Dedicated</li> <li>Hardwood floor</li> </ul>
Badminton	Gymnasium (1)	<ul style="list-style-type: none"> <li>Dedicated</li> <li>Height and lighting restrictions</li> </ul>
Basketball	Gymnasium (1)	<ul style="list-style-type: none"> <li>Can be shared</li> </ul>
Cross Country Skiing	Ski Trails	<ul style="list-style-type: none"> <li>Can be shared with biathlon</li> <li>5, 7.5 and 10 km loops</li> <li>Storage and waxing facilities</li> </ul>
Biathlon - Ski	Ski Trails Shooting Range	<ul style="list-style-type: none"> <li>Trails can be shared with Cross Country Skiing</li> <li>Shooting Range can be shared with Snowshoe Biathlon</li> <li>Storage and waxing facilities</li> <li>Secure storage for rifles and ammunition</li> </ul>
Biathlon - Snowshoe	Ski Trails Shooting Range	<ul style="list-style-type: none"> <li>Shooting Range can be shared with Snowshoe Biathlon</li> <li>Secure storage for rifles and ammunition</li> </ul>
Curling	Curling Rink	<ul style="list-style-type: none"> <li>Minimum four sheets</li> </ul>
Dene Games	Gymnasium or Hall Large field <ul style="list-style-type: none"> <li>○ Snowsnake</li> <li>○ Pole Push</li> </ul>	<ul style="list-style-type: none"> <li>Can be shared</li> </ul>
Dog Mushing	Trails	<ul style="list-style-type: none"> <li>See Technical Package for details</li> </ul>



Hockey	Indoor Arena (2)	<ul style="list-style-type: none"> <li>• Can be shared with Figure Skating and Speed Skating</li> <li>• Drying area for uniforms</li> </ul>
Figure Skating	Indoor Arena (1)	<ul style="list-style-type: none"> <li>• Can be shared with Hockey and Speed Skating</li> </ul>
Gymnastics	Gymnasium (1)	<ul style="list-style-type: none"> <li>• Specialized equipment</li> <li>• Can be shared</li> </ul>
Indoor Soccer	Indoor field (1)	<ul style="list-style-type: none"> <li>• Dedicated</li> <li>• 19 x 32 meters minimum</li> </ul>
Snowboarding	Snowboarding Venue	<ul style="list-style-type: none"> <li>• See Technical Package for details</li> </ul>
Snowshoeing	Trails 400 meter snow track	<ul style="list-style-type: none"> <li>• See Technical Package for details</li> </ul>
Speed Skating	Indoor Arena (1)	<ul style="list-style-type: none"> <li>• Can be shared with Hockey and Figure Skating</li> <li>• 100 x 200 feet (31 x 61 meters) minimum</li> <li>• Speed skating mats</li> </ul>
Table Tennis	Gymnasium or Hall (1)	<ul style="list-style-type: none"> <li>• Dedicated</li> </ul>
Volleyball	Gymnasium (1)	<ul style="list-style-type: none"> <li>• Can be shared</li> </ul>
Wrestling	Gymnasium or Hall (1)	<ul style="list-style-type: none"> <li>• Can be shared</li> <li>• Wrestling mats</li> </ul>
Cultural Events	Variable	
Opening / Closing Ceremonies	Indoor Venue	<ul style="list-style-type: none"> <li>• 2000 participants</li> <li>• 1000 – 2000 spectators</li> <li>• Performance stage</li> <li>• Media facilities</li> </ul>

### **Other Facilities**

Schools or other facilities (in one community) are required for the accommodation of athletes, coaches and cultural participants. Hotels or similar are required for mission staff and officials (at Host Society expenses) and special guests and media (at their expense). Chart A provides greater detail.



**Chart A**  
**Host Society**  
**Non-Sport Specific Facility Requirements**

<b>Purpose</b>	<b>Facility</b>	<b>Notes</b>
Participant Dormitories	School or similar	<ul style="list-style-type: none"> <li>• 2000 participants, see Staging Manual for requirements</li> </ul>
Mission Staff, Sport Officials and AWGIC accommodations	Hotels	<ul style="list-style-type: none"> <li>• 100 mission staff</li> <li>• Variable number of senior officials</li> <li>• 15 AWGIC</li> <li>• See Staging Manual for details</li> <li>• Host Society expense</li> </ul>
Mission Staff	Office Space	<ul style="list-style-type: none"> <li>• Separate office space for each Unit</li> </ul>
Special Guests, Media, Parents and visitors	Hotels and other accommodations	<ul style="list-style-type: none"> <li>• Variable numbers (100 – 500+)</li> <li>• Not a Host Society expense</li> </ul>
Participant Care and Comfort	<ul style="list-style-type: none"> <li>• Infirmary</li> <li>• Recreational areas</li> <li>• Cafeteria/Meal Service</li> </ul>	
Host Society	<ul style="list-style-type: none"> <li>• Games office</li> <li>• Mission Headquarters</li> <li>• Games week offices for transportation, security, catering etc.</li> <li>• Storage and fabrication</li> <li>• Retail location(s)</li> </ul>	





## ARCTIC WINTER GAMES BID TEMPLATE

Communities interested in bidding to host an Arctic Winter Games (AWG) should carefully review this manual and reports from previous AWG before making a final decision to develop a "Bid to Host". Once the decision has been made to submit, the bid should be based on this bid template, although other formats are acceptable provided all major components of a Games are addressed in the bid.

The AWG Staging Manual provides significant detail on the hosting of an AWG. The Arctic Winter Games International Committee (AWGIC) is the final authority in determining bid requirements. Once a host community is selected, these are detailed in an extensive contract with that community.

In an AWG bid, communities should be prepared to address the following:

### 1. GENERAL

- A Proposed dates
- B Climatic conditions (10 year average)
  - 1. Temperature
  - 2. Snow (amount)
  - 3. Winds
  - 4. Other
- C Population
  - 1. Within city limits
  - 2. Surrounding area
- D Community achievements. (Provide short description, dates and numbers)
  - 1. Major non-sporting events
  - 2. Sport events (provide short description, dates and numbers)
- E. Describe available sport facilities (size, sport use, spectator seating, locker rooms, showers etc.) and their proposed use in relation to the sports currently in the Games. Identify any facility improvements required and any sport facility deficits that will not/cannot be corrected. Describe plans to overcome facility deficits.
- F. Describe available non-sport facilities (size, use, spectator seating).



- G. Support for staging the Games (attach copies of letters).
- H. Bidding Committee (names and backgrounds).

## 2. RESPONSIBILITIES

- A. Describe the proposed host organization and provide details as to responsibilities, management structures, staffing, volunteer management and other related factors (Note: One community government must have overall management responsibility for the Games).
- B. Identify, where possible, the individuals who will head up key committees. Provide relevant background information on each.

## 3. SPORT

- A. Identify, where possible, the individuals who will head up each sport committee. Provide relevant background information on each.
- B. For each AWG sport held in the most recently completed Games, provide details on the size and structure of the local sport organizations that would assist in running these events.
- C. Sport Officials - Identify number of certified volunteers available in each sport and plans to increase the number certified.

## 4. CARE AND COMFORT

- A. Accommodation - Identify sites and then cross reference these against the requirements identified in the AWG Staging Manual (Note: all participants must be accommodated in the same community).
- B. Hotels - Identify number of beds per establishment and provide details on other services available for mission staff, officials and specials guests.
- C. Communications - Identify the locations and interrelationships of the Games village office, results centre, sport venues and participant villages, media centre and other related facilities.



- D. Food Service - Identify the location(s), seating capacity, proposed method of management, availability of satellite food services, proximity to accommodation venues and other factors.
- E. Medical - Provide a summary of a Games medical plan including number of doctors, nurses and physiotherapists; medical infirmary, existing hospital and emergency services; first aid plans, ambulance services and veterinarian services.
- F. Security - Provide a summary of a Games security plan including security philosophy, venue management, affiliation with local law enforcement and other factors.
- G. Transportation - Provide a summary of a Games transportation plan including team arrival and departure plans, local airport capacity, customs resources, local bussing capacity, equipment moving resources, local vehicle rental services, venue parking and other factors.
- H. Recreation/Participant Services – describe the recreation/entertainment services anticipated to be offered to Games' participants (pin trading tents, dances, etc.).

## 5. PUBLIC RELATIONS

- A. Opening and Closing Ceremonies - Provide a summary of a Games opening and closing ceremonies plan including specific facility recommendations.
- B. Media - Summarize local and regional media resources and their potential involvement with the Games.
- C. Promotional Resources - Provide a summary of a Games promotional and marketing plan including a summary of similar local experience in fund raising through the corporate sector.



## 6. FINANCE

- A. Capital Budget - Provide a draft budget including proposed revenues and letters of support if possible.
- B. Operations Budget - Provide a draft budget including proposed revenues and letters of support, if possible, and expenditure projects for all major areas. (It is strongly recommended that bidders not understate budgets for competitive purposes, as this will have significant impact on fundraising staff or volunteers.)

## 7. ADDITIONAL INFORMATION

- A. Cultural Activities – Provide a general description of the cultural program to be provided (see the [AWG Cultural Policy](#)).
- B. Entertainment - Provide a general description of the types and level of entertainment activities being proposed, both for the public and for Games' participants.
- C. Visitor Services – Describe how visitor services will be managed.
- D. Volunteer & Protocol
  - 1. Volunteers - provide the estimated number of volunteers required and how they will be recruited.
  - 2. Guest Services – describe what arrangements will be made for special guests.
  - 3. Welcome & Send Off – describe how participants will be welcomed and sent off.
  - 4. Special Programs – provide a description of the special programs that will be offered to participants.
- E. Provide any additional information that may be of assistance in evaluating your bid.


**Subject: Third Quarter 2018 Financial Performance Update**
**APPROVALS:**
**Annette Antoniak**

 \_\_\_\_\_  
Director

 \_\_\_\_\_  
Chief Administrative Officer

**Recommended Motion:**

THAT the Third Quarter 2018 Financial Performance Update be accepted as information.

**Summary:**

The third quarter financial results are showing an annual projected surplus of \$34.5 million which is the result of an increase in operating revenue of \$15.6 million and a decrease in operating expenses of \$18.9 million.

**Background:**

The Quarterly Financial Report provides a more comprehensive quarterly financial update that includes municipal operating revenues and expenses with comparatives to budget and projections; capital project spending, information regarding investment and debt; as well as information regarding grants that the Municipality has applied for and or received during the quarter.

Operating revenues to September 30, 2018 are \$598.7 million. On an annual basis the revenue projection is \$790.3 million which reflects an increase of \$15.6 million to the annual revenue.

Operating expenses to September 30, 2018 are \$537.4 million. On an annual basis the expense projection is \$755.7 million which reflects a decrease of \$18.9 million to the annual expenses.

The Municipality has spent \$203.4 million in recoverable wildfire costs since May 2016. To date the Province has advanced \$148.7 million for reimbursable expenses; Red Cross has advanced \$5.0 million and our insurance provider has paid \$29.6 million.

The Municipality approved the 2018 Capital Budget of \$251.6 million. At the end of September 2018, capital budget amendment reductions of \$15.1 million have occurred.

As of September 2018, \$108.3 million has been spent on the delivery of capital projects. The Construction of the Rural Water and Sewer Servicing project is 30% of this spend.

The Municipality has a total debt commitment of \$429.5 million of this \$273.1 million has been drawn and the remaining \$156.4 million is committed undrawn debt.

The Municipality received \$47.0 million in capital grants and \$5.0 million in operating grants in 2018. Continuous research into grant opportunities is ongoing.

**Strategic Priorities:**

Responsible Government

**Attachments:**

**1. Q3 Financial Report for Council**



# **Regional Municipality of Wood Buffalo Quarterly Financial Report**

**For the quarter ended September 30, 2018**





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## EXECUTIVE SUMMARY

## BUDGET POSITION

### Operating Budget

As of September 30, 2018, the Municipality is showing an annual projected surplus of \$34.5 million. The annual projected surplus consists of an operating revenue increase of \$15.6 million and an operating expense decrease of \$18.9 million.

### Operating Revenues

Year to date operating revenues to September 30, 2018 are \$598.7 million. On an annual basis the revenue projection is \$790.3 million which reflects a budget increase of \$15.6 million.

Net taxes are projected \$6.9 million higher than budget which is attributed to increased oil well drilling activities (\$0.7 million), increased actual issued property tax billing compared to the budgeted estimate (\$0.7 million) and a reduction in the estimated assessment corrections (expense) as less appeals materialized (\$5.5 million).

Sales and user charges are projected \$2.1 million higher than budget with the introduction of new revenue streams for dewatered biosolid sludge and external waste water treatment sewage fees (\$0.8 million), increased utility sales as the number of occupied residential and commercial units increased (\$1.6 million) and increased reimbursements for wide load and snow dumping fees, CUPE wage reimbursements and WCB refunds (\$1.2 million) partially offset by a decrease in revenues due to less commercial activity at the landfill (\$1.5 million).

Penalties and costs on taxes are projected \$1.4 million higher than budget due to higher overdue accounts.

Licenses and permits are projected \$1.2 million higher than budget due to a reimbursement for permits from the Red Cross (\$2.2 million) this is partially offset by lower construction permit activity (\$1.0 million).

Other revenue increased by \$3.2 million mainly due to \$2.8 million insurance funds received for loss of revenues during the 2016 wildfire.

### Operating Expenses

Year to date operating expenses to September 30, 2018 are \$537.4 million. On an annual basis the expense projection is \$755.7 million which reflects a budget decrease of \$18.9 million.

Salaries, wages and benefits are projected \$9.3 million lower than budget mainly due to vacancies and overtime reduction.

Contracted and general services are projected \$9.6 million lower than budget mainly due to savings achieved in engineering consulting, general consulting services and general contracted services resulting from lower quotations / estimates and reduced project scopes.

Purchases from other governments are projecting a decrease of \$2.0 million due to lower charges for RCMP services and change in billing method for RCMP overtime.

## BUDGET POSITION (CONTINUED)

Materials, goods, supplies and utilities are projected to be \$3.3 million lower than budget arising from \$0.5 million decrease as the secondary caustic line work at the Fort McMurray WTP is deferred until 2019, \$0.5 million decrease in electricity due to centralization of utilities, cancellation of unused services and adjustments to rates, \$0.4 million savings in heating oil due to lower usage and \$1.6 million decrease due to continued review for efficiencies.

Provision for allowances increased by \$5.6 million from budget due to \$9.7 million increase due to some property tax accounts in default this is partly offset by a \$4.1 million decrease due to collection of accounts that had allowances in place.

## 2016 WILDFIRE

The Municipality has spent \$203.4 million in recoverable operating wildfire costs since May 2016. To date the Province has advanced \$148.7 million for reimbursable expenses, Red Cross has advanced \$5.0 million and our insurance provider has paid \$29.6 million.

Administration is working with the Province to quantify claims. Our insurance provider has settled with the Municipality on our insurance claims and no further reporting is required. The Red Cross has entered into an agreement with the Municipality to cover \$10 million of certain wildfire related costs and has advanced \$5.0 million, of which \$1.3 million has been spent on operating expenses, \$2.2 million has been received for permits not charged to residents and \$0.5 million has been spent on capital expenses towards this initiative. The Municipality has an agreement with Government of Alberta Agriculture and Forestry to cover \$10.5 million of certain FireSmart wildfire related costs and has advanced \$7.0 million, of which \$1.2 million has been spent on operating expenses for this agreement.

Total Disaster Recovery Program (DRP) project summary estimate is \$325.9 million. As at September 30, 2018 \$188.2 million has been spent.

## FINANCIAL POSITION

### Capital

The Municipality approved the 2018 capital budget of \$251.6 million. At the end of September 2018, amendment reductions of \$15.1 million have occurred. As of September 2018, \$108.3 million has been spent on the delivery of capital projects. The Construction of the Rural Water and Sewer Servicing project is 30% of the total spend.

### Investments

The Municipality has \$1.091 billion in investment holdings as of September 30, 2018. Returns on investments to September 30, 2018 total \$12.9 million with \$7.2 million from investment income and \$5.7 million of interest earned from bank accounts.

### Debt

Municipal debt at September 30, 2018 of \$273.1 million has been decreased by \$9.6 million since December 31, 2017 from debt repayment. The Municipality presently has a total debt commitment of \$429.5 million of this \$156.4 million has not been drawn.



## FINANCIAL POSITION (CONTINUED)

### Grants

To date the Municipality has received approval for \$47.0 million in capital grants and \$5.0 million in operating grants.

There are seven capital grant applications totaling \$138.1 million that have been submitted for consideration with the government. The capital grant applications include Alberta Community Resilience Program (ACRP) for \$32.4 million, Alberta Municipal Water/Wastewater Program (AMWWP) for \$49.7 million, Investing in Canada Infrastructure Program – Green Infrastructure (Federal) for \$8.0 million for the Fort Chipewyan Lift Station construction project, Investing in Canada Infrastructure Program – Green Infrastructure (Federal/Provincial) for \$11.9 million for the Flood Mitigation project, Disaster Mitigation and Adaptation Fund (DMAF) for \$14.8 million, GreenTRIP Grant –round 2 for \$3.4 million and Investing in Canada Infrastructure Program – Public Transit for \$17.9 million.

Research into grant opportunities is an on-going process.



# BUDGET POSITION



## Operating Budget

### REGIONAL MUNICIPALITY OF WOOD BUFFALO

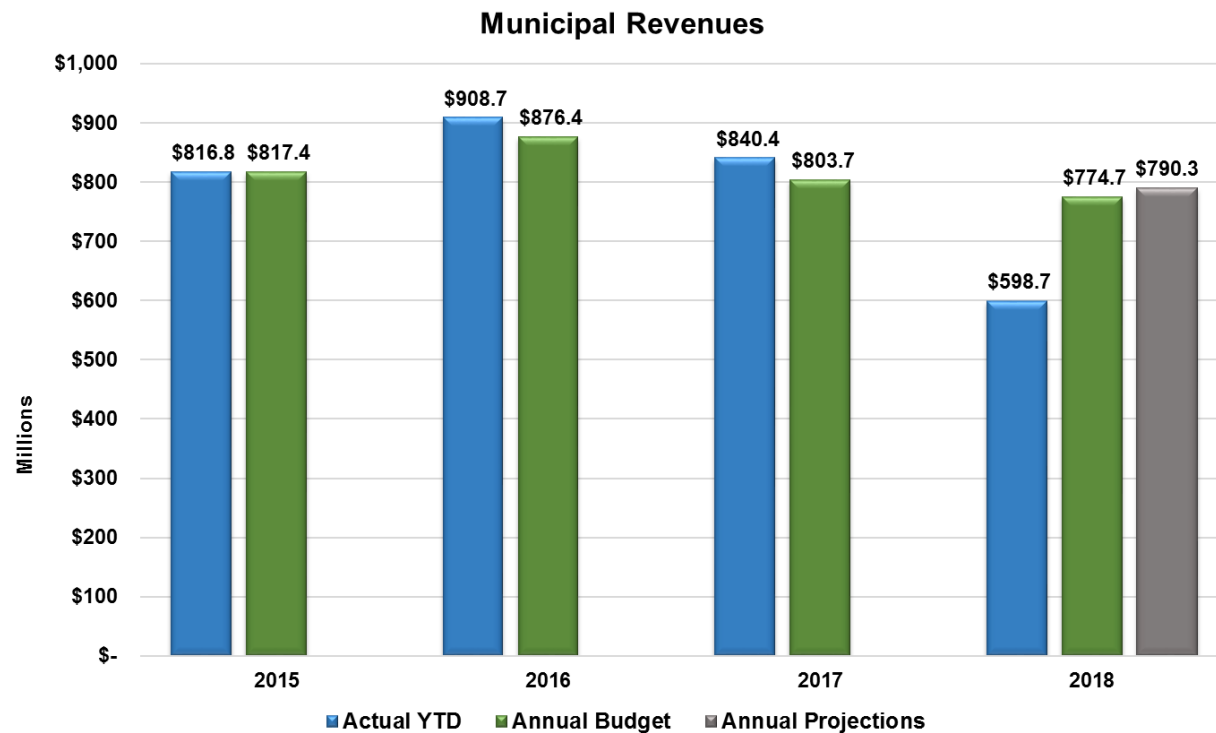
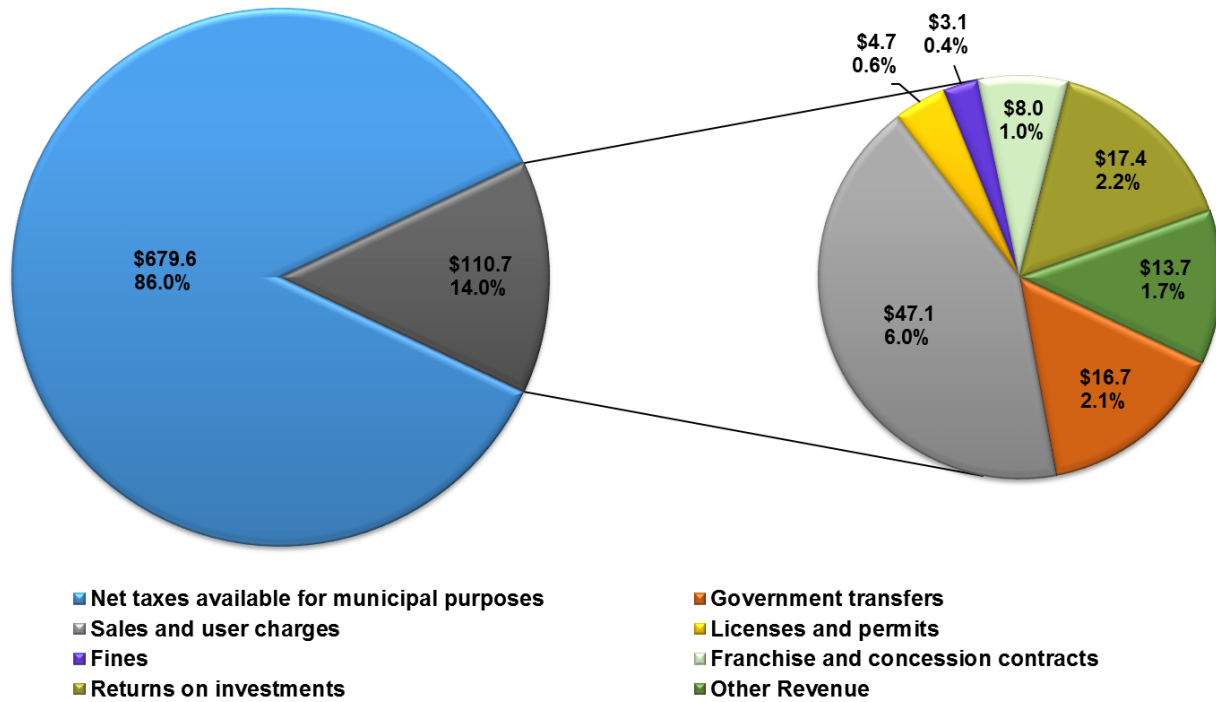
#### Municipal Operating Revenues and Expenses

For the Period Ending September 30, 2018

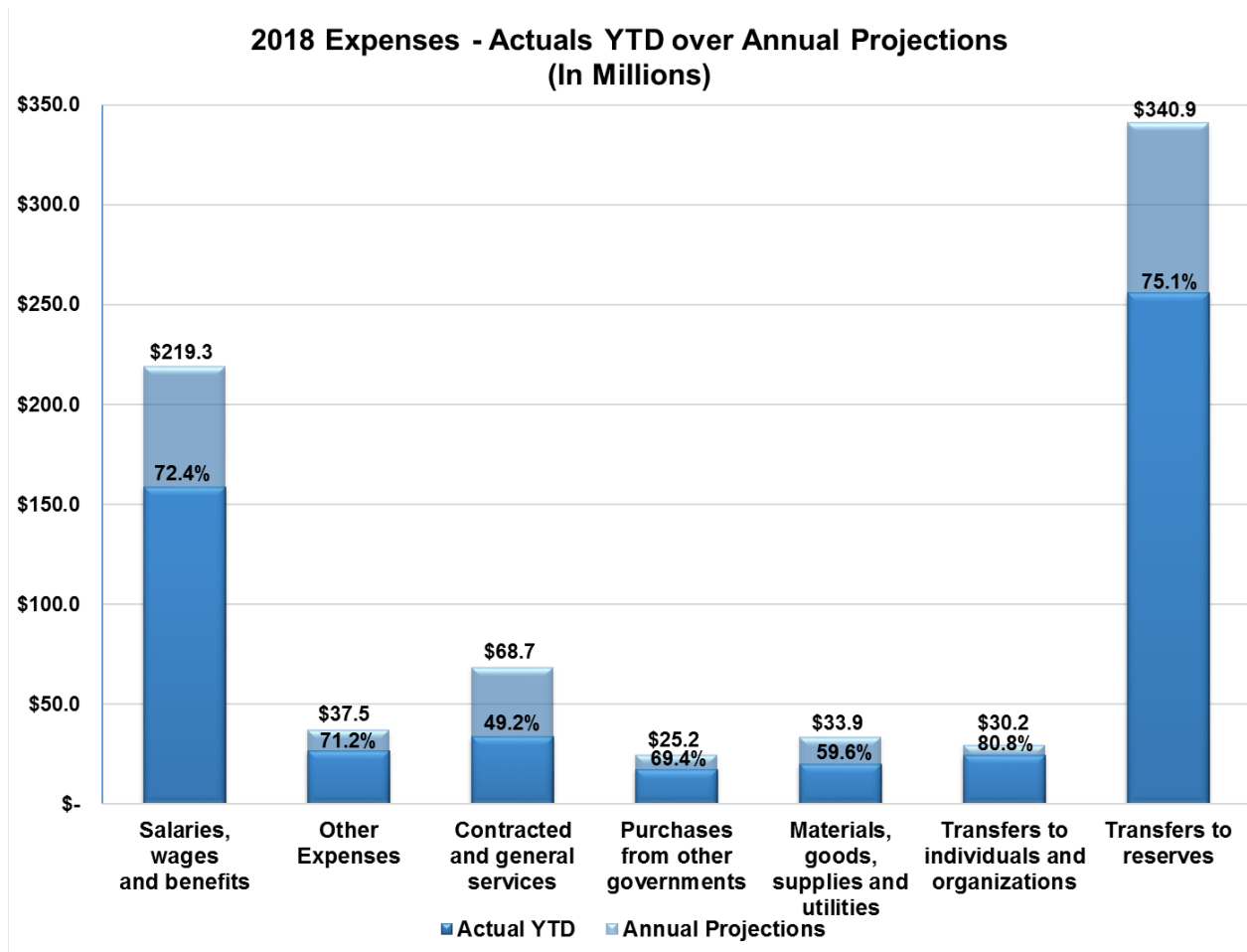
	September Actual YTD (A)	September Budget YTD (B)	YTD Budget Variance Incr (Decr) (A-B)	Annual Budget (C)	Annual Projections (D)	Annual Budget Variance Incr (Decr) (D-C)
<b>Revenue:</b>						
Net taxes available for municipal purposes	\$ 509,086,692	\$ 504,610,152	\$ 4,476,540	\$ 672,728,941	\$ 679,636,515	\$ 6,907,574
Government transfers	14,072,993	11,686,780	2,386,213	16,537,075	16,650,360	113,285
Sales and user charges	35,938,055	33,931,286	2,006,769	44,994,740	47,114,740	2,120,000
Sales to other governments	1,813,736	1,947,541	(133,805)	2,596,471	2,596,471	-
Penalties and costs on taxes	4,466,322	3,259,694	1,206,628	4,312,300	5,709,300	1,397,000
Licenses and permits	4,203,195	2,865,272	1,337,923	3,470,400	4,680,100	1,209,700
Fines	2,347,948	2,279,994	67,954	3,040,000	3,133,500	93,500
Franchise and concession contracts	6,074,348	5,939,568	134,780	7,919,000	7,954,000	35,000
Return on investments	12,941,219	11,621,000	1,320,219	17,396,000	17,406,000	10,000
Rentals	1,671,331	1,106,348	564,983	1,475,300	1,984,100	508,800
Other	6,106,210	116,654	5,989,556	185,500	3,385,500	3,200,000
	598,722,049	579,364,289	19,357,760	774,655,727	790,250,586	15,594,859
<b>Expenses:</b>						
Salaries, wages and benefits	158,770,166	172,005,327	(13,235,161)	228,541,215	219,253,595	(9,287,620)
Contracted and general services	33,767,117	61,196,341	(27,429,224)	78,295,569	68,730,506	(9,565,063)
Purchases from other governments	17,547,414	20,474,280	(2,926,866)	27,113,700	25,150,800	(1,962,900)
Materials, goods, supplies and utilities	20,157,885	28,630,297	(8,472,412)	37,269,136	33,921,747	(3,347,389)
Provision for allowances	7,528,532	400,100	7,128,432	512,000	6,155,200	5,643,200
Transfers to local boards and agencies	-	743,000	(743,000)	743,000	143,000	(600,000)
Transfers to individuals and organizations	24,412,389	21,323,498	3,088,891	30,290,410	30,213,410	(77,000)
Bank charges and short-term interest	159,796	171,400	(11,604)	228,600	216,800	(11,800)
Interest on long-term debt	9,531,632	11,454,000	(1,922,368)	12,734,000	13,651,000	917,000
Other	66,723	92,125	(25,402)	95,150	64,000	(31,150)
Debenture repayment	9,557,753	9,558,000	(247)	17,301,000	17,301,000	-
Transfers to reserves/operations	255,869,223	272,548,939	(16,679,716)	341,531,947	340,931,947	(600,000)
	537,368,630	598,597,307	(61,228,677)	774,655,727	755,733,005	(18,922,722)
<b>Excess (deficit) operating revenues over expenses</b>	<b>\$ 61,353,419</b>	<b>\$ (19,233,018)</b>	<b>\$ 80,586,437</b>	<b>\$ -</b>	<b>\$ 34,517,581</b>	<b>\$ 34,517,581</b>



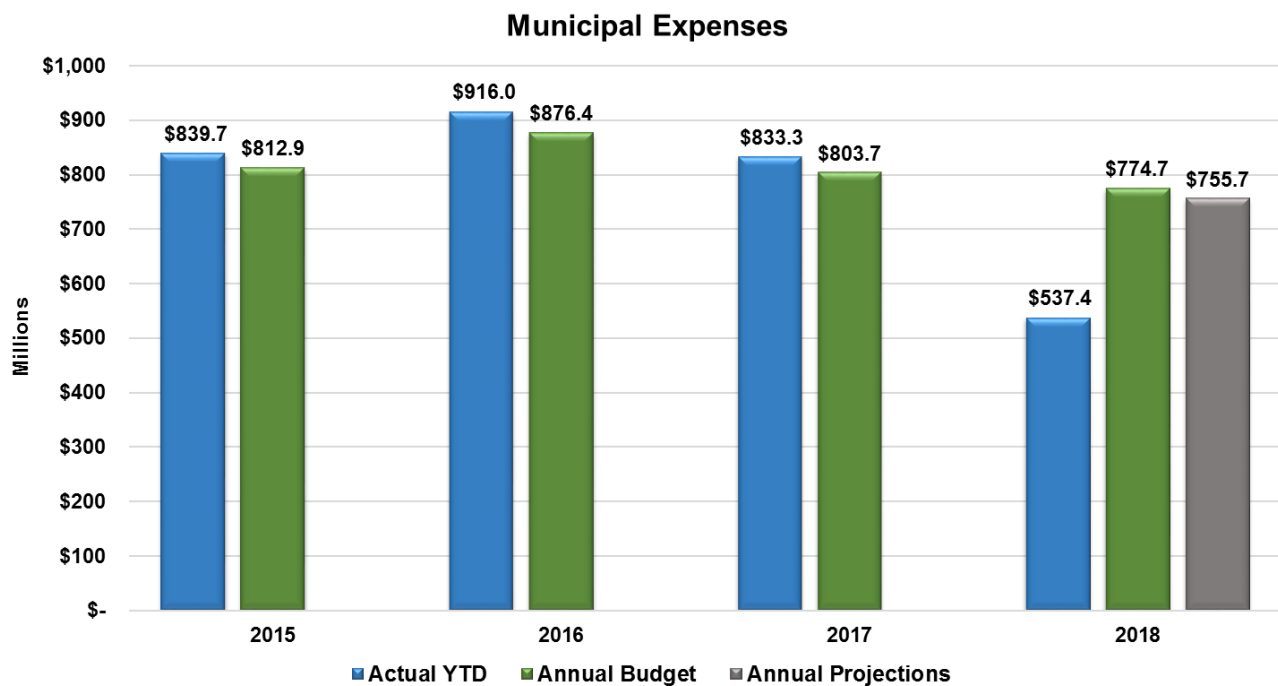
## Operating Budget (continued)

2018 Revenue - Annual Projections  
(In Millions)

## Operating Budget (continued)



\*Note - Percentages reflect actual YTD percentage of annual budget



## Operating Budget (continued)

## REGIONAL MUNICIPALITY OF WOOD BUFFALO

## Operating Summary Report by Division

For the Period Ending September 30, 2018

	September Actual YTD (A)	September Budget YTD (B)	YTD Budget Variance Incr (Decr) (A-B)	Annual Budget (C)	Annual Projections (D)	Annual Budget Variance Incr (Decr) (D-C)
<b>Mayor and Council</b>						
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	734,671	954,697	(220,026)	1,325,320	1,247,820	(77,500)
<b>Division Surplus (Deficit)</b>	<b>(734,671)</b>	<b>(954,697)</b>	<b>220,026</b>	<b>(1,325,320)</b>	<b>(1,247,820)</b>	<b>77,500</b>
<b>Chief Administrative Officer</b>						
Revenues	50,139	20,675	29,464	22,000	22,000	-
Expenses	3,551,231	4,154,236	(603,005)	5,907,420	5,086,175	(821,245)
<b>Division Surplus (Deficit)</b>	<b>(3,501,092)</b>	<b>(4,133,561)</b>	<b>632,469</b>	<b>(5,885,420)</b>	<b>(5,064,175)</b>	<b>821,245</b>
<b>Chief Financial Officer</b>						
Revenues	6,718,570	4,527,130	2,191,440	6,962,975	7,329,260	366,285
Expenses	53,663,991	57,863,742	(4,199,751)	79,340,064	71,585,001	(7,755,063)
<b>Division Surplus (Deficit)</b>	<b>(46,945,421)</b>	<b>(53,336,612)</b>	<b>6,391,191</b>	<b>(72,377,089)</b>	<b>(64,255,741)</b>	<b>8,121,348</b>
<b>Communications and Stakeholder Relations</b>						
Revenues	76,322	55,000	21,322	75,000	75,000	-
Expenses	3,284,273	3,524,798	(240,525)	4,638,382	4,521,382	(117,000)
<b>Division Surplus (Deficit)</b>	<b>(3,207,951)</b>	<b>(3,469,798)</b>	<b>261,847</b>	<b>(4,563,382)</b>	<b>(4,446,382)</b>	<b>117,000</b>
<b>Engineering</b>						
Revenues	402,165	5,400	396,765	7,000	7,000	-
Expenses	4,536,815	6,467,704	(1,930,889)	8,114,768	8,155,568	40,800
<b>Division Surplus (Deficit)</b>	<b>(4,134,650)</b>	<b>(6,462,304)</b>	<b>2,327,654</b>	<b>(8,107,768)</b>	<b>(8,148,568)</b>	<b>(40,800)</b>
<b>Human Resources</b>						
Revenues	8,857	-	8,857	11,700	11,700	-
Expenses	7,507,772	7,635,356	(127,584)	10,067,963	10,566,552	498,589
<b>Division Surplus (Deficit)</b>	<b>(7,498,915)</b>	<b>(7,635,356)</b>	<b>136,441</b>	<b>(10,056,263)</b>	<b>(10,554,852)</b>	<b>(498,589)</b>
<b>Indigenous and Rural Relations</b>						
Revenues	7,032	630	6,402	840	840	-
Expenses	1,667,569	2,116,321	(448,752)	2,705,248	2,656,298	(48,950)
<b>Division Surplus (Deficit)</b>	<b>(1,660,537)</b>	<b>(2,115,691)</b>	<b>455,154</b>	<b>(2,704,408)</b>	<b>(2,655,458)</b>	<b>48,950</b>
<b>Planning and Development</b>						
Revenues	8,163,664	8,160,675	2,989	10,530,800	10,250,600	(280,200)
Expenses	44,296,984	51,370,311	(7,073,327)	67,957,747	61,840,327	(6,117,420)
<b>Division Surplus (Deficit)</b>	<b>(36,133,320)</b>	<b>(43,209,636)</b>	<b>7,076,316</b>	<b>(57,426,947)</b>	<b>(51,589,727)</b>	<b>5,837,220</b>
<b>Public Works and Transit Services</b>						
Revenues	35,611,785	34,404,985	1,206,800	45,511,530	47,269,730	1,758,200
Expenses	106,215,187	133,896,004	(27,680,817)	173,784,785	163,234,262	(10,550,523)
<b>Division Surplus (Deficit)</b>	<b>(70,603,402)</b>	<b>(99,491,019)</b>	<b>28,887,617</b>	<b>(128,273,255)</b>	<b>(115,964,532)</b>	<b>12,308,723</b>
<b>Regional Emergency Services</b>						
Revenues	7,718,068	7,384,889	333,179	9,893,751	10,123,751	230,000
Expenses	28,035,950	30,198,555	(2,162,605)	39,671,968	37,830,193	(1,841,775)
<b>Division Surplus (Deficit)</b>	<b>(20,317,882)</b>	<b>(22,813,666)</b>	<b>2,495,784</b>	<b>(29,778,217)</b>	<b>(27,706,442)</b>	<b>2,071,775</b>
<b>Wood Buffalo Recovery Committee</b>						
Revenues	5,059,589	38,000	5,021,589	50,000	5,050,000	5,000,000
Expenses	(8,081)	102,416	(110,497)	137,810	263,810	126,000
<b>Division Surplus (Deficit)</b>	<b>5,067,670</b>	<b>(64,416)</b>	<b>5,132,086</b>	<b>(87,810)</b>	<b>4,786,190</b>	<b>4,874,000</b>
<b>Corporate</b>						
Revenues	534,905,858	524,766,905	10,138,953	701,590,131	710,110,705	8,520,574
Expenses	283,882,268	300,313,167	(16,430,899)	381,004,252	388,745,617	7,741,365
<b>Division Surplus (Deficit)</b>	<b>251,023,590</b>	<b>224,453,738</b>	<b>26,569,852</b>	<b>320,585,879</b>	<b>321,365,088</b>	<b>779,209</b>
<b>Municipal Operations Revenue</b>	<b>598,722,049</b>	<b>579,364,289</b>	<b>19,357,760</b>	<b>774,655,727</b>	<b>790,250,586</b>	<b>15,594,859</b>
<b>Municipal Operations Expenses</b>	<b>537,368,630</b>	<b>598,597,307</b>	<b>(61,228,677)</b>	<b>774,655,727</b>	<b>755,733,005</b>	<b>(18,922,722)</b>
<b>Municipal Surplus (Deficit)</b>	<b>\$ 61,353,419</b>	<b>\$ (19,233,018)</b>	<b>\$ 80,586,437</b>	<b>\$ -</b>	<b>\$ 34,517,581</b>	<b>\$ 34,517,581</b>

Attachment: 1. Q3 Financial Report for Council [Revision 1] (Third Quarter 2018 Financial Performance Report)







## 2016 Wildfire

### Wildfire 2016 Recoverable Costs Summary May 1, 2016 to September 30, 2018

	Approved Submissions	Submitted - Not Yet Approved	In Preparation	Total
Response Costs	\$ 85,438,724	\$ 29,741,145	\$ 6,811,126	\$ 121,990,995
Recovery Costs	8,187,208	23,429,168	30,229,045	61,845,421
Insurable Costs	17,869,927	-	-	17,869,927
Red Cross Funded Costs	409,463	-	74,323	483,786
FireSmart Funded Costs	996,724	-	186,400	1,183,124
<b>Total Wildfire 2016 Recoverable Costs</b>	<b>\$ 112,902,046</b>	<b>\$ 53,170,313</b>	<b>\$ 37,300,894</b>	<b>\$ 203,373,253</b>

### Municipal 2016 Wildfire Recoverable Costs Details May 1, 2016 to September 30, 2018

	Response Actual	Recovery Actual	Insurance Actual	Red Cross Actual	FireSmart Actual	Total Actual
<b>Cost Reimbursements:</b>						
Disaster Recovery Program Funding	\$ 121,384,732	\$ 61,845,421	\$ -	\$ -	\$ -	\$ 183,230,153
Red Cross Advance	-	-	-	1,283,961	-	1,283,961
FireSmart Advance	-	-	-	-	1,116,177	1,116,177
Insurable Advance	-	-	17,869,927	-	-	17,869,927
Welcome BBQs Funding	585,758	-	-	-	-	585,758
Refunded permits	-	-	-	(800,175)	-	(800,175)
Fort McMurray Airport - reimbursement	20,505	-	-	-	-	20,505
	121,990,995	61,845,421	17,869,927	483,786	1,116,177	203,306,306
<b>Reimbursable Expenses:</b>						
Salaries, wages and benefits	6,164,920	4,264,231	-	38,795	-	10,467,946
Contracted and general services	105,221,074	56,987,417	17,869,927	130,376	1,177,805	181,386,599
Materials, goods, supplies and utilities	10,605,001	593,773	-	314,365	5,319	11,518,458
Other Expenditures	-	-	-	250	-	250
	121,990,995	61,845,421	17,869,927	483,786	1,183,124	203,373,253
<b>Excess (Deficit) of Cost Reimbursements**</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (66,947)</b>	<b>\$ (66,947)</b>

\* Wildfire reimbursable costs above are not included in the municipal operating results.

\*\* Excess (deficit) funding for September 2018 will be done in October 2018

### Disaster Recovery Program (DRP) Project Summary May 1, 2016 to September 30, 2018

	RMWB Project Estimate	Actuals To Date	Remaining
Response Operations	\$ 152,396,309	\$ 122,241,462	\$ 30,154,847
Response Infrastructure	4,423,115	3,844,492	578,623
<b>Total Response</b>	<b>156,819,424</b>	<b>126,085,954</b>	<b>30,733,470</b>
Recovery Operations	78,284,123	41,171,894	37,112,229
Recovery Infrastructure	90,842,100	20,819,604	70,022,496
<b>Total Recovery</b>	<b>169,126,223</b>	<b>61,991,498</b>	<b>107,134,725</b>
<b>DRP Ineligible</b>	<b>-</b>	<b>78,631</b>	<b>(78,631)</b>
<b>DRP Total</b>	<b>\$ 325,945,647</b>	<b>\$ 188,156,083</b>	<b>\$ 137,789,564</b>

# FINANCIAL POSITION



## Capital

### Capital Project Spending

Capital expenditures are funds used by the Municipality to acquire or upgrade physical assets considering end of life cycle needs. The Municipality approved the 2018 budget of \$251.6 million. At the end of September 2018 capital amendment reductions of \$15.1 million have occurred. Below is a summary of capital project spending to September 30, 2018.

## REGIONAL MUNICIPALITY OF WOOD BUFFALO

### Capital Project Spending

For the Period Ending September 30, 2018

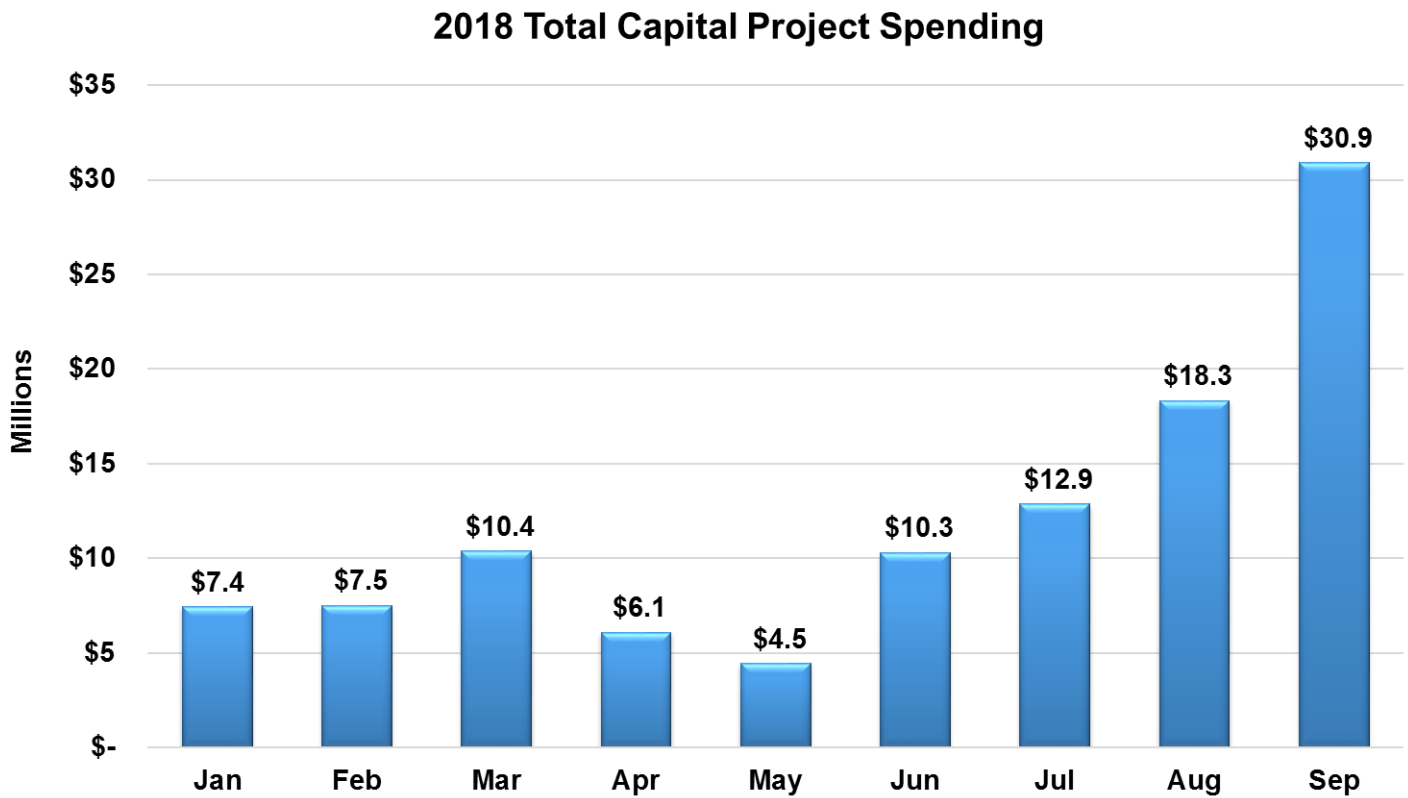
Project Name	September 2018 Actual YTD \$
<b>Top 20</b>	
Rural Water and Sewer Servicing - Construction	32,524,111
Rural Infrastructure Rehabilitation 2015-2017 - Construction	15,926,484
Conklin Multiplex - Construction	8,575,549
Clearwater Drive (Prairie Loop Boulevard)	5,999,668
Urban Infrastructure Rehabilitation 2014-2016 - Construction	5,371,366
Land Acquisition 2016	4,233,174
Urban Infrastructure Rehab 2018 - Construction	4,189,378
Urban Infrastructure Rehabilitation 2017 - Construction	3,743,514
Urban Arterial Boulevard Improvements & Beautification	1,933,787
King Street Bridge Rehabilitation	1,911,111
Thickwood Reservoir Replacement - Construction	1,742,037
Fort Chipewyan Water Treatment Plant Expansion - Construction	1,541,759
MacDonald Island Park Sustaining Capital Grant 2018	1,503,000
2016 Heavy Equipment Replacements	1,481,491
Land Acquisition 2013-2014	1,379,110
Building Life Cycle 2014-2016	1,187,356
Vista Ridge 2014 - 2017 Capital Grant	1,150,000
Urban Infrastructure Rehabilitation 2016-2018 - Design	1,122,915
Anzac Fire Hall - Construction	993,892
Grayling Terrace Lift Station - Construction	966,213
<b>All Other Project Costs</b>	<b>10,869,373</b>
<b>Total Capital Spending</b>	<b>\$ 108,345,288</b>

*\*Spending equals total Settlement for the month driven by Service Entry Sheet entries on capital internal orders*

## Capital (continued)

### Total Capital Spending

During the year to September 2018, a total of \$108.3 million was spent on the delivery of capital projects. Below illustrates the monthly spending for capital project delivery to September 2018.



*\*Spending equal totals added to assets under construction during the month.*



## Investments

The Investment Policy FIN-140, outlines the investment objectives, benchmarks and parameters. This Policy is reviewed annually by Administration with changes recommended to Council for approval. Permissible investments are restricted to fixed income securities that meet the investment objectives and parameters.

The table below shows the activity in the investment holdings for each investment type. As of September 30, 2018, the Municipality has investment holdings with an amortized cost of \$1,091.8 million and a market value of \$1,080.4 million.

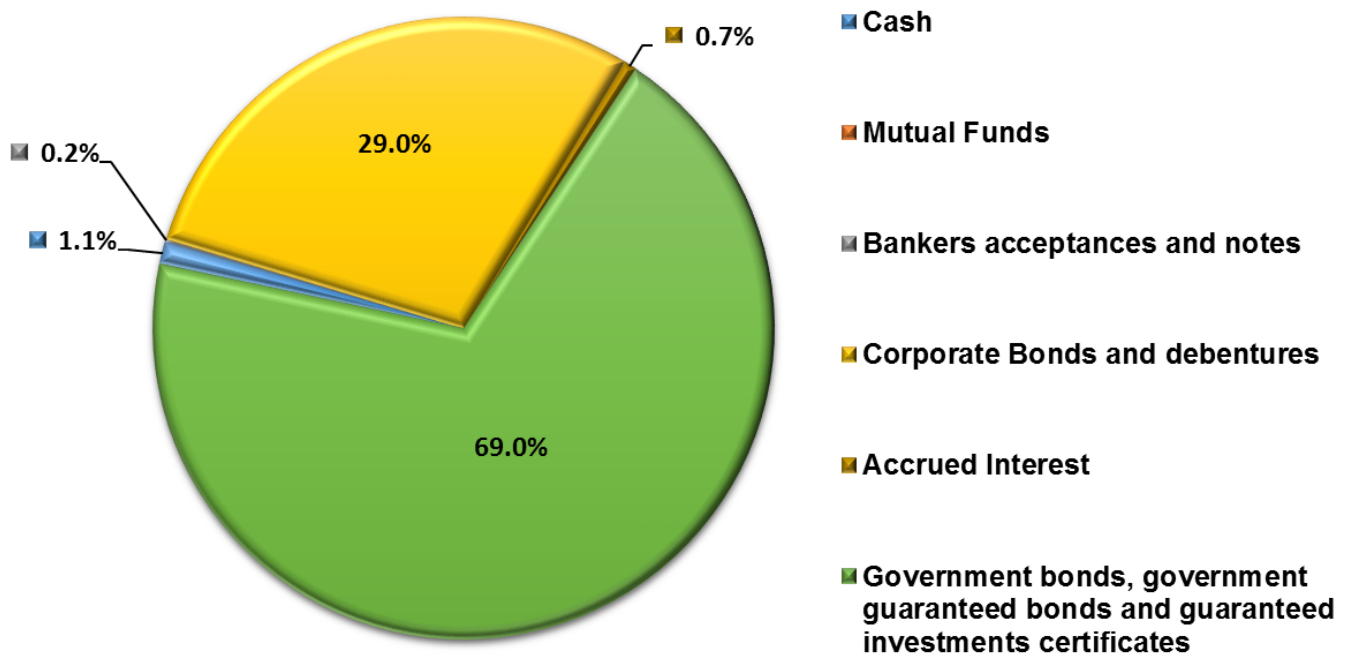
### Investment Holdings

(In Millions)

Type:	Amortized Cost @ December 31, 2017	Amortized Cost @ September 30, 2018	Market Value @ September 30, 2018
Cash	\$ 43.8	\$ 12.3	\$ 12.3
Mutual Funds	60.1	0.0	0.0
Bankers acceptances and notes	3.0	2.1	2.1
Corporate Bonds and debentures	167.6	316.4	311.2
Accrued Interest	2.7	7.5	7.5
Government bonds, government guaranteed bonds and guaranteed investments certificates	653.2	753.5	747.3
<b>Total</b>	<b>\$ 930.4</b>	<b>\$ 1,091.8</b>	<b>\$ 1,080.4</b>

Returns on investments to September 2018 are \$12.9 million with \$7.2 million from investment income and \$5.7 million of interest earned from bank accounts.

**Investment Holding by Type  
(Book Values)**



## Debt

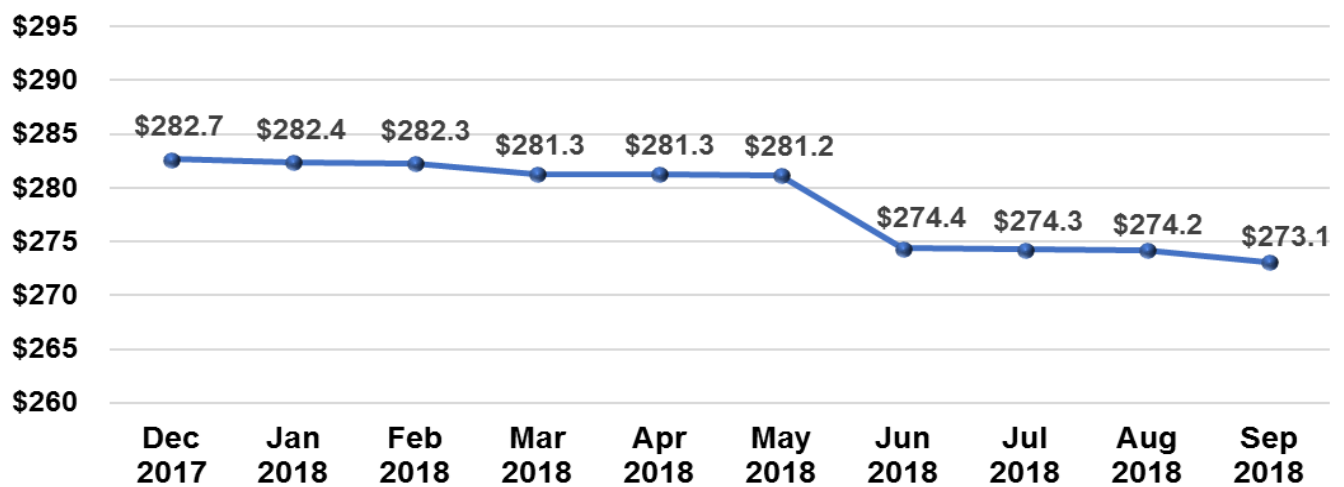
Authority to incur debt for municipalities in Alberta is granted through Alberta Regulation (AR) 255/2000 of the Alberta Municipal Government Act (MGA) and in special cases, variation can be granted through a Ministerial Order. Sections 251 through 274 of the MGA provides guidance regarding indebtedness for operating and capital purposes.

The general debt limits for municipalities in Alberta allow for debt of 1.5 times revenue and 0.25 times revenue for debt service. Regional Municipality of Wood Buffalo's debt limit is set at 2 times revenue and debt service limit is set at 0.35 times revenue through AR255/2000.

Council, through the Debt Management Policy (FIN-120), set the Municipality's limits at 85% of the Alberta Debt Limit Regulation (AR) 255/2000.

As of September 30, 2018, the Municipality has \$273.1 million in debt outstanding, \$156.4 million in undrawn debt and a total debt commitment of \$429.5 million.

**Outstanding Debt - September 2018**  
(In Millions)



There is a net decrease in debt from December 31, 2017 to September 30, 2018 of \$9.6 million due to principal payments.

## Grants

REGIONAL MUNICIPALITY OF WOOD BUFFALO  
Summary of Capital and Operating Grants Awarded  
As At Sept 30, 2018

Past & Current Capital Grants	2018	2013-2017	Information
<b>Provincial and Federal Allocations</b>			
Basic Municipal Transportation Grant (BMTG)	\$ -	\$ 4,604,388	This program has been rolled into the MSI Grant as of 2014.
Federal Gas Tax Fund (FGTF)	6,324,684	30,954,382	\$6,000,000 budgeted in 2017. Actual allocations determined by Federal and Provincial Budgets.
Municipal Sustainability Initiative (MSI)	16,944,998	132,528,498	\$18,000,000 budgeted in 2017. Actual allocations determined by Provincial Budget. BMTG was rolled into this program in 2014.
MSI Additional	23,571,422	12,079,872	Part of 2014 Provincial Fiscal Budget ending March 31, 2015.
<b>Engineering</b>			
Alberta Community Partnership (ACP)	-	779,000	Fort Chipewyan Swimming Pool.
Alberta Community Resilience Program (ACRP)	-	10,000,000	Flood Mitigation Project (Deferred).
Alberta Municipal Water/Wastewater Partnership (AMWWP) - Conklin WTP Phase 1 Expansion	-	4,286,347	Original approval in 2004 was for a \$922,500 contribution under the AMWWP program. A cost revision funding request was submitted in 2016 which resulted in additional AMWWP contribution of \$4,286,347 under AMWWP. Total grant \$5,208,847.25.
Alberta Municipal Water/Wastewater Partnership (AMWWP) - Conklin WTP Phase 2 Upgrades - Construction	-	764,354	Application submitted Nov 2015. Revised November 2016. Approved for \$764,354 representing 27% of eligible costs.
Alberta Municipal Water/Wastewater Partnership (AMWWP) - Fort Chipewyan WTP Expansion	-	19,756,092	Application submitted Nov 2015. Revised January 21, 2016. Approved for \$19,756,092 representing 69.64% of eligible costs.
Alberta Transportation - Project Specific Grant	-	2,000,000	Highway 69 Intersection improvements at West Airport Boundary Road.
Alberta Transportation - Project Specific Grant	-	853,891	Highway 63 intersection improvements at Highway 69 and Mackenzie Blvd.
Alberta Transportation - Project Specific Grant	-	57,399	Landfill Access Upgrading.
Community Facility Enhancement Program (CFEP)	123,500		The Ptarmigan Nordic Ski Club with the support of the Regional Municipality of Wood Buffalo has secured a grant to offset 50% of the cost of the Furniture, Fixtures and Equipment required for the Doug Barnes Cabin Expansion - Construction project.
Flood Recovery and Erosion Control Program	-	7,043,525	Five Riverbank Protection Projects.
Strategic Transportation Infrastructure Program (STIP)	-	574,035	Fort Chipewyan Winter Road Culvert Replacement (\$765,380 total cost) 75% approved
Western Economic Diversification Canada	-	445,160	2017 - Anzac Community Centre Upgrades, 2013 - Westwood/Westview Community Park upgrade.
<b>Public Works and Transit Services</b>			
GreenTRIP Round 1	-	26,670,000	Transit Facility.
GreenTRIP Round 1	-	9,255,000	Transit Bus Purchases.
GreenTRIP Round 3	-	6,459,000	Bus Bay Turn-out project
GreenTRIP Round 3	-	842,560	Airporter/Paratransit
GreenTRIP Round 3	-	1,276,667	Shelter Additions.
GreenTRIP Round 3	-	21,570,614	Intelligent Transportation System.
Public Transit Infrastructure Program (PTIF)	-	3,451,000	Bus Bay Turn-out project
Fort McMurray Fire Relief Fund			
Rotary District 5370 Charitable Foundation	75,000	-	Fort McMurray Port of Entry Rebuild Project
<b>Regional Emergency Services</b>			
9-1-1 Grant	-	320,000	2015 Amount was transferred from Operating for Capital Project. 2016 Amount is Q1 and Q2 amount. The grant runs from July 1st to June 30th annually. 9-1-1 Grants are calculated quarterly based on 9-1-1 revenue and population served by the Public Safety Answering Point (PSAP).
<b>Total Capital Grants</b>	<b>\$ 47,039,604</b>	<b>\$ 296,571,783</b>	

## Grants (continued)

Capital Grant Applications in Progress	Amount	Information
<b>Engineering</b>		
Access to Regional Drinking Water Systems (UNDRIP)	\$ -	A new funding opportunity is being administered by Alberta Transportation and Alberta Indigenous Relations Department. Provincially, there is \$100 M available over the next 4 years (\$25M per year). Funding would be available to integrate drinking water systems with federally supported water systems. The goal is to bring clean, reliable drinking water to all First Nations across the province. First Nations would have the support of Indigenous and Northern Affairs Canada INAC) for their portion.
Alberta Community Resilience Program (ACRP)	32,386,009	The Alberta Community Resilience Program (ACRP) is a multi-year grant program supporting the development of long-term resilience to flood and drought events, while supporting integrated planning and healthy functioning watersheds. Engineering submitted an application for eligible components of the Prairie Loop Boulevard Flood Reach 3 and Flood Reach 4 projects in 2017. The applications did not receive funding in the 2018-2019 fiscal year and costs were updated in September for consideration in 2019-2020. Applications were also submitted in September for Flood Reaches 7,8,9,10 and 10 JHP. Given the complexity and cost of the project, the RMWB also submitted applications for funding for eligible Flood Reaches to the Investing in Canada Infrastructure Program and the Disaster Mitigation Adaptation Fund.
Alberta Municipal Water/Wastewater Program (AMWWP)	49,684,116	The application for funding of the Rural Water and Sewer Servicing (RWSS) Project was originally submitted in 2015 and was updated for the 2017/2018 AMWWP program. Estimated eligible costs are \$54.5M. If successful, the program could fund up to 75% of these costs. Also, additional grant funds of \$4,050,246 have been requested for the Fort Chipewyan Water Treatment Expansion Project. This project was awarded a grant in 2016 of approximately \$19.7M based on estimates. The projects actual costs are higher than originally estimated so additional grant funding has been requested. In 2018, an application was submitted for the Fort Chipewyan Lift Station #1. Estimated eligible cost is \$6.9M. If successful, the grant may fund approximately 69% of the eligible costs.
Investing in Canada Infrastructure Program (ICIP) Green Infrastructure Fort Chipewyan Lift Station Construction Project	8,000,000	An application was submitted to the Investing in Canada Infrastructure Program (ICIP) for federal funding towards the Fort Chipewyan Lift Station Construction Project.
Investing in Canada Infrastructure Program (ICIP) Green Infrastructure Flood Mitigation	11,880,000	The RMWB is seeking federal and provincial funding for flood mitigation work on Reaches 7,8,9 and 10. Total project cost for these sections is estimated at \$29.7M.
Disaster Mitigation and Adaptation Fund (DMAF)	14,823,640	The RMWB is seeking federal funding for flood mitigation work on Reaches 7,8,9 and 10. Total project cost for these sections is estimated at \$29.7M.
<b>Public Works and Transit Services</b>		
GreenTRIP Grant - Round 2	3,401,870	Application submitted in GreenTRIP Grant Round 2 for 66 2/3 % of project costs. Funding requested - Transit Terminal - \$3,401,870. Consideration of application is on hold until location of transit terminal has been determined.
Alberta Community Transit (ACT) Fund	TBD	Applications will be submitted by December 31, 2018 to the newly announced Alberta Community Transit (ACT) Fund for eligible transit projects. In addition, applicants can apply for federal funding to improve and expand existing public transit systems through the Investing in Canada Infrastructure Program - Public Transit stream discussed below.
Investing in Canada Infrastructure Program - Public Transit	17,905,869	Under the Investing in Canada Infrastructure Program (ICIP), the Regional Municipality of Wood Buffalo has been advised of an allocation of \$17.9M over the next 10 years. Applications will need to be submitted for approval to utilize this allocation.
<b>Total Capital Grant in Progress</b>	<b>\$ 138,081,504</b>	

## Grants (continued)

Operating Grant Applications in Progress	Amount	Information
<b>Chief Financial Officer</b>		
Community Inclusion Grant - Diversity & Inclusion Employee Census 2019	\$ 10,000	An application has been submitted for \$10,000 Community Inclusion Grant funding from the Alberta Justice and Solicitor General - Human Rights, Education and Multicultural Fund. If approved, the funding would be used for the Diversity & Inclusion Employee Census 2019 project which has a project budget of \$15,240.
Labour Market Partnerships (LMP) Grant - Inclusive Business Project	62,000	An application has been submitted for \$62,000 funding from the Alberta Department of Labour. The proposed project will address the evidenced need for increased workplace education and awareness about inclusion and diversity, develop inclusive workplace evaluation, consultation policies and feedback practices. The overall cost of the project will be \$77,500.
<b>Human Resources</b>		
Connect to Innovate	3,041,055	The Connect to Innovate program will invest up to \$500 million by 2021, to bring high-speed Internet to rural and remote communities in Canada. This program will support new "backbone" infrastructure to connect institutions like schools and hospitals with a portion of funding for upgrades and "last-mile" infrastructure to households and businesses. Application was submitted by IT April 2017. Estimated project costs \$6,486,432. Funding requested \$3,041,055.
<b>Regional Emergency Services</b>		
Fire Services Training Program (FSTP)	8,500	This program supports the expansion and enhancement of regional fire service training. The objective is to provide an effective and cost-efficient mechanism for increased training capacity that results in a greater number of trained fire service personnel. The RMWB submitted an application for 2018 requesting funding of \$8,500.
<b>Total Operating Grant in Progress</b>	<b>\$ 3,121,555</b>	

## Grants (continued)

Unsuccessful Capital and Operating Applications	2018	2013-2017	Information
2015 Alberta Blue Cross - Healthy Communities Grant	\$ -	\$ 50,000	Application submitted for Father Turcotte School Playground Design Build.
2016 Alberta Blue Cross - Healthy Communities Grant	-	50,000	Application submitted for Father Turcotte School Playground Design Build.
2017 Edible Trees Program	-	4,000	Tree Canada 2017 Edible Trees Program offers funding up to \$4,000 and other resources for community-based projects that provide residents with access to fresh fruit and nut trees. Application deadline was February 24, 2017. Parks submitted an application for funding but were not successful.
AgriSpirit Fund - RES - Fire Training Props	25,000		
AMWWP - Water for Life (WFL) Program	-	50,000,000	An application was submitted for the Southeast 881 Water Supply Line. Based on potential cost share ratios and eligible components, the estimated grant request for this project is approximately \$50M. This project was not approved as the RMWB received funding from this program for the original SE 881 Water Supply Line and therefore are not eligible for funding for the current project.
Building Canada - Small Communities Fund	-	6,000,000	Applications submitted for two projects - Beacon Hill Outfall and Pipeline Upgrade and the Rural Water and Sewer Servicing.
Canada 150 Community Infrastructure Program	-	500,000	Application submitted for Cricket Pitch Upgrades - Syncrude Athletic Park Project.
Canada 150 Program	-	200,100	Application submitted for \$200,100 towards the upgrade of the playground at St. Kateri School (Community Playground Replacement IO 600864). Note a separate application under this program was successful (\$200,000) for the Anzac Community Centre Upgrades.
Civil Forfeiture Grant (CFG)	-	200,000	Community and Protective Services submitted a Letter of Intent (LOI) for funding of \$200,000 from the Civil Forfeiture Grant through the Government of Alberta. The project was called the Child Abuse Victim Advocacy Enhancement Project and their partner would have been the Wood Buffalo Child and Youth Advocacy Centre Steering Committee.
Forest Resource Improvement Association of Alberta (FRIAA) - FireSmart Program (EOI's)	-	400,000	The FRIAA FireSmart Program is separate and independent from the Government of Alberta's FireSmart Community Grant Program. On February 23, (4) EOI's were submitted for FireSmart projects in Fort Chipewyan, Gregoire Lake Estates, Thickwood Hill and Anzac. Maximum amount of funding for a single project in this round will be \$200,000 over the life of the project. We have been advised that two of our EOI's (Anzac and GLE) were successful in moving on to the full proposal stage (deadline April 25, 2017) while two EOI's (Fort Chipewyan and Thickwood Hill) were not successful. (Note: Earlier this year, the RMWB successfully secured funding under this program in a previous round in the amount of \$750,000 for hazard reduction activities in Anzac and the Birchwood Trails/Conn Creek area, the development of a mitigation strategy and for a public education program.
Hockey Alberta - Every Kid Every Community Grant	-	5,000	Program grants up to \$5,000 are available for the creation or support of an existing program that will focus on recruiting new players to the game of hockey regardless of age, skill or environmental factors. Community Services applied for this grant to assist with costs related to the Shootout on the Snye. Due to the large volume of applications received, Hockey Alberta advised that they were unable to provide a grant this year but to continue to apply in future years.
Strategic Transportation Infrastructure Program (STIP)	-	594,000	Application was submitted in 2017 for up to 75% funding - Culvert Rehabilitation Hwy 63 at Fort Hills (\$594,000). This bridge file was not recommended for approval because it was not a local road bridge and therefore deemed to be not eligible.
Summer Student Employment Program (STEP)	42,000	-	Human Resources had requested funding for 10 summer student positions at \$4,200 per student.
Tree Canada - Tree to Our Nature	-	5,000	In celebration of Canada's 150th anniversary, Tree Canada will be providing 150 grants of \$5,000 to successful recipients of the Tree to our Nature program. Parks submitted an application for funding in February however it was not successful.
<b>Total Unsuccessful Capital and Operating Applications</b>	<b>\$ 67,000</b>	<b>\$ 58,008,100</b>	

## Grants (continued)

Operating Grants	2018	2013-2017	Information
<b>Chief Finance Officer</b>			
Celebrate Canada Grant	\$ 9,000	\$ 27,000	Canadian Heritage provides financial support for Canada Day activities.
Coalitions Creating Equity Program (CCE)	123,000	-	Community Services has developed an application for funding to the Alberta Human Rights and Multiculturalism Grant Program for the Wood Buffalo Equity Coalition Program which will be delivered by the Regional Advisory Committee on Inclusion, Diversity and Equality (RACIDE).
Community Inclusion Grant	10,000	10,000	Alberta Justice and Solicitor General - Human Rights, Education and Multicultural Fund 2016 - Diversity Plan 2016 and Beyond 2018 - Diversity and Inclusion Business Recognition Program
Community Injury Control Fund (CICF) Grant	-	4,000	One time grant in 2014
Conoco Phillips	-	15,000	\$5,000 for Green Teen Program in 2016 and \$10,000 for planters in Anzac in 2014.
Event Tourism Strategy	-	60,000	Payment from Province of Alberta for cultural and tourism events.
Family and Community Safety Program (Children and Youth Service Grant)	-	260,837	Funded by Minister of Human Services to provide advocacy services in the community.
Family & Community Support Services	1,924,513	8,558,220	Provincial level program through Alberta Human Services. Payment is based on population.
Municipal Policing Assistance Grant (MPAG)	1,065,216	6,122,368	Current funding agreement is for two (2) years from April 1, 2018 and ending March 31, 2020. Payment is based on per capita calculation.
Point in Time Count	50,000	-	Community Services was successful securing funding from Employment and Social Development Canada (ESDC) for the "Everyone Counts: the 2018 Coordinated Point-in-Time Count.
Police Officer Grant (POG)	300,000	1,500,000	Current agreement is for two (2) years from April 1, 2018 and ending March 31, 2020.
Victims of Crime Fund - Grant to Victims Services	-	942,602	Grant to provide services that benefit victims or a class or classes of victims during their involvement with the criminal justice process. 2017 - 3 year grant for Victims Services for 2018-2020.
<b>Environmental</b>			
Alberta Recycling Municipal Electronics and Paint Round-up Grant	29,254	47,225	Alberta Recycling Grant to offset cost to advertise and run the round-up activities.
Alberta Recycling Tire Marshalling Area (TMA)	-	107,343	The 2015 grant is for the purchase and delivery of the concrete blocks for the containment area. Three new applications were submitted in November 2016. Awarded funding of \$30,000 each for Tire Marshalling Areas in Conklin, Janvier and Fort Chipewyan.
<b>Human Resources</b>			
Canada Summer Jobs	-	92,938	2017 - 17 students 2016 - 29 Students.
Careers - The Next Generation	-	4,500	A grant to offset the costs of summer students employed at the Water Treatment Plant. \$15 per hour x 100 hours x 3 students.
Green Job Initiative - Summer Work Experience	11,424	-	2018 - 2 students
Summer Temporary Employment Program (STEP) Program	-	56,100	2017 - 10 Students - \$4,200 per student - \$42,000 total. 2016 - 5 Labourer Positions.



## Grants (continued)

Operating Grants (continued)	2018	2013-2017	Information
<b>Indigenous and Rural Relations</b>			
Alberta Indigenous Relations	-	110,000	Grant to assist with the Urban Aboriginal Connection Initiative project - Wood Buffalo Pan Aboriginal Connection project.
Aboriginal Affairs and Northern Development Canada	-	280,363	Funding for the Urban Aboriginal Strategy.
<b>Planning and Development</b>			
Canadian Red Cross -Disaster Response Services Agreement Small Business Program (Phase 3B)	992,472	-	For Support to Small Business Program (Phase 3B) programming for small businesses impacted by the May 2016 Horse River Wildfire disaster in the Regional Municipality of Wood Buffalo
Community and Regional Economic Support (CARES) Program	95,000	750,000	2016 - To support the Back to Business Resource Centre and Business Recovery Expositions. 2018 - To support the development of a five-year Economic Development Strategic Plan
Invest Canada - Community Initiatives (ICCI)	5,500	-	An application submitted by the Economic Development Department for funding for Foreign Direct Investment Tools and Material Development has received approval for \$5,500.
<b>Public Works and Transit Services</b>			
Alberta Recycling Municipal Demonstration Grant	-	30,000	Grant awarded for \$30,000 towards a pour-in-place recycled tire project at the Syncrude Athletic Park.
CN EcoConnexions From the Ground Up	-	25,000	Tree Canada's CN EcoConnexions From the Ground Up program will provide funding up to \$25,000 per project. A minimum of 50% matching funding must come from other sources.
FCM's Municipal Asset Management Program (MAMP)	50,000		Funding has been awarded from the FCM's Municipal Asset Management Program (MAMP) to offset the cost of conducting condition assessments of (50) municipal building facilities.
FireSmart Community Grant Program - Government of Alberta	-	238,600	Fire Smart Grant from Alberta Government. No call for applications in 2016.
Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program	-	750,000	The FRIAA FireSmart Program is separate and independent from the Government of Alberta's FireSmart Community Grant Program. Maximum amount of funding for a single project will be \$400,000 over the life of the project. The RMWW applied for funding for the following Hazard Reduction activities. \$400,000 Birchwood/Conn Creek, \$400,000 Anzac, \$125,000 Mitigation strategy, \$40,000 public education. Applications totaled \$965,000. Actual funding awarded \$750,000.
HWY 63 Traffic Survey & Transportation Demand Model	-	225,000	One time Grant in 2013.
Municipal Recreation/Tourism Areas (MR/TA) Grant (Lake Shore)	-	12,000	Municipal Recreation/Tourism Areas (MR/TA) Grant-Program ended in 2013.
Municipal Recreation/Tourism Areas (MR/TA) Grant (MacDonald Island)	-	12,000	Municipal Recreation/Tourism Areas (MR/TA) Grant-Program ended in 2013.
Municipal Recreation/Tourism Areas (MR/TA) Grant (Vista Ridge)	-	12,000	Municipal Recreation/Tourism Areas (MR/TA) Grant-Program ended in 2013.
TD Friends of the Environment	-	27,019	Eligible projects include Community Gardens, Environmental Education Projects, Outdoor Classrooms, Protection of Endangered Species/Wildlife, Recycling/Composting Programs, Tree Planting and Urban Naturalization Projects, Energy Conservation/Renewable Energy, Research Projects, Habitat restoration. 2017 - Pacific Park Community Garden (Timberlea), 2016 - 20 trees for Dr. Clark School, 2013 - Trees at Fort McMurray First Nation #468.
TD Tree Days	5,100	5,100	2017 - Planting of approximately 150 potted trees and shrubs at Vista Ridge on September 24, 2017. 2018 - Planting of approximately 300 trees and shrubs at Beaconhill Lookout in September 16, 2018.



## Grants (continued)

Operating Grants (continued)	2018	2013-2017	Information
<b>Regional Emergency Services</b>			
911 Grant	382,868	1,365,168	The objective of the 911 Grant Program is to strengthen and support local delivery of 911. This is being done using funding generated from a monthly 911 levy on cellphones, and by developing provincial standards for 911. All of this is being done in close collaboration with Alberta's 911 centres. A portion of the 2015 funding is reflected as a capital grant on page 1. A portion of the 2016 grant was transferred from Capital.
2014 Flood Readiness Supplies Grant	-	234,445	One time grant following the flooding of 2013 so that municipalities could replenish their flood-readiness supplies and purchase needed equipment to prepare for future floods.
Emergency Management Preparedness Program (EMPP)	-	11,525	The objective of the Emergency Management Preparedness Program (EMPP) is to provide an effective and cost-efficient grant program for increased emergency management capacity that resulted in an increased number of trained emergency management practitioners. 2016/2017 grant - \$11,525.
Fire Services and Emergency Preparedness Program	-	59,150	The FSEPP has undergone changes and is now known as the Fire Services Training Program (FSTP). The Emergency Management Preparedness Program (EMPP) has also been created and may fund training for other types of emergency preparedness.
Fire Services Training Program (FSTP) (Formerly Fire Services and Emergency Preparedness Program)	5,800	-	This program supports the expansion and enhancement of regional fire service training. The objective is to provide an effective and cost-efficient mechanism for increased training capacity that results in a greater number of trained fire service personnel.
RMWB FireSmart Grant Budget includes approximately \$2.5 M for capital projects	-	10,500,000	The Minister of Agriculture and Forestry has recently committed \$10.5M to the FireSmart program in the RMWB over the next 3 years. This funding will be provided in the form of an Agriculture and Forestry Development Grants and the Regional FireSmart Committee will have oversight over its spending. An application has been completed with input from the RMWB, the Regional FireSmart Committee and Agriculture and Forestry. Funding was approved August 2017.
<b>Wood Buffalo Recovery Committee</b>			
Canadian Red Cross - Recovery Gift (Includes \$3.8 M for FireSmart activities)	-	10,000,000	The Canadian Red Cross Society will provide these funds to further the Alberta Wildfire relief and recovery. Included in the \$10M is \$3.8 M for FireSmart activities.
Wildfire Community Preparedness Day	2,200		Wildfire Community Preparedness Day is held annually in May. FireSmart Canada offers up to \$500 funding awards to implement neighborhood projects. The RMWB received 4 awards of \$500 each plus \$200 towards the cost of refreshments for events held in Gregoire Lake, Sapræ, Ft. Chipewyan and Conklin.
<b>Total Operating Grants</b>	<b>\$ 5,061,347</b>	<b>\$ 42,455,503</b>	

## Grants (continued)

Future Grant Opportunities	Information
Chief Financial Officer	
Alberta Community Restorative Justice (ACRJ)	The ACRJ Grant is available to support the delivery of direct restorative justice mediation services, enhance a community's capacity for restorative justice understanding and referral. A total of \$360,000 is available to non-profit organizations, including incorporated non-profit and volunteer organizations, coalitions, local community groups, First Nations, Government of Alberta sanctioned youth justice committees. A maximum of \$50,000 per initiative per year is available for use over a period of up to two years for programs or initiatives using innovative, promising and proven practices. Applications are generally accepted in December.
Alberta Injury Control Fund (AICF)	The goal of the AICF is to improve the well-being of individuals, increase individual and community safety, and reduce unintentional injuries by assisting communities with resources to undertake solutions to local injury problems. The AICF cannot support projects that address intentional injury (such as violence, mental health & suicide, sexual exploitation, bullying). Applications are generally accepted in December annually.
Alberta Traffic Safety Fund (ATSF)	The purpose of the ATSF is to encourage communities and other traffic safety stakeholders to develop and implement community-based, preventative, and collaborative traffic safety projects that support the strategies in Alberta's Traffic Safety Plan (TSF). Small grants (up to \$5,000) and large grants (\$5,001-17,000) are available. Applications for funding are accepted annually by January 31st.
Aging Well in Community Grant Program	Grants up to \$100,000 per project are available for project-based proposals that help Alberta seniors live more safely and independently in their chosen community. Projects must align with one of the four funding streams: Aging in communities, Addressing ageism, Social inclusion and engagement of diverse populations, or Elder Abuse. Applications are due November 16, 2018.
Anti-Racism Community Grant (ARCG) Program	The Anti-Racism Community Grant (ARCG) program supports initiatives that raise awareness and understanding of racism and its impact on all Albertans. The program will foster cultural awareness and cross-cultural understanding in communities across the province. While municipalities may not apply directly to the program, organizations and community non-profit organizations can apply. Multiple intakes throughout the year. Program is administered by Alberta Culture and Tourism.
Canada Summer Jobs	Canada Summer Jobs provides funding to help employers create summer job opportunities for students. It is designed to focus on local priorities, while helping both students and their communities. The program provides work experiences for students, supports organizations, including those that provide important community services and recognizes that local circumstances, community needs and priorities vary widely. Canada Summer Jobs provides funding to not-for-profit organizations, public-sector employers and small businesses with 50 or fewer employees to create summer job opportunities for young people aged 15 to 30 years who are full-time students intending to return to their studies in the next school year. Deadline for applications for the 2018 program was February 2, 2018.
Civil Forfeiture Grant (CFG)	Time-limited grant funding between \$50,000 and \$200,000 per project is available for projects lasting up to 2 years. Funded projects must focus on crime prevention and victim services. Applications will be accepted until October 2, 2018.
Community Inclusion Grant	Alberta Justice and Solicitor General provides funding from the Human Rights, Education and Multiculturalism Fund for the Community Inclusion Grant program. A maximum grant of \$10,000 per year per municipality is available for projects. A minimum of 25% of the total costs of the project should come from sources other than the fund. The most recent intake was June 15, 2018.
Conoco Phillips	Conoco Phillips provides grants from time to time to support education, environment and safety. They also regularly fund social services, youth, health, arts, culture and civic programs.
CRTC (Canadian Radio-television and Telecommunications Commission) Funding	The CRTC is establishing a fund to support projects in areas that do not meet these targets. Applicants will be able to submit funding proposals in order to build or upgrade infrastructure for fixed and mobile broadband Internet access services. The fund will make available up to \$750 million over the first five years, be complementary to existing and future private investment and public funding, focus on underserved areas; and be managed at arm's length by a third party. More details to be released.
Invest Canada - Community Initiatives (ICCI)	The ICCI supports Canadian communities' collaborative efforts to attract, retain and expand foreign direct investment. Eligible activities include FDI strategic planning and analysis, FDI tool and material development, FDI training, FDI lead generation and meetings with potential. Up to \$300,000 with up to 50% coverage. Deadline for applications is October 17, 2018.

## Grants (continued)

Future Grant Opportunities (continued)	Information
<b>Chief Financial Officer (continued)</b>	
Labour Market Partnerships (LMP)	This program supports workplace human resource development and labour market adjustment strategies through community partnerships. It is designed to develop and support projects with groups, organizations, industry sectors and communities with common labour market needs. Priorities for 2018-2019 are Support Equity and Under-Represented Groups, Technology and Sector Growth, Skills Gaps, Support Industry, Employer, Union and Community needs. Continuous intake.
Occupational Health and Safety Innovation and Engagement Grants Program (OHS I&E Grants Program)	These grants fund non-profit and public sector organizations for projects aimed at improving OHS awareness, knowledge and action in Alberta. Eligible organizations can apply for grants of up to \$10,000, \$20,000 or \$50,000 in three different categories. There is no call for applications at present however the application deadline is generally October 31st of each year.
Point-in-Time Count ESDC Funding	Employment and Social Development Canada may issue a call for proposals from time to time for a Coordinated Point-in-Time Count. Community Services was successful in their application for funding in 2018.
SOCAN Foundation	This multi-project program has four independent components. Each project must nurture an environment supportive of Canadian music creators, Canadian music publishers, and audiences. Deadline for applications: March 15 and September 15 annually.
Status of Women Grant	The Alberta Status of Women Grant Program provides funds to not-for-profit and charitable organizations. The funds are for projects and activities that improve the lives of women and girls in Alberta and relate to one or more of the priority areas of Status of Women: • increasing women's economic security • increasing women in leadership and democratic participation • preventing and responding to gender-based violence. Funding is available through two streams: Innovation and Enhancement. Application deadline is October 30, 2018.
Summer Temporary Employment Program (STEP) Program	STEP is a 4 - 16 week wage subsidy program that provides funding to eligible Alberta employers to hire high school or post-secondary students into summer jobs from May to August. A standardized wage subsidy of \$7.00/hour to a maximum of 37.5 hours/week will be provided to approved applicants. The deadline for applications for the 2018 program was Feb 9th.
Wood Buffalo Community Foundation	The Wood Buffalo Community Foundation (WBCF) supports a wide range of sectors, community needs, organizational needs, and types of projects and programs. The WBCF 2018 Community Grant target areas are: Community, Human, Services- with focus on support to families and individuals: Accessibility to appropriate mental wellness supports for youth and young adults; Increasing access to parenting programs and supports particularly in rural areas; Support for persons experiencing abuse and family violence including abuse against seniors; Family counselling for divorce and separation; Health – with focus on addictions and mental health. Most recent intake September 4, 2018.
<b>Communications &amp; Stakeholder Relations</b>	
Alberta Indigenous Solar Program	The Alberta Indigenous Solar Program (AISP) is a program that provides grants to Alberta Indigenous communities or Indigenous organizations to install solar photovoltaic (PV) systems on community or organization owned facilities. Municipalities may not apply directly to this program. No current call for applications however the program generally runs from June to August.
<b>Engineering</b>	
Alberta Community Resilience Program (ACRP)	Flood Mitigation - The Alberta Community Resilience Program (ACRP) is a multi-year grant program supporting the development of long-term resilience to flood and drought events, while supporting integrated planning and healthy functioning watersheds. The next submission deadline is September 30, 2018 for 2019-20 fiscal funding
Alberta Municipal Water/Wastewater Partnership and Water for Life Program	The Alberta Municipal Water/Wastewater Partnership provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities. Various initiatives have been included in the program to ensure the needs of Alberta municipalities are met. Applications due November 30th annually.
Clean Water and Wastewater Fund (CWWF) Grant	The Government of Alberta funding will come from the province's Water for Life grant program.
Disaster Mitigation and Adaptation Fund (DMAF)	The Government of Canada has set aside \$2 billion for a Disaster Mitigation and Adaptation Fund. This fund would support the national, provincial and municipal infrastructure required to deal with climate change. Expressions of Interest were due July 31, 2018.

## Grants (continued)

Future Grant Opportunities (continued)	Information
<b>Engineering (Continued)</b>	
FCM's Municipal Asset Management Program (MAMP)	Up to \$50,000 is available (80% of eligible costs) through the Municipal Asset Management Program (MAMP) for eligible activities including asset management assessments, asset management plans, policies and strategies, data collection and reporting, training and organizational development and knowledge transfer. Deadline to apply is October 23, 2018.
National Disaster Mitigation Program (NDMP)	The NDMP was established in 2015 to reduce the impacts of natural disasters on Canadians by focusing investments on significant, recurring flood risk and costs; and advancing work to facilitate private residential insurance for overland flooding. Provincial and territorial governments are the eligible recipients for funding under the NDMP. However, provincial and territorial authorities may collaborate with, and redistribute funding to eligible entities, such as municipal or other local governments, public sector bodies, private sector bodies, band councils, international non-government organizations or any combination of these entities. Intakes are generally announced in the summer with the closing date being October 31. Communities and municipalities who are interested in the NDMP proposal submission process should contact their appropriate Provincial/Territorial government department or ministry as early as possible to discuss its internal process in regards to the NDMP.
Strategic Transportation Infrastructure Program (STIP)	There are four components within STIP: Local Road Bridge Program (LRB), Resource Road Program (RRP), Community Airport Program (CAP), Local Municipal Initiatives (LMI). Deadline for applications for 2019-2020 funding is November 30, 2018.
<b>Environmental</b>	
Alberta Innovates - Waste to Value-Added Product Demonstration Projects for Alberta Small Municipalities	Funding opportunity to establish demonstration of waste conversion facilities within small urban and rural communities. No current call for expression of interests. Last intake was March 31, 2017.
Alberta Municipal Solar Program (AMSP)	The Alberta Municipal Solar Program (AMSP) provides financial rebates to Alberta municipalities who install solar photovoltaics (PV) on municipal facilities or land and complete public engagement for the project. Funding is available on a first come first served basis. All projects must be completed and energized after February 5, 2016. Funding will be in the form of a rebate per watt of total installed capacity and will not exceed 20% of eligible expenses up to a maximum of \$300,000.
Alberta Recycling - Tire Marshalling Area (TMA) Grant	Up to \$30,000 per applicant is available for upgrading tire collection areas at landfills, transfer stations, or recycling depots. Environmental Services has received 4 of these grants in the recent years for Janvier, Conklin, Fort McMurray and Fort Chipewyan. The RMWB has no requirements for additional TMA's at this time. Applications are generally accepted in November annually.
Canada Green Corps	The United Nations Association (UNA) of Canada has recently launched this program which is a green internship program for youth between the ages of 18-30. UNA Canada provides a 50% wage subsidy to employers to hire interns. Their most recent intake was in January 2017 and was for a 4-month period.
Clean Growth Program - Natural Resources Canada	Provides funding for clean technology research and development (R&D) and demonstration projects in Canada's energy, mining and forestry sectors. Municipalities are eligible to apply where applicable. The program may pay up to 75% of total project costs per R&D project. Requests for funding in the range of \$300,000 to \$2,000,000 are expected. Maximum funding of \$5,000,000 per project is permitted. Letters of Interest (LOI) were due by February 7, 2018.
Emissions Reduction Alberta (ERA)	ERA works with government, industry and innovators to accelerate development of innovative technologies that reduce GHG emission. There is no current call for applications however future opportunities will be evaluated.
Emissions Reduction Alberta (ERA) - Best Challenge	The BEST Challenge targets technologies that demonstrate the potential to reduce greenhouse gas (GHG) emissions in Alberta and secure the province's success in a lower carbon economy. Innovators with technology scale-up, demonstration, and first-of-kind implementation projects in the areas of biotechnology, electricity or sustainable transportation are invited to apply. Application deadline is September 13, 2018.
FCM's Climate and Asset Management Network	FCM's Climate and Asset Management Network provides peer-learning opportunities, grant funding and training to help Canadian municipalities better integrate climate and sustainability goals into asset management approaches. As a network participant, you can benefit from funding of up to \$175,000 for your municipality along with workshops and knowledge-sharing activities with colleagues from municipalities across Canada. Most recent call for applications closed June 15, 2017.

## Grants (continued)

Future Grant Opportunities (continued)	Information
<b>Environmental</b>	
Green Municipal Fund	Grants available to cover up to 50 per cent of eligible costs for plans, feasibility studies and pilot projects — to a maximum of \$175,000 for plans and feasibility studies, and a maximum of \$350,000 for pilot projects. Low-interest loans available, usually in combination with grants, to cover up to 80 per cent of eligible costs for capital projects. The loan maximum is \$5 million*, and the grant amount is set at 15 per cent of the loan, to a maximum of \$750,000. * Applicants with high-ranking projects may be eligible for a loan of up to \$10 million combined with a grant for 15 per cent of the loan amount, to a maximum of \$1.5 million. Brownfields: Grants are not available for capital projects in the brownfields sector. There is no specified loan limit for capital projects in the brownfields sector, but FCM reserves the right to adjust the maximum loan limit per project.
Municipalities for Climate Innovation Program (MCIP) Grant	Grant funding of up to \$1 million and more for climate change capital projects is now available from the Federation of Canadian Municipalities (FCM) under the Municipalities for Climate Innovation Program (MCIP). Communities can use the funding to upgrade, build, replace, expand or purchase and install fixed assets or infrastructure, such as buildings and treatment plants. Applications are accepted year round until January 31, 2020 for, Energy: Climate mitigation capital projects, Solid waste: Climate mitigation capital projects, Water: Climate mitigation capital projects, Transportation: Climate mitigation capital projects, Community initiatives: Climate mitigation capital projects, Extreme temperatures: Climate adaptation capital projects, Flooding and drought: Climate adaptation capital projects, Wind events: Climate adaptation capital projects, Community initiatives: Climate adaptation capital projects
TAME+ Program	Grants Available for up to \$2,000 for Energy Audit, and Up to \$100,000 for retrofit capital costs. Information has been distributed to Sustainability and Engineering. Funding available on a first come, first served basis.
<b>Human Resources</b>	
Career Focus Funding	Career Focus provides funding for employers and organizations to design and deliver a range of activities that enable youth to make more informed career decisions and develop their skills. To take advantage of this program the municipality would need to contact a workforce consultant at the Government of Alberta's Ministry of Labour.
<b>Public Works and Transit Services</b>	
Alberta Blue Cross - Healthy Communities Grant	In the interest of promoting wellness and active living, Alberta Blue Cross has launched the Healthy Communities Grant Program. Four \$50,000 grants are being awarded each year to support community amenities and facilities that promote active living. Applications open annually on June 1st and close on August 30th.
Alberta Recycling - Municipal Demonstration Grant (MDP)	Up to \$30,000 per applicant is available through the Municipal Demonstration Grant (MDP) to help purchase recycled tire products for community projects such as playgrounds, arenas, walking trails, etc. Annual deadline for applications is generally in November. Matching funds is a requirement of the program.
Alberta Culture Days	Funding is available annually for Culture Days Events. The local Alberta Culture Days Committee can apply to become a Celebration site. Applications are generally due June annually.
Alberta Land Trust Grant Program	The Alberta Land Trust Grant Program focuses on conserving ecologically important areas to prevent habitat fragmentation, maintain biodiversity and preserve native landscapes. Grants are available to eligible land trust organizations to help establish and administer new conservation easements on private land and/or manage new conservation projects on land trusts titled land. Applications are accepted annually in September.

## Grants (continued)

Future Grant Opportunities (continued)	Information
Public Works and Transit Services (continued)	
Building Communities through Arts and Heritage - Local Festivals Component	The Local Festivals component provides funding to local groups that organize recurring festivals and display local arts and heritage. Application intakes are January 31, April 30, and September 30. Eligible applicants must represent one of the following community groups: a non-profit organization or group (incorporated or unincorporated); a local band council, a local tribal council or other local Indigenous government (First Nations, Inuit or Métis) or equivalent authority. Municipalities may not apply directly.
Building Communities through Arts and Heritage - Community Anniversaries Component	The Community Anniversaries component provides funding to local groups for non-recurring local events, with or without a minor capital project. Eligible events and capital projects are those that commemorate the 100th anniversary or greater (in increments of 25 years) of a significant local historical event or personality. Eligible capital projects such as community art projects, restoration of objects, community history books, statues and murals can be funded up to a maximum \$25,000. Application deadline January 31st for events that will occur during the next calendar year.
Building Communities through Arts and Heritage - Legacy Component	The Legacy Fund component provides funding for community-initiated capital projects that restore, renovate or transform an existing building or exterior space (such as a statue, community hall, monument, garden or work of art) intended for community use. Eligible capital projects are those that commemorate the 100th anniversary or greater (in increments of 25 years), of a significant local historical event or personality. Applications must be submitted before the anniversary of the event.
Canada Cultural Spaces Fund	The Canada Cultural Spaces Fund (CCSF) supports the improvement of physical conditions for artistic creativity and innovation. The fund supports the improvement, renovation and construction of arts and heritage facilities, as well as the acquisition of specialized equipment. Eligible applicants include not-for-profit arts and heritage organizations, incorporated under the Canada Not-for-Profit Corporations Act, Part II of the Canada Corporations Act or under corresponding provincial or territorial legislation; provincial/territorial governments, municipal or regional governments and their agencies; and Aboriginal people's institutions or organizations. The Canada Cultural Spaces Fund receives applications on an ongoing basis.
Celebrate Canada	The Celebration and Commemoration Program – Celebrate Canada component provides funding for activities organized on National Aboriginal Day (June 21), Saint-Jean-Baptiste Day (June 24), Canadian Multiculturalism Day (June 27) and Canada Day (July 1). Applications are generally due in November and Community Services has been successful securing funding in recent intakes.
CN EcoConnexions	Tree Canada's CN EcoConnexions From the Ground Up program will provide funding up to \$25,000 per project. A minimum of 50% matching funding must come from other sources. Intakes are generally announced in April.
Community Facility Enhancement Fund and Community Infrastructure Program	Grants are available for capital (generally up to \$125,000 per year) and operating (up to \$75,000 per year) to eligible organizations in the community. The municipality may support these applications.
Community Initiatives Program (CIP) - Project Based Grant	This program supports projects that enhance and enrich communities throughout Alberta by providing assistance to non-profit organizations for new programs and initiatives, community events and community publications. Annual application deadlines are January 15, May 15 and September 15. Maximum available is \$75,000. Municipalities may not apply directly but may support the application of non-profits.
Enabling Accessibility Fund	The Enabling Accessibility Fund supports the capital costs of construction and renovations related to improving physical accessibility and safety for people with disabilities in Canadian communities and workplaces. Applications for from eligible applicants interested in receiving grant funding up to \$100,000 for small projects are being accepted until July 26, 2018.
FRIAA FireSmart	The Forest Resource Improvement Association of Alberta announces requests for expressions of interest (EOI) for the FRIAA FireSmart Program from time to time. Each intake is evaluated by the Regional FireSmart Committee. Projects are generally in the \$200,000 - \$300,000 range.
Greening Canada's School Grounds	This program is available to schools to plant trees on their grounds. The RMWB is facilitating by providing Tree Canada will contact information of schools in the region that could benefit from this program.
Heritage Awareness Grant	Grants support tangible initiatives that promote awareness of Alberta's history and that will have lasting impact. Applications accepted twice per year, February 1st and September 1st.
Historic Resources Grant	Historic Resources Conservation grants provide funding for conservation of Alberta's historic places and conservation studies and professional services. Matching grants are awarded up to 50% of eligible costs. Information has been distributed to Public Operations (Parks) and Community Services. Applications accepted twice per year, February 1st and September 1st.



## Grants (continued)

Future Grant Opportunities (continued)	Information
Public Works and Transit Services (continued)	
Hockey Alberta - Every Kid Every Community Grant	Program grants up to \$5,000 are available for the creation or support of an existing program that will focus on recruiting new players to the game of hockey regardless of age, skill or environmental factors. Community Services applied for this grant to assist with costs related to the Shootout on the Snye. Applications are accepted year round however funds are awarded quarterly. Application deadlines are August 30th, November 30th, February 28th, and May 30th.
Jumpstart Accessibility Grant	Jumpstart Accessibility Grants offer two funding streams: <i>Accessibility-Enabling Grants</i> , which provide eligible facilities with up to \$50,000 for projects to adapt and enhance existing facilities, and <i>Inclusive Design Innovation Grants</i> , which provide between \$250,000 and \$1,000,000 for projects designed to uniquely enhance sport and recreation spaces with innovative solutions.
Partners for Places	National funders invest in local projects to promote a healthy environment, a strong economy, and well-being of all residents. Not presently accepting applications.
Playground Grant	Under the program, Alberta Education will provide grant funding of up to \$250,000 per school to support the construction of a playground. The \$20-million program will apply to all new schools with Kindergarten to Grade 6 programs announced between 2014 and 2018.
Tourism Growth Innovation Fund (TGIF)	The Tourism Growth Innovation Fund (TGIF) is a project-based grant program that aims to support economic growth and improve quality of life in communities across Alberta. TGIF has two streams. The Destination Development Support stream helps tourism organizations and Alberta municipalities create new tourism products and destination development opportunities through research-based studies, surveys and plans. The Product Development Support stream helps non-profit tourism attraction operators who want to develop projects that grow tourism experiences within Alberta. Applications are accepted April 1-30 and October 1-31 annually.
TD Green Streets	TD Green Streets is the flagship program of Tree Canada and the only nationally-based municipal forestry innovation program in Canada. Applications for funding up to \$25,000 are generally accepted in November.
TD Friends of the Environment	TD Friends of the Environment accepts applications for a wide range of environmental initiatives, with a primary focus on environmental education and green space programs. Eligible projects include schoolyard greening and outdoor classrooms, park revitalization and restoration work, community gardens, trail building and restoration, recycling and composting programs, indoor and outdoor environmental education programming. The most recent intake was January 2018.
Tree Canada - Edible Trees Grant	Tree Canada funding is available (but not limited to) community gardening groups, community housing projects, indigenous communities, schools, parks and arboretums. Applications for Tree Canada's Edible Trees program most recent intake was April 30, 2018. Maximum grant available was \$4,000. The RMWB did not apply in that round.
Transportation/Industrial Artifact Conservation Grant	Transportation or Industrial Artifact Conservation Grants provide funding for the preservation or restoration of transportation and industrial artifacts that have a distinctive or significant connection to Alberta's history. In general, this means: the first artifact of its kind, the last remaining, the best example, having direct association with a key historic event or figure. It must also have been built in or had a long period of continuous use within Alberta. The applicant must establish the special significance of the artifact to Alberta. Assistance is restricted to costs associated with the restoration of artifacts and not for artifact purchase, engine maintenance or total reproduction. One-time matching grants are awarded up to 50% of eligible project value, up to \$25,000. Applications accepted twice per year, February 1st and September 1st.
Watershed Resiliency and Restoration Program	Alberta Environment and Parks' (AEP) WRRP aims to improve natural watershed functions in order to build greater long-term resiliency to droughts and floods through conservation, education and stewardship, research data and restoration and enhancement. Applications are accepted annually on October 30th.
Watershed Steward Grant	The Watershed Stewardship Grant Program (WSG) is made possible with funding from Alberta Environment and Parks. Grants are available up to \$20,000 for projects that aim to enhance, protect or restore Alberta's precious water resources. While Municipalities are not eligible to apply directly for this grant, they may serve as the partnering legal entity for a group that does not have a legal status. Most recent deadline was February 2018. Future rounds will be considered.

## Grants (continued)

Future Grant Opportunities (continued)	Information
<b>Planning and Development</b>	
Community and Regional Economic Support (CARES) Program	The RMWB was awarded \$750,000 from this program for the Back to Business Resource Centre. A second grant from this program of \$95,000 was just awarded to the RMWB for the development of a five year Economic Development Strategic Plan. The next intake will close June 30, 2018 however the municipality will not be submitting an application at this time.
Invest Canada - Community Initiatives (ICCI)	The purpose of the ICCI program is to assist Canadian communities' capacity to attract, retain and expand foreign direct investment by providing funding for approved FDI projects. Overall, the ICCI program aims to increase Canadian employment and improve Canada's capacity to compete in the global economy. The ICCI program will be accepting applications for 2019 projects between September 5 to October 17, 2018 closing at 12:00pm Ottawa time (EDT). The submitted projects must be completed by December 31, 2019.
<b>Regional Emergency Services</b>	
Emergency Management Preparedness Program (EMPP)	The objective of the Emergency Management Preparedness Program (EMPP) is to provide an effective and cost-efficient grant program for increased emergency management capacity resulting in an increased number of trained emergency management practitioners. The RMWB submitted an application for 2017 and the next intake is September 30, 2018.
Fire Services Training Program (FSTP)	This program supports the expansion and enhancement of regional fire service training. The objective is to provide an effective and cost-efficient mechanism for increased training capacity that results in a greater number of trained fire service personnel. The RMWB submitted an application for 2017 and the next intake is September 30, 2018.
Wildfire Community Preparedness Day	Wildfire Community Preparedness Day is held annually in May. FireSmart Canada offers up to \$500 funding awards to implement neighborhood projects. Applications will be accepted from January 15 - March 9, 2018.
<b>All Divisions</b>	
Alberta Community Partnership (ACP) Program	<p>The objective of the ACP program is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity-building initiatives.</p> <p>The ACP program is designed to support municipalities in attaining the following key program outcomes:</p> <ul style="list-style-type: none"> <li>▪ new or enhanced regional municipal services;</li> <li>▪ improved municipal capacity to respond to municipal and regional priorities; and</li> <li>▪ effective intermunicipal relations through joint and collaborative activities.</li> </ul> <p>Intermunicipal Collaboration Component - November 1, 2018  Mediation and Cooperative Process component - Deadline February 1, 2019  Municipal Restructuring Component - Deadline February 1, 2019  Strategic Initiatives Component - Deadline February 1, 2019  Municipal Internship Component - Deadline September 1, 2018</p>
AgriSpirit Fund	The AgriSpirit Fund is about enhancing rural communities. Funding from \$5,000 to \$25,000 is available for capital projects that enhance the lives of residents or contribute to sustainability in communities.
Investing in Canada Infrastructure Program	<p>Through the federal government's Investing in Canada Infrastructure Plan, Alberta will receive \$3.39 billion over the next 10 years. These projects will be cost-shared with the Alberta government, municipalities and other partners. Eligible organizations can apply for funding under the following streams:</p> <ul style="list-style-type: none"> <li>• Public transit infrastructure</li> <li>• Green infrastructure</li> <li>• Rural and northern communities infrastructure</li> <li>• Community, culture and recreation</li> </ul> <p>Applications are now being accepted on an ongoing basis.</p>
Smart Cities Challenge	The Smart Cities Challenge is a competition open to all municipalities, local or regional governments, and indigenous communities across Canada. This challenge will inspire communities across the country to define their future with the help of their residents through the use of a smart cities approach. Applications were due April 24, 2018 however the RMWB has opted to compete in Round 2 in 2019 and are actively working on developing our challenge statement.





## COUNCIL REPORT

Meeting Date: October 23, 2018

### **Subject: Whistleblower Policy**

#### **APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Chief Administrative Officer

#### **Recommended Motion:**

THAT Whistleblower Policy LEG-150, dated October 23, 2018, be approved.

#### **Summary and Background:**

Following approval and implementation of the Government of Alberta's *Public Interest Disclosure (Whistleblower Protection) Act*, a number of municipalities, including the Regional Municipality of Wood Buffalo, adopted a local Policy to address whistleblower matters.

The existing Whistleblower Policy LEG-150 (Attachment 2) came into force on January 1, 2016 and is now due for review and updating. The Whistleblower Policy has been reviewed extensively by the Office of the CAO, Legal Services and Human Resources, and has been updated to reflect industry best practices and observations from the past three years.

The most significant challenge that has arisen from the current Policy is with respect to anonymous allegations and the inability to substantiate or respond to the allegations. As a result, the Policy now includes specific provisions which require an individual making an allegation to provide evidence, otherwise known as the burden of proof. Anonymous allegations have proven to be particularly difficult to substantiate and investigate; therefore, it is proposed that only those allegations that meet very specific criteria proceed to investigation.

#### **Rationale for Recommendation:**

The Whistleblower Policy is fundamental to furthering the Municipality's principles of accountability, integrity and transparency. The proposed revisions to Whistleblower Policy LEG-150 have been well-researched, are reflective of industry best practices and will provide a solid mechanism for reporting and investigating an allegation of wrongdoing.

#### **Strategic Priorities:**

Responsible Government

**Attachments:**

- 1. Whistleblower Policy LEG-150 (Proposed)**
- 2. Whistleblower Policy LEG-150 (Current)**

# COUNCIL POLICY



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

Policy Name: Whistleblower  
Department Name: Human Resources  
Policy Number: LEG-150  
Effective Date: October 23, 2018

Next Revision Date: October 2021

## **STRATEGIC PLAN LINKAGE**

Strategic Priority 1 - Responsible Government

## **PURPOSE AND OBJECTIVE**

The purpose of this Policy is to further the Municipality's core principles of accountability, transparency and integrity in all municipal operations, and ethical behavior on the part of Elected Officials, Employees and Contractors.

The Whistleblower Policy promotes a corporate culture and environment in which there is no tolerance for Wrongdoing and in which Employees, Elected Officials and members of the public are encouraged to identify and report Wrongdoing, with the knowledge that they will be protected from Retaliation when acting in good faith.

## **GENERAL PRINCIPLES**

### **1. Definitions:**

- 1.1 "Allegation" means a complaint submitted under the Whistleblower Policy alleging Wrongdoing on the part of any Employee, Contractor or Elected Official or alleging that any person has been a victim of Retaliation.
- 1.2 "Chief Administrative Officer" (CAO) has the meaning given to it in the *Municipal Government Act*, RSA 2000, c. M-26, as amended (*MGA*).
- 1.3 "Contractor" means any person, corporation or firm with whom the Municipality has a contract for procurement of goods or services.
- 1.4 "Disciplinary Action" means any consequence imposed upon a person as a result of an act of Wrongdoing, which may include, but is not limited to, the following:
  - 1.4.1 public or private apology;
  - 1.4.2 educational training on ethical conduct;
  - 1.4.3 removal of an Employee or Elected Official from any place where the Employee or Elected Official represents the Municipality, including any committee, board, or corporation;

- 1.4.4 removal from any position of responsibility in the Municipality;
  - 1.4.5 termination of employment with the Municipality;
  - 1.4.6 termination of a contract; or
  - 1.4.7 such other discipline as may be considered appropriate in the circumstances.
- 1.5 “Elected Official” means a councillor as defined in the *MGA*.
- 1.6 “Employee” means any person directly employed by the Municipality, including the CAO.
- 1.7 “Retaliation” means any action in reprisal against a person who has made an Allegation of Wrongdoing, or who has sought advice or information about making an Allegation of Wrongdoing, or who participated in the investigation of such an Allegation, and includes but is not limited to:
- 1.7.1 dismissal from employment or threats to dismiss from employment;
  - 1.7.2 discipline or suspension, or threats to discipline or suspend;
  - 1.7.3 harassment or abuse;
  - 1.7.4 imposition of any penalty or sanction, directly or indirectly; and
  - 1.7.5 intimidation or coercion or attempts to intimidate or coerce; but does not include Disciplinary Action defined in clause 1.4 of this Policy.
- 1.8 “Whistleblower” means a person who makes an Allegation.
- 1.9 “Wrongdoing” means an act or omission that constitutes one or more of the following, in relation to the Regional Municipality of Wood Buffalo:
- 1.9.1 a contravention of federal or provincial legislation or regulations;
  - 1.9.2 gross mismanagement, including an act or omission that shows a reckless or willful disregard for the proper management of:
    - 1.9.2.1. municipal funds or a municipal asset;
    - 1.9.2.2. the delivery of a municipal service;
    - 1.9.2.3. employees, by a pattern of behaviour or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation; or
    - 1.9.2.4. any act of fraud.
  - 1.9.3 an act or omission that creates a substantial and specific danger to the life, health or safety of any person, or to the environment, other than a danger inherent in performance of a person’s duties as an Employee or Contractor;
  - 1.9.4 anything that may be grounds for disqualification of an Elected Official under the *MGA*;

- 1.9.5 an act of Retaliation, as set out in subsection 1.7; or
- 1.9.6 advising or encouraging any person to do anything set out in subsections 1.9.1 through 1.9.6.

## **2. Responsibilities:**

### **2.1. Council:**

- 2.1.1. Review Allegations of Wrongdoing made against Elected Officials or the CAO and any applicable Investigation Reports;
- 2.1.2. Take Disciplinary Action against the CAO or Elected Officials who are found to have committed acts of Wrongdoing.
- 2.1.3. Determine when and under what circumstances the results of an investigation of alleged Wrongdoing by an Elected Official will be publicly disclosed.

### **2.2. CAO:**

- 2.2.1. Ensure that a Whistleblower whose Allegation of Wrongdoing is made in good faith is protected from Retaliation regardless of the outcome of the ensuing process.
- 2.2.2. Establish processes which allow for:
  - 2.2.2.1. Whistleblowers to make Allegations of Wrongdoing relating to Elected Officials, Employees and Contractors;
  - 2.2.2.2. Allegations to be screened for legitimacy and potential investigation;
  - 2.2.2.3. appropriate discipline to be imposed when an Allegation is substantiated; and
  - 2.2.2.4. Ensure that adequate resources are made available to support all investigations.
- 2.2.3. Advise Council of any Allegations that, if substantiated, may involve significant imminent risk to the Municipality or may involve past, present or imminent criminal activity that would affect the Municipality.
- 2.2.4. Ensure that an annual report is presented to Council which will include a description of the Wrongdoing and any outcomes arising.

## **3. Allegations:**

- 3.1 Any individual who makes an Allegation of Wrongdoing must provide sufficient evidence to substantiate the Allegation.
- 3.2 Anonymous Allegations will only be considered when one or more of the following criteria are met:

- 3.2.1 there is significant imminent risk to the Municipality;
  - 3.2.2 there is evidence of past, present or imminent criminal activity involving the Municipality;
  - 3.2.3 the Allegation impacts the health, safety or wellbeing of Elected Officials, Employees or the general public;
  - 3.2.4 in the case of an Elected Official, the Allegation involves potential pecuniary interest; or
  - 3.2.5 the Allegation is of such a serious nature and relates to the operation of the Municipality such that, it cannot, in good faith, be overlooked.
- 3.3 Allegations must be made within 6 months of the date of the Wrongdoing or within 6 months of the date on which the Whistleblower learned of facts tending to support an Allegation, except in the case of an Allegation of criminal activity relating to the Municipality to which no time limit applies.
- 3.4 An Allegation which discloses information suggesting criminal activity, an imminent risk of substantial danger to the life, health or safety of any person, or a risk to the environment, the matter must be immediately disclosed to the RCMP or the appropriate regulatory authority.
- 3.5 Any person sending a complaint to an elected official shall be informed of this policy and that the procedure in this policy must be followed.

#### 4. Investigations:

- 4.1 All investigations will be conducted as expeditiously as possible.
- 4.2 All Elected Officials, Employees and Contractors who are aware, or become aware, of an investigation shall keep confidential and not disclose any knowledge they have or obtain concerning the details or results of an investigation.
- 4.3 An Elected Official, Employee or Contractor who breaches confidentiality with respect to an investigation may be subject to Disciplinary Action, regardless of the impact of the disclosure on the investigation.
- 4.4 Council may resolve to publicize any portion of an Investigation Report related to an Elected Official, unless:
  - 4.4.1 the disclosure of such findings might be an unreasonable invasion of the privacy of the Elected Official accused of committing the Wrongdoing or any other individual(s) involved, impacted or implicated in the investigation, including but not limited to the Whistleblower, as determined by section 17(1) of *FOIP*, or



- 4.4.2 the disclosure of such findings may impact an ongoing criminal investigation being undertaken by the RCMP or other law enforcement agency.

**5. *Freedom of Information and Protection of Privacy Act (FOIP):***

- 5.1 Nothing in this Policy will affect the application of *FOIP*.

**SUPPORTING REFERENCES AND POSITION RESPONSIBLE**

Legal References: *Municipal Government Act*, RSA 2000, c.M-26  
*Freedom of Information and Protection of Privacy Act*,  
RSA 2000, c.F-25

Cross References: Whistleblower Directive HRM-650  
Code of Conduct Procedure HRM-600  
Conflict of Interest Disclosure Procedure HRM-610

Position Responsible for Policy: Director, Human Resources

**APPROVAL**

This Policy was approved by Council. It will be reviewed not later than its next Revision Date to determine its effectiveness and appropriateness. It may be assessed before that time as necessary.

\_\_\_\_\_  
Mayor

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Chief Legislative Officer

\_\_\_\_\_  
Approval Date



# Council Policy

Policy Name: Whistleblower  
Policy No.: LEG-150  
Effective Date: January 1, 2016

Review Date: January 1, 2019

## **STATEMENT:**

The Regional Municipality of Wood Buffalo (the “Municipality”) is committed to core principles of:

- a) accountability, transparency, and integrity in all municipal operations; and
- b) ethical behaviour on the part of all municipal employees and elected officials.

In furtherance of these principles the Municipality will strive to create and maintain a corporate culture and environment in which employees and members of the public feel confident of their ability to report acts of wrongdoing, in good faith, without fear of retaliation, and in which employees and elected officials are held accountable for acts of wrongdoing.

## **PURPOSE, OBJECTIVE AND SCOPE:**

### **1. Purpose**

The purpose of this Policy is to further the Municipality’s core principles of accountability, integrity, transparency and ethical behaviour on the part of all municipal employees and elected officials, by empowering and directing Administration to create and maintain Administrative Procedures to:

- (a) establish a process for whistleblowers [who may be employees or members of the public] to make allegations of wrongdoing by municipal employees, for such allegations to be screened for legitimacy and investigated, and for appropriate discipline to be imposed when an allegation is substantiated;
- (b) establish a process for whistleblowers to make allegations of wrongdoing by elected officials, for such allegations to be screened for legitimacy and investigated, and for Council to receive investigation reports involving elected officials and decide upon disciplinary measures; and
- (c) ensure that a whistleblower whose allegation of wrongdoing is made in good faith on the best information available to the whistleblower is protected from retaliation regardless of the outcome of the ensuing process.

### **2. Objective**

The objective of this policy is to promote a corporate culture and environment in which there is no tolerance for wrongdoing and in which Employees and members of the public are encouraged to identify and report wrongdoing whenever it comes to their attention in the secure knowledge that if they do so on good faith they will be protected from retaliation.

### 3. Scope

This Policy is not intended to usurp or supersede in any manner:

- (a) the right of management to investigate and impose discipline upon an employee for a wrongful act in the context of the employment relationship;
- (b) other Council Policies or Administrative Procedures or Administrative Directives that set out behavioral expectations of employees or prescribe methods of employee discipline;
- (c) the rights of an employee represented by a Union, under the applicable collective agreement;
- (d) the right of any employee to take independent legal action in response to any wrongful act against that employee.

### MANAGEMENT, REFERENCES AND APPROVAL


This Policy shall be reviewed three (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:

Revision Approval Dates:  
Review Due: January 1, 2019

Policy Manager: Manager, Legal Services and Policy/Governance Support  
Department Contact: Senior Administrative Assistant, Legal and Legislative Services

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Legislative Officer

\_\_\_\_\_  
Date