



## Council

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

Tuesday, November 13, 2018  
6:00 PM

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## Agenda

1. **Call to Order (at 1:30 p.m. in Boardroom 7)**
2. **In-Camera Session**
  - 2.1. Policy Options - Advice from Officials  
(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)
  - 2.2. Annual Boards and Committees Applications Review  
(in camera pursuant to section 17 of the *Freedom of Information and Protection of Privacy Act*)
  - 2.3. Citizen Recognition Program Nominations  
(in camera pursuant to section 17 of the *Freedom of Information and Protection of Privacy Act*)
  - 2.4. Council Dialogue  
(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)
  - 2.5. Personnel Matter  
(in camera pursuant to section 17 of the *Freedom of Information and Protection of Privacy Act*)
3. **Adoption of Agenda (at 6:00 p.m. in Council Chamber)**
4. **Consent Agenda**
  - 4.1. Special Council Meeting - October 16, 2018
  - 4.2. Special Council Meeting - October 20, 2018
  - 4.3. Council Meeting - October 23, 2018
  - 4.4. Organizational Meeting - October 23, 2018
  - 4.5. Special Council Meeting - October 24, 2018

4.6. Special Council Meeting - October 30, 2018

5. **Recognition**

5.1. "I am different because..." Campaign/ Regional Advisory Committee on Inclusion, Diversity & Equality

6. **Unfinished Business**

6.1. Tax Relief Request for Years 2011 - 2016 at 185 Northland Drive, Conklin

THAT the request for tax relief, in the amount of \$38,148.35 comprising municipal tax, education tax and seniors' requisition, for the property located at 185 Northland Drive in Conklin, be denied.

7. **New Business**

7.1. Fort McKay Community Association Pavilion

Options for Council's consideration are noted in the body of the report.

7.2. Declaration of Vicious Animal

THAT Council confirm the Declaration of Vicious Animal issued by the Chief Bylaw Officer to Ms. Kellie Elizabeth Brannan on August 31, 2018 pursuant to Bylaw No. 02/031.

7.3. Bylaw No. 18/026 - Land Use Bylaw Amendment - Cannabis Separation Distances

1. THAT Bylaw No. 18/026, being a Land Use Bylaw amendment specific to Cannabis separation distances, be read a first time.
2. THAT a public hearing for Bylaw No. 18/026 be scheduled to occur on Tuesday, November 27, 2018.

7.4. Strategic Plan Progress Report, Third Quarter, 2018

THAT the Strategic Plan Progress Report for the third quarter of 2018 be accepted as information.

7.5. Proposal to Host One of Two Available Federation of Canadian Municipalities Board Meetings in 2021

THAT Administration be directed to submit a proposal to host one of two available Federation of Canadian Municipalities Board Meetings in Fort McMurray in 2021.

**8. Councillors' Motions**

**8.1. Relocation of Conklin Outdoor Rink**

Motion regarding Relocation of Conklin Outdoor Rink will be considered at the November 27, 2018 Council Meeting.

**Adjournment**

**Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held via teleconferencing in the Jubilee Centre 7<sup>th</sup> Floor Boardroom in Fort McMurray, Alberta, on Tuesday, October 16, 2018, commencing at 12:00 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  
 Jade Brown, Chief Legislative Officer

**1. Call to Order**

Mayor D. Scott called the meeting to order at 12:01 p.m.

**2. In-Camera Session**

**2.1. Motion to Move In Camera**

**MOTION:**

THAT the meeting move in camera pursuant to section 25(1) of the *Freedom of Information and Protection of Privacy Act*.

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



## 2.2. Labour Relations (Disclosure Harmful to Economic and Other Interests of a Public Body)

(In Camera pursuant to section 25(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Annette Antoniak	Leader of the Organization/Presenter
Kari Westhaver	Presenter
Jade Brown	Legislative Advice/Clerk

### Arrival

Councillor J. Peddle joined the meeting at 12:03 p.m.

Councillor M. Allen joined the meeting at 12:04 p.m.

## 2.3. 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>	Jane Stroud, Councillor
<b>FOR:</b>	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

### Adjournment

The meeting adjourned at 12:13 p.m.

\_\_\_\_\_  
Mayor

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

October 16, 2018

Jade Brown,  
Chief Legislative Officer  
Regional Municipality of Wood Buffalo  
9909 Franklin Avenue  
Fort McMurray, AB T9H 2K4

Pursuant to Municipal Government Act Section 194(4) - Special Council Meetings and Section 199 – Meeting through electronic communications, we, Council, hereby agree to hold a Special Meeting of Council, by way of teleconferencing, on the 16<sup>th</sup> day of October 2018, commencing at 12:00 noon, in the Jubilee Centre 7<sup>th</sup> Floor Boardroom.

Business to be discussed will be:

1. Labour Relations (Disclosure Harmful to Economic and Other Interests of a Public Body) (In Camera pursuant to section 25(1) of the *Freedom of Information and Protection of Privacy Act*)

Sincerely,

  
D. Scott, QC  
Mayor

  
M. Allen  
Councillor

  
K. Balsom  
Councillor

  
B. Inglis  
Councillor

  
S. Lalonde  
Councillor

  
K. McGrath  
Councillor

  
P. Meagher  
Councillor

  
V. Murphy  
Councillor

  
J. Peddle  
Councillor

  
J. Stroud  
Councillor

  
C. Voyageur  
Councillor

Minutes Acceptance: Minutes of Oct 16, 2018 12:00 PM (Consent Agenda)

**Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Anzac Recreation Centre in Anzac, Alberta, on Saturday, October 20, 2018, commencing at 3:00 PM.**

**Present:**

Don Scott, Mayor  
 Mike Allen, Councillor  
 Krista Balsom, Councillor  
 Keith McGrath, Councillor  
 Phil Meagher, Councillor  
 Verna Murphy, Councillor  
 Jeff Peddle, Councillor  
 Jane Stroud, Councillor

**Absent:**

Bruce Inglis, Councillor  
 Sheila Lalonde, 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  
 Caitlin Hanly, Legal Counsel  
 Matthew Hough, Director, Engineering  
 Lynda McLean, Director, Communications, Stakeholder, Indigenous and Rural Relations  
 Brad McMurdo, Director, Planning and Development  
 Kari Westhaver, Director of Human Resources  
 Anita Hawkins, Legislative Officer

**1. Call to Order**

Mayor D. Scott called the meeting to order at 3:00 p.m.

**2. New Business**

**2.1. Anzac Community Centre Renovation/Remediation**

Marc Fortais, Director, Public Works, provided a presentation to Council which included an overview of the findings of the assessment completed and information regarding

options that Council can consider with respect to the future of the Anzac Community Centre.

Vanessa Hodgson, Trudy Cockerill and Hilary Morgan, representing the Anzac Recreation Social Society, spoke in support of the existing building being demolished and a new building being constructed (Option #2).

Chelsey Van Ee, representing the Anzac Community Hall Committee, spoke in support of a combination of Options #2 and #3.

Kerry Turmen, Carly Bennett and Adler Maynard, representing the Anzac Junior Leaders, spoke in support of renovating the current building (Option #1).

Samantha Whalen, resident and member of the Fort McMurray #468 First Nation spoke in opposition to the building being demolished (Option #1).

Marie Cheecham, member of the Fort McMurray #468 First Nation, suggested that community servicing be further looked at and that it be determined where all services can be accommodated, whether it be in the recreation centre or in a renovated community hall.

Rose Pratt, resident, spoke to the community's need of a community hall.

Nicole Gardner, resident, requested that the community be allowed to do a re-assessment of the building at their own cost, and determine any next steps to be taken.

Jordon Huppier, member of the Willow Lake Métis Local #780, and speaking on behalf of the president who could not attend today's meeting, supported the recommendation related to the re-assessment of the building with Option #2 as a second choice.

Darryl Woytkiw, president of the Willow Lake Community Association and representing the Rural Coalition, presented the community's request that the community hall and land be turned over to the community with a \$1M contribution to allow the community to get a second assessment and make its own decision on retaining or taking down the building.

#### Exit

Councillor K. McGrath left the meeting at 4:41 p.m.

Hilary Morgan, school liaison and teacher spoke to the need of the community hall within the community (Option #2).

Amber Wilson, member of Willow Lake Tiny Tots, spoke in support of Option #4.

Amber Brown, resident, spoke in opposition to Option #4.

Sharleen McKenzie, resident, spoke in opposition to the demolition of the community hall.

### Recess

The meeting recessed from 5:10 p.m. to 5:25 p.m.

Councillor M. Allen put forward the following for consideration:

THAT Administration be directed to demolish the Anzac Community Hall land and facilitate the redistricting requirements to transfer the land to the community for a nominal fee and prepare a business case to support a grant to the community of up to \$1M to rebuild the Anzac Community Centre.

Following debate, the recommendation was withdrawn, and the following was put forward:

### MOTION:

THAT Administration be directed to facilitate with the community, a third-party assessment, paid for by the community, by a contractor approved by the Municipality and report back to Council within 90 days.

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

### Adjournment

The meeting adjourned at 5:50 p.m.

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Mayor

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Chief Legislative Officer

**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 23, 2018, commencing at 3:00 PM.**

**Present:**

Don Scott, Mayor  
 Mike Allen, Councillor  
 Krista Balsom, Councillor  
 Keith McGrath, Councillor  
 Phil Meagher, Councillor  
 Verna Murphy, Councillor  
 Jeff Peddle, Councillor  
 Jane Stroud, Councillor  
 Claris Voyageur, Councillor

**Absent:**

Bruce Inglis, Councillor  
 Sheila Lalonde, Councillor

**Administration:**

Annette Antoniak, Chief Administrative Officer  
 Jamie Doyle, Deputy Chief Administrative Officer  
 Marc Fortais, Director, Public Works  
 Jade Brown, Chief Legislative Officer  
 Matthew Hough, Director, Engineering  
 Lynda McLean, Director, Communications and Stakeholder Relations  
 Brad McMurdo, Director, Planning and Development  
 Linda Ollivier, Director, Financial Services  
 Elsie Hutton, Director, Corporate and Community Services  
 Susan Trylinski, A/Director, Legal Services  
 Heather Fredeen, Legislative Officer

**1. Call to Order**

Mayor D. Scott, called the meeting to order at 3:00 p.m.

**2. In-Camera Session**

**MOTION:**

That Council close agenda items 2.1, 2.2, and 2.3 to the public pursuant to sections 21, 24(1), 25 and 27 of the Freedom of Information and Protection of Privacy Act.

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

## 2.1 Disclosure Harmful to Intergovernmental Relations

(in camera pursuant to section 21 of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Chief Legislative Officer
Lynda McLean	Director, Communications, Stakeholder, Indigenous and Rural Relations
Tany Yao	MLA Fort McMurray-Wood Buffalo
Laila Goodridge	MLA Fort McMurray-Conklin
Vaughn Jessome	MLA's Office

### Enter

Councillor P. Meagher joined the meeting at 3:02 p.m.

## 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*)

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Chief Legislative Officer
Lynda McLean	Director, Communications, Stakeholder, Indigenous and Rural Relations
Brad McMurdo	Presenter/Director, Planning and Development
Michael Ircandia	Presenter/Manager, Land Administration

### Enter

Councillor C. Voyageur joined the meeting at 4:03 p.m.

### Exit

Councillor M. Allen declared a pecuniary interest and exited the meeting at 4:14 p.m.

**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*)

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Chief Legislative Officer
Lynda McLean	Director, Communications, Stakeholder, Indigenous and Rural Relations
Susan Trylinski	Director, Legal Services
Kari Westhaver	Presenter/Director, Human Resources

**Return**

Councillor M. Allen re-entered the meeting at 5:00 p.m.

**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:**

That the meeting reconvene in public.

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

Councillor K. McGrath served notice that at the November 13, 2018 Council Meeting, the following motion will be brought forward for consideration:

"With the Conklin Multiplex now being open to the public, that Administration be requested to perform a cost analysis of moving and installing the outdoor rink structure and rink currently located in Conklin, to the Syncrude Athletic Park, or another feasible location in the Municipality, and to report back to Council on its analysis by January 31, 2019."

**3. Adoption of Agenda****MOTION:**

That the agenda be amended by adding item 7.4 Letter of Support for the Canadian Energy Sector and that the agenda be adopted as amended.



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

#### 4. Minutes of Previous Meetings

##### 4.1. Council Meeting - October 9, 2018

#### MOTION:

THAT the Minutes of the Council Meeting held on October 9, 2018 be approved as presented.

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

#### 5. Presentations and Delegations

##### 5.1. RCMP Quarterly Report

Lorna Dicks, Officer in Charge, RCMP and Deanne Bergey, Senior Manager, RCMP Support and Bylaw Services, presented the RCMP Quarterly Report to September 30, 2018.

#### 6. Unfinished Business

##### 6.1. Public Hearing for Cannabis Legalization in the Regional Municipality of Wood Buffalo

Mayor D. Scott declared the public hearing open at 6:29 p.m.

Mayor D. Scott indicated that a written submission was received from Jason Kostiw, with High Tide Inc. who indicated support of proposed Bylaw 18/023, an amendment to Land Use Bylaw No. 99/059. It was noted that the submission has been provided to Council and is available to the public.

Brad McMurdo, Director, Planning and Development, and Chris Booth, Acting Manager, Community Development Planning, provided an overview of the proposed Bylaws.

Paul Hartigan, Plaza Developments, spoke in support of the proposed Smoking and Vaping Bylaw No. 18/022 and spoke in opposition to the proposed Land Use Bylaw amendment, Bylaw No. 18/023. Concerns were expressed with location restrictions of cannabis retail stores.

Jon Tupper, resident, spoke in opposition of the proposed Smoking and Vaping Bylaw No. 18/022 and expressed concerns regarding enforcement and the obligations of the proprietor. Concerns were also raised regarding the definition of “parks” in the Land Use Bylaw.

Sam Annan, resident and business owner, spoke in opposition of the proposed Bylaws as they are too restrictive on permittable locations for cannabis retail stores.

Jason Kostiw, High Tide Inc. (Canna Cabana), spoke to his written submission and reiterated his support of Bylaw No. 18/023, amendment to the Land Use Bylaw No. 99/059.

Sid Fayad, business owner, spoke in opposition of the proposed Bylaws. Mr. Fayad expressed interest in opening a shisha lounge and questioned how that would be accommodated in the proposed Smoking and Vaping Bylaw.

Paul Hartigan spoke on behalf of his tenant Kelly Hermansen, business owner and discussed separation distances.

#### Recess

The meeting recessed from 7:49 p.m. to 8:01 p.m.

Councillor McGrath returned to the meeting at 8:06 p.m.

Adam Hardiman, Communication Strategist, provided insight on the public engagement component of cannabis legislation and provided an overview of the public’s feedback.

Mayor Scott declared the public hearing closed at 8:38 p.m.

## **6.2. Cannabis Bylaws in the Regional Municipality of Wood Buffalo**

### **MOTION:**

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.

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

**MOTION:**

THAT Bylaw No. 18/022 be read a third and final time.

<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, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur
<b>ABSENT:</b>	Inglis, Lalonde

**MOTION:**

THAT Bylaw No. 18/023, being an amendment to the Land Use Bylaw, be read a second time.

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

**MOTION:**

THAT Bylaw No. 18/023 be read a third and final time.

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

Recess

The meeting recessed from 8:44 p.m. to 8:53 p.m.

**MOTION:**

THAT Administration bring back an amendment to the Land Use Bylaw No. 99/059 for first reading at the next Council meeting to:

- change the minimum separation distance for cannabis retail stores in the urban service area from 150 metres to 100 metres; and
- update the definition of separation distance in the entire municipality so that it is measured from door to door.

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

Vacating and Assuming of Chair

Mayor D. Scott vacated, and Deputy Mayor C. Voyageur, assumed the Chair at 9:02 p.m.

**MOTION:**

THAT Administration work with Jon Tupper on the issues that he raised before Council this evening.

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

Resuming of Chair

Mayor D. Scott resumed the Chair at 9:04 p.m.

**7. New Business****7.1. 2022 Arctic Winter Games, Bid Assessment**

Marc Fortis, Director Public Works, and Monica Lance, Manager, Recreation and Culture, provided an overview of the proposed bid submission.

**MOTION:**

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

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;

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.

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

**7.2. Third Quarter 2018 Financial Performance Update**

Linda Ollivier, Director, Financial Services, provided an overview of the 2018 Financial Performance Report for the period ending September 30, 2018.

**MOTION:**

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

<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, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur
<b>ABSENT:</b>	Inglis, Lalonde

**7.3. Whistleblower Policy**

Kari Westhaver, Director, Human Resources, and Audrey Rogers, Senior Manager, Corporate Governance, provided an overview of the proposed Whistleblower Policy.

**MOTION:**

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

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

**7.4. Letter of Support of the Canadian Energy Sector****MOTION**

THAT the Mayor be authorized to send a letter to the Prime Minister and applicable federal ministers reaffirming our support of Canada's energy sector, The Trans Mountain pipeline project and the potential negative impact of Bill C-69 to the energy sector and the region's economic stability; and further

THAT the support letter includes comments with respect to urging rail services as a mechanism to fill the transportation gap until additional pipeline capacity is realized.

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

**Adjournment**

The meeting adjourned at 9:39 p.m.

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Mayor

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Chief Legislative Officer

**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 23, 2018, commencing at 9:40 PM.**

**Present:**

Don Scott, Mayor  
 Mike Allen, Councillor  
 Krista Balsom, Councillor  
 Keith McGrath, Councillor  
 Phil Meagher, Councillor  
 Verna Murphy, Councillor  
 Jeff Peddle, Councillor  
 Jane Stroud, Councillor  
 Claris Voyageur, Councillor

**Absent:**

Bruce Inglis, Councillor  
 Sheila Lalonde, 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, Director, Corporate and Community Services  
 Lynda McLean, Director, Communications and Stakeholder Relations  
 Brad McMurdo, Director, Planning and Development  
 Linda Ollivier, Director, Financial Services  
 Susan Trylinski, Director, Legal Services  
 Heather Fredeen, Legislative Officer

**1. Call to Order**

Mayor D. Scott, called the meeting to order at 9:40 p.m.

**2. Adoption of Agenda**

**MOTION:**

THAT the agenda be adopted as presented.

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

### 3. New Business

#### 3.1. 2018 - 2019 Organizational Meeting

##### MOTION:

THAT the proposed 2018-2019 Council Representation on Boards and Committees, as outlined in Attachment 1, for the period October 23, 2018 to the 2019 Organizational Meeting be approved;

THAT the proposed Deputy and Acting Mayor Assignments, as outlined in Attachment 2, for the period November 1, 2018 to October 31, 2019, be approved; and

THAT regular Council meetings be held at 6:00 p.m. in the Jubilee Centre Council Chamber on the second and fourth Tuesday of each month, with the exception of any statutory holidays and scheduled recess periods.

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

### Adjournment

The meeting adjourned at 9:42 p.m.

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Mayor

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Chief Legislative Officer



# COUNCIL REPRESENTATION ON BOARDS & COMMITTEES

October 23, 2018 – 2019 Organizational Meeting

Council Representation with Voting Rights	Scott	Allen	Balsom	Inglis	Lalonde	McGrath	Meagher	Murphy	Peddle	Stroud	Voyageur
Appointer Representative on Fort McMurray Airport Authority (1 +CAO)					X						
Wood Buffalo Housing & Development Corporation (1)										X	
Advisory Committee on Aging (1)								X			
Community Identification Committee (2)		X					X				
Library Board (1)										X	

Non-Voting Council Liaison	Scott	Allen	Balsom	Inglis	Lalonde	McGrath	Meagher	Murphy	Peddle	Stroud	Voyageur
Regional Recreation Corporation (2)								X			X
Communities in Bloom (1)				X							
Public Art Committee (1)		X **	X **								
Regional Advisory Committee on Inclusion, Diversity & Equality (1)					X						

**\*\* Councillor Allen appointed as an Alternate up until December 31, 2018. Councillor Balsom will serve as Council's representative commencing January 1, 2019**

External Committees	Scott	Allen	Balsom	Inglis	Lalonde	McGrath	Meagher	Murphy	Peddle	Stroud	Voyageur
Inter-City Forum on Social Policy (1)			X **							X**	

**\*\* Councillor Stroud appointed as an Alternate up until December 31, 2018. Councillor Balsom will serve as Council's representative commencing January 1, 2019**

**DEPUTY & ACTING MAYOR ASSIGNMENTS**

November 1, 2018 – October 31, 2019

<b>Term</b>	<b>Deputy Mayor</b>	<b>Acting Mayor</b>
November 1, 2018 – January 31, 2019	Cr. McGrath	Cr. Peddle
February 1, 2019 – April 30, 2019	Cr. Murphy	Cr. Inglis
May 1, 2019 – July 31, 2019	Cr. Meagher	Cr. Voyageur
August 1, 2019 – October 31, 2019	Cr. Stroud	Cr. Allen

**Minutes of a Special 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 Wednesday, October 24, 2018, commencing at 4:00 PM.**

**Present:**

Don Scott, Mayor  
 Mike Allen, Councillor  
 Krista Balsom, Councillor  
 Keith McGrath, Councillor  
 Phil Meagher, Councillor  
 Verna Murphy, Councillor  
 Jeff Peddle, Councillor  
 Jane Stroud, Councillor

**Absent:**

Bruce Inglis, Councillor  
 Sheila Lalonde, 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  
 Lynda McLean, Director, Communications and Stakeholder Relations  
 Brad McMurdo, Director, Planning and Development  
 Susan Trylinski, Director, Legal Services  
 Anita Hawkins, Legislative Officer

**1. Call to Order**

Mayor D. Scott called the meeting to order at 4:04 p.m.

**2. Unfinished Business**

**2.1. Moccasin Flats**

Susan Trylinski, Director, Legal Services provided a chronological summary of activities which have occurred to date in relation to Moccasin Flats.

Hereward Longley and Tara Joly presented the main findings of their research on this matter and answered questions of Council.

#### Exit and Return

Councillor K. McGrath exited the Chamber at 4:34 p.m. and returned at 4:39 p.m.

Gail Gallupe, President, Bill Loutitt, Chief Executive Officer and Corey Hobbs, Government Relations & Communications Manager, McMurray Métis spoke to the process followed in conducting the research which resulted in the report being presented today and answered questions of Council. Through discussion it was noted that the McMurray Métis support a proposed meeting of all parties involved in Moccasin Flats with the Minister of Indigenous Relations for the Government of Alberta.

John Malcolm, Interim Chief for Fort McMurray First Nation and Band Manager for Clearwater River Band, spoke about the Moccasin Flats matter and family history. Mr. Malcom suggested that a meeting of all parties involved should include Carolyn Bennett, Minister of Crown-Indigenous Relations for the Government of Canada.

James Grant, resident, spoke to the history of Moccasin Flats and how it affected him.

#### Recess

A recess occurred between 5:40 p.m. and 5:51 p.m.

#### Vacating and Assuming of Chair

Mayor D. Scott vacated, and Councillor P. Meagher assumed the Chair at 5:52 p.m.

#### **MOTION:**

That the Mayor be authorized to send a letter to Minister Feehan requesting that the Minister coordinate a meeting of all parties determined appropriate by the Minister for the purpose of discussing options regarding the matter of Moccasin Flats.

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

#### Resuming of Chair

Mayor D. Scott resumed the Chair at 5:57 p.m.

## **Adjournment**

The meeting adjourned at 5:58 p.m.

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Mayor

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Chief Legislative Officer

**Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held in the 7<sup>th</sup> Floor Boardroom at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, October 30, 2018, commencing at 2:45 PM.**

**Present:**

Don Scott, Mayor  
 Bruce Inglis, Councillor  
 Sheila Lalonde, Councillor  
 Keith McGrath, Councillor  
 Verna Murphy, Councillor  
 Jeff Peddle, Councillor  
 Jane Stroud, Councillor  
 Claris Voyageur, Councillor

**Absent:**

Mike Allen, Councillor  
 Krista Balsom, Councillor  
 Phil Meagher, Councillor

**Administration:**

Annette Antoniak, Chief Administrative Officer  
 Jamie Doyle, Deputy Chief Administrative Officer  
 Jade Brown, Chief Legislative Officer  
 Lynda McLean, Director, Communications, Stakeholder, Indigenous and Rural Relations  
 Janine Kruse, Project Manager, Communications, Stakeholder, Indigenous and Rural Relations

**1. Call to Order**

Mayor D. Scott called the meeting to order at 2:46 p.m.

**2. In-Camera Session**

**Motion to Move in Camera**

**MOTION:**

THAT Council close items 2.1, and 2.2 to the public pursuant to sections 21 and 25 of the *Freedom of Information and Protection of Privacy Act*.

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

## 2.1 Consultation with Rural Coalition

(in camera pursuant to section 21 of the *Freedom of Information and Protection of Privacy Act*)

Council was joined by leaders of the Rural Coalition without members of Administration from 2:45 – 3:25 p.m. Those in attendance for this discussion were as follows:

Name	Reason for Attending
Allan Adam	Chief, Athabasca Chipewyan First Nation
Vern Janvier	Chief, Chipewyan Prairie First Nation
Ron Kruetzer	Chief, Fort McMurray First Nation
Michelle Voyageur	Councillor, Athabasca Chipewyan First Nation
Ron Quintal	President, Fort McKay Métis Community Association
Stella Lavallee-Kruetzer	President, Willow Lake Métis

Administration joined the meeting at 3:29 p.m. Chief Vern Janvier, Chipewyan Prairie First Nation, exited the meeting at this time.

Name	Reason for Attending
Brad Callihoo	Chief Executive Officer, Fort McMurray #468 First Nation
Karla Buffalo	Chief Executive Officer, Athabasca Tribal Council
Maggie Farrington	Chief Executive Officer, Athabasca Chipewyan First Nation
Jay Telegdi	Government Relations Manager, Athabasca Chipewyan First Nation
Contessa Short	Community Development and Engagement Coordinator, Fort McKay Métis Community Association
Jeffrey O'Donnell	Fort McKay Métis Community Association/Conklin Resource Development Advisory Committee
Nicole Gardner	Secretary, Willow Lake Community Association
Rose Pratt	Treasurer, Willow Lake Community Association
Andrew Thorne	Draper Resident, Rural Coalition Member
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Chief Legislative Officer
Lynda McLean	Director, Communications, Stakeholder, Indigenous and Rural Relations
Susan Trylinski	Director, Legal Services
Matthew Hough	Director, Engineering

Name	Reason for Attending
Brad McMurdo	Director, Planning and Development
Elsie Hutton	Director, Corporate Services
Toni Elliott	Manager, Community Investment Program
Janine Kruse	Project Manager, Communications, Stakeholder, Indigenous and Rural Relations

## 2.2 Meeting with Regional Recreation Corporation Board

(in camera pursuant to section 25 of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Graig Walsh	Chief Executive Officer, Regional Recreation Corporation
Bruno Francoeur	Chair, Regional Recreation Corporation Board
Christopher Pirie	Board Member, Regional Recreation Corporation Board
Allan Grandison	Board Member, Regional Recreation Corporation Board
Chantal Beaver	Board Member, Regional Recreation Corporation Board
Annette Antoniak	Chief Administrative Officer
Jade Brown	Chief Legislative Officer

### Motion to Reconvene in Public

THAT the Special Meeting reconvene in public.

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

### Adjournment

The Special Council Meeting adjourned at 6:11 p.m.

\_\_\_\_\_  
Mayor

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





**Subject: Tax Relief Request for Years 2011 - 2016 at 185 Northland Drive, Conklin**

**APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

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

**Recommended Motion:**

THAT the request for tax relief, in the amount of \$38,148.35 comprising municipal tax, education tax and seniors' requisition, for the property located at 185 Northland Drive in Conklin, be denied.

**Summary:**

The property owner is requesting that Council do the following:

- Retract and reassess all property assessments between 2011 and 2016 using the same calculation as the revised property assessment for 2017;
- refund part of the taxes paid between 2011 and 2015, as a result of the new revised assessment; and
- request the refund include municipal tax, education tax and seniors' requisition

The dollar amount requested has changed from the previous reports due to a change in the tax balance of the account and clarification of the request from the property owner.

**Background:**

As per the *Municipal Government Act*, S 347(1):

*If a Council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) *Cancel or reduce tax arrears;*
- (b) *Cancel or refund all or part of a tax;*
- (c) *Defer the collection of a tax.*

The RMWB does not currently have a policy on the application of S 347 requests for tax cancellation or deferrals. As an example, the City of Edmonton and the County of Strathcona have policies on S 347 applications.

If Council believes it is equitable with other property owners in the RMWB to grant tax relief to this property owner, the City of Edmonton and the County of Strathcona's tax property relief policies may provide guidance in the final decision.

The City of Edmonton current policy, *Tax Adjustment and Rebate Criteria*, states that the policy covers municipal tax only. Education property tax is levied by the province and the full amount levied must be remitted to the province. The policy states where errors of fact result in a higher than appropriate assessment value, Council may authorize a refund for the differential tax amount for a maximum of the two previous years, this would not include the year in which the error was discovered.

The County of Strathcona policy, *Property Tax Relief*, states that when errors in fact occur which result in a higher than appropriate assessment value, Council may authorize a refund for the differential tax amount for a maximum of one previous year.

Both policies speak of the onus of the taxpayer to review their assessment annually, thus the limits on previous year's tax relief. Neither policy precludes Council from exercising its broad discretion to grant tax relief under S 347 when given due consideration of all taxpayers if granting of relief is equitable given the circumstances.

In summary, tax cancellation in these two municipalities is limited to municipal tax only. The City of Edmonton limits tax relief to two years and the County of Strathcona limits tax relief to one year.

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

The budget implications for an acceptance of this request could go far past this request. Successful requests for prior year assessment and tax amendments, which would be unbudgeted, could result in major revenue reductions based on establishing a precedence.

If the recommendation is approved, the immediate budget implications would result in a reduction in tax revenue of \$ 38,148.35, if the 2011 to 2016 assessments were adjusted using the same formula that was applied for 2017. If the education portion was adjusted it would result in an increase to the 2019 education requisition reflecting an underpayment of the education grant.

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

The assessment has been based on mass appraisal principles with an allowance for the water course on the property. The allowance was 50% for the tax years 2011-2017, and

after review, the assessment was changed to reflect a 90% allowance for the 2017 tax year.

There have been no assessment appeals filed on the property since 2011. The onus is on the property owner to dispute their assessment and as this was not done it shows sufficient proof of due diligence by the property owner and the previous assessments should stand.

As all S 347 requests stand on their own merits, Council must ensure that their decision is equitable to all property owners in the RMWB.

As an example, Council has in the past deferred the taxes of a property owner, the property owner was in receivership and has since ceased operating. As the property was leased from the province there was no opportunity to recover past taxes.

Section 347 states that Council can, if it considers it equitable to do so, it may cancel or reduce tax arrears, cancel or refund all or part of a tax or defer the collection of a tax. The request from this property owner, if granted, would not be equitable with other property owners in the RMWB as previous tax years are not open for review unless appealed in the tax year.

The effect of granting this request could open tax years on any property account from small accounts to multi-million-dollar oil sands accounts.

To act contrary to the legislation would expose the municipality to potentially costly unbudgeted property tax adjustments. As an example, during the years of industry appeals a property owner missed filing an appeal on a major industrial plant. Even though adjustments were processed on the appealed years, no adjustment was made on this property for the year in which no appeal was filed. In accordance with the legislation there is no recourse to ask for the adjustment in a year in which no appeal was filed.

#### Onus on the property owner

The RMWB mails assessment notices to property owners annually. On each and every notice it reads:

*Please review the Property Assessment Notice carefully. The assessed value of your property reflects the market value (most probable selling price) of your property on July 1, 20XX including any physical changes up to December 31, 20XX. The assessed value will be used to calculate the amount of tax billed for your property. Your tax bill will be calculated in early June. If you disagree with any of the assessment information on this notice, you have the right to submit an Assessment Complaint with the Clerk of the Assessment Review Board (see reverse for details by 4:30 pm on May XX, 20XX.*

**COMPLAINTS CANNOT BE SUBMITTED AFTER 4:30pm on May XX, 20XX.**

The property assessment system is built on predictability in the revenue required to fund the municipality's operations and infrastructure. Prior years' appeals can be accounted for in current budgets, changes in assessments and tax dollars. In the case of prior years in which appeals have not been filed, would result in an unbudgeted loss in revenue. Although all S 347 requests stand on their own merit and the change in tax dollars from this request is a small percentage of the annual budget, a precedent may be set if penalties and arrears are cancelled. Revising prior years' assessments through a S 347 when appeals do not exist would set a precedent and add a level of unpredictability in municipal finances in coming years.

**Strategic Priorities:**

Responsible Government



**Subject: Fort McKay Community Association Pavilion**

**APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

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

**Recommended Motion:**

Options for Council's consideration are noted in the body of the report.

**Summary:**

The RMWB has received a business case proposal from the Fort McKay Métis Community Association (FMMCA) regarding a community pavilion. This pavilion would address the community recreation facility shortage within the Hamlet of Fort McKay.

This pavilion would be constructed in four (4) phases, with a request to the Regional Municipality of Wood Buffalo (RMWB) to fund phases 2, 3 and 4 totaling approximately \$4.7M in contribution to a total construction cost of \$6.5M. In addition to the funding request, the FMMCA has also suggested three (3) options regarding the operation and maintenance of the pavilion.

**Background:**

During the engagement of the community for the Fort McKay Area Structure Plan (ASP) there was conversation regarding the lack of community recreation amenities within the hamlet. During that discussion there were conversations regarding a pavilion that would be constructed in 4 phases;

- **Phase 1:** an open air superstructure that would be constructed by FMMCA to accommodate community functions such as Métis Days. This will bring an estimated construction cost of \$1.86M, funded by the FMMCA. FMMCA were intending to have Phase 1 completed by November 2018.
- **Phase 2:** enclose the already constructed open air structure. This is intended to be used year round by the public. The FMMCA is requesting the RMWB fund phase 2 with a contribution of approximately \$1.93M. Phase 2 is intended to be completed by August 2019.
- **Phase 3:** Complete exterior work associated with the Pavilion such as

landscaping. Funding is being requested by the FMMCA to complete phase 3 with a contribution of \$1.18M. Phase 3 is intended to be completed by August 2019.

- **Phase 4:** Installation of paved parking lot. Funding is being requested to complete phase 4 by the FMMCA with a contribution of \$550K. Phase 4 is intended to be completed by August 2019.

Summarizing, the FMMCA is requesting funding for phases 2, 3 and 4 of the project in addition to site work such as site servicing and grading totaling \$4,639,437.08.

To operate and maintain the facility, the FMMCA has posed three (3) options;

1. **Ownership by FMMCA;** this would mean that the land and the pavilion are owned and operated by the FMMCA.
2. **Joint Ownership;** the pavilion would be jointly owned and operated by the FMMCA and the RMWB.
3. **Ownership by the RMWB;** this would require the FMMCA turn over the land and building to the RMWB to be owned and operated by the RMWB. Additionally, the FMMCA has proposed a committee to manage/operate the facility to ensure community needs and priorities are met.

The FMMCA preferred option is Option 2; Joint Ownership. This would include both building and land. Unfortunately, Section 670(1) of the MGA addresses the issue of allocation of municipal and school reserve and is clear that the subdivision authority must allocate the municipal reserve and school reserve lands between the municipality and each school board concerned as joint or separate owners. A MR dedication is a requirement of the MGA so as the Municipality can in turn develop the space for public use. The Municipality would own the land and be responsible for its maintenance. This section of MGA would prohibit the Municipality to jointly own MR lands with a Community Association.

The clearest option is Option 3; Ownership by the RMWB. This would require the RMWB to budget for the entire build as well as enter into an Operating Agreement with a third party to operate and maintain the facility.

The pavilion (in any option) is intended to be included in the MR - Municipal Reserve dedication in a forthcoming master planned development for land owned by the FMMCA. It is important to note, the MR dedication is a requirement of the MGA. In Option 2, the FMMCA is requesting to be partners in the MR development and ownership to ensure the community is well represented in the finalized plan.

#### **Options for Council's consideration:**

Option 1; Ownership by FMMCA - Zero cost to the RMWB however, the FMMCA would be eligible for grant funding for recreational programming of the pavilion.

Should Council agree with this option, the following motion will be required:

THAT Administration be directed to work with the Fort McKay Métis Community Association on the proposed Option One - Ownership by the Fort McKay Métis Community Association.

Option 2; Joint Ownership - RMWB and FMMCA would share any and all costs to operate and maintain the facility. Costs are unknown at this time as the facility is purely conceptual.

Should Council agree with this option, the following motion will be required:

THAT Administration be directed to work with the Fort McKay Métis Community Association on the proposed Option Two - Joint Ownership between the Fort McKay Métis Community Association and the Regional Municipality of Wood Buffalo.

Option 3; Ownership by the RMWB - RMWB would assume ownership and draft an Operating Agreement for a third party to operate and maintain the facility. Costs are unknown at this time as the facility is purely conceptual.

Should Council agree with this option, the following motion will be required:

THAT Administration be directed to work with the Fort McKay Métis Community Association on the proposed Option Three - Ownership by the Regional Municipality of Wood Buffalo.

Option 4: Hybrid of Options One, Two and Three that meet the needs of both parties.

Should Council agreed with this option, the following motion will be required:

THAT Administration work with the Fort McKay Métis Community Association on an option that is a hybrid of the proposed options that meets the needs of both parties.

### **Attachments:**

1. Fort McKay Métis Community Association Pavilion Business Case

### **Strategic Priorities:**

Rural and Indigenous Communities and Partnerships

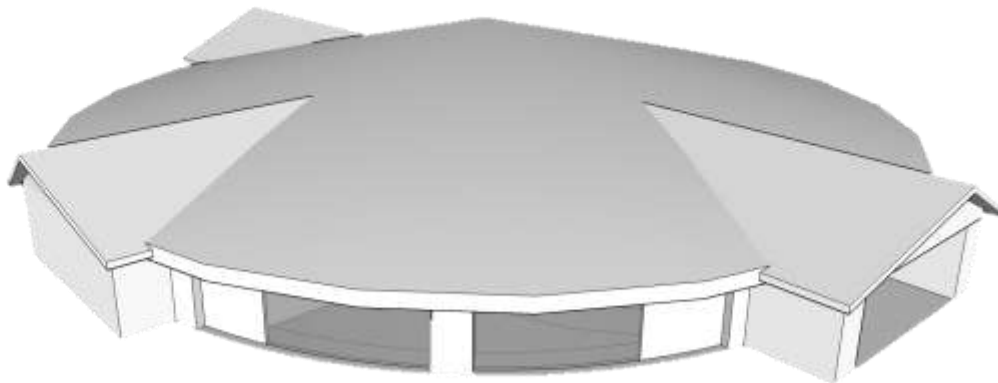
### **Attachments:**

1. Fort McKay Metis Community Association Pavilion Business Case

**2018-11-13 Fort McKay Pavilion PPT**



Fort McKay Metis Community Association  
Cultural Pavilion Business Case  
2018 (Budgeting Year – 2019)







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## EXECUTIVE SUMMARY

The Fort McKay Metis Community Association (FMMCA) is developing a cultural pavilion to be used by the Fort McKay Community members (Metis and First Nation) as well as interested individuals and groups from Fort McMurray and the Regional Municipality of Wood Buffalo. It will showcase information about the Métis people from a historical and contemporary perspective. The intent is to provide an area that will meet several needs of the community. These needs include:

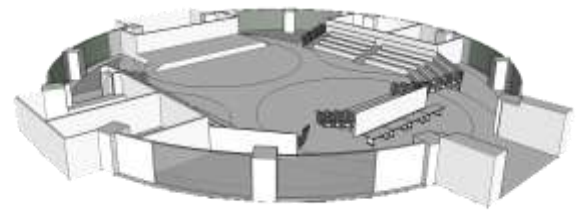
- The need for a community gathering place that allows for community members to gather;
- A location within the community that has cultural significance for the Metis community;
- A location to teach cultural history;
- Provide a facility that unifies community members and strengthens a sense of pride in the community;
- A facility with capacity to host multiple functions – meetings, festivals, concerts, presentations, sporting events, youth events, elder events, conferences, Parties, movie nights, etc.

To make this a reality, the FMMCA requires the support of the Regional Municipality of Wood Buffalo. An identification of this need for such a development was identified in a previously conducted Needs Assessment with the 1 . The purpose of this Business Case is to formalize this request.

The project is intended to be built with state-of-the-art sustainable construction techniques. Its innovative design will constitute construction materials that are durable and with low-

maintenance materials. (Note that we have received a grant to install solar panels to assist with the electrical costs that will be carried.)

The project will be completed in phases (these phases are details in this document). The completed pavilion will provide the community with a closed in facility that can be utilized all year. Total estimated cost of the completed pavilion is \$6,500,276.48.



*Figure 1, Basic outline of Pavilion*

## FINANCIAL SUMMARY

This business case has been developed to assist in defining the project directions, policies, and financial strategy for a cultural pavilion. It is expected that this plan will be updated to reflect the final design, operating plan and project schedule (this will follow once the IFCs – “Issued for Construction” drawings are received). Funding for this project has been supported (this far) by the Government of Canada 9th through it 150 year celebration funds), some industry and the Fort McKay Metis Community Association (with support from its business partners). However, we are looking for/in need of support/investment from the Regional Municipality of Wood Buffalo.

The land is owned by the FMMCA.

*See Funding Breakdown Table on page 5*



### Construction Funding Breakdown

Phase	Cost	Comment
Phase One (Estimated Construction Costs)	\$1,860,839.40	Funded by FMMCA
Phase Two (Estimated Construction Costs)	\$1,935,733.36	Requesting funds from RMWB
Phase Three (Estimated Construction Costs)	\$1,182,324.74	Requesting funds from RMWB
Phase Four (Estimated Construction Costs)	\$543,342.00	Requesting funds from RMWB
Additional (Water Drainage)	\$110,000.00	Requesting funds from RMWB
Additional (Site Servicing and Grading Design)	\$58,500.00	Requesting funds from RMWB
Additional (Site Servicing and Grading – Est.)	\$500,000.00	Requesting funds from RMWB
GST (5%)	\$309,536.98	Requesting funds from RMWB
<b>Total</b>	<b>\$6,500,276.48</b>	



*Photo of children participating in a Jigging workshop during Metis Days Celebration 2017*



## CORPORATE PROFILE

### History

The Fort McKay Metis Community Association (FMMCA) was founded for the purpose of servicing the Metis members of the Fort McKay community.

The FMMCA represents the Metis community as a not-for-profit society incorporated under the Alberta Societies Act. The organization recognizes the history of the Metis community and holds and promotes both the Indigenous and Euro- Canadian backgrounds of the Metis members of Fort McKay.

In the last 30 years the community has faced massive changes that have brought about both challenges and opportunities. By listening to Elder's traditional teachings and committing to a grassroots development, the community continues to work through their challenges directly while also actualizing the opportunities available.

### Mandate and Values

The FMMCA operates on the mission to "...transform the Fort McKay Metis Community through the pursuit of self-determination and self-management". FMMCA's vision is centered at "...growing, economically and socially prosperous community that is safe, healthy and culturally proud and environmentally sustainable".

In addition, the community also holds the following values:

**Pride** in is defined by FMMCA as honor, self, self-esteem, culture, origin, and achievement. For the FMMCA, pride comes from achievement and culture.

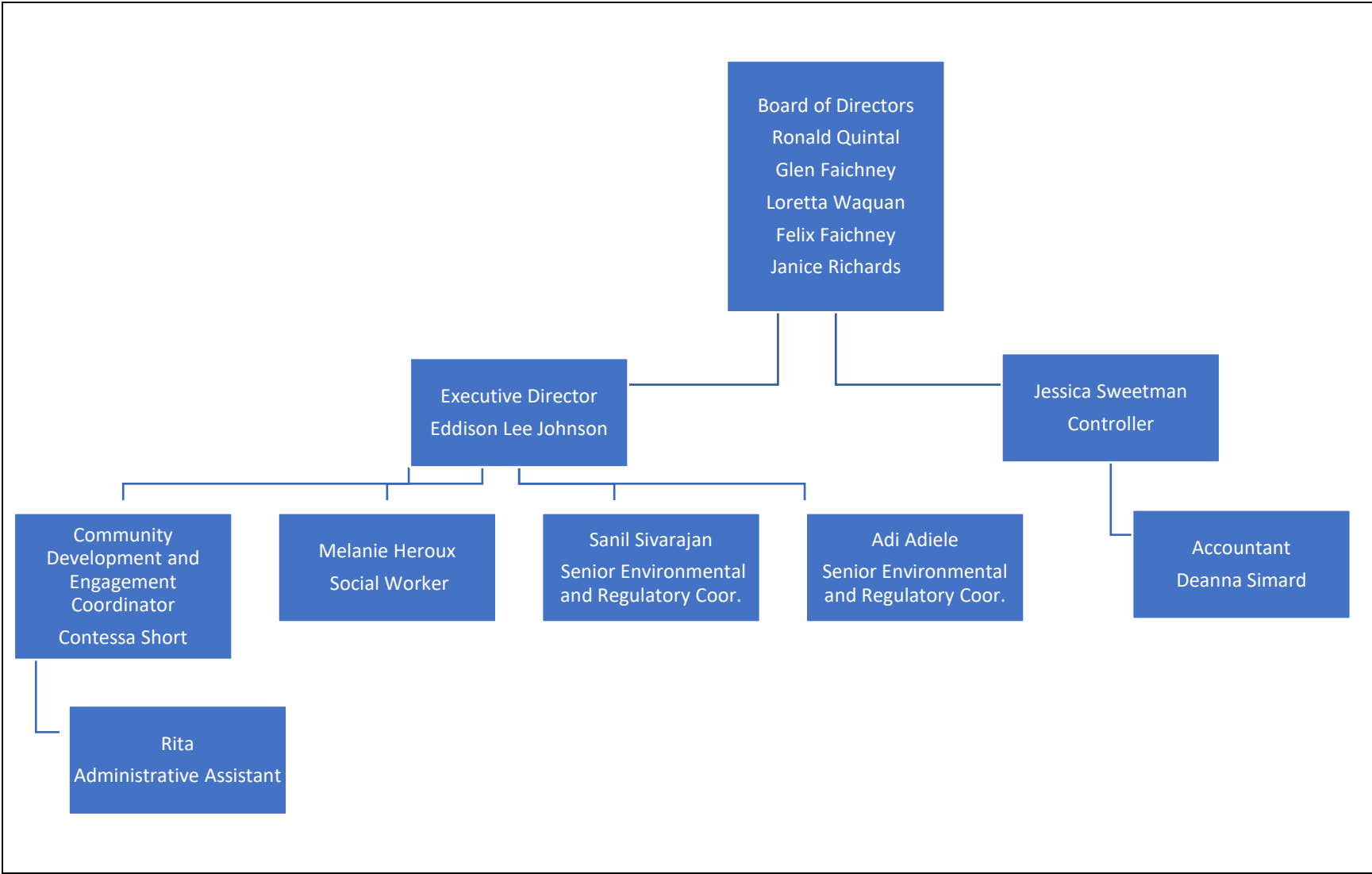
**Honesty** is, truth to self and to others. The FMMCA believes that respect comes from being truthful with yourself and with others.

**Respect** is defined as self and community, shared history and self-worth. The FMMCA believes that to have respect one must also give respect.

**Tradition** is defined as culture, listening, learning, sharing and teaching. The FMMCA believes in protection of it heritage, culture, teachings, sharing knowledge, passing on cultural traditional uses, languages, livelihood, traditional medicines and their way of life.



*Photo showing Metis Days Celebrations*





## PROJECT OVERVIEW

The Fort McKay Metis Community Association (FMMCA) is proposing to develop its community pavilion to be used by community members interested groups in the Regional Municipality at all seasons throughout the year.

Provide a functional space for Fort McKay community members (Metis and First Nation) and Fort McMurray members that could be used for multiple purposes during all seasons. Support FMMCA's commitment to sustain its culture through its yearly celebration of Metis Days and other year-round cultural activities. Host meetings.

### Project Inclusions

The Cultural Pavilion will provide the following:

- Bleacher Space to seat approx. 400 people;
- Open Floor space to seat 175 people on folded removable chairs
- Open floor space to be used for meetings and indoor sporting activities like ping pong and volley ball
- Ability to open the walls of the building to allow natural light and ventilation during the summer;
- Stage and back stage area to accommodate music bands, performers, etc;
- Walls and roof cover to allow for use during bad weather or during the winter;
- Utility run and hook ups;
- A space to accommodate market stalls for vendors;
- Parking space to accommodate up to 100 vehicles (as required by the Regional Municipality of Wood Buffalo);
- Facility to be rented for multiple cultural activities, weddings and meeting space to industry to generate income;

## Benefits of the Project

The Fort McKay Metis Community Association predicts that approximately 900 Fort McKay Community members (Metis and First Nation) will be the direct beneficiaries of this project. This is measured by the immediate access these members will have to the facility throughout the year to organize cultural, indoor games and other forms of activities. Both Metis and First Nation members of Fort McKay organize Metis and Treaty days. These celebrations attract between 1000 to 5000 participants yearly, and the Pavilion will be an added facility that will provide access to celebration activities happening during these celebrations.

The FMMCA currently does not have a facility to host Metis Days. We have been using canvas tents, which have proven to be very inconvenient especially during rainy days or inclement weather patterns (heavy wind, damp or cold days).

The Pavilion will also be open to over 70,000 community members living in Fort McMurray and other communities in the RMWB to undertake activities or celebrations of their choosing.



*Photo of Land for the Pavilion*





## Construction Phase Break Down

### **Phase One – this phase is funded by FMMCA and should be completed in November 2018**

Objective: To complete the open-air pavilion.

Completion will include the following:

- Earthworks/Excavation;
  - Piling, Pile Caps
- Buttresses;
  - Galvanized Glulam Connectors
- Roof structure;
- Concrete Slab & Piles;
- Bleachers & Stage;
- Construction Fence (required for one year);
- Water Mitigation

### **FMCA is seeking funds to complete Phases 2-4**

#### **Phase Two**

Objective: Enhance the open-air pavilion structure to a fully enclosed pavilion to use all year round.

The enhanced space will have the following upgrades:

- Framing;
- Structural slab;
- Roof enclosure;
- Windows/Doors;
- Insulation & Drywall;
- HVAC;
- Plumbing;
- Electrical;
- Exterior Wall Finish;
- Millwork;
- Painting;
- FFE;
- Sprinkler System;

- Security System

#### **Phase Three**

Objective: To complete the exterior work associated with the land around the pavilion.

Exterior work will include the following:

- Landscaping;
  - Requirements – Trees, Shrubs, etc. (stipulated by RMWB);
  - Irrigation System;
- Main Entrance;
- Post and Cable Fence;
- Wheel Chair Ramps;
- Concrete Curb and Gutter;
- Pathways;
- Signs;

#### **Phase Four**

Objective: Installation of the Parking Lot.

This objective will include the following:

- Post & Cable Fence;
- Subgrade Prep;
- Flag Poles and Flag Pole Lighting;
- Paved Parking Lot;
- Electrical to Parking Lot;
- Signs;
- Barrier Free Parking Stalls;
- Car Stops;
- Wheel Chair Access Curbs;
- Concrete Curbs and Gutters;

#### **Timeline**

Our timeline is currently under review. However, FMCA hopes to have Phase one completed by November 2018 with the remaining phases being completed by August 2019.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<b>Building Costs</b>													
Utilities	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9 00
Repairs and Maintenance	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	12 00
Insurance	667.00	667.00	667.00	667.00	667.00	667.00	667.00	667.00	667.00	667.00	667.00	667.00	8 00
Winter Snow Removal	1000.00	1000.00	1000.00	1000.00							1000.00	1000.00	6 00
Grounds Maintenance					1000.00	1000.00	1000.00	1000.00	1000.00	1000.00			6 00
Janitorial	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	24 00
<b>Equipment Costs</b>													
Repairs and Maintenance	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6 00
Insurance	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	2 00
<b>Wages and Benefits</b>													
Manager	8333.00	8333.00	8333.00	8333.00	8333.00	8333.00	8333.00	8333.00	8333.00	8333.00	8333.00	8333.00	10 00
Liaison	5417.00	5417.00	5417.00	5417.00	5417.00	5417.00	5417.00	5417.00	5417.00	5417.00	5417.00	5417.00	6 00
Summer Student					2500.00	2500.00	2500.00	2500.00					1 00
WCB	138.00	138.00	138.00	138.00	163.00	163.00	163.00	163.00	138.00	138.00	138.00	138.00	0 00
PIER costs	1375.00	1375.00	1375.00	1375.00	1375.00	1375.00	1375.00	1375.00	1375.00	1375.00	1375.00	1375.00	1 00
Benefits	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	9 00
<b>Program Costs</b>													
Supplies	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6 00
Rentals	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6 00
Facilitators/ teachers	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	10000.00	12 00
Advertising	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	0 00
Cultural Programming costs	5000.00	5000.00	5000.00	5000.00	5000.00	5000.00	5000.00	5000.00	5000.00	5000.00	5000.00	5000.00	6 00
<b>Administrative Costs</b>													
Telecommunication	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	36 00
Internet	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	12 00
IT and software	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	18 00
Office expense	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	24 00
Liability insurance	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	25 00
Estimated costs (excl capital)	39354.00	39354.00	39354.00	39354.00	39354.00	39354.00	39354.00	39354.00	39354.00	39354.00	39354.00	39354.00	46 00
Total estimated costs year one	139354.00	39354.00	36854.00	36854.00	39629.00	42129.00	42129.00	42129.00	36854.00	36854.00	36854.00	39354.00	56 00





Note: The Operational cost is based on the following:

1. OPTION 1: OWNERSHIP BY FMMCA
  - a. The Pavilion is owned and operated by the community
  - b. FMMCA owns the land
2. OPTION 2: JOINT OWNERSHIP
  - a. The facility and land is jointly owned by FMMCA and RMWB
  - b. Operational cost is provided by both parties
3. OPTION 3: OWNERSHIP BY RMWB
  - a. The FMMCA turns over the land as it 10% environmental conservation requirements in its Area Structure Plan
  - b. The Pavilion is owned and operated by the RMWB
  - c. FMMCA and RMWB form a committee for the management of the pavilion

**Estimated Start up Costs:** The table below shows one-off cost for the items listed.

Assets	Total Amount
Tables, Chairs, etc	\$7,500.00
Kitchen Appliances	\$10,000.00
Kitchen Supplies/Linens	\$2,500.00
AV Equipment	\$30,000.00
Décor/Cultural Artifacts	\$35,000.00
Office Furniture	\$7,500.00
Office Equipment	\$7,500.00
<b>Total</b>	<b>\$100,000.00</b>

Total funding being requested from the Regional Municipality of Wood Buffalo is **\$6,500,276.48**

#### BUILDING PLAN

See attached preliminary plans.



*Photo of Square Dancers at Metis Days 2016*



*Photos showing Pavilion Laydown Area*



## Conclusion

The Cultural Pavilion aims to bring every aspect of the community closer together to engage and retain cultural knowledge of the Metis people. The pavilion will be open to everyone of all ages to experience traditional Metis heritage and connect with the community.

The pavilion will also be open to visitors to come and experience the activities of the Metis. The pavilion will give the community pride, a place to reconnect to their culture, and identify with being aboriginal. The pavilion will also be available for rent by others for non-cultural use.

The total project will cost approximately **\$6,500,276.48** to build.

In conclusion, this business plan demonstrates that this project is realistic and financially feasible, and will provide a solid, long-term investment opportunity.



# Fort McKay Pavilion

7.1.b

Summary of options for moving forward

November 13, 2018

Attachment: 2018-11-13 Fort McKay Pavilion PPT (Fort McKay

# Summary of funding requested

**Phase 1:** \$1.8M to be funded by FMMCA

**Phase 2:** \$1.93M requested

**Phase 3:** \$1.18M requested

**Phase 4:** \$ 550K requested

Total funding requested: \$4,639,437



# Summary of Ownership Options

Three options identified for review

1. Ownership by FMMCA
2. Joint Ownership; FMMCA & RMWB
3. Ownership by RMWB

# Outline of Option 1

Ownership by FMMCA

- Pavilion owned and operated by FMMCA
- No upfront cost to the RMWB
- FMMCA eligible for grant funding for programming

# Outline of Option 2

Joint Ownership; FMMCA & RMWB

- Pavilion would be jointly owned and operated by the FMMCA & RMWB
- All costs would be shared to own and operate
- The MGA prohibits this option



# Outline of Option 3

Ownership by RMWB

- Clearest option; aligns with current process
- RMWB to budget and build
- Enter into an Operating Agreement with a third party to operate and maintain

# Next Steps

- Council to determine funding amount
- Council to direct Administration to work with FMMCA on one of three ownership options or a hybrid of the three



## COUNCIL REPORT

Meeting Date: November 13, 2018

### Subject: Declaration of Vicious Animal

#### APPROVALS:

**Annette Antoniak**

\_\_\_\_\_  
Director

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

#### Recommended Motion:

THAT Council confirm the Declaration of Vicious Animal issued by the Chief Bylaw Officer to Ms. Kellie Elizabeth Brannan on August 31, 2018 pursuant to Bylaw No. 02/031.

#### Summary:

On October 5, 2018, the Chief Bylaw Officer received a request from Kellie Brannan under section 5.02 of the Municipality's Animal Control Bylaw No. 02/031 asking for Council to review the Chief Bylaw Officer's decision to deem her dog, Stanley, a vicious animal under section 5.01 of the Bylaw.

#### **Animal Control Bylaw and Declaring an Animal Vicious**

As a means of ensuring public safety, Section 5.01 of the Municipality's Animal Control Bylaw allows the Chief Bylaw Officer to declare an animal vicious where the animal meets the definition of Vicious Animal contained in the Bylaw.

*"Vicious Animal" means:*

- (a) Any animal with a known propensity, tenancy or disposition to attack, without provocation, other animals or humans;*
- (b) Any animal which has inflicted a wound of a serious nature upon another animal or human without provocation; or,*
- (c) Any dog that has been the subject of an order pursuant to the Dangerous Dog Act, R.S.A. 2000, c.D-3, as amended or repealed from time to time.*

Where an animal is declared vicious, the Animal Control Bylaw requires that the owner take special precautions to ensure the safety of the public. These measures are

outlined in detail at Section 5 of the Animal Control Bylaw and include the following:

- The owner must keep the animal indoors or, where the animal is outdoors, in a locked pen (built to the minimum specifications contained in the bylaw) to prevent escape.
- Where the animal is off the owner's property, the animal must be muzzled, in the care of a person over the age of 18 and on a lead that is capable of restraining the animal and no greater than 1 meter in length.
- The owner must provide Bylaw Service notice within 72 hours if the animal dies or is sold or transferred to another owner.
- The owner must notify Bylaw Services immediately if the animal is running at large.
- The animal must be implanted with an electronic identification microchip.
- The owner may not keep any more than 2 animals on the property at a time.
- The owner must maintain a policy of liability insurance in a minimum amount of \$500,000 for injuries caused by the owner's animal.

### **Background:**

On June 11, 2018 a Peace Officer was dispatched to an Animal Control call when Stanley, a 2.5-year-old male Mastiff Boxer Cross, escaped the care of his dog-walker and attacked and killed a six-month-old male Chihuahua. At the time of the attack, the Chihuahua was leashed to the front steps of its home.

Stanley had escaped his dog walker out the open front door of his home. The dog walker pursued Stanley but was not able to catch him. She witnessed him charge at the Chihuahua and attack. She made attempts to separate the two animals, but the attempts were unsuccessful. When Stanley released the Chihuahua, the Chihuahua was left with bruising and multiple puncture wounds to its neck and ears and died almost immediately as a result of its injuries.

On July 19, 2018, the responding Peace Officer issued Ms. Brannan a Notice to Declare Vicious Animal notifying her that the Chief Bylaw Officer intended to declare Stanley a vicious animal.

In addition to exchanging a number of emails with Ms. Brannan, the Chief Bylaw Officer met with Ms. Brannan in person to discuss the situation. Ms. Brannan expressed her

views that the attack was a one-time isolated incident. The Chief Bylaw Officer conducted a second review of all the evidence available, which supports that Stanley has a demonstrated propensity to attack and persisted in the view that it is in the public interest to declare Stanley a vicious animal.

In addition to the attack that killed the Chihuahua, the following witness statements provide evidence of Stanley's propensity to attack:

- The dog walker's written statement includes the following: "He was always double leashed for our walks, unfortunately yesterday the 2<sup>nd</sup> leash was on because he ran out the door with only one and pulled it off. I always crossed streets to avoid people and stopped and made him sit and said leave it. Owner told me kids with hoodies would make him react as well as other dogs. She was working with him every day."
- Ms. Brannan's written statement includes the following: "Stanley exhibited dog aggression while on leash, so he was kept away from other dogs. He has never been given a chance to encounter a dog off leash until further training provided. I have been working with Stubbs Obedience to ensure Stanley is a good member of Society. Although reactive on a leash, he is fully controllable when walking and we see another dog, he sits and waits for them pass. We obviously move out of the way. But fully controllable. He is double leashed every walk as he is very strong."

Upon a thorough review of the records available at Bylaw Services, a record was located indicating that on January 15, 2018 Stanley was found at large and taken to the RMWB Animal Care facility. His intake forms reveal that he was kennel aggressive and lunging, barking at other dogs. His owner was identified and on January 29, 2018 the owner requested a transfer to the Canadian Boxer Rescue. This transfer occurred on February 2, 2018. Ms. Brannan then adopted Stanley from Canadian Boxer Rescue.

### **Rationale for Recommendation:**

Section 3 of the *Municipal Government Act* lays out the purposes of a Municipality. One of the listed purposes includes developing and maintaining safe and viable communities. The vicious animal provisions in the Animal Control Bylaw address this municipal purpose. The provisions attempt to balance two competing interests; the desire of the community to own and enjoy pets with its desire to ensure that animals do not cause harm or jeopardize public safety.

The witness statements provided to Bylaw Services identify that Ms. Brannan is a caring and contentious owner who loves her pets. It is important to recognize that a declaration that Stanley is a vicious animal is to ensure the public is protected and not about punishing Ms. Brannan.

The witness statements identify that Stanley's propensity to be animal aggressive was known and that special measures were taken by Ms. Brannan and her dog walker to protect the public, including double leashing on walks, crossing the street when encountering a pedestrian and obedience training. Unfortunately, these measures were not enough, and Stanley was able to escape the care of his dog walker and cause harm to another animal that was leashed on its own property.

Confirming Stanley's declaration as a vicious animal will ensure that Ms. Brannan, and any future owners, are required to take additional precautions to ensure the safety of other people and animals. These measures will also ensure that Stanley is easily identifiable if he escapes in the future or is located at large in the community. Finally, these measures impose a greater duty on the owner to provide Bylaw Services with information to ensure that Bylaw Services has a record of Stanley's current residence in the community and that his propensity to be aggressive may be communicated to any future owners.

**Strategic Priorities:**

Responsible Government

**Attachments:**

**ATT 1 - Animal Control Bylaw No. 02 031**

**ATT 2 - Ms. Kellie Brannan's Request for Review**

**ATT 3 - Responding Peace Officer's Notes**

**ATT 4 - Animal Control Witness Statements**

**ATT 5 - Notice to Declare Animal Vicious**

**ATT 6 - Declaration of Vicious Animal**

**BYLAW NO. 02/031****BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO PROVIDE FOR THE LICENSING, REGULATION AND CONTROL OF ANIMALS IN THE REGIONAL MUNICIPALITY OF WOOD BUFFALO**

WHEREAS, by virtue of the power conferred on it by the Municipal Government Act, R.S.A. 2000 c. M-26, as amended, the Council of the Regional Municipality of Wood Buffalo, in the Province of Alberta, duly assembled, enacts as follows:

**SECTION 1 - SHORT TITLE**

- 1.01 This Bylaw may be cited as the 'Animal Control Bylaw' of the Regional Municipality of Wood Buffalo.

**SECTION 2 - DEFINITIONS**

- 2.01 "Animal" means any vertebrate, but; excluding the following:
- (a) humans and fish;
  - (b) wildlife as defined in the Wildlife Act R.S.A.2000 c.W-10, and which is held live under a permit issued pursuant to the Wildlife Act or the keeping of which is otherwise subject to permit requirements under the Wildlife Act as amended, or repealed and replaced from time to time.
- 2.02 "Animal Control Officer" means a Bylaw Enforcement Officer appointed by the Municipality to do any act or perform any duties under this bylaw and includes a member of the Royal Canadian Mounted Police, an independent contractor who is under contract with the Municipality to provide Bylaw Enforcement Services, Animal Control Supervisor, or, when authorized, a Special Constable.
- 2.03 "Animal Control Supervisor" means a person in charge of the Animal Control Officers under contract to the Municipality.
- 2.04 "Animal Shelter" means premises designated by the Municipality for the impoundment and care of animals and includes premises supplied by an independent contractor under contract with the Municipality to provide such premises.
- 2.05 "At Large" means where an animal is at any place other than the owner's property or permitted property, and is not confined in an enclosed vehicle, and is not being carried by any person or is not otherwise restrained by a permitted leash held by a person, and that permitted leash is not attached to a choke chain, collar or harness securely holding that animal. If the person is unable to restrain the animal by a permitted leash, then the animal shall be deemed to be "at large" notwithstanding the presence of a permitted leash.

- 2.06 "Breeder" means a person who keeps or maintains animals for breeding purposes.
- 2.07 "Chief Bylaw Officer" means the person in charge of the Royal Canadian Mounted Police Fort McMurray Detachment or his/her designate.
- 2.08 "Commercial Kennel License" (Boarding Kennel) shall have the meaning given in the Regional Municipality of Wood Buffalo Business Licensing Bylaw No. 01/031, as amended, or repealed and replaced from time to time.
- 2.09 "Controlled Confinement" means the confinement of an animal in a pen, cage or building or securely tethered in a manner that will not allow the animal to bite, harm or harass any person or animal.
- 2.10 "Damage to Property" means damage to property other than the owner's property, and includes defecating or urinating on such property.
- 2.11 "Dangerous Dog" means a dog that the Courts declare to be dangerous under the "Dangerous Dog Act".
- 2.12 "Dog Lot Occupant" means any person who keeps sled dogs on an approved site outside Ward 1. The site must be designated as per the Land Use Bylaw.
- 2.13 "Impoundment" means lodgement of an animal at a designated animal shelter within the Regional Municipality of Wood Buffalo.
- 2.14 "Kennel" means any dwelling, shelter, room, or place outside of the owner's residence or place of business provided as shelter and for habitation by a dog.
- 2.15 "License" means an Animal License issued by the Municipality in accordance with the provisions of this bylaw.
- 2.16 "License Fee" means the applicable annual fee payable in respect of a license for any particular animal as set out in Appendix A of this Bylaw.
- 2.17 "License Tag" means an identification tag issued by the Municipality showing the license number for a specific animal.
- 2.18 "Municipality" means the Regional Municipality of Wood Buffalo, excluding Ward Two (2) as defined by Order in Council No. 817-94.



- 2.19 "Outside Animal" means any animal that is kept outside the owners residence more than twelve (12) hours per day, or any animal that is kept outside during the hours of 10 pm and 7 am the following day, whether or not the owner has provided any other form of shelter for the animal outside of the owner's residence.
- 2.20 "Owner" means:
- (a) a person who has the care, charge, custody, possession or control of an animal;
  - (b) a person who owns or who claims any proprietary interest in an animal;
  - (c) a person who harbors, suffers or permits an animal to be present on any property owned, occupied or leased by him , or which is otherwise under his control;
  - (d) a person who claims and receives an animal from the custody of the Animal Shelter or an Animal Control Officer; or
  - (e) a person to whom a license tag was issued for an animal in accordance with this bylaw; and
  - (f) for the purposes of this bylaw, an animal may have more than one (1) owner.
- 2.21 "Owner's Property" means any property in which the owner of an animal has a legal or equitable interest or over which the owner of an animal has been given the control or use thereof, by the legal or equitable owner of the property, and which property shall include, without limiting the generality of the foregoing, land, buildings and vehicles.
- 2.22 "Permitted Leash" means a leash adequate to restrain the animal to which it is attached.
- 2.23 "Permitted Property" means private property upon which the owner of an animal has the express permission of the owner of that property to allow the owner's animal to be at large thereon.
- 2.24 "Prohibited Area" means an area where animals are not permitted either on or off a leash and will include, but is not limited to, the following areas: school grounds, adopt-a-parks, athletic parks, golf courses, tot lots, designated urban park trails, cemeteries and wading/swimming areas.
- 2.25 "Public Property" means property within the borders of the Municipality owned by the Municipality or under its care, control and management.
- 2.26 "School Ground" means that area of up to four (4) hectares of land adjacent to a school , and that is property owned or occupied by any Board of Education within the Regional Municipality of Wood Buffalo and includes property owned or occupied with another party of the Regional Municipality of Wood Buffalo.
- 2.27 "Vicious Animal" means:
- (a) Any animal with a known propensity, tenancy or disposition to attack, without provocation, other animals or humans;

- b) Any animal which has inflicted a wound of a serious nature upon another animal or human without provocation; or,
- c) Any dog that has been the subject of an order pursuant to the Dangerous Dog Act, R.S.A. 2000, c.D-3, as amended, or repealed and replaced from time to time.

- 2.28 "Violation Ticket" means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, as amended, and regulations thereunder.
- 2.29 "Wound" means an injury to a human or animal resulting from the action of an animal which causes the skin to be broken or flesh to be torn.

### **SECTION 3 - LICENSING PROVISIONS**

- 3.01 Every person who is the owner of an animal which is specified in Appendix D, shall apply for a license for that animal by submitting an application to the Municipality's Office or designated contractor, and if the application is approved, by paying the applicable license fee as set out in Appendix A of this bylaw:
- (a) within fourteen (14) days of the person becoming the owner of the animal, or
  - (b) within fourteen (14) days of the owner taking up residence in the Municipality, or
  - (c) immediately, if adopting any animal from the SPCA, or
  - (d) by six months of age, if kept by the original breeder.
- 3.02 An owner of an animal which is not licensed, and which is required to be licensed pursuant to this bylaw is guilty of an offence.
- 3.03 Any person who provides the Municipality with false or misleading information with respect to the information required is guilty of an offence.
- 3.04 A license issued under this bylaw shall not be transferable from one animal to another, nor from one owner to another.
- 3.05 If the application is approved, and the required license fee is paid, the owner will be supplied with a license tag which shall have the number registered to that animal.
- 3.06 An owner shall ensure that the license tag is worn by the animal at all times when the animal is off the owner's property. An owner of a licensed animal is guilty of an offence if that animal is not wearing a license tag.
- 3.07 All licenses for animals are to be purchased from the SPCA or designated contractor, at a cost as specified in Appendix A. No person is entitled to a refund or rebate for any license fee.
- 3.08 All animal licenses shall expire at the end of April each year.

- 3.09 The Animal Control Officer shall consider all applications for licenses, and shall:
- (a) require the applicant to submit such information as the Animal Control Officer or the Municipality deems appropriate; such information shall include, but not be limited to:
    - (i) the health of the animal(s);
    - (ii) proposed controlled confinement of the animal(s);
    - (iii) the property where the animal(s) are to be kept;
    - (iv) availability and nature of insurance in respect to the animal(s);
    - (v) breed and history (inclusive of spaying / neutering) of the animal(s);
    - (vi) the number of animal(s) to be kept on the property (see Appendix 'D').
  - (b) reject the application; or
  - (c) approve the application with or without any conditions relevant to the presence of the animal(s) on the property.
- 3.10 The Animal Control Officer may revoke a license if:
- (a) the applicant fails to comply with the conditions of the license;
  - (b) the license was issued on the basis of incorrect information, or misrepresentation by the applicant;
  - (c) if the animal is deemed to be vicious;
  - (d) the license was issued in error;
  - (e) the owner breaches a provision of this bylaw.
- 3.11 Any person wishing to appeal the issuance, or the revoking of a license, may do so in writing to the Chief Bylaw Officer who may at his/her discretion reinstate or revoke the animal license.
- 3.12 This section shall not apply to the SPCA, or any pet store or kennel licensed as a business by the Municipality.
- 3.13 Exemptions from Licensing Fees;
- (a) Where the Animal Control Officer is satisfied that a person is the owner of an animal trained and used to assist its owner in meeting the owner's requirements for daily living, or where the animal is trained and used in the provisions of specialized services including, but not limited to, law enforcement and search and rescue activities, there shall be no fee payable by the owner for the animal license.
  - (b) Where the owner is 60 years of age or older, there shall be no fee payable by the owner for an animal license.
  - (c) Where the Animal Control Officer is satisfied that the cost of animal licensing will be an undue hardship for the owner, the Animal Control Officer, at his/her discretion may waive all licensing fees with the exception of vicious animals.
  - (d) All animals other than cats and dogs.
- 3.14 Any person wishing to have more than four (4) animals licensed at any one (1) address will require approval by the Chief Bylaw Officer.

- 3.15 No person will be permitted to keep more than two (2) outside animals at any one (1) address in Ward 1.
- 3.16 (a) Notwithstanding Section 3.15, any person in Ward 1, who at the time this bylaw comes into force, is the owner of more than two (2) licensed outside animals, shall be entitled to continue keeping those animals outside and to renew the license for such animals for as long as that person remains resident at the address identified on the licences for such animals.
- (b) However, a person subject to subparagraph (a) shall not be entitled to receive a new license for any new animal intended to be kept as an outside animal on their property, unless the total number of licensed outside animals kept by that owner is less than two (2).
- (c) Nothing in Section 3.15 shall prohibit the Chief Bylaw Officer from revoking a current license for failure to comply with the provisions of this bylaw, or prohibit an Animal Control Officer from refusing to renew a license for failure to meet the licensing requirements of this bylaw, or prohibit the imposition of a restriction pursuant to Section 5.07.

#### **SECTION 4 - ANIMAL CONTROL PROVISIONS**

- 4.01 (a) An owner of an animal at large is guilty of an offence.
- (b) An owner who does not keep his or her animal on a permitted leash at all times while the animal is off the owner's property, or a permitted property is guilty of an offence.
- 4.02 If an animal barks or howls or makes another noise, thereby disturbing the quiet or repose of any person, the owner of the animal is guilty of an offence.
- 4.03 An owner of an animal which has caused damage to property within the Municipality is guilty of an offence.
- 4.04 The Municipality may post signs on areas of public property within the Municipality where animals shall not be permitted. An owner of an animal present in an area of public property marked by such a sign shall be guilty of an offence whether or not the animal is at large.
- 4.05 An owner of an animal is guilty of an offence if such animal:
- (a) attacks, threatens, harasses, chases, bites or injures any person; or
- (b) attacks, threatens, harasses, chases, bites, kills or injures any animal belonging to another person(s);
- (c) chases any vehicle.
- 4.06 (a) If an animal defecates on property which is not the owner's property, the owner shall cause such defecation to be removed immediately and disposed of in a sanitary manner, and such owner who fails to do so is guilty of an offence.

- (b) The owner of any property where an animal is kept shall prevent such property from becoming unsightly as defined by the Municipal Government Act.
  - (c) The animal defecation shall be removed from the owner's property and taken to the Municipal Landfill Site, in a timely fashion.
  - (d) A person who stores or fails to remove from his property animal defecation so as, in the opinion of an Animal Control Officer, to have rendered his property unsightly, to be creating a nuisance, or otherwise disturbing the peace and enjoyment of neighboring property, is guilty of an offence.
- 4.07 An owner of a female animal is guilty of an offence, if the owner of such female animal does not keep it housed and confined in a building or boarding kennel during the entire period such animal is in heat except that the female animal may be allowed outside any such building or boarding kennel for the sole purpose of eliminating on the owner's property.
- 4.08 No person shall tease, torment, annoy, abuse or injure any animal and any person who does so is guilty of an offence.
- 4.09 No person shall untie, loosen or otherwise free an animal which is not in distress, as defined by the Animal Protection Act, R.S.A. 2000, c.A-41, as amended or repealed and replaced from time to time, unless such person has the authorization of the owner, and any person acting contrary to this section is guilty of an offence.
- 4.10 No person shall interfere with, hinder or impede an Animal Control Officer in the performance of any duty authorized by this Bylaw, and any person who does so is guilty of an offence.
- 4.11 Owners shall provide their animal with food, fresh water and adequate shelter, as per the Animal Protection Act, R.S.A. 2000, c.A-41, as amended or repealed and replaced from time to time. Any person acting contrary to this section is guilty of an offence.
- 4.12 No owner shall keep, harbor or have custody of any animal over three (3) months of age, or as determined by the Alberta Veterinarian Association, within the boundaries of the Municipality without having such animal vaccinated for rabies. If vaccination is not required the Animal Control Officer shall confirm same with a licensed Doctor of Veterinary Medicine. Any person acting contrary to this section is guilty of an offence.
- 4.13 No person shall breed animals for profit within the Municipality unless a Commercial Kennel License is obtained from the Municipality pursuant to the Land Use and Business Licensing Bylaws. Any person acting contrary to this section is guilty of an offence.
- 4.14 (a) No animal shall be left unattended in any motor vehicle unless the animal is restricted, or securely fastened by a restraint, so as to prevent access to persons. Any person acting contrary to this section is guilty of an offence.



- (b) No animal shall be left unattended in any motor vehicle without suitable ventilation. Any person acting contrary to this section is guilty of an offence.
- 4.15 No owner shall allow any animal access to a prohibited area, as identified in Section 2.24 of this bylaw. Any person acting contrary to this section is guilty of an offence.
- 4.16 No person residing within the Ward One (1) boundaries shall harbor or keep any animal as per Appendix C. Any person acting contrary to this section is guilty of an offence.
- 4.17 All persons residing within the Municipality shall comply with the Land Use Bylaw in regards to animals kept on their property.

### **SECTION 5 - VICIOUS ANIMALS**

- 5.01 As per Section 7 of the Municipal Government Act, the municipality grants authority to the Chief Bylaw Officer to deem an animal vicious if it meets any of the criteria as per the definition of a vicious animal.
- 5.02
  - (a) The owner of an animal alleged to be vicious shall be provided with a notice ten (10) clear days prior to the animal being deemed vicious.
  - (b) The owner of an animal declared to be vicious shall have the opportunity to meet with the Chief Bylaw Officer and present their case as to why the animal should not be declared a vicious animal.
  - (c) As per Section 8(d) of the Municipal Government Act, the owner of an animal deemed vicious may request a review of the decision by submitting a written request to Municipal Council.
- 5.03 The owner of a vicious animal shall ensure that:
  - (a) Such an animal does not,
    - (i) chase a person; or
    - (ii) injure a person; or
    - (iii) bite a person; or
    - (iv) chase other animals; or
    - (v) injure other animals; or
    - (vi) bite other animals.
  - (b) such Animal does not damage or destroy public or private property.
- 5.04 When a vicious animal is on the property of its owner:
  - (a) the animal shall be confined indoors and under control of a person who can control the animal; or
  - (b) if the animal is outdoors, it is to be placed in a locked pen or other structure, constructed to prevent the escape of the vicious animal and capable of preventing the entry of any person not in control of the animal.

- 5.05 For the purposes of Section 5.04 (b):
- (a) the locked pen or other structure shall have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of thirty (30) centimeters.
  - (b) the locked pen or other structure shall provide the vicious animal with shelter from the elements and be of the minimum dimensions of one and one-half (1.5) by three (3) meters and be a minimum one and one-half (1.5) meters in height, and
  - (c) the locked pen or the structure shall not be within one (1) meter of the property line or within five (5) meters of a neighboring dwelling unit.
- 5.06 At all times, when off the property of the owner, a vicious animal shall be:
- (a) securely muzzled, and
  - (b) harnessed or leashed on a lead which is capable of restraining the animal which length shall not exceed one (1) meter in a manner that prevents it from chasing, injuring or biting other animals or humans as well as preventing damage to public or private property, and
  - (c) under the control of a person over the age of eighteen (18) years who is able to control the animal.
- 5.07 No owner of a vicious animal may keep more than two animals on the premises at any time. Any person acting contrary to this provision is guilty of an offence.
- 5.08 The owner of a vicious animal shall notify the Animal Control Supervisor within seventy-two (72) hours should the vicious animal die, be sold, gifted, or transferred to another person.
- 5.09 The owner of a vicious animal shall remain liable for the actions of the animal until formal notification of sale, gift or transfer is given to the Animal Control Supervisor.
- 5.10 The owner of a vicious animal shall notify Animal Control if the animal is running at large.
- 5.11 The owner of a vicious animal shall, within three (3) days after the animal has been declared vicious, have a licensed veterinarian implant an electronic identification microchip in the animal and provide a copy of the information contained thereon to the Animal Control Supervisor prior to a license being issued.
- 5.12 The owner of vicious animal shall obtain a Vicious Animal License on the first day on which the animal shelter is open for business, after the animal has been declared as vicious.
- 5.13 The owner of a vicious animal shall obtain a license on the first day on which the animal shelter is open for business after he becomes the owner of the vicious animal.

- 5.14 An owner who commits a breach of any provisions under Section 5 of this bylaw shall be liable to a penalty as per Appendix B and any subsequent offence, liable to a penalty of not more than \$ 10,000.00 pursuant to the provisions of the General Penalty Bylaw.
- 5.15 An owner of a vicious animal shall keep in force a policy of liability insurance in a form satisfactory to the Municipality, providing third party coverage in a minimum amount of \$500,000.00 for injuries caused by the owner's animal(s). The policy shall contain a provision requiring the insurer to immediately notify the Municipality in writing should the policy expire, be cancelled or terminated. Upon cancellation, expiry or termination of the policy, the Vicious Animal(s) License will be automatically revoked.

## **SECTION 6 - COMMUNICABLE DISEASES**

- 6.01 All potential rabies exposures should be reported immediately to the Regional Health Authority.
- 6.02 An owner of a vicious animal or animal suspected of having rabies, or a person who has received a wound or the owner of the animal inflicting the wound shall:
- (a) immediately report the matter to the Regional Health Authority and Animal Control Services.
  - (b) at the request of the Regional Health Authority or Animal Control Officer:
    - (i) confine or isolate the Animal for such time, place and manner required by the Regional Health Authority or Animal Control Officer;
    - (ii) if required, surrender the Animal to the Animal Control Officer for quarantine; and
    - (iii) keep the Animal confined or quarantined until released by the Regional Health Authority;
  - (c) pay for all confinement expenses and/or fines and comply with all licensing provisions under the bylaw.

## **SECTION 7 - POWERS OF AN ANIMAL CONTROL OFFICER**

- 7.01 An Animal Control Officer is authorized to capture and impound in the animal shelter any animal which is at large. The Animal Control Officer is further authorized to take such reasonable measures as are necessary to subdue any animal which is at large, including the use of tranquillizer equipment and materials, as per Municipal Policy. If any such animal is injured, it may be taken to a licensed veterinarian for treatment and then to the animal shelter.
- 7.02 Any animal which can not be caught by the Animal Control Officer and which is deemed as a danger to the public may be shot or destroyed by any means.



- 7.03 An impounded animal may be kept in the animal shelter for a period of seven-two (72) hours. Saturday, Sunday and Statutory Holidays shall not be included in the computation of the 72 hour period. During this period, any animal may be redeemed by its owner, except as otherwise provided for in this bylaw, upon payment to the Municipality or its authorized agent of:
- (a) the appropriate impoundment and administration fees as set out in Appendix A of this bylaw, and
  - (b) the appropriate license fee when the animal is not licensed, and
  - (c) the cost of any veterinary treatment to relieve pain or bleeding of any animal that is found to be injured when picked up, or injured in the process of capture.
- 7.04 If no license has been issued for the animal, or the conditions of the license have not been met, the Animal Control Officer shall not be obliged to release the animal to the owner.
- 7.05 At the expiration of the seventy-two (72) hour impoundment period, the animal will become the property of the Municipality and the Municipality is authorized to:
- (a) destroy the animal, or
  - (b) surrender the animal to the local SPCA.
- 7.06 Any Animal Control Officer is authorized to enter any lands or premises (excluding a dwelling house) within the Municipality in accordance with Section 542 of the Municipal Government Act, R.S.A. 2000, c.M-26, as amended, or repealed and replaced from time to time, to inspect for conditions which may contravene any provision of this bylaw.

## **SECTION 8 - PENALTIES**

- 8.01 Any person in contravention of Section 5 of this Bylaw is guilty of an offence and is upon summary conviction for a first offence liable to a penalty as set out in Appendix B of this bylaw.
- 8.02 Any person in contravention of Section 5 a second or subsequent time shall be guilty of an offence and is upon summary conviction liable to the penalties imposed pursuant to the General Penalty Bylaw, or as specified by the Court.
- 8.03 Any person in contravention of any other sections of this bylaw is guilty of an offence and is upon summary conviction liable to the penalties imposed pursuant to the General Penalty Bylaw, or as specified by the Court.
- 8.04 Where there has been a breach of this bylaw, an Animal Control Officer is hereby authorized and empowered to issue a violation ticket pursuant to Part 2 of the Provincial Offences Procedure Act.

**SECTION 9 - GENERAL**

- 9.01 Bylaw 98/062 is hereby repealed.
- 9.02 Should any provision of this bylaw be invalid, then such invalid provision may be severed and the remaining bylaw shall be maintained.
- 9.03 The Municipality, its employees and independent contractors shall not be held liable for the death or injury of any animal occurring during, or as a result of, steps taken to capture the animal pursuant to this bylaw.

This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Legislative Officer.

READ A FIRST TIME THIS 9<sup>TH</sup> DAY OF APRIL , A.D. 2002.

READ A SECOND TIME THIS 23<sup>RD</sup> DAY OF APRIL, A.D. 2002, AS AMENDED.



\_\_\_\_\_  
CHIEF LEGISLATIVE OFFICER

  
\_\_\_\_\_  
CHIEF LEGISLATIVE OFFICER

**APPENDIX A****BYLAW NO. 02/031****ANIMALS REQUIRING LICENSE:**

All animals within the Regional Municipality of Wood Buffalo require licensing or registration pursuant to Section 3 of the Animal Control Bylaw.

**PAYABLE TO:**

Licences can be purchased at the Fort McMurray SPCA or the front counter of the Regional Municipality of Wood Buffalo. All licenses will expire at the end of April each year.

**Licensing Fee (applicable to cats and dogs only):**

Animal Non-Spayed	\$50.00	Animal Spayed	\$15.00
Animal Non-Neutered	\$50.00	Animal Neutered	\$15.00
Replace Lost Tag	\$ 5.00		

All dog lot occupants are required to register their animals with the SPCA or Animal Control Services. A \$30.00 Administration fee will be applied.

**Vicious Animal / Dangerous Dog Licensing Fees:**

All animals declared vicious:	\$250.00 per year
All dogs declared dangerous:	\$100.00 per year

Tags for vicious or dangerous animals have to be purchased at the SPCA.

**IMPOUND FEES:**

\$10.00 per animal
\$50.00 per day for all vicious animals (if Court Date set, from date of impound)
\$25.00 per day for all dangerous dog

**ADMINISTRATION FEES:**

\$25.00 per animal
\$250.00 per vicious animal impounded
\$125.00 per dangerous dog impounded

**QUARANTINE COSTS:**

\$25.00 per day
-----------------

## APPENDIX B

## BYLAW NO. 02/031

SECTION	OFFENCE	MINIMUM OFFENCE
5.03(a)(i)	Allow a vicious Animal to chase a person	\$1,000.00
5.03(a)(ii)	Allow a vicious animal to injure a person	\$1,000.00
5.03(a)(iii)	Allow a vicious animal to bite a person	\$1,000.00
5.03(a)(iv)	Allow a vicious animal to chase another animal	\$1,000.00
5.03(a)(v)	Allow a vicious animal to injure another animal	\$1,000.00
5.03(a)(vi)	Allow a vicious animal to bite another animal	\$1,000.00
5.03(b)	Allow a vicious animal to damage / destroy public or private property	\$1,000.00
5.04(a)	Failure to keep a vicious animal properly confined while on owner's property	\$1,000.00
5.04(b)	Failure to keep a vicious animal properly secured while off owner's property	\$1,000.00
5.06	Allow a vicious animal to run at large	\$1,000.00
5.07	Keep more than two animals in a residence harboring a vicious animal	\$1,000.00
5.08	Failure to notify of vicious animal transfer / sale / gift	\$1,000.00
5.1	Failure to notify of vicious animal running at large	\$1,000.00
5.11	Failure to have vicious animal micro-chipped	\$1,000.00
5.12	Failure to have vicious animal licensed	\$1,000.00
5.13	Failure to have newly acquired vicious animal licensed	\$1,000.00
5.14	Failure to comply with provisions of Section 5	\$1,000.00
5.15	Failure to keep in force a policy of liability insurance	\$1,000.00

**APPENDIX C****BYLAW NO. 02/031**

No person residing within the Ward One (1) boundaries shall harbor or keep the following animals, except in accordance with the Land Use Bylaw, Statutory Plan or an legal nonconforming use:

- 1) Horses
- 2) Pigs (excluding Vietnamese Pot-Bellied Pigs)
- 3) Goats
- 4) Mule
- 5) Cattle
- 6) Sheep
- 7) Mink
- 8) Chicken
- 9) Duck
- 10) Goose
- 11) Pigeon
- 12) Turkey
- 13) Llama
- 14) Alpaca
- 15) Any Animal as deemed unsuitable by the Council of the Regional Municipality of Wood Buffalo

## APPENDIX D

BYLAW NO. 02/031

**APPLICATION FORM**  
**LICENSING OR REGISTERING OF ANIMALS**

Type of animal to be licensed: \_\_\_\_\_ DOG \_\_\_\_\_ CAT

Type of animal to be registered: \_\_\_\_\_ BIRD \_\_\_\_\_ EXOTIC \_\_\_\_\_ REPTILE \_\_\_\_\_ OTHER:

Description: \_\_\_\_\_

Breed of animal: \_\_\_\_\_

Size of animal: \_\_\_\_\_

Is the animal kept: \_\_\_\_\_ INDOORS \_\_\_\_\_ OUTDOORS

Size of yard: \_\_\_\_\_ metres X \_\_\_\_\_ metres

Is the yard fenced? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, note that the fence must be of adequate height to confine Animals, or shall be covered and all gates shall be capable of being locked. Specify height of fence: \_\_\_\_\_

Is it on a chain? \_\_\_\_\_ YES \_\_\_\_\_ NO

Is it on a trail leash? \_\_\_\_\_ YES \_\_\_\_\_ NO

Is it running freely in the yard? \_\_\_\_\_ YES \_\_\_\_\_ NO

Is there a kennel / enclosure in the yard? \_\_\_\_\_ YES \_\_\_\_\_ NO

*Please note that Pet enclosure must be 1.0 metres from any property line (Land Use Bylaw).*

If yes, specify size and type: \_\_\_\_\_

Is appropriate housing/shelter in place? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe: \_\_\_\_\_

Inspection Form attached: \_\_\_\_\_ YES \_\_\_\_\_ NO

Name of Inspecting Animal Control Officer: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPENDIX E****BYLAW NO. 02/031**

Page 1 of 3

Fort McMurray S.P.C.A.  
 Animal Control  
 PO Box 5604  
 Fort McMurray, AB

DATE

Dear Sir/Madam:

This letter acknowledges receipt of your complaint about the nuisance created by the barking/howling of a dog(s) in your neighbourhood. Based on the information you provided, the owner of the dog(s) will be notified about the complaint.

It has been our experience that many such neighbourhood issues can be favourably resolved by personal contact between the two parties involved. If you have not already done so, we sincerely recommend you personally express your concerns to the owner of the troublesome dog(s).

Should our correspondence to the Animal owner and your communication with him/her fail to bring about the desired results relative to the behaviour of their dog(s), we are prepared to prosecute the owner in the Provincial Judge's Court on your behalf.

Section 4.02 of the Regional Municipality of Wood Buffalo Animal Control Bylaw No. 02/031 states:

**"If an Animal barks or howls or makes another noise, thereby disturbing the quiet or repose of any person, the owner of the animal is guilty of an offence."**

Should you decide to pursue this course of action, a prosecution in Provincial Judge's Court requires that you be very specific about all details in the gathering of information for your complaint.

To ensure a successful prosecution, the following points must be precisely followed:

- a) All incidents of nuisance barking by the offending dog(s) must be documented and include the date, time of day the barking started and stopped, and a brief description of the type of disturbance. An example will be found on the bottom of this letter.
- b) the document must be completed by yourself from personal observation of the offending dog(s).
- c) Document should be for a continuous period of at least five (5) days.
- d) If we prosecute the owner of the offending dog on your behalf and a plea of "Not Guilty" is entered, it will be necessary for you to testify "under oath". You must be able to state that you personally observed the dog barking and be prepared to describe the dog and a brief description of what took place. It is not sufficient for a witness to say they only heard a dog bark.



**APPENDIX E**

Page 2 of 3

Should you require a further explanation regarding this correspondence of your complaint, please contact \_\_\_\_\_, Animal Control Officer between 8:00 a.m. and 8:00 p.m. at 743-8997. Your complaint reference number is \_\_\_\_\_.

*The Municipality maintains the right to refuse to lay charges where the Animal Control Officer or the Municipality believes the complaint is not substantiated, or where proceeding with the charge would amount to an abuse of justice.*

\*\*\*\*\*

The following is a brief example of the required documentation. Please complete in as much detail as possible

**RECORD OF DISTURBANCE****Complainant**

Name: John Doe  
Address 120 Acme Trail  
Postal Code: T2Z 0Y1  
Residence No.: 260-0001  
Business No.: 292-0000

**Source of Disturbance**

Dog Owner: Jack Doe  
Address: 124 Acme Trail  
Description of Animal: (1) Black Dog (possible Lab), medium size, red collar

DATE	TIME	COMMENTS
Feb. 2/89	0600-0610	Saw black lab barking in back yard
Feb. 2/89	0640-0645	Black lab barking continuously on step
Feb. 2/89	2000-2015	Black lab barking at children playing
Feb. 2/89	2330-2335	Saw black lab barking at vehicles in alley



**APPENDIX E**

Page 3 of 3

**QUESTIONS TO BE ASKED RELATIVE TO ANIMAL COMPLAINTS:**

1. Type of Residence: ☐ Single Dwelling ☐ Duplex  
☐ Condominium ☐ Apartment ☐ Basement Suite
2. How many dogs are being complained about? \_\_\_\_\_
3. What breed or approximate breed is/are the dog(s)?  
A. \_\_\_\_\_ B. \_\_\_\_\_  
C. \_\_\_\_\_ D. \_\_\_\_\_
4. What colour is/are the dog(s)?  
A. \_\_\_\_\_ B. \_\_\_\_\_  
C. \_\_\_\_\_ D. \_\_\_\_\_
5. When does the barking nuisance specifically occur? (Be specific. Dogs DO NOT bark all day and night).  
Times of Day: \_\_\_\_\_ Day of Week: \_\_\_\_\_  
Weekends: \_\_\_\_\_
6. Where on the offending animal's property is/are the dog(s) located?  
\_\_\_\_\_
7. Can you observe the dog(s) barking? YES NO
8. Can you identify the offending dog(s)? YES NO
9. Can you identify the owner of the offending dog(s)? YES NO
10. Does the dog(s) bark when the owner is at home? YES NO
11. Does the dog(s) bark when the owner is away? YES NO
12. Is the dog(s) outside when the owner is away? YES NO
13. When is the dog owner usually at home? \_\_\_\_\_  
\_\_\_\_\_
14. Have you discussed this with the dog owner? YES NO  
Results of Discussion (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. Are you prepared to testify in Court? YES NO
16. How long has the dog resided at the address? \_\_\_\_\_ MONTHS \_\_\_\_\_ YEARS



Kellie Brannan  
202 Smallwood St  
Fort McMurray, AB T9K 2J7  
October 5, 2018

Mayor Don Scott  
Fort McMurray, AB

Dear Mayor Don Scott:

Please accept this as my office request of an appeal and review of By-Law Case 2018-004184, to declare a dog vicious.

Within this package, you will find the following correspondence and appeal emails sent to By-Law since the incident in June, 2018.

- Documents from By-Law sent September 28, stating in their log during his time in their custody, they were fully aware of his dog aggression, which was not passed on to Boxer Rescue Canada, nor myself.
- Appeal #2, sent on September 7, 2018.
- Pictures of current yard, fencing and Stanley with other animals.
- Communication between By-Law and myself.
- Appeal #1, sent on July 24, 2018.
- Letter from Nail Groomer (also ex-vet assistant) with regards to his behavior.
- Communication between Boxer Rescue Canada and By-Law.

I look forward to explaining my case and coming to a resolution in this matter.

Sincerely,



Kellie Brannan

Enclosure

Officer's Notes 50088803

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eyes \_\_\_\_\_ Hair Colour \_\_\_\_\_

Peculiarities \_\_\_\_\_

Place of Employment \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

If Youth \_\_\_\_\_

Name(s) of Spouse / Parent / Adult Relative \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Traffic Conditions \_\_\_\_\_

Road \_\_\_\_\_

Weather \_\_\_\_\_

Accident Particulars

PD	BI	Fatal	Over \$ 1000	Under \$ 1000	Registered Owner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Investigation

Investigative Time from \_\_\_\_\_ hrs. to \_\_\_\_\_ hrs.

Driver's Licence with Photo I.D.? ☐ Yes ☐ No

Police Case No. 2018-094184

Detail Dist. No. \_\_\_\_\_ Investigator Reg. No. \_\_\_\_\_ Assigned District \_\_\_\_\_

Officer's Vacation

From \_\_\_\_\_ To \_\_\_\_\_

Exhibits \_\_\_\_\_

Details

V.I.N. \_\_\_\_\_

- At approx. 1315 on June 11, 2018, I was dispatched to a call of a dog attacking another dog, one dog died.
- The dog "Stanley" attacked a small dog "Hatchy" and killed him at the door step at [REDACTED] Fort McMurray, AB.
- Owner of Stanley have unlicensed animal (dog "stanley")
- The VL ticket issued and mail to the last known address.

+

## Officer's Notes

07285AUG

Height Weight Eyes Hair Colour

Peculiarities

Place of Employment

Home Phone

Business Phone

If Youth

Name(s) of Spouse / Parent / Adult Relative

Address

Phone No.

Traffic Conditions

Road

Weather

Accident Particulars

PD

BI

Fatal

Over \$ 1000

Under \$ 1000

Registered Owner

☐☐☐☐☐☐ Yes☐ No

Investigation

Investigative Time from

Driver's Licence with Photo I.D.?

☐ Yes☐ No

hrs. to

Police Case No.

hrs.

Detail Dist. No.

Investigator Reg. No.

Assigned District

Officer's Vacation

From

To

Exhibits

Details

V.I.N.

- I was dispatched to a call of a dog attacked a dog at approx. 1315 on June 11, 201
- When I arrived at the location of the incident, the dog being attacked dead at the door step of [REDACTED]
- SOC was the dog walker (in charge of) of the large dog who made the attack.
- VL ticket served personally.

## Officer's Notes

10089809

Height Weight Eyes Hair Colour

Peculiarities

Place of Employment

Home Phone

Business Phone

If Youth

Name(s) of Spouse / Parent / Adult Relative

Address

Phone No.

Traffic Conditions

Road

Weather

Accident Particulars

PD

BI

Fatal

Over \$ 1000

Under \$ 1000

Registered Owner

☐☐☐☐☐☐ Yes ☐ No

Investigation

Investigative Time from

Driver's Licence with Photo I.D.P.

☐ Yes☐ No

hrs. to Police Case No.

hrs.

Detail Dist. No.

Investigator Reg. No.

Assigned District

Officer's Vacation

From Exhibits

To

Details

V.I.N.

- I was dispatched to a call of a dog attacked a dog at approx. 1315, June 11, 20
- When I arrived at the incident location the dog being attacked dead at the door step of [REDACTED] at approx. 1340.
- SOC was the dog walker (in charge of the large dog who made the attack)
- VL ticket served personally.

Attachment: ATT 3 - Responding Peace Officer's Notes (Declaration of Vicious Animal)

## Officer's Notes

11288000

Height Weight Eyes Hair Colour

Peculiarities

Place of  
EmploymentHome  
PhoneBusiness  
Phone

## If Youth

Name(s) of Spouse / Parent / Adult Relative

Address

Phone No.

Traffic  
Conditions

Road

Weather

Accident  
Particulars

PD

BI

Fatal

Over  
\$ 1000Under  
\$ 1000

Registered Owner

☐☐☐☐☐☐ Yes☐ No

## Investigation

Investigative  
Time from

hrs. to

hrs.

Driver's Licence  
with Photo I.D.?☐ Yes☐ NoPolice  
Case No.Detail  
Dist. No.Investigator  
Reg. No.Assigned  
District

Officer's Vacation

From

To

Exhibits

## Details

V.I.N.

- At approx. 1315 on June 11, 2018, I was dispatched to a call of a dog attack another dog.
- When I arrived the incident location the dog being attacked dead at the door step of [REDACTED] at approx. 1340. The dog died on the door step.
- SOC was the dog walker (in charge of) of the large dog who made the attack.
- As per the Bylaw review and investigation at the time of the incident, SOC was or operated the business of the kind with a valid and subsisting Licence.


 REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

**PROSECUTOR'S INFORMATION SHEET**

Department:

 FMME – Fort McMurray  
Municipal Enforcement

Investigating Officer &amp; Title:

HUANG, Peace Officer

Case Report No.

2018-004184

**DEFENDANT'S INFORMATION**

Defendant's Name

DOB

Driver's License No.

Address

**DESCRIPTION OF VEHICLE(S)**

Make	Model	Year	Color	V.I.N.	License Plate No.
Traffic and Weather Conditions					

**OFFENSE(S)**

Offense 1

Section and Bylaw

Primary

Secondary

Animal attack/kill animal 4.05(B) 02/031 Animal Contro



Offense 2

Section and Bylaw

Animal at large 4.01 (A) 02/031 Animal Contro



Offense 3

Section and Bylaw

Operate business without 3(1) 01/031 Business License



Date

2018-06-11

Time

13:15

Place

Door steps of

PARTICULARS OF OFFENSE(S) (Include any "et als", additional charges)

On June 11, 2018, I, Peace Officer, L. HUANG in and for the Regional Municipal of Wood Buffalo in the province of Alberta was on duty.

At approx. 1315, I was dispatched for a animal control call "Dog attacked dog, the dog being attacked died."

\*\*\*\*I attended the call, on my way to the location, at approx. 1335, at Diefenbaker Drive,

**VICTIMS INFORMATION**

NAME AND ADDRESS

REQUEST FOR RESTITUTION ON FILE?

 Y ☐

 N ☐
**WITNESSES (INCLUDING POLICE)**

NAME

ADDRESS

**COURT INFORMATION**

Date of Trial

Place of Trial

9700 Franklin Avenue, Fort McMurray, AB T9H 4W3

Resp. Investigator's Name and Signature

Date

2018-06-11

DK – November 2017

Attachment: ATT 3 - Responding Peace Officer's Notes (Declaration of Vicious Animal)



PROSECUTOR'S  
INFORMATION SHEET

Case Report No.

Page 2 of 2

unexpectedly I met two females, after I had conversation with these two females, I confirmed that one of the females was the SOC of the case: [REDACTED] dog walker/dog care taker of the attacker/dog.

\*\*\*\* At approx. 1340, I arrived the dog attack incident location:

- I saw the small dog already died on the last door step of the house with the leash was still on and tied to the door steps railing of [REDACTED]
- The dog owners, the kid's Mom and the 5 year-old son were crying inside the house and looked panicking, Mom holding the son.
- As per the complaint, the Mom did not speak much English, and the husband was called and on the way home from work.
- As per the info given by the complaint and the dog owner, the large dog came up to the door top door step where the small dog was leash on bite the small dog's head area, the dog walker was unable to pull or control the large dog from the attacking.
- The small dog family was given "Restitution package" and "Statement" paper to complete.

\*\*\*\* At approx 1530, I attended the attacker/ large dog's house. The dog owner (Ms. BRANNAN) was called the the dog walker and returned home from work. Both the dog walker and the larger dog owner were given "statement" paper to complete.

\*\*\*\* [REDACTED] did not present her valid or subsisting business license to be checked.

\*\*\*\* Dogs and people involving in the incident:

- Large dog owner: BRANNAN, Kellie, adopted this dog from "Boxer Rescues Canada" in Jan. 2018.
- Dog walker: [REDACTED] a contracted dog walker for Ms. BRANNAN's dog, Stanley. There was a business / service contract between these Ms. BRANNAN and [REDACTED] at the time of the incident.
- The large dog (attacker): Stanley. Male, 2.5 years old, Mastiff and Boxer Cross.
- The dog owner notified [REDACTED] that (Dog) Stanley was friendly to people but aggressive towards other dogs;

- Small dog's owners: [REDACTED] (the husband), [REDACTED] the wife)

- The small dog (dead): Hatchy, male, 6 month old, Chihuahua, brought from Mexico by the dog owners.

\*\*\*\* Three charges made to [REDACTED] 4.05(B) Animal killed animal; 4.01(A) Animal at large; 3(1) Carry on or operate business without a valid and subsisting license.

\*\*\*\* Owner of Stanley was charged with 3.02 unlicensed dog for Voluntary payment.

\*\*\*\* As per Section 7 of the Municipal Government Act, the municipality grants the authority to the Chief Bylaw Officer to deem the dog (Stanley) , a Vicious Dog.

Attachment: ATT 3 - Responding Peace Officer's Notes (Declaration of Vicious Animal)

Case Number

2018-004184



Regional Municipality of Wood Buffalo  
BYLAW SERVICES

## Case Report

Reported by: HUANG, LING

## Incident Types Label

BYLAWS : ANIMAL CONTROL BYLAW : ANIMAL ATTACK/THREATEN/HARAS  
S/CHASE/BITE/KILL/INJURE ANIMAL  
BYLAWS : ANIMAL CONTROL BYLAW : ANIMAL AT LARGE

BYLAWS : BUSINESS LICENSE BYLAW : CARRY ON OR OPERATE BUSINESS  
W/O LICENSE

INCIDENTS : COURT DUTY

BYLAWS : ANIMAL CONTROL BYLAW : VICIOUS ANIMAL SECTION 5

BYLAWS : ANIMAL CONTROL BYLAW : OWNER HAVE UNLICENCED ANIMAL

## Contact

FOIP s. 17(1) (S/BI)  
ECT OF COMPLAINT)  
FOIP s. 17(1) (S/BI)  
ECT OF COMPLAINT)  
FOIP s. 17(1) (S/BI)  
ECT OF COMPLAINT)  
FOIP s. 17(1) (S/BI)  
ECT OF COMPLAINT)  
BRANNAN, KELLIE  
ELIZABETH (OWNER)  
BRANNAN, KELLIE  
ELIZABETH (OWNER)

## Incident Disposition

VIOLATION TICKET  
ISSUED  
VIOLATION TICKET  
ISSUED  
VIOLATION TICKET  
ISSUED  
VIOLATION TICKET  
ISSUED  
OTHER WRITTEN  
NOTICE  
VIOLATION TICKET  
ISSUED

## Report Disposition

OPEN

## Method of Reporting

COMPLAINTS LINE

## Report Recorder

HUANG, LING

## Supervisor On Duty

STEWART, LESLIE

## Incident Occurred Date

2018/06/11 at 1300

## Incident Occurred End Date

2018/06/11 at 1300

## Incident Discovered / Called In

2018/06/11 at 1300

## Location

REGIONAL MUNICIPALITY OF WOOD BUFFALO - FORT  
MCMURRAY : TIMBERLEA - NORTH

## Specific Location

## Report Synopsis/Overview

Dog attack Dog, one dog dead

## Contact # 1 (OWNER)

## Full Name

KELLIE ELIZABETH BRANNAN

## Drivers License

## Province of Issue

AB

## Email Address

## Age

## Date of Birth

## Gender

F

## Height

## Weight

## Eye Color

## Hair Color

## Notes

DOG OWNER OF "STANLEY"

## Addresses

## Prepared By:

HUANG, LING(80396)

## Submitted Date

## Signature

## Reviewed By/Date

Case Number 2018-004184

Street Number	Street Direction	Street Name/PO Box/Legal Land	Street Type	Apt./Suite
[REDACTED]				
City	Province	Postal Code	Country	Address Type
FORT MCMURRAY	AB			

Phones : [REDACTED]  
 (CELL) [REDACTED]

Contact # 2 (COMPLAINANT)

Full Name

[REDACTED]

Notes

[REDACTED] WAS A WITNESS OF THIS INCIDENT, TOO

Phones : [REDACTED]  
 (N/A) [REDACTED]

Contact # 3 (SUBJECT OF COMPLAINT)

Full Name

[REDACTED]

Drivers License

[REDACTED]

Province of Issue

AB

Email Address

Age

[REDACTED]

Date of Birth

[REDACTED]

Gender

F

Addresses

Street Number	Street Direction	Street Name/PO Box/Legal Land	Street Type	Apt./Suite
[REDACTED]				
City	Province	Postal Code	Country	Address Type
FORT MCMURRAY	AB			HOME

Phones : [REDACTED]  
 (CELL) [REDACTED] (HOME) [REDACTED]

Contact # 4 (OWNER)

Full Name

[REDACTED]

Drivers License

[REDACTED]

Province of Issue

AB

Email Address

Age

[REDACTED]

Date of Birth

[REDACTED]

Gender

M

Notes

OWNER OF THE DECEASED SMALL DOG

Addresses

Prepared By:  
 HUANG, LING(80396)

Submitted Date

Signature

Reviewed By/Date

Case Number 2018-004184

Street Number	Street Direction	Street Name/PO Box/Legal Land	Street Type	Apt./Suite
[REDACTED]				
City	Province	Postal Code	Country	Address Type
FORT MCMURRAY	AB	T9K 2R4		

Phones : [REDACTED]  
(N/A) [REDACTED]

Contact # 5 (WITNESS)

Full Name

[REDACTED]

Drivers License

[REDACTED]

Province of Issue

AB

Email Address

Age

[REDACTED]

Date of Birth

[REDACTED]

Gender

F

Height

[REDACTED]

Weight

[REDACTED]

Eye Color

[REDACTED]

Hair Color

[REDACTED]

Notes

[REDACTED]

[REDACTED] WAS A COMPLAINANT OF THIS INCIDENT, TOO

Addresses

Street Number	Street Direction	Street Name/PO Box/Legal Land	Street Type	Apt./Suite
[REDACTED]				
City	Province	Postal Code	Country	Address Type
FORT MCMURRAY	AB	T9K2R4		HOME

Street Number	Street Direction	Street Name/PO Box/Legal Land	Street Type	Apt./Suite
[REDACTED]				
City	Province	Postal Code	Country	Address Type
FORT MCMURRAY	AB	T9K 0N4		

Phones : [REDACTED]  
(HOME) [REDACTED]

Contact # 6 (COMPLAINANT)

Full Name

[REDACTED]

Drivers License

[REDACTED]

Province of Issue

AB

Email Address

Age

[REDACTED]

Date of Birth

[REDACTED]

Gender

F

Notes

DOG OWNER OF THE DECEASED DOG "HATCHY", WIFE OF [REDACTED]

Addresses

Street Number	Street Direction	Street Name/PO Box/Legal Land	Street Type	Apt./Suite
---------------	------------------	-------------------------------	-------------	------------

Prepared By:  
HUANG, LING(80396)

Submitted Date

Signature

Reviewed By/Date



# ANIMAL CONTROL STATEMENT

NAME: [REDACTED] (Please print or type clearly)  
 D.O.B: [REDACTED] (dd/mm/yyyy)  
 ADDRESS: [REDACTED]  
 PHONE#:(h) 719 (c) [REDACTED]  
 DRIVER LICENCE #: [REDACTED] Expiry: [REDACTED] Province: AB

**STATEMENT:** Please include dates, times and exact locations. Explain how you can be sure this is the location and the animal(s) involved. Describe the situation, the animal(s) and person(s). Please attach any pictures or other media pertaining to this event (evidence submitted must be signed with date and time obtained). Please be sure to sign each document in blue ink and as close to the written or typed material as possible.

On June 11<sup>th</sup>, 2018 around 1:30pm in the afternoon, I was sleeping in my room at the address listed above and I was woken to the sound of a woman screaming. The words I heard was "no! no! no!" I quickly jumped out of bed and looked out my window to see what was going on outside. My bedroom window faces my neighbour's front door. As I looked outside, I heard a woman with blonde hair verbalizing "sorry" to my neighbour named [REDACTED]. I saw this woman with her dog, brown in color with a black face. The woman was at the front door apologizing to [REDACTED]. I saw [REDACTED] dog outside her front door. [REDACTED] dog was injured severely. I saw [REDACTED] dog slightly moving as if it was having a seizure while he was attached to his leash which was tied on the side railing of the stairs at their front door. About 20 seconds later the dog had no movement ([REDACTED] dog) I yelled from my window and suggested they call the animal hospital. The blonde woman also told [REDACTED] to call the hospital. I took initiative to call the hospital and then I ran down to tell [REDACTED] I would drive if she wanted to bring her dog. However, before I ran down, the blonde woman said she will be back and she left. [REDACTED] told me that her dog was no longer moving. [REDACTED] was very upset about the situation from my point of view as she was crying. I respected her decision to not seek medical help for her dog as the dog showed no signs of movement. I called bylaw immediately to seek assistance. An officer arrived at [REDACTED] house and I explained what I witnessed.

Date: June 12/2018 (day/month/year)  
12/06/2018

Page 1 of 2



# ANIMAL CONTROL STATEMENT

NAME: [REDACTED] (Please print or type clearly)

D.O.B: [REDACTED] (dd/mm/yyyy)

ADDRESS: [REDACTED] POSTAL CODE: [REDACTED]

PHONE#:(h) [REDACTED] (c) [REDACTED]

DRIVER LICENCE #: [REDACTED] Expiry: [REDACTED] Province: A.B

I want to state that I do not remember if the blonde woman had a leash on her large, brown, dog. I am unsure if she was holding the leash that was connected to KC to the collar or if she was holding her dog by its' collar.

Are you willing to testify in court if necessary?

☒ Yes

☐ No

INITIAL: KC

I HAVE READ THIS STATEMENT CONSISTING OF 2 PAGE(S) AND I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Print Name: [REDACTED]

Signature: [REDACTED]

Date: June 12 / 2018 (day/month/year)

12 / 06 / 2018

Page 2 of 2



# ANIMAL CONTROL STATEMENT

File # 2018-004184 *JP*

NAME: [REDACTED] (Please print or type clearly)  
 D.O.B: [REDACTED] (dd/mm/yyyy)  
 ADDRESS: [REDACTED] POSTAL CODE: [REDACTED]  
 PHONE#:(h) [REDACTED] (c) [REDACTED]  
 DRIVER LICENCE #: [REDACTED] Expiry: 10/01/22 Province: Alberta

Are you willing to testify in court if necessary?

☒ Yes

☐ No

INITIAL: JP

I HAVE READ THIS STATEMENT CONSISTING OF 3 PAGE(S) AND I DECLARE UNDER PENALTY OF PERJURY  
 THAT THE FOREGOING IS TRUE AND CORRECT

Print Name: [REDACTED]

Signature: [REDACTED]

Date: June 12/18 (day/month/year)

Page 1 of 3

www.woodbuffalo.ab.ca



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

Attachment: ATT 4 - Animal Control Witness Statements (Declaration of Vicious Animal)

June 11

- had leash on for clients dog walk (normally)
- he escaped out door and pulled <sup>leash</sup> off
- I ran after him, keeping him in my sight at all times. He ran through alleys, and construction sites.
- I caught up to him but was unable to grab him.
- he saw the little dog on the step and ran for him.
- I ran after him and grabbed his collar as he <sup>approached</sup> little dog. I tried separating them. The owner opened her door and started screaming, neighbor in upstairs window had her phone and was telling call someone. I hauled clients dog away as he dropped little dog.
- I put my clients dog on leash and told them I would be back as soon as this one was home. Owner was crying, I was crying and she screamed go.
- I told neighbor I would be back.
- I called my client on way back and she called animal control and left work.
- called my business partner who met me at clients house. Together we were going to little dogs house. Saw animal control and flagged her down.



- Followed her to little dogs house  
 but said wait here, came back and  
 gave me a statement to fill in and  
 said she would pick it up.

in addition to my statement the  
 dogs name is Gary he is a 8 1/2 lb  
 mixed boxer terrier breed

Our business name is

Home Sweet Home Professional  
 Pet sitting

We are registered, licensed, bonded  
 and insured. I have provided this  
 information to the investigating  
 officer. I have worked with  
 shelters, owners, for almost 8  
 years but started is new to  
 me as of the past months.

Stanley is from a rescue. ~~He~~  
 The owner told me he was afraid.  
 he was always double leashed for  
 our walks, unfortunately yesterday the 2nd  
 leash wasn't on his collar. I ran out the door  
 with only one and pulled it off. I always  
 crossed streets to avoid people and  
 stopped and made him sit. And said  
 leave it. Owner told me his wife never  
 would make him react, as with other  
 dogs. She was walking with him every day  
 so I could go back to change any  
 leashes from yesterday I would. I am  
 sick at what happened and wish it  
 never happened. My heart is broken  
 in regards to this horrible situation

A little more about me.

I have been a pet-sitter, Co-owner of Home Sweet Home, Professional Pet Sitting for 8<sup>years</sup> are registered, licensed, bonded and insured. Our love for all animals is why we started this business. To date the only angry incident we had was the one that happened June 11/18. We love and care for all animals and we always put their safety as number one. You can imagine I am devastated by what happened on June 11/18. I wish I could go back and change the events of that day but sadly I can not. My mind was on a different matter that day and my cell had gone missing and we couldn't reach him. As heard they had found a body as well from the radio. Not to excuse what happened but may find some light. I do not believe Stanley had it out to kill another dog. He passed a return twice that and didn't give him a second look. He was playing Tag with mouse as I could see the joy on his face.

Stanley is always happy, happy as he will try to get out of it. He

is a loving, gentle sweet boy.  
 He loves visitors and his cat Sam.  
 He has never acted aggressively  
 towards me, my children or his  
 cat. When walking I would always  
 cross streets, turn around to see  
 if I saw people or dogs coming. I do  
 this with all my animals as  
 a precaution. I take my horses  
 and the right kind of the animals.  
 I look after my horses very  
 much. I do not know and I never  
 send my dogs to parks. I walk the  
 animals that belong to the family  
 only. I never walk alone. I  
 follow all my laws when walking  
 my dogs.



# ANIMAL CONTROL STATEMENT

NAME: Kellie Brennan (Please print or type clearly)  
 D.O.B: [REDACTED] (dd/mm/yy/iv)  
 ADDRESS: [REDACTED] POSTAL CODE: [REDACTED]  
 PHONE#:(h) [REDACTED] (c) [REDACTED]  
 DRIVER LICENCE [REDACTED] Expiry: 07 Dec 2022 Province: AB

On Monday June 11 @ approx 1pm I received a call from [REDACTED] My dog sister with home sweet home pet sitting. She had stated that Stanley got away from her and attacked another dog. I immediately left work and came into town. On way into town I called bylaw to report incident. Upon talking to donna she was getting ready to take him for a walk and pushed through the door and went running. When donna caught him he had grabbed a small dog

I have owned Stanley since Feb 2018. He was a stray picked up in Fort McMurray not claimed and I adopted through Boxer Rescue Canada. They did thorough interviews and I was successful applicant. [REDACTED]

My dog sister for over 9 years through IFR company. We have a contract and have never had an issue prior. I have owned boxers since 16 years old + have had 8 in that time. Stanley exhibited dog aggression while on leash,

Are you willing to testify in court if necessary?

☒ Yes

No

INITIAL: KB

I HAVE READ THIS STATEMENT CONSISTING OF 2 PAGE(S) AND I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Print Name: Kellie Brennan

Signature: [REDACTED]

Date: 19-June-2018 (day/month/year)

Page 1 of 2



# ANIMAL CONTROL STATEMENT

NAME: Kellie Bronnan (Please print or type clearly)  
 D.O.B: [REDACTED] (dd/mm/yyyy)  
 ADDRESS: [REDACTED] POSTAL CODE: [REDACTED]  
 PHONE#:(h) [REDACTED] (c) [REDACTED]  
 DRIVER LICENCE #: [REDACTED] Expiry: 07 Dec 2022 Province: AB

**STATEMENT:** Please include dates, times and exact locations. Explain how you can be sure this is the location and the animal(s) involved. Describe the situation, the animal(s) and person(s). Please attach any pictures or other media pertaining to this event (evidence submitted must be signed with date and time obtained). Please be sure to sign each document in blue ink and as close to the written or type material as possible.

So he was kept away from other dogs. It has never been given a chance to encounter a dog off leash until further training provided. I have been working with Brad Wiebe of Stubbs Obedience to ensure Stanley is a good member of society. Although leashed on leash, he is fully controllable. When walking and we see another dog, he sits and waits for them to pass. We obviously move out of the way. But fully controllable. It is double leashed every walk, as he is very strong so it's an extra safety feature. Dorian has been following this as well and has had no issues.

Stanley lives with a cat and they are best friends. There is a stray cat that comes into our backyard and he doesn't care. It has never shown aggression to other animals or humans. I don't believe this attack was done out of aggression. He encountered another dog while escaped and did not care.

I fully believe this was an unfortunate <sup>isolated</sup> incident that occurred between 2 dogs that ~~were~~ weren't aggressive

Date: 19-June-2018 (day/month/year)

Page 2 of 2



# ANIMAL CONTROL STATEMENT

NAME: [REDACTED]

(Please print or type clearly)

D.O.B: [REDACTED]

(dd/mm/yyyy)

ADDRESS: [REDACTED]

TAL CODE: [REDACTED]

PHONE#:(h) [REDACTED]

(c) [REDACTED]

DRIVER LICENCE #: [REDACTED]

Expiry: 07/Jun/2023 Province: AB

Statement attached, This sheet plus one (1) more (stapled).

My husband [REDACTED] helped me out with the translation, his initials are included in this statement.  
[REDACTED] (husband)

Are you willing to testify in court if necessary?

☒ Yes

No

INITIAL: [REDACTED]

I HAVE READ THIS STATEMENT CONSISTING OF 21 PAGE(S) AND I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Print Name: [REDACTED]

Signature: [REDACTED]

Date: June 19, 2018 (day/month/year)

Page 1 of 3



Monday, June 11, 2018

*Around 1:00PM I was cleaning up the washroom located on the first floor, then I walked to the kitchen to get a gallon of chlorine when I heard somebody screaming NO NO NO!! then I approached to the door and I could better hear the screaming, as well as my little dog shrieking so I opened the door and I the first I saw was a woman right behind the door on my porch with a big dog, the animal was as big as a pit bull breed brown color, and her dog was attacking our little chihuahua dog. Our dog was in the other's dog mouth getting bitten. The woman was trying to take her dog away from ours but the animal was out of control, he/she was so furious, then I just yelled and cried because I couldn't help my dog, then my 5 years old was coming downstairs and he could also watch the attack and how his little dog died, my son started to cry and scream, then he asked me why the other dog was biting his little dog.*

*The woman said that she was sorry and I told her that I hated her, then I had to leave the door half-opened to avoid that our son kept watching the attack, but the main thing I didn't want to give the change to the animal to attack my son as well, then I looked for the phone and called my husband, and the woman left.*

*Then our neighbor a young girl who lives in the house in front of my house got inside to calm me down, she told me that everything was going to be fine, then she asked me for a blanket to cover the dog, and then she asked me if I wanted to call the bi-law, and I said yes call them please. She asked me if I wanted to drink some water, and I said not. Then I went to look for the blanket but I was so nervous and anxious so I couldn't find it, then she asked me if I saw the attack, and I said yes, afterwards, my neighbor stood on the door waiting for the by-law while I was sitting inside on the stairs with my son.*

*Then the by-law officer arrived around 1:40 PM and saw the dead dog lying on the floor, then my neighbor spoke to the officer and told her that I didn't speak english well and then officer started to ask her questions, then the officer went out to do her job.*

*Then I just remember that my husband arrived a few minutes later.*

FOIP(s.17(1))

June 19, 2018

FOIP(s.17(1))

June 19, 2018



# ANIMAL CONTROL STATEMENT

NAME: \_\_\_\_\_ (Please print or type clearly)  
 D.O.B: \_\_\_\_\_ (dd/mm/yyyy)  
 ADDRESS: \_\_\_\_\_  
 PHONE#:(h) \_\_\_\_\_ (c) \_\_\_\_\_  
 DRIVER LICENCE #: \_\_\_\_\_ Expiry: 27 APR 2022 Province: AB

*Statement attached, This sheet plus two (2) more  
 (stapled)*

Are you willing to testify in court if necessary?

☒ Yes

☐ No

INITIAL: RC

I HAVE READ THIS STATEMENT CONSISTING OF 2+1 PAGE(S) AND I DECLARE UNDER PENALTY OF PERJURY  
 THAT THE FOREGOING IS TRUE AND CORRECT. RC

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: June 19, 2018 (19/06/2018) (day/month/year)

Page 1 of 3



Monday, June 11, 2018

13:04 (as per my phone time)

I was working at Fort Hills when I received a call from my wife. She was screaming and crying so initially I couldn't understand a word because she had a nervous breakdown. The first thing that came to my mind was, *something happened to one of our children*. I asked her about what happened, then she told me that our little dog (chihuahua breed) had been killed by a big dog, she said that a big dog cut our dog's neck, and she asked me to go over there. So, I told her that I was in my way.

13:05

I was just grabbing my belongings when my wife called me again and asked me to calm down and drive safe home. Then I asked her to look for woman that was walking the dog, I asked her to chase her so she didn't flee, but she said that the woman was not there anymore, and she also mentioned to me that she couldn't do it because she was with our 5 years old son and she couldn't leave him because he was also crying because he also saw the dog dying. Then she told me that she had company at home, our neighbor a young girl was with her trying to calm her down, then she asked me to speak with the girl because she also witnessed the dog attack. I spoke then to the girl who asked me if I needed help with calling by-law and I said YES, please call them, and then the call ended.

I just grabbed my belongings and drove towards home

I was on the road when my wife called me again at 13:30 and told me that the dog was dead and that there was nothing we could do for him. Then I spoke to our neighbor again and I asked her if she saw the woman who was walking the dog and she said yes but she didn't look familiar to her, and she confirmed that the woman was not there anymore, I mentioned to her that we needed to find the woman because she was responsible for what her dog did, and she said that everything was so quick and she didn't even think about taking a picture of her so she could be tracked. Then I asked her about what happened. How the attack occurred? How come the woman let her dog to reach our dog if he was on the porch? I told her that there was a fair distance for him to be safe, but then she said that the woman could not control the dog due to he was so strong and big, then I asked her how come she was walking a dog if she was unable to control him? What about if the animal gets crazy and attacks a child? The situation could've been worse. Finally, I thanked her for supporting my wife and told her that I was in my way. Then she passed the phone to my wife who told me that the by-law was there, so we hung up.

I arrived home around 14:00

When I arrived, there was a By-law truck already parked on the parking lot. I parked my truck and then walked towards my house and I saw that there was an officer outside the house who introduce herself and told me that she had to cover the dog with a black plastic bag, the bag was tied to stairs handrail, then she removed the plastic bag and I saw the dead dog with the eyes still open, lying on the floor below the first step of the stairs, still leashed and tied to the stairs handrail. Then I just broke right away and I couldn't even talk, then I asked the officer if I could pick up my dog, and she said that she wanted to take some pictures, and she showed me the teeth marks and gave me an explanation of what she saw, then she let me take the dog and I could see the head had teeth marks, and one of the ears was punched, it

PCJP's 17(1)

June 19, 2018

had a big orifice. I knew right away that it was a big dog, then the officer asked me to hold the dog because she discovered more teeth marks, then she took a few more pictures, then I saw our neighbor inside the house, the door was half-open and she told me that she was sorry. Then the officer removed the leash from the collar, put the dog in a plastic bag, along with the leash, then she put everything in a bag. Then the officer explained me that she needed to take everything for the investigation and that the dog needed an autopsy to find out how he died. Right after we went inside to talk about the situation.

The officer said that she could locate the dog owner and she told us that the woman that was walking the dog was not the owner, and she also mentioned that she was going to issue a ticket to the dog and take the case to the court. Then the officer told me that she needed to ask my wife about what she saw, and she asked me to translate what my wife said because she didn't speak english well.

#### **Observations.**

I spoke to the officer and I mentioned the following:

There is an approximate distance of 3 meters from the walkway to our porch where our dog was. That is fair distance to avoid that any other pet reaches the main door, if the person that was walking the dog would've had full control of him/her, then the incident would've avoided. The attacker stepped on our property and killed our pet. How come a person can walk a dog and has let him/her reach another dog that is at least 2-3 meter of distance?



June 19, 2018



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

July 10, 2018

Sent by: Peace Officer HUANG

Registered Mail ☐

Personal Service ☒

Kellie Elizabeth BRANNAN



### Notice to Declare Vicious Animal

Pursuant to Section 5.02(a) of the Animal Control Bylaw No. 02/031 of the Regional Municipality of Wood Buffalo, you are hereby notified that the Chief Bylaw Officer intends to deem the following animal vicious:

**Stanley, Mastiff Boxer cross, male, 2.5 years old, brown no Municipal License, no micro chip**

This notice is being provided because of the following:

**The animal is being declared vicious as it was at large on June 11, 2018 and entered onto private property at 26-100 St. Laurent Way in Fort McMurray, Alberta. While at large on the private property, Stanley attacked and killed "Hatchy", a six-month-old male Chihuahua, in front of his owners on the door step.**

You have 10 days from receipt of this notice to contact the Chief Bylaw Officer if you wish to make submissions as to why your animal should not be declared vicious. Submissions and/or any exhibits must be made in writing and may be emailed to [monty.hillier@rmwb.ca](mailto:monty.hillier@rmwb.ca) or hand delivered to 140 Sapræ Creek Trail.

Notice will be deemed received 15 days from the date of this notice.

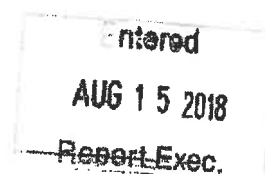
Ling HUANG - 80396

Bylaw Enforcement Officer

Regional Municipality of Wood Buffalo

*2018-07-19 @ 1723. File # 2018-004184*

Encl: Copy of Bylaw File and relevant information



Attachment: ATT 5 - Notice to Declare Animal Vicious (Declaration of Vicious Animal)



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

### Declaration of Vicious Animal

Pursuant to Bylaw No. 02/031, being the Animal Control Bylaw of the Regional Municipality of Wood Buffalo and after considering all information presented, effective August 3, 2018 the following animal is declared vicious:

- Stanley, Mastiff Boxer cross, male, 2.5 years old, brown, no Municipal License, no micro chip

The owner(s) **Kellie Elizabeth BRANNAN** must comply with Section 5 of the Animal Control Bylaw, which sets out the provisions for an animal that has been declared vicious. A copy of the bylaw is enclosed. Some provisions include:

- Owner(s) are required to obtain a vicious animal license within 1 business day (s. 5.12).
- Owner(s) are required to have a licensed veterinarian implant an electronic identification microchip in the animal within 3 days (s. 5.11).
- When on the owner's property, the animal shall be confined indoors and under control (s. 5.04a).
- If the animal is outdoors, it is to be placed in a locked pen or other structure (s. 5.04b).
- When off the owner's property, the animal shall be securely muzzled and harnessed or leashed on a restrictive lead (s. 5.06).
- The owner may not keep more than two animals on the premises at any time (s. 5.07).
- Should the animal die, be sold, gifted or transferred to another person, the owner must notify animal control within 72 hours and is liable for the actions of the animal until formal notification is given (s. 5.08 and 5.09).
- If the animal is running at large the owner must notify animal control (s. 5.10).
- The owner must keep in force a policy of liability insurance. The policy must provide a minimum amount of \$500,000 third party coverage and a provision requiring the insurer to immediately notify the Municipality in writing should the policy expire, be cancelled or terminated (s. 5.15).

Failure to comply with the Vicious Animal provisions of the Animal Control Bylaw may result in enforcement and prosecution pursuant to the Animal Control Bylaw and/or the *Dangerous Dog Act*.

A copy of the Bylaw is enclosed. Should you have any questions on maintaining your vicious animal, contact Animal Control Services at 780-788-4200.

*Jane Bergay*  
Chief Bylaw Officer (designate)

Regional Municipality of Wood Buffalo

Encl: Bylaw No. 02/031

Attachment: ATT 6 - Declaration of Vicious Animal (Declaration of Vicious Animal)



## COUNCIL REPORT

Meeting Date: November 13, 2018

### **Subject: Bylaw No. 18/026 - Land Use Bylaw Amendment - Cannabis Separation Distances**

#### **APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

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

#### **Recommended Motion:**

1. THAT Bylaw No. 18/026, being a Land Use Bylaw amendment specific to Cannabis separation distances, be read a first time.
2. THAT a public hearing for Bylaw No. 18/026 be scheduled to occur on Tuesday, November 27, 2018.

#### **Summary:**

On October 23, 2018, Council passed the following motion:

*That Administration bring back to Council, at the next scheduled Council Meeting, a bylaw for 1<sup>st</sup> reading, to change the minimal separation distance for cannabis retail stores from 150 meters in the urban service area, to 100 meters, additionally, to update the definition of separation distance so that it is measured through a door to door system.*

This report introduces Bylaw No. 18/026 for first reading, which proposes to change the minimum separation distance and its associated definitions. This report also outlines several alternatives that Council may consider.

#### **Background:**

##### **Municipal Regulations:**

On July 9, 2018, Council approved bylaws for regulating cannabis sales, production and consumption in the region. One of the bylaw amendments that was approved was an amendment to the Land Use Bylaw that identified zones (Mixed Use, Commercial and Industrial) where cannabis retail stores could be approved. The Land Use Bylaw amendment also set out a separation distances of 150 meters in the Urban Service Area between Cannabis Retail Stores and other sensitive/incompatible uses such as Schools, Hospitals, Child Care Facilities and Alcohol and Drug Rehabilitation Centers.

In the Rural Service Area and Hamlets, a separation distance of 100 meters from Schools and Parks was approved.

The definition of “separation distance” was also approved, which stated: *“the minimum distance between the property lines of two properties as defined on the plan of subdivision registered with land titles office of Alberta.”*

### Provincial Regulations:

Section 105 (3) under Part 4, Division 1, of the Gaming, Liquor and Cannabis Regulations, approved by the Province of Alberta, is reproduced below:

*“(3) For the purposes of sections 640(7), 642(5) and 687(3) of the Municipal Government Act, a premises described in a cannabis license **may not have any part of an exterior wall** that is located within 100 meters of:*

- (a) a provincial health care facility or **a boundary of the parcel of land** on which the facility is located,*
- (b) a building containing a school or **a boundary of a parcel of land** on which the building is located, or*
- (c) **a boundary of a parcel of land** that is designated as school reserve or municipal and school reserve under the Municipal Government Act.”*

### Cannabis Regulations: A Comparison with Other Cities & Alberta Health Services

The method of measuring the setback using a door-to-door system is different from all other cities in Alberta and reducing the separation distance to 100 meters is relaxed compared to other jurisdictions (Attachment 1). The proposed amendments are also contrary to the setbacks suggested by Alberta Health Services (Attachment 2).

### Bylaw Under Consideration: Separation distance of 100 meters with a definition for Door to Door

Under the proposed bylaw, the separation distance for the Urban Service Area would be defined as *“the minimum distance between door to door of the sites that contains an Elementary School, a Junior High School, a High School, a College, a Hospital, a Child Care Facility or an Alcohol and Drug Rehabilitation Center and a Cannabis Retail Store”*.

In Rural Areas and Hamlets, ‘separation distance’ would be defined as *“the minimum distance between door to door of the sites that contain an Elementary School, a Junior High School, a High School and a Cannabis Retail Store*. In case of a park, this distance shall be *measured from the parcel boundary of the park to the door of Cannabis Retail Store*.

Using the definitions above, a separation distance of 100 meters can be applied. The



effect of this approach, if adopted, is illustrated by the solid black circle on the maps in Attachment 3.

### **Other Alternatives for Consideration:**

Outlined below are several alternatives for amending the 150 meter separation distance and the definition of separation distance. These alternatives may be considered by way of amendments at second reading of the bylaw following the public hearing, should Council pass first reading.

#### **Alternative 1: Separation distance of 150 meters with a definition for Door to Door**

In this alternative, the definitions from the motion above could be used and a separation distance of 150 meters can be applied. The effect of this approach is illustrated by the dashed black circle on the maps in Attachment 3.

**Implication:** By choosing this alternative, Cannabis Retail Stores could be allowed across the street from the sensitive use.

#### **Alternative 2: Separation distance of 100 meters with a definition for Building Boundary to Door**

In this alternative, the separation distance for the Urban Service Area can be defined as *“the minimum distance between the exterior wall of the building that contains an Elementary School, a Junior High School, a High School, a College, a Hospital, a Child Care Facility or an Alcohol and Drug Rehabilitation Center and the closest door providing access to the site that is proposed to have a Cannabis Retail Store.”*

In Rural Areas and Hamlets, ‘separation distance’ can be defined as *“the minimum distance between the exterior wall of the building that contains an Elementary School, a Junior High School, a High School or parcel boundary of a Park and the closest door providing access to the site that is proposed to have a Cannabis Retail Store.”*

Using the definitions above, a separation distance of 100 meters can be applied. The effect of this approach is illustrated by the solid blue circle on the maps in Attachment 3.

**Implication:** By choosing this alternative, Cannabis Retail Stores could be allowed across the street from the sensitive use.

#### **Alternative 3: Separation distance of 150 meters and with a definition for Building Boundary to Door**

In this alternative, the definitions from Alternative 2 above could be used and a separation distance of 150 meters can be applied. The effect of this approach is illustrated by the dashed blue circle on the maps in Attachment 3.

**Implication:** By choosing this alternative, Cannabis Retail Stores could be allowed across the street from the sensitive use.

#### **Alternative 4: Separation distance of 100 meters with a definition for Parcel Boundary to Door**

In this alternative, the separation distance for the Urban Service Area can be defined as *“the minimum distance between the parcel boundary of the site that contains an Elementary School, a Junior High School, a High School, a College, a Hospital, a Child Care Facility or an Alcohol and Drug Rehabilitation Center and the closest door providing access to the site that is proposed to have a Cannabis Retail Store.”*

In Rural Areas and Hamlets, ‘separation distance’ can be defined as *“the minimum distance between the parcel boundary of the site that contains an Elementary School, a Junior High School, a High School or a Park and the closest door providing access to the site that is proposed to have a Cannabis Retail Store.”*

Using the definitions above, a separation distance of 100 meters can be applied. The effect of this approach is illustrated by the solid yellow circle on the maps in Attachment 3.

**Implication:** By choosing this alternative, Cannabis Retail Stores could be allowed across the street from the sensitive use.

#### **Alternative 5: Separation distance of 150 meters with a definition for Parcel Boundary to Door**

In this alternative, the definitions from Alternative 4 above could be used and a separation distance of 150 meters can be applied. The effect of this approach is illustrated by the dashed yellow circle on the maps in Attachment 3.

**Implication:** By choosing this alternative, Cannabis Retail Stores could be allowed across the street from the sensitive use.

#### **Alternative 6: Separation distance of 100 meters with a definition for Parcel Boundary to Parcel Boundary**

In this alternative, the definition for ‘separation distance’ is not required to be changed. However, the current separation distance of 150 meters can be reduced to 100 meters.

This alternative will prohibit Cannabis Retail Stores on parcels that fall partially or wholly within the 100-meter separation distance of the parcel boundary of the sensitive use (represented by the solid yellow circle on maps in Attachment 3).

**Implication:** By choosing this alternative, Cannabis Retail Stores will not be allowed on lots near the sensitive use.

Attachment 4 shows separation distances of 100 meters and 150 meters from building and parcel boundary for sensitive uses in the Fort McMurray Urban Service Area. Attachment 5 shows separation distances of 100 meters from building and parcel boundary for sensitive uses in affected hamlets.

**Budget/Financial Implications:**

It is not anticipated that costs associated with processing new permits would result in increased expenses for the department as the process to assess applications is already established. Conversely, the revenues associated with the processing of permits is also not expected to be significant. The current staff compliment will be able to manage the compliance and enforcement aspect as it relates to cannabis uses and cannabis consumption.

**Rationale for Recommendation:**

The proposed Land Use Bylaw amendment is intended to address Council's motion of October 23, 2018 that directed Administration to bring forward a bylaw for first reading, to change the minimal separation distance for cannabis retail stores from 150 meters in the urban service area, to 100 meters. The proposed amendment also updates the definition of separation distance so that it is measured through a door-to-door system.

**Strategic Priorities:**

Responsible Government  
Downtown Revitalization  
Regional Economic Development

**Attachments:**

- 1. List of Regulations for Different Cities**
- 2. Recommendations from Alberta Health Services**
- 3. Separation Distance Maps for Schools in the Region**
- 4. Maps showing 100 meter and 150 meter Separation Distance from Building and Property Line in Urban Service Area**
- 5. Maps showing 100 meter and 150 meter Separation Distance from Building and Property Line in Hamlets**
- 6. Bylaw No.18/026 - Land Use Bylaw Amendment - Cannabis Separation Distances**

## List of Regulations for Different Cities

No.	Province	City	Distance from	Distance
1	Alberta	Provincial Legislation	Health Care	100m separation distance from hospitals Measured from Parcel Boundary
			Schools	100m separation distance from schools (Measured from Parcel Boundary)
			Recreation Facilities, public parks, etc.	
			Other Cannabis Stores	
			Child Care Facilities	
2	Alberta	RMWB	Health Care	150m (Measured Parcel to Parcel)
			Schools	150m (Measured Parcel to Parcel)
			Recreation Facilities, public parks, etc.	
			Other Cannabis Stores	
			Child Care Facilities	150m (Measured Parcel to Parcel)

No.	Province	City	Distance from	Distance
3	Alberta	Calgary	Health Care Schools	150m from property line of schools
			Recreation Facilities, public parks, etc.	100m from property line from Municipal and School Reserve (Parcel Boundary)
			Other Cannabis Stores	300m
			Child Care Facilities	10m (this is a guideline and not part of the Land Use Bylaw)
4	Alberta	Red Deer	Health Care	300m separation distance from hospital
			Schools	300m separation distance from K- 12. 100m separation distance from post-secondary
			Recreation Facilities, public parks, etc.	
			Other Cannabis Stores	300m separation distance from another

No.	Province	City	Distance from	Distance
5	Alberta	Edmonton		Cannabis Retail Store
			Child Care Facilities	<b>300m</b> separation distance from Child Care Facility
			Health Care	100m separation distance from Provincial Health Care Facility (measured from closest site boundary to closest site boundary)
			Schools	<b>200m</b> separation district from schools (measured from closest site boundary to closest site boundary)
			Recreation Facilities, public parks, etc.	<b>200m</b> from Public Library. 100m from Community Rec Facilities, public lands, municipal/school reserve (measured from closest site boundary to closest site boundary)

No.	Province	City	Distance from	Distance
			Other Cannabis Stores	<b>200m</b> (measured from closest point of the Cannabis Retail to the closest point of any other approved Cannabis Retail)
			Child Care Facilities	
6	Alberta	Grand Prairie	Health Care	100m separation distance from Provincial Health Care Facility. (measured from the parcel boundaries)
			Schools	<b>150m</b> separation distance from Elementary Schools and 300m from High schools. (measured from the parcel boundaries)
			Recreation Facilities, public parks, etc.	
			Other Cannabis Stores	
			Child Care Facilities	



No.	Province	City	Distance from	Distance
7	Alberta	Camrose	Health Care	100m separation distance from Provincial Health Care Facility (measured from closest point on a parcel of the Cannabis Store to closest point of the parcel upon which the other use is located)
			Schools	100m separation distance from schools (measured from closest point on a parcel of the Cannabis Store to closest point of the parcel upon which the other use is located)
			Recreation Facilities, public parks, etc.	
			Other Cannabis Stores	Maximum of 3 Cannabis Retail Stores within a 360m radius (Radius will be measured from any part of the property boundary)
			Child Care Facilities	

No.	Province	City	Distance from	Distance
8	Alberta	Chestermere	Health Care	<b>150m from</b> Provincial Health Care Facility (measured from nearest exterior wall of the retail store to relevant boundary of land on sensitive use)
			Schools	<b>150m from</b> schools (measured from nearest exterior wall of the retail store to relevant boundary of land on sensitive use)
			Recreation Facilities, public parks, etc.	50m from bike park, skateboard park and public library. (nearest exterior wall of the store to the nearest exterior wall of the sensitive land use)
			Other Cannabis Stores	
			Child Care Facilities	50m from Child Care Facilities. (nearest exterior wall of the store to the nearest exterior wall of the sensitive land use)

No.	Province	City	Distance from	Distance
9	Alberta	Cochrane	Health Care	<b>150m from Hospital and emergency medical facilities (measured from exterior wall of proposed Cannabis Retail Store to property line of the parcel of the other use)</b>
			Schools	<b>150m from schools (measured from exterior wall of proposed Cannabis Retail Store to property line of the parcel of the other use)</b>
			Recreation Facilities, public parks, etc.	<b>150m from playground. (measured from exterior wall of proposed Cannabis Retail Store to property line of the parcel of the other use)</b>
			Other Cannabis Stores	
			Child Care Facilities	<b>150m from Child Care Facilities</b>

No.	Province	City	Distance from	Distance
				and Day homes (measured from exterior wall of proposed Cannabis Retail Store to <b>property line of the parcel of the other use)</b>
10	Alberta	Lethbridge	Health Care	100m from Provincial Health Care Facility (measured from exterior wall of Cannabis Store to boundary of parcel of land of the other use)
			Schools	100m from school and school reserve. (measured from exterior wall of Cannabis Store to boundary of parcel of land of the other use)
			Recreation Facilities, public parks, etc.	
			Other Cannabis Stores	
			Child Care Facilities	

No.	Province	City	Distance from	Distance
11	Alberta	Okotoks	Health Care	100m from Health Care Facility (measured from exterior wall of Cannabis Store to parcel containing other use)
			Schools	100m from School (measured from exterior wall of Cannabis Store to parcel containing other use)
			Recreation Facilities, public parks, etc.	
			Other Cannabis Stores	
			Child Care Facilities	
12	Alberta	Medicine Hat	Health Care	100m from Provincial Health Care (measured from parcel to parcel)
			Schools	100m from schools and school reserve. (measured from parcel to parcel)

No.	Province	City	Distance from	Distance
			Recreation Facilities, public parks, etc.	100m from Public Library, Recreation Facility and Municipal Reserve. 25m from Public Playground (measured from parcel to parcel)
			Other Cannabis Stores	
			Child Care Facilities	25m from Day Care Facility (measured from parcel to parcel)
13	Alberta	City of Wetaskiwin	Health Care	100m separation distance from a hospital
			Schools	100m separation distance from schools
			Recreation Facilities, public parks, etc.	100m separation distance from parks, playgrounds, libraries
			Other Cannabis Stores	50m separation distance from other Cannabis Retail Stores

No.	Province	City	Distance from	Distance
			Child Care Facilities	100m separation distance from Child Care Facilities
14	Alberta	Alberta Health Services Recommendation	Health Care	
			Schools	300m
			Recreation Facilities, public parks, etc.	300m
			Other Cannabis Stores	300m - 500m
			Child Care Facilities	300m
15	British Columbia	Vancouver	Health Care	
			Schools	300m separation distance from Schools (measured to the nearest property line of site containing a school)
			Recreation Facilities, public parks, etc.	
			Other Cannabis Stores	300m separation distance from another Cannabis Retail Store (measured to the nearest property line of site containing



No.	Province	City	Distance from	Distance a Cannabis Retail Store)
			Child Care Facilities	
16	British Columbia	Chilliwack	Health Care Schools	300m separation distance from schools
			Recreation Facilities, public parks, etc.	300m separation distance from Community Centre, sports fields and playgrounds
			Other Cannabis Stores	300m separation distance from another Cannabis Retail Store
			Child Care Facilities	
17	British Columbia	Nanaimo	Health Care Schools	150m separation distance from a school (measured from the front door of the Cannabis Retail Store to the <b>property line of the school</b> )
			Recreation Facilities,	

No.	Province	City	Distance from	Distance
			public parks, etc.	
			Other Cannabis Stores	
			Child Care Facilities	150m separation distance from a licensed daycare (measured from the front door of the Cannabis Retail Store to the property line of the daycare)
18	Ontario	London, Ontario	Health Care	
			Schools	500m separation distance for an elementary school or secondary school (measured from property line to property line)
			Recreation Facilities, public parks, etc.	500m separation distance from municipal library, pool, arena, community centre (measured from property line to property line)
			Other Cannabis Stores	
			Child Care Facilities	

No.	Province	City	Distance from	Distance
19	Saskatchewan	Saskatoon	Health Care Schools	60m separation distance from elementary or high school
			Recreation Facilities, public parks, etc.	60m separation distance from community centre, public library
			Other Cannabis Stores	
			Child Care Facilities	60m separation distance from Child Care Facility
	Legend	Distance equal to or higher than RMWB	Distance less than RMWB Standards	No Distance

## AHS Recommendations on Cannabis Regulations for Alberta Municipalities

Prepared on behalf of AHS by: Dr. Gerry Predy, Senior Medical Officer of Health/Senior Medical Director – Population, Public and Indigenous Health

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The following includes information and recommendations that will help municipalities make cannabis policy decisions that promote and protect the health of its citizens. Alberta Health Services (AHS) supports an evidence-informed public health approach (Chief Medical Officers of Health of Canada, 2016) that considers health and social outcomes in the development of municipal cannabis policies and bylaws. Lessons learned from tobacco and alcohol have also been used to inform these positions.

### SUMMARY OF RECOMMENDATIONS

#### Overall

Where evidence is incomplete or inconclusive, AHS is advising that a precautionary approach be taken to minimize unintended consequences. This approach is consistent with the recommendations of Federal Taskforce on the Legalization and Regulation of Cannabis (Government of Canada, 2016).

#### Business Regulation & Retail

- Limit the number of cannabis stores, and implement density and distance controls to prevent stores from clustering, while also keeping buffer zones around well-defined areas where children and youth frequent.
- Consider requirements for cannabis education and community engagement as part of the business licensing approval process.
- Limit hours of operation to limit availability late at night and early morning hours.
- Restrict signage and advertising to minimize visibility to youth.

#### Consumption

- Ban consumption in areas frequented by children.
- Align the cannabis smoking regulations with the *Tobacco and Smoking Reduction Act* and/or with your municipal regulations, whichever is more stringent.
- Ban smoking, vaping and water pipes in public indoor consumption venues.

#### Home growing

- Design a process to ensure households and properties are capable of safely supporting home growing.

#### Multi-Unit Housing:

- Health Canada (2017) has recommended a ban on smoking in multi-unit housing. AHS recognizes that there are potential health risks associated with second-hand smoke within multi-unit housing environments and therefore recommends municipalities consider bylaws that ban smoking in multi-unit housing.

#### Research and Evaluation

- Ensure mechanisms to share data across sectors and levels of government are established, and appropriate indicators are chosen to monitor the impacts of policy implementation on communities.

## DETAILED RECOMMENDATIONS

The following sections provide evidence and additional details for each of the above recommendation areas.

### Overall

Overall, AHS encourages municipalities to proceed with caution for two reasons. First, there is little reliable and conclusive evidence to support what safe cannabis use looks like for individuals and communities. Second, it's easier to prevent future harms, by removing regulations in the future once more knowledge exists, than it is to later add regulation. (Canadian Centre for Substance Abuse, 2015; Chief Medical Officers of Health of Canada, 2016).

Evidence shows commercialization of alcohol and tobacco has resulted in substantial population level morbidity and mortality as well as community level harms. This is of particular importance because adding cannabis use to a community adds multifactorial relationships to already existing social issues, as we know co-use or simultaneous use of cannabis, alcohol and/or tobacco, in some kind of combination is common (Barrett et al. 2006; Canadian Centre for Substance Abuse, 2007; Subbaraman et al. 2015). For example, simultaneous use of alcohol and cannabis has been found to approximately double the odds of impaired driving, social consequences, and harms to self (Subbaraman et al. 2015). According to AHS treatment data, of those using AHS Addiction Services, more than half used cannabis, and of those who use cannabis, 90% have used alcohol and 80% have used tobacco (Alberta Health Services, 2017). Further evidence indicates that legalization of cannabis may have negative impacts related to resource utilization, law enforcement and impaired driving cases, and self-reported cannabis-related risk factors and other substance use (Health Technology Assessment Unit, 2017).

### Business Regulations & Retail Sales

#### *Location and Number of Stores*

Alberta Health Services recommends municipalities strengthen zoning regulations by using a combination of population and geographic based formulas to restrict the number and location of cannabis outlet licenses. In particular AHS recommends that municipalities:

- Limit the number of business licenses issued in the first phases of implementation.
- Implement a 300-500m minimum distance restriction between cannabis retail outlets
- Implement a 300m distance between cannabis stores and schools, daycares and community centers.
- Implement a 100m minimum distance from tobacco and liquor retailers, in addition to a square kilometer density restriction, adjusted for population, at the onset of legalization.
- Note: additional analysis may be needed to ensure that unintended consequences do not negatively impact existing communities (e.g., clustering, social and health harms, vulnerable populations).

Between 1993 (just before privatization) and 2016, there was a 600% increase in the number of liquor stores in Alberta (208 stores in 1993, 1,435 stores in 2016). Privatization has also resulted in drastic product proliferation, with an increase from 2,200 products in 1993 to 23,072 products in 2016 (AGLC, 2016). Without more restrictive cannabis regulations, business owners will demand and industry will deliver a greater variety of cannabis products, likely resulting in an expansion of consumption in communities across Alberta. U.S. researchers predict a doubling of consumption rates over time as a result of legalization, which means an estimated 40 billion more hours of intoxication in the US (Caulkins, 2017). A privatized system without initial restrictive regulation will likely follow similar trends in Alberta, resulting in significant health and social impacts on communities.

Density limits reduce neighbourhood impacts and youth access (Canadian Centre for Substance Abuse, 2015; Freisthler & Gruenewald, 2014). Research on alcohol and tobacco use highlights the need for stronger controls on density and minimum distances (Ammerman et al., 2015; Chen, Gruenewald & Remer, 2009; Livingston, 2011; Popova et al., 2009; Rowland et al., 2016;) For example, the physical availability of medicinal marijuana dispensaries impact current use and increase frequent use (Morrison et al., 2014). Similarly with liquor stores, higher densities are associated with high-risk consumption behaviours—especially among youth, facilitating access and possession by adolescents, as well as increased rates of violence and crime (Ammerman et al., 2015). In addition, U.S. researchers have found that medical cannabis outlets are spatially associated with market potential which points to a form of “environmental injustices in which socially disadvantaged are disproportionately exposed to problems.” Therefore, jurisdictions should ensure that communities with fewer resources (e.g., low income, unincorporated areas) are not burdened with large numbers of stores and prevent clustering among liquor, tobacco and cannabis stores (Morrison et al., 2014). Other US research shows that zoning laws for location are an effective way to prevent overpopulation of cannabis stores in undesirable areas (Thomas & Freisthler, 2016). Summary tables of some US state and city buffer zones can be found in Nementh and Ross (2014).

It is clear that locating cannabis stores away from schools, daycares and community centers is essential to protecting children from the normalization of Cannabis use (Rethinking Access to Marijuana, 2017). Therefore, municipalities should ensure that all provincially recognized types of licensed and approved childcare options are included in their regulations. For example, daycare facilities, account for 39.9% of licensed childcare spaces in the province. Pre-schools, out-of-school programs, family day-homes, innovative child care, and group family child care programs account for the remaining 60% of licensed child care in the province.<sup>2</sup> Through business licensing and zoning, municipalities have the opportunity to protect all childcare spaces by including these locations in local buffer zones. Many preschools and childcare facilities are already located in strip malls or community associations or churches adjacent to liquor outlets (bars or liquor stores). Cannabis stores should not be allowed to be located within a buffer zone of any type of childcare facility or school. AHS also suggests that municipalities include other places that children and youth frequent as part of minimum distance bylaws such as parks, churches, and recreation facilities (Canadian Centre for Substance Abuse, 2015; Rethinking Access to Marijuana, 2017).

### **Business/Development License Application Processes**

AHS suggests that a cannabis education component and community engagement plan be added to the application processes for retail marijuana business licenses. As cannabis legalization is complex, there are many new legal implications, and potential health and community impacts. Potential business owners should demonstrate a base knowledge of cannabis safe use and health harms, as well as the new rules. It is also important to foster a healthy relationship between cannabis retailers and the community with the common goal of healthy community integration. The City of Denver has implemented a community engagement requirement where applicants must list all registered neighborhood organizations whose boundaries encompass the store location and outline their outreach plans. Applicants must also indicate how they plan to create positive impacts in the neighbourhood and implement policies/procedures to address concerns by residents and other businesses (City of Denver, 2017).

Municipalities are encouraged to require applicants to outline proper storage and disposal of chemicals, as well as proper disposal of waste products. In addition, applicants should outline how they will be managing odor control to prevent negative impacts on neighbours.

### **Hours of Operation**

AHS recommends restricting hours of operation as a means to reduce harms to communities (Rethinking Access to Marijuana, 2017). In regards to alcohol-related harm, international evidence on availability indicates that



longer hours of sale significantly increase the amount of alcohol consumed and the rates of alcohol related harms (Griesbrecht et al., 2013). The Centre for Addiction and Mental Health suggests restricting alcohol sales to 9 business hours per day, with limited availability late at night and in the early hours of the morning (D'Amico, Miles & Tucker, 2015). Most regulations in the US legalized states limit hours of operation to 10pm or midnight (California, 2017; Oregon, 2017; State of Colorado, 2017; Washington State Liquor and Cannabis Board, 2017). AHS recommends limiting the number of and late night/early morning hours of operation for cannabis stores (Griesbrecht et al., 2013; Rethinking Access to Marijuana, 2017).

### Advertising and Signage

AHS recommends that municipalities include policy/bylaw considerations to limit advertising to dampen favorable social norms toward cannabis use (D'Amico, Miles & Tucker, 2015). Further, while it is important to implement the principles of Crime Prevention through Environmental Design (i.e., the physical space should be well lit, tidy, include proper parking etc.), the physical appearance should not encourage or engage patrons. A similar policy has been implemented in Denver, Colorado. This approach is supported by a large body of evidence related to alcohol and tobacco. (Joseph, et al., 2015; Hackbarth et al., 2001; Lavack & Toth, 2006; Malone, 2012).

## Consumption

AHS recommends that municipalities align their regulations with the *Tobacco and Smoking Reduction Act*. In addition, municipalities may also want to consider enacting bylaws that consider banning tobacco-like substances such as shisha.

AHS recommends that municipalities implement regulations banning consumption in public places, as well as for public intoxication (see Alberta Liquor and Gaming Act). The rationale for this is two-fold: (i) cannabis is an intoxicating substance and should therefore be treated similarly to alcohol, and (ii) harms related to second and third-hand smoke, especially for children and youth. Second-hand cannabis smoke is more mutagenic and cytotoxic than tobacco smoke, and therefore second-hand inhalation of cannabis should be considered a health risk (Cone et al., 2011; Health Technology Assessment Unit, 2017; Maertens, White, Williams & Yauk, 2013).

Special attention should be directed at banning consumption in areas frequented by children, including: all types of parks (provincial, municipal, athletic parks, baseball, urban, trails/pathways, etc.), playgrounds, school grounds, community centers, sports fields, queues, skateboard parks, amphitheaters, picnic areas and crowded outdoor events where children are present (i.e., all ages music festivals, CFL football games, rodeos, parades, Canada Day celebrations, outdoor festivals, outdoor amusement parks (private), golf courses, zoos, transit and school bus stops, ski hills, outdoor skating rinks or on any municipal owned lands) (Rethinking Access to Marijuana, 2017). Public consumption bans should also be enacted for hospitals (all points of health care, urgent care clinics, clinics, etc.), picnic areas (alcohol limits for outdoor consumption). Currently, consumption of tobacco and tobacco-like products is not permitted on any AHS property.

### Venues for consumption

Until adequate evidence-based rationale can be provided, AHS does not support having specific venues for indoor consumption (smoking, vaping, water pipes) as this would expose people to second-hand smoke, promote renormalization of smoking, reverse some of the progress made with public smoking bans, and present occupational health issues (i.e., second and third hand smoke exposures, and inadvertent intoxication of staff and patrons).

## Home Growing

AHS recommends households interested in personally cultivating cannabis go through a municipal approval process and that owners have access to reference educational materials related but not limited to: mitigating child safety, security, water use, electrical hazards, humidity, and odor concerns. These materials will help ensure the property is capable of safely supporting home growing and help reduce the negative impacts to surrounding properties (Rethinking Access to Marijuana, 2017).

While allowing citizens to grow cannabis plants at home may provide more options for access, there are risks to public health and safety. Further, as Bill 26 currently reads, as it pertains to personal cultivation, municipalities can expect an increase in nuisance complaints. Cannabis is also known to be a water and energy intensive crop, as such; this impacts municipalities in a number of ways (Bauer et al., 2015; Cone et al., 2011; Health Technology Assessment Unit, 2017; Mills, 2012). For example, personal cultivation brings risks related to air quality, ventilation, mold, odors, pests, chemical disposal, indoor herbicide/pesticide use, increased electrical use and fire risk, and accidental consumption. Further, all of these risks are amplified when children are present in the home and/or multi-unit dwelling.

In Colorado, it is estimated that one-third of the total cannabis supply comes from personal cultivation as permitted to medical cannabis users (Canadian Centre on Substance Abuse, 2015). As such, municipalities alongside AHS should anticipate requiring additional resources as a system cost to be able to adequately respond to public health and community nuisance complaints. Furthermore there may be additional municipal human resource needs, as well as an increase in hazards, as it relates to indoor personal cultivation, impacting departments like waste services, fire, police and bylaw services. Finally, additional building codes and safety codes may be required in order to effectively manage and address hazards pertaining to heating, ventilation and air cooling systems, as well as building electrical.

## Multi-Unit Housing

Existing tools for managing the issue of cannabis consumption and personal cultivation in multi-unit housing will likely not be sufficient to manage this issue. It will be important to recognize the negative health effects of second and third-hand smoke and risks related to personal cultivation when considering municipal regulations for multi-unit housing.<sup>1</sup> Other changes that are needed to address both indoor consumption and personal cultivation in multi-unit housing include:

- additional building codes and safety codes to effectively manage and address hazards pertaining to heating, ventilation and air cooling systems, as well as building electrical,
- appropriate language in bylaws as they pertain to alcohol and/or public intoxication.

Health Canada (2017) has recommended a ban on smoking in multi-unit housing. AHS recognizes that there are potential health risks associated with second-hand smoke within multi-unit housing environments and therefore recommends municipalities consider bylaws that ban smoking in multi-unit housing.

Finally, as mentioned above, AHS Environmental Public Health is not currently in a position to effectively respond to the anticipated number of nuisance complaints received if smoking cannabis is allowed in multi-unit housing, both in terms of staffing, as well as in terms of enforcement. AHS encourages municipalities to plan for additional human resources if pre-emptive measures are not considered.



## Additional Considerations

### *Education and Awareness*

Evidence-informed public education and consistent messaging will be critical for promoting and protecting health of citizens. Many areas of education and awareness will be needed including: new/amended bylaws and regulations, home growing rules, and health impacts. As messages are developed it is important that municipalities, along with other stakeholders provide balanced, factual and unsensational messages about cannabis use and its impacts on communities (Canadian Centre on Substance Abuse, 2015).

Public education alone is only effective at creating awareness in a population. Comprehensive, multi-layered strategies that include social normative education, harm reduction, fact based information and targets multiple environments and populations should be used (Chief Medical Officers of Health of Canada, 2016). As municipalities move through this process it is important to note that public education should not be used as a substitute for effective policy development with strong regulations to protect communities from harms.

### *Capacity to Administer and Enforce*

Regulatory frameworks are only successful if there is the capacity to implement them. Other jurisdictions have reported significant human resource needs to administer new regulations. For example, the City of Denver added over 37 FTEs across sectors including administration, health-related issues, public safety, and inspections (Canadian Centre on Substance Abuse, 2015).

### *Research and Evaluation*

Moving forward, Alberta Health Services would like to strengthen their partnerships with municipalities to set up data sharing mechanisms between sectors. A key lesson learned from some US jurisdictions is to ensure mechanisms to share data across sectors are established (i.e., public health, transportation, public safety, seed-to-sale tracking, finance, law enforcement) (Freedman, 2017). This has been shown to help identify problematic trends sooner and more efficiently. Further, AHS encourages municipalities to advocate for provincial legislation to support data sharing and system integration.

Lessons learned from Washington State and Colorado indicate that baseline data was difficult to come by. Therefore, it is recommended that all levels of government and school boards review data collected and wherever possible separate variables that relate to cannabis use from other aggregate level data.<sup>2</sup> Further, monitoring impacts will be important to determine if policy goals are being met and to identify unintended consequences more quickly.

## Notes

<sup>1</sup> (a) Health Canada has recommended a ban on smoking in multi-unit housing. (<https://www.canada.ca/en/health-canada/programs/future-tobacco-control/future-tobacco-control.html>).

(b) Real scenario: Consider a mom with 2 young children in an apartment complex. A neighbour is (legally) smoking pot in their suite. It is coming into her suite and believes it is negatively affecting her and her 2 small children. She is on a limited budget and does not have the resources to move. The landlord tells her that the neighbour is doing nothing wrong and police advise her there is nothing illegal about it. She has read the public health information and knows about the potential harms of cannabis. She then calls the municipality. Municipalities will need to have mechanisms in place to handle the potential increase in cannabis-related calls and mitigation strategies to address the complaints.

<sup>2</sup> Many preschools and childcare facilities are already located in strip malls adjacent to liquor outlets (bars or liquor stores). Cannabis stores should not be allowed to be located within a shopping complex that has any type of childcare facility.

Childcare programs in Alberta as of June 2017

Type	# of regulated spaces	% of spaces	# of programs/locations	% of programs	% of locations
Day care	47,155	39.9%	842	18.8%	33%
Day home	11,773	10.0%	67 agencies with est. 1,962 locations (Based on 6 children per home)	3%	43.8%
Pre-school	17,699	15%	686	27%	15.3%
Out of School	40,817	34.6%	958	37%	21.4%
Innovative childcare program	604	0.5%	22	1%	0.5%
Group family childcare program	40	0.03%	5	0%	0.1%
Total	118,088		4,475		

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## PUBLIC HEALTH PERSPECTIVES ON CANNABIS LEGALIZATION IN ALBERTA

### Written Submission to:

Alberta Cannabis Secretariat

### Submitted on behalf of AHS by:

Dr. Gerry Predy, Senior Medical Officer of Health/Senior Medical Director–Population, Public and Indigenous Health

Date: July 31, 2017

### PUBLIC HEALTH APPROACH

Alberta Health Services (AHS) supports an evidence-based public health approach to the development and implementation of legislation for the legalization and regulation of cannabis in Alberta. This means promoting and protecting the health of Albertans, and considering the impact on the health of our most vulnerable populations.

A public health approach strives to maximize benefits and minimize harms of substances, promote the health of all individuals of a population, decrease inequities, and ensure harms from interventions and legislation are not disproportionate to harms from the substances themselves.<sup>1</sup> The outcome of a public health approach (see Figure 1) shows how health/social harms and supply/demand are related. Harms related to substances are at a maximum when governance and control are at the extremes. Lower harms occur when a public health approach is used.

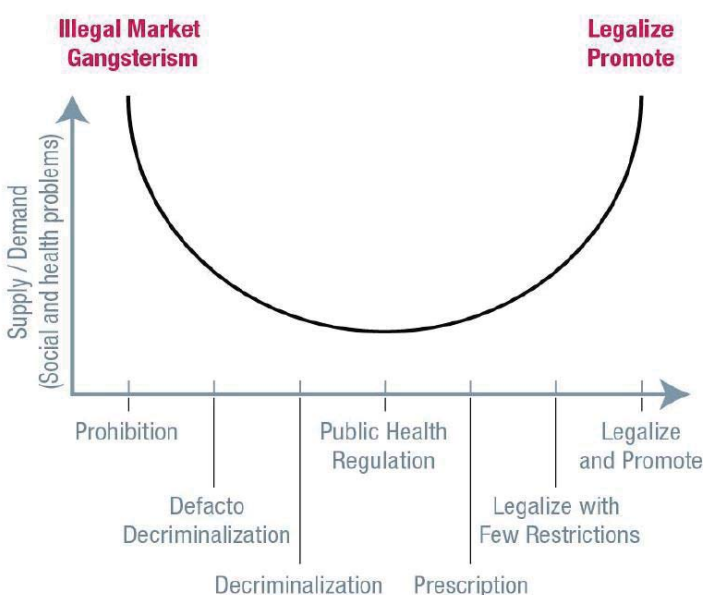


Figure 1. “The Paradox of Prohibition” Marks (1990)<sup>1</sup>

Legalizing cannabis without considering the key elements of a public health approach is likely to result in greater social and health harms. Key considerations when developing policy from a public health lens includes:

- Minimizing harm
  - Consider the risks of cannabis use including the risks of harms to youth, risks associated with patterns of consumption (e.g., frequent use, co-use with alcohol and tobacco, harmful routes of consumption, consumption of concentrated products, increases in proportion of population consuming), and risks to vulnerable populations (e.g., youth, people with mental health problems, pregnant women, socio-economically disadvantaged populations).
- Protecting the health and safety of Albertans
  - Carefully consider evidence related to the public consumption of cannabis, workplace safety, and the scientific and legal issues associated with impaired driving.
- Preventing the likelihood of use and problematic use
  - Ensure early and on-going public education and awareness that seeks to delay use by young people, and prevent normalization.
- Assessing population health outcomes
  - Include baseline understandings of current situation; potential impact of policies and programming; disease, injury and disability surveillance (effects on society).
- Providing services
  - To assist those who are most at risk of developing or have developed substance use issues, expand access to treatment and prevention programs.
  - Consider the ongoing public health costs and ensure that public health programs are adequately resourced to address the risks.
- Addressing the determinants of health and health equity
  - Consider issues of social justice, racism, human rights, spiritual and cultural practices, as well as populations vulnerable to higher risk of cannabis-related harms.
  - Complete a health equity impact assessment to ensure unintended consequences of legalization are minimized.

It is also critical to begin conservatively and establish more restrictive regulations as it is very difficult to tighten regulations once in place. As there is little research on the impact of legalization on health and social outcomes, proceeding cautiously with implementation will help ensure that the promotion and protection of the health and safety of Albertan remains the priority.

As recommended by the Chief Medical Officers of Health of Canada,<sup>1</sup> the overarching goal to this legislation should be to improve and protect health—maximizing benefits, minimizing harms, promoting health, and reducing inequities for individuals, communities and society. This goal needs to be applied at every stage of the policy development process.

## HARMS OF USE

While there is evidence that there is less impact on public health than alcohol and tobacco, cannabis still has significant health risks which include increased risk of some cancers, mental health issues, and



functional changes (e.g., memory loss) as well as social effects such as impaired driving.<sup>2,3,4</sup> These health risks are more prevalent with frequent (daily or near-daily) and early age use. Recent research has reported significant increases in marijuana-related hospitalizations, emergency department visits, and calls to the regional poison center following legalization of marijuana in Colorado.<sup>5</sup> Many reports also identify cannabis use being associated with an increased risk of motor vehicle collisions.<sup>6,7,8</sup>

In addition, there are disproportionate impacts among vulnerable populations that need careful consideration. Lower-risk guidelines for cannabis use should be adopted as outlined by Fischer et al. (2011)<sup>9</sup> focusing on populations that are more vulnerable to poor health outcomes such as youth, those with lower literacy and education, as well as gender specific populations. These lower risk guidelines<sup>10</sup> have been endorsed by the Centre for Addiction and Mental Health, Canadian Public Health Association, Canadian Medical Association, Canadian Society of Addiction Medicine, Council of Chief Medical Officers of Health, and Canadian Centre on Substance Use and Addiction.

Research and evidence related to cannabis-impaired driving, brain development, dependence, mental health, chronic diseases (respiratory and cardiovascular), co-disease, co-occurring other drug use, passive exposure to smoke, among other issues, should also be considered in the development of cannabis legislation and regulation. Some specific evidence includes:

- Brain development – evidence suggests using cannabis in early adolescence can cause adverse effects to the developing brain and are at greater risk for long term cognitive impairments.<sup>11,12,13</sup> While more research is needed in this area, there are reports that early, regular use is associated with higher risk of dependency, higher risk of health harms, and low levels of educational attainment.<sup>14,15,16,17</sup>
- Dependence – The risk of dependency is a concern. It is reported that the global burden of cannabis dependence was 13.1 million people in 2010 (0.20%), and that dependence is greater among males and more common in high-income areas (compared to low-income areas).<sup>18</sup> In addition, researchers in the U.S. indicate that the prevalence of lifetime dependence is approximately 9% among people that had used cannabis at least once.<sup>19</sup>
- Chronic Disease – Consumption of combusted cannabis is associated with respiratory disease such as a chronic cough. Other significant concerns that require further research include chronic obstructive pulmonary disease, asthma and lung cancer. Cannabis consumption, both inhaled and ingested affects the circulatory system, and there is some evidence associating cannabis with heart attacks and strokes.<sup>20</sup>
- Mental health – Research suggests that cannabis users (mostly frequent and high potency use) are at greater risk of developing mental health problems such as psychosis, mania, suicide, depression, psychosis or schizophrenia.<sup>21,22</sup> For example, it is reported that there is a 40-50% higher risk of psychosis for people with a pre-existing vulnerability than non-users.<sup>23</sup>
- Passive exposure – Second-hand cannabis smoke is more mutagenic and cytotoxic than tobacco smoke, and therefore second-hand inhalation of cannabis should be considered a health risk.<sup>24,25,26</sup>
- Driving -- Substantial evidence shows a link between cannabis use and increased risk of motor vehicle collisions.<sup>27,28</sup> More research is needed to understand the association between THC levels and impairment, thus any limits set should be re-evaluated as evidence becomes available. In

addition, concerns about the reliability of current roadside testing technology has been expressed by many organizations and researchers. As such, investment for research related to impairment testing technology should be included in the implementation plan. A public education campaign about the risk of driving after consuming or smoking any cannabis or while impaired will be critical throughout the implementation of this legislation. This will be particularly important for youth, as the Canadian Paediatric Society reports that cannabis-impaired driving is more common than alcohol-impaired driving and youth are less likely to recognize driving after consuming cannabis as a risk.<sup>29</sup>

## HEALTH PROTECTION AND PREVENTION

**Age of use.** Researchers and public health organizations are in agreement—there is no safe age for using cannabis. Delaying use is one of the best ways to reduce the risk of harm to the developing brain. Scientifically-based minimum age recommendations are generally early-to-mid-20's but also recognize that a public health approach includes consideration for balancing many variables related to enforcement, the illicit market and public acceptance. Some public health organizations recommend the minimum age be set at 21 and others recommend bringing alcohol, tobacco and cannabis in alignment. Experience with tobacco has shown that there is a higher impact on initiation by persons under 15 and age 15-17 when setting the minimum age of purchase and possession at 21 versus 19 (Institute of Medicine in US). With the U.S. states who have legalized cannabis, all have chosen age 21 for cannabis minimum age and three states and over 230 cities/counties have implemented age 21 for tobacco. Cannabis legalization represents an opportunity for Alberta to consider raising the tobacco and alcohol minimum age.

**Packaging/labelling.** Plain, standardized and child-proof packaging is recommended to decrease the appeal to young people and avoid marketing tactics that make cannabis use attractive. Labelling should include health warnings and clearly defined single serving/dose information.

**Marketing and promotion.** Evidence has shown that advertising has a significant impact on youth health risk behaviours,<sup>30</sup> therefore promotion of cannabis use should be banned. Restrictions for marketing and promotion should follow the Alberta Tobacco and Smoking Reduction Act, with further consideration added such as movies, video games, online market, social marketing and other media accessible to and popular with youth. It is also important to note that language to describe cannabis can have a marketing affect. Therefore, as noted by the Chief Medical Officers of Health of Canada, the term “recreational” should not be used as this infers that cannabis use is fun. A more appropriate term is “non-medical.”

**Distribution and retail.** A government controlled system of distribution and retail would be most effective to ensure that public health goals (not profit) are the primary consideration for policy development. Taxation and other price controls should be appropriate to limit consumption and offset the illegal market. Tax revenues should be directed to support services impacted by legalizations including health, public safety, addictions and mental health services, prevention, and public



education. Co-location with alcohol or tobacco is not recommended and retail outlets should be non-promoting. Limits to density and location of retail stores is essential, including proximity to schools, community centres, residential neighbourhoods, youth facilities and childcare centres. While online and home delivery may be suitable for medical cannabis, there are many regulatory challenges and risks to public health for non-medical cannabis. Finally, training and education programs should be developed to ensure well-trained and knowledgeable staff. AHS is a key partner to help lead the development of this training.

**Public consumption.** The research regarding negative harms due to passive exposure of smoke is clear.<sup>31,32,33</sup> Passive exposure to cannabis smoke can result in a positive test for cannabis and sometimes causes intoxication. Therefore, public smoking and vaping should not be permitted.<sup>34</sup> It is recommended that regulations similar to the Tobacco and Smoking Reduction Act, which includes a ban on water pipe smoking in establishments and e-cigarette use in public areas. This also suggests banning cannabis lounges/cafes as these facilities would expose people to second-hand smoke, promote renormalizing smoking, present occupational health issues, and reverse some of the progress made with public smoking bans. Additional considerations to protect public health include exploring policy options to address smoke-free multi-unit housing.

**Public education.** Evidence-informed public education is critical to promoting and protecting the health and wellbeing of Albertans. The potential, particularly for youth, to hear “mixed messages” about cannabis use requires the development, implementation and evaluation of a more nuanced set of health promotion and harm prevention messages and interventions to support people in their decision-making around cannabis use.<sup>35</sup> Alberta Health Services can play a major role in public education, applying its significant experience in developing and implementing education and awareness campaigns. It will be critical to work with partner organizations and audiences particularly youth and those who are current users of cannabis to implement evidence-informed health promotion messaging that includes (but not limited to): delay of use, effects of use/co-use, long-term impact, reliable information sources, harm reduction, edible versus smoking effects, pregnancy and effects on fetus, medical and non-medical cannabis differences, workplace safety, impaired driving, culturally appropriate messaging, health impacts and youth-focused messaging.

**Addiction and treatment services.** Strengthening treatment services for people with substance use issues and mental health disorders will be necessary as these treatment systems are already under resourced which in turn have significant health and social consequences. For example, the Alberta Mental Health Review in 2015 reported that almost half of Albertans said that at least one of their needs was not met when they attempted to get assistance for addiction and mental health issues.<sup>36</sup> It is anticipated that there will be an increase in demand to address problematic cannabis use and for that reason investments in evidence-based interventions will be needed.<sup>37,38</sup> It will also be necessary for those who use cannabis for medical purposes to have access to accurate, reliable information such as indicators, adverse effects, methods of use and risk reduction.

## ASSESSMENT, SURVEILLANCE AND RESEARCH

Currently, reliable cannabis-related research and evidence is limited. Therefore, dedicated funding and resources will be needed to ensure proper monitoring and surveillance, and improve the body of research and evidence related to cannabis use and the impact of legalization.<sup>39</sup>

While there have been several other jurisdictions who have recently implemented legislation to legalize cannabis, many have faced significant challenges in implementing effective evaluation programs. Lessons learned from these jurisdictions will be critical to determining baseline measures and selecting indicators for ongoing surveillance.<sup>40</sup> A consistent approach, working across all provinces and territories, is central to measuring impact and providing comparable data.<sup>41,42</sup> In Canada, there have already been some efforts to establish this coordinated approach including Health Canada's Annual Cannabis Use survey and Canadian Institutes for Health Research's (CIHR) catalysts grants. Not only is this national view important, but a provincial collaborative approach is needed. This would require a coordinating body to ensure municipal, provincial and federal research and evaluation efforts are well-coordinated.

## OTHER RECOMMENDED REPORTS/POSITIONS

It is highly recommended that the Alberta government considers the information and recommendations from the following:

- Chief Medical Officers of Health of Canada & Urban Public Health Network (2016)  
<http://uphn.ca/wp-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-Sept-26-2016.pdf>
- Toronto Medical Officer of Health (2017)  
<http://www.toronto.ca/legdocs/mmis/2017/hl/bgrd/backgroundfile-104495.pdf>
- Canadian Public Health Association (2016)  
[https://www.cpha.ca/sites/default/files/assets/policy/cannabis\\_submission\\_e.pdf](https://www.cpha.ca/sites/default/files/assets/policy/cannabis_submission_e.pdf)
- Centre for Addiction and Mental Health (2014)  
[https://www.camh.ca/en/hospital/about\\_camh/influencing\\_public\\_policy/documents/camhcanabispolicyframework.pdf](https://www.camh.ca/en/hospital/about_camh/influencing_public_policy/documents/camhcanabispolicyframework.pdf)
- Canadian Centre for Substance Use and Addiction
  - <http://www.ccsa.ca/Resource%20Library/CCSA-Non-Therapeutic-Marijuana-Policy-Brief-2014-en.pdf>
  - <http://www.ccsa.ca/Resource%20Library/CCSA-Cannabis-Regulation-Lessons-Learned-Report-2015-en.pdf>
  - <http://www.ccsa.ca/Resource%20Library/CCSA-National-Research-Agenda-Non-Medical-Cannabis-Use-Summary-2017-en.pdf>
- Ontario Public Health Association  
<http://www.opha.on.ca/getmedia/6b05a6bc-bac2-4c92-af18-62b91a003b1b/The-Public-Health-Implications-of-the-Legalization-of-Recreational-Cannabis.pdf.aspx?ext=.pdf>
- Canadian Paediatric Society  
<http://www.cps.ca/en/documents/position/cannabis-children-and-youth>

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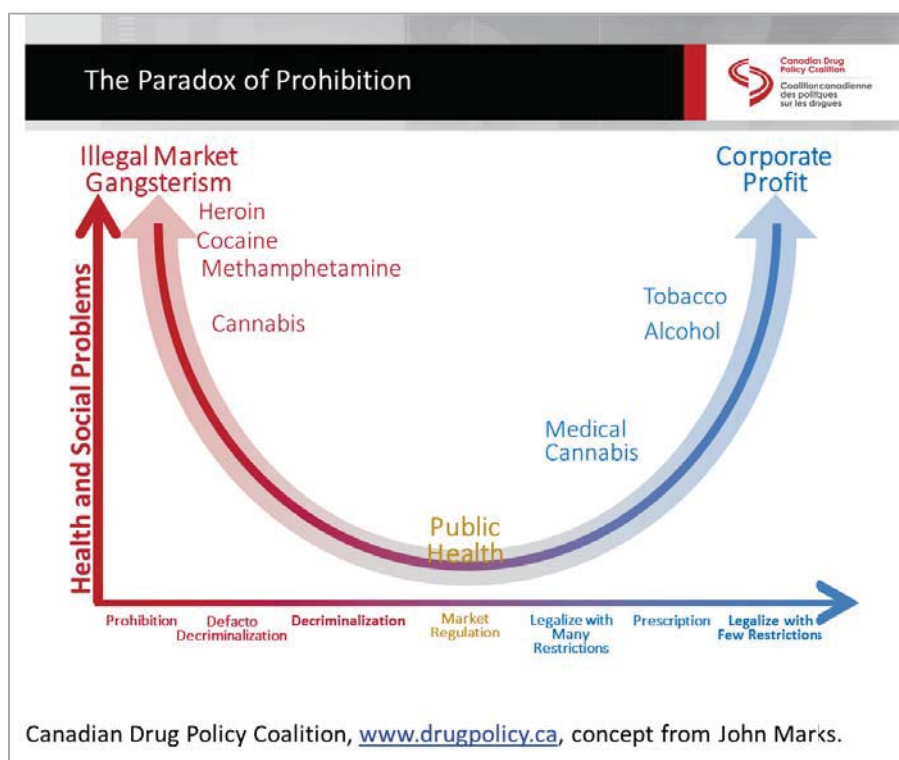
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## A Public Health Approach<sup>1</sup> to Cannabis Legalization

A public health approach strives to maximize benefits and minimize harms of substances, promote the health of all individuals of a population, decrease inequities, and ensure harms from interventions and legislation are not disproportionate to harms from the substances themselves.

A public health lens to cannabis legalization also involves taking a precautionary approach to minimize unintended consequences. This precautionary approach helps minimize unintended consequences, especially when evidence is incomplete and/or inconclusive. In addition, it is easier to prevent future harms, by removing regulations in the future once more knowledge exists, than it is to later add regulation.<sup>1</sup>



- The outcome of a public health approach shows how health/social harms and supply/demand are related.
- Harms related to substances are at a maximum when governance and control are at the extremes. Note that harms are similar to prohibition if commercialization/privatization is at the extreme.
- Lower health and social harms occur when a public health approach is used. (Note: the curve doesn't go to zero—there are always problems associated with substance use, but they can be minimized).
- Legalizing cannabis without considering the key elements of a public health approach may result in greater social and health harms.

Key considerations when developing policy from a public health lens includes:

- Minimizing harms
- Protecting health and safety of citizens
- Preventing the likelihood of use and problematic use
- Assessing population health outcomes
- Providing services
- Addressing the determinants of health and health equity

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## ADDITIONAL RESOURCES:

- Alberta Health Services – Public Health Perspectives on Cannabis  
[https://drive.google.com/drive/folders/0B6lL8pRONuu\\_UDB6WTBnU2lNRmc](https://drive.google.com/drive/folders/0B6lL8pRONuu_UDB6WTBnU2lNRmc)
- Chief Medical Officers of Health of Canada & Urban Public Health Network (2016) <http://uphn.ca/wp-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-Sept-26-2016.pdf>
- University of Calgary Evidence Series  
<https://open.alberta.ca/dataset/0239e5c2-5b48-4e93-9bcc-77f72f7bdc5e/resource/021d8f84-5d8b-4e21-b0bb-81340d407944/download/AHTDP-Cannabis-Evidence-Series-2017.pdf>
- The Federation of Canadian Municipalities  
[https://fcm.ca/Documents/issues/Cannabis\\_Legislation\\_Primer\\_EN.pdf](https://fcm.ca/Documents/issues/Cannabis_Legislation_Primer_EN.pdf)
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  - [https://www.camh.ca/en/research/news\\_and\\_publications/reports\\_and\\_books/Documents/Provincial%20alcohol%20reports/Provincial%20Summary\\_%20AB.pdf](https://www.camh.ca/en/research/news_and_publications/reports_and_books/Documents/Provincial%20alcohol%20reports/Provincial%20Summary_%20AB.pdf)
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  - <http://www.ccsa.ca/Resource%20Library/CCSA-Non-Therapeutic-Marijuana-Policy-Brief-2014-en.pdf>
  - <http://www.ccsa.ca/Resource%20Library/CCSA-Cannabis-Regulation-Lessons-Learned-Report-2015-en.pdf>
  - <http://www.ccsa.ca/Resource%20Library/CCSA-National-Research-Agenda-Non-Medical-Cannabis-Use-Summary-2017-en.pdf>
- Canadian Paediatric Society: <http://www.cps.ca/en/documents/position/cannabis-children-and-youth>
- Canada's Lower-Risk Cannabis Use Guidelines  
[http://www.camh.ca/en/research/news\\_and\\_publications/reports\\_and\\_books/Documents/LRCUG.KT.PublicBrochure.15June2017.pdf](http://www.camh.ca/en/research/news_and_publications/reports_and_books/Documents/LRCUG.KT.PublicBrochure.15June2017.pdf)
- Drug Free Kids Canada  
<https://www.drugfreekidscanada.org/>
- AHS Medicinal Marijuana Series  
<https://www.youtube.com/playlist?list=PL4H2py77UNuXVGFm2qbl288PDA4LcJg9z>
- Government of Alberta & Government of Canada
  - <https://www.alberta.ca/cannabis-legalization.aspx>
  - <https://www.canada.ca/en/services/health/campaigns/legalizing-strictly-regulating-cannabis-facts.html>
- Rethinking Access to Marijuana  
[http://www.lacountyram.org/uploads/1/0/4/0/10409636/ram\\_cb\\_inlayout4.pdf](http://www.lacountyram.org/uploads/1/0/4/0/10409636/ram_cb_inlayout4.pdf)
- Canadian Medical Association Journal: <http://cmajopen.ca/content/5/4/E814.full>

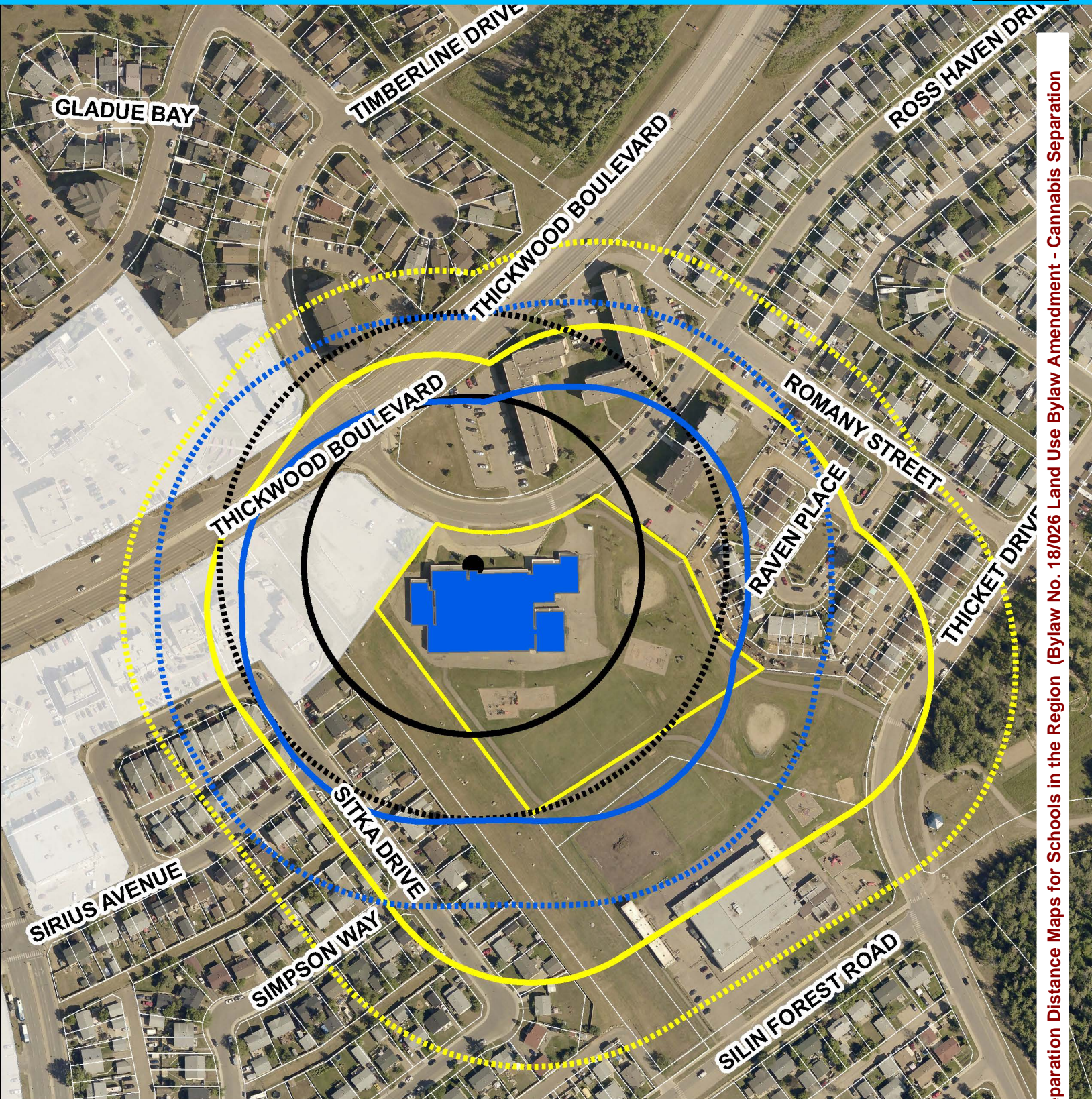
Key Contact:

Michelle Kilborn, PhD

AHS Cannabis Project Coordinator









Email: [michelle.kilborn@ahs.ca](mailto:michelle.kilborn@ahs.ca) / Phone: 780-342-0294





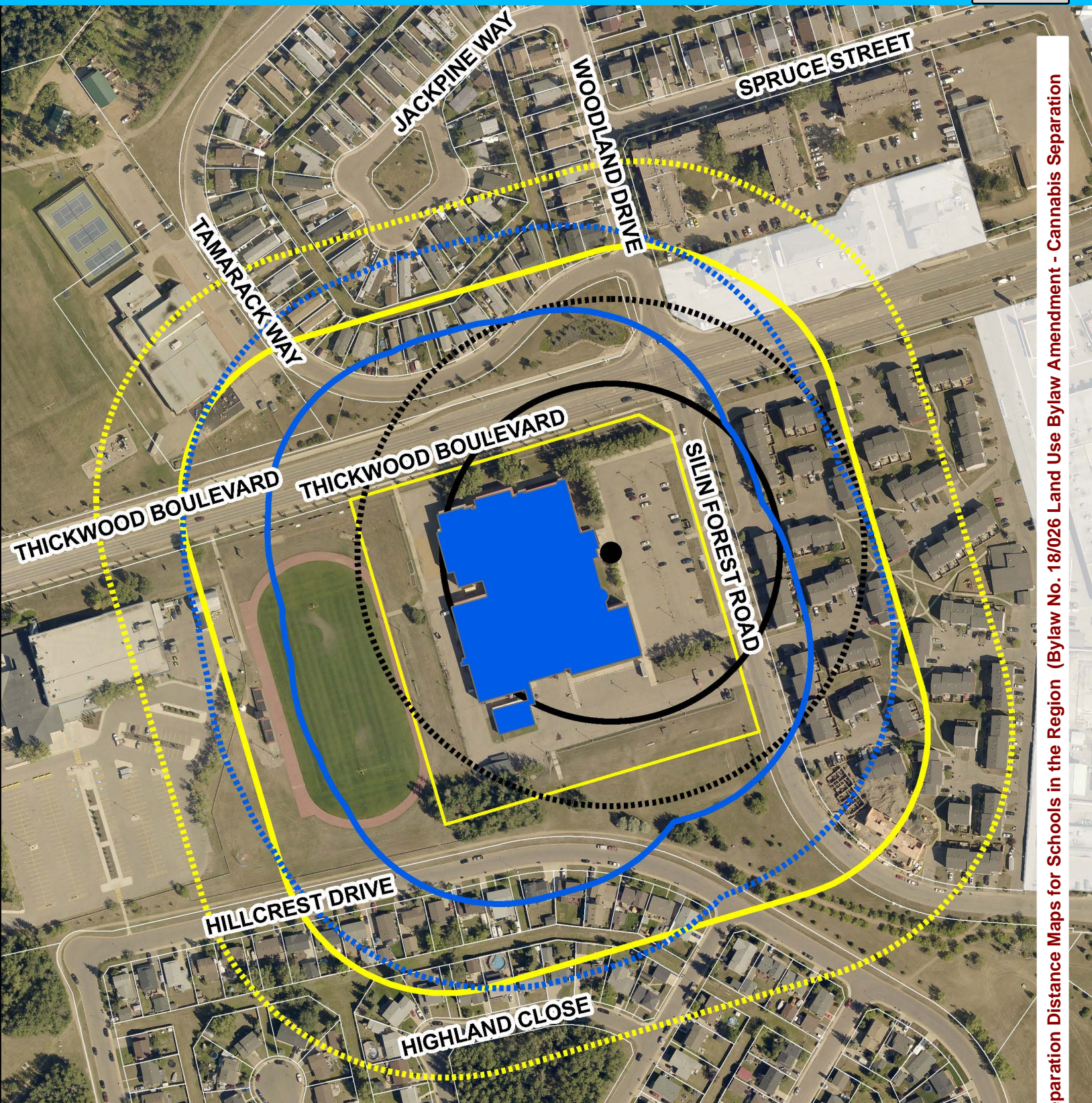
# St Pauls Elementary School - Thickwood

## Legend

-  100m From Front Door (Option 1 in report)
-  150m From Front Door (Option 2 in report)
-  Front Door
-  100m From Building (Option 3 in report)
-  150m From Building (Option 4 in report)
-  Building Outline
-  100m From Property Line (Option 5 in report)
-  150m From Property Line (Option 6 in report)
-  Property Line












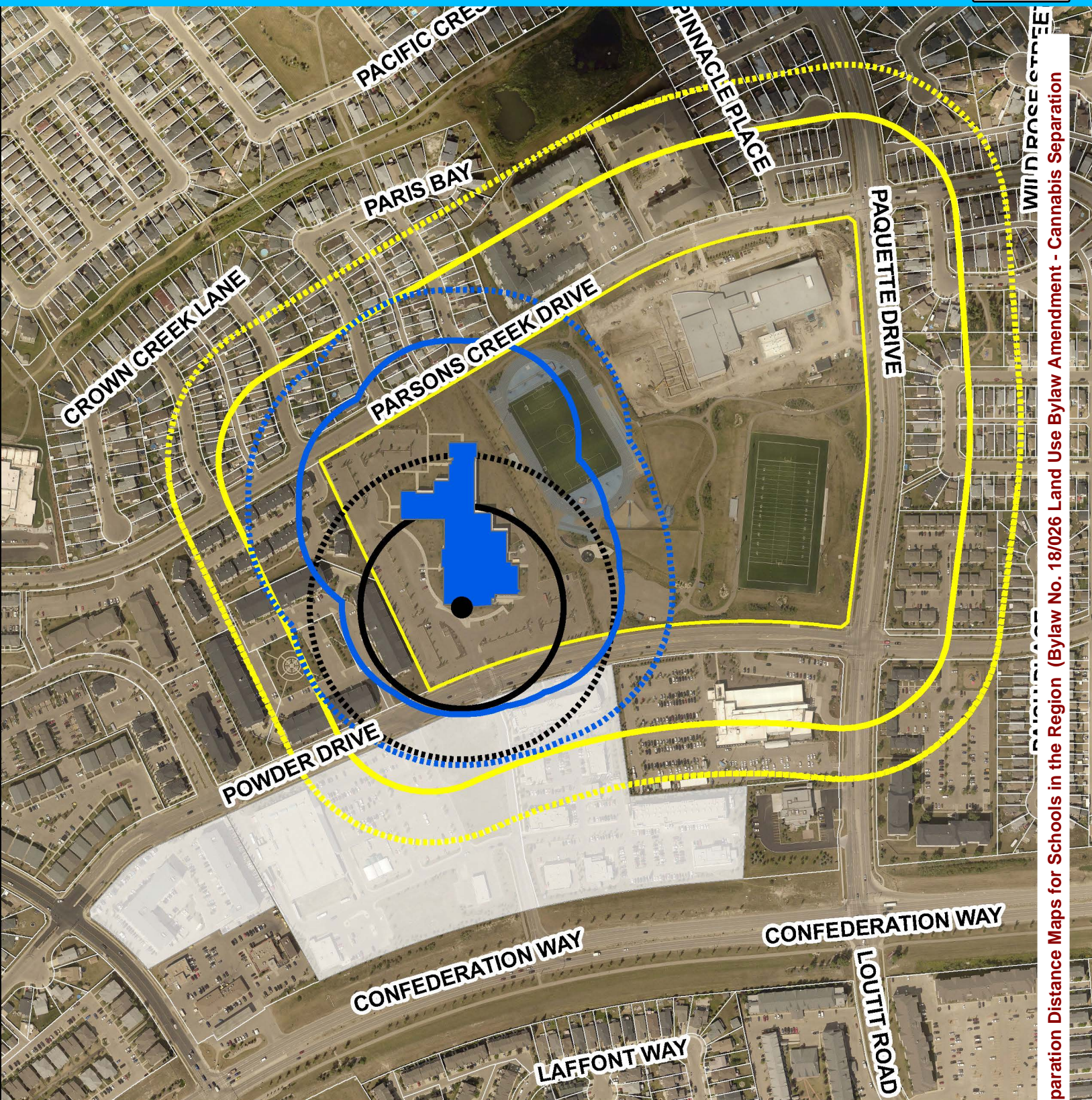
# **Father Patrick Mercredi High School - Thickwood**

## **Legend**

-  100m From Front Door (Option 1 in report)
-  150m From Front Door (Option 2 in report)
-  Front Door
-  100m From Building (Option 3 in report)
-  150m From Building (Option 4 in report)
-  Building Outline
-  100m From Property Line (Option 5 in report)
-  150m From Property Line (Option 6 in report)
-  Property Line
















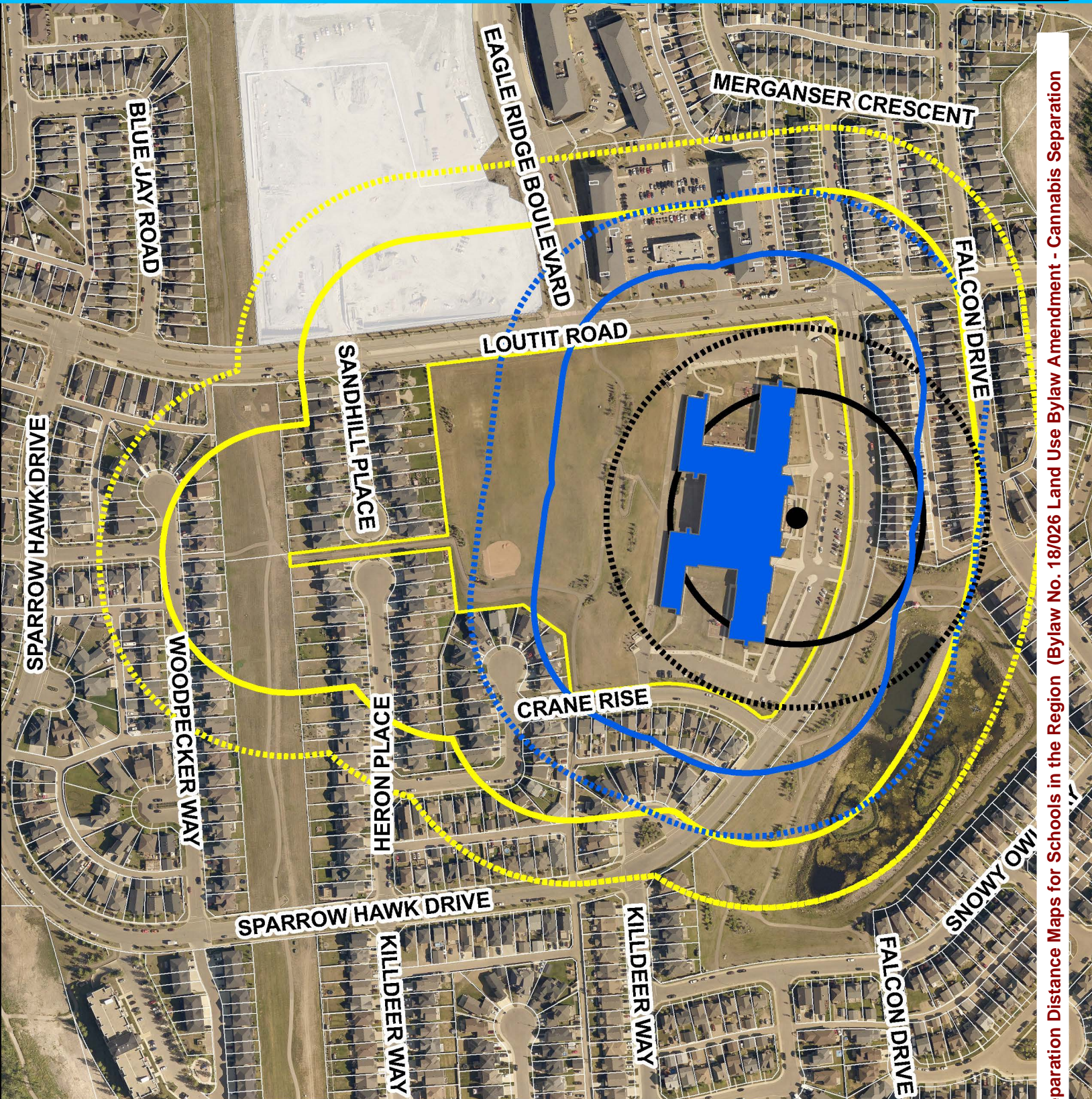
## Holy Trinity High School - Timberlea

### Legend

-  100m From Front Door (Option 1 in report)
-  150m From Front Door (Option 2 in report)
-  Front Door
-  100m From Building (Option 3 in report)
-  150m From Building (Option 4 in report)
-  Building Outline
-  100m From Property Line (Option 5 in report)
-  150m From Property Line (Option 6 in report)
-  Property Line







# Walter and Gladys Hill Elementary School - Timberlea

## Legend

	100m From Front Door	(Option 1 in report)
	150m From Front Door	(Option 2 in report)
	Front Door	
	100m From Building	(Option 3 in report)
	150m From Building	(Option 4 in report)
	Building Outline	
	100m From Property Line	(Option 5 in report)
	150m From Property Line	(Option 6 in report)
	Property Line	



\*Land Use Districts where Cannabis Retail may be permitted shown in white



# SUBJECT AREA MAP Fort McMurray North

## Attachment 4 Map 1

### Zoning

	BI - Business Industrial
	C3 - Shopping Centre Commercial
	C3A - Timberlea Shopping Centre Commercial
	C4 - Highway Commercial
	DC - Direct Control
	MDD - Mixed Development District
	MSD - Main Street District
	WD - Waterfront District

- 100m Buffer from buildings
- 100m Buffer from survey parcels
- 150m Buffer from buildings
- 150m Buffer-existing

- |                        |                   |                  |           |
|------------------------|-------------------|------------------|-----------|
| Child Care Centres     | Community Centres | House Of Worship | SprayPark |
| Education Institutions | Playground        | Park             |           |
| Hospital               | Skatepark         |                  |           |

1 cm = 330 meters



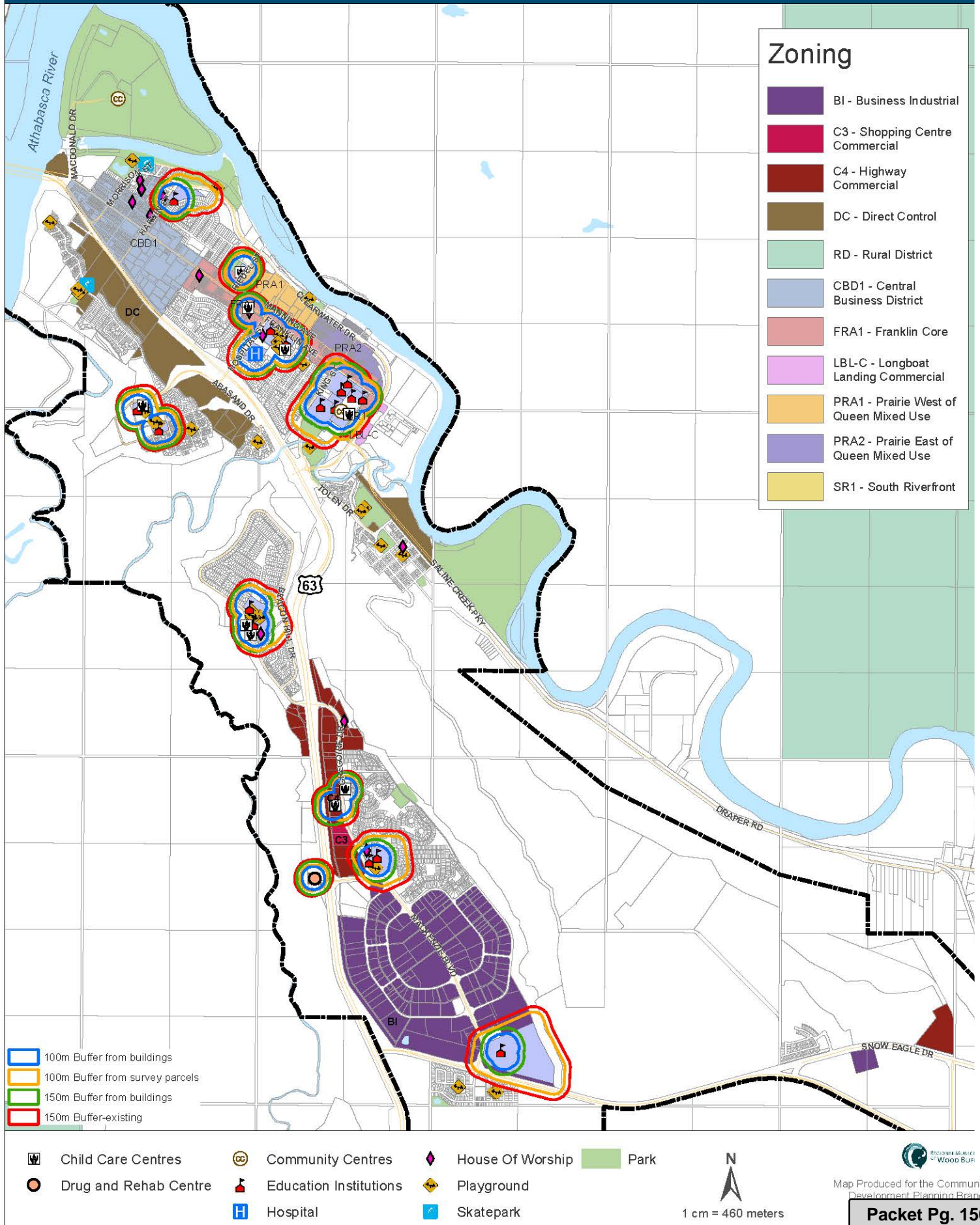
Map Produced for the Community  
Development Planning Branch

Packet Pg. 149



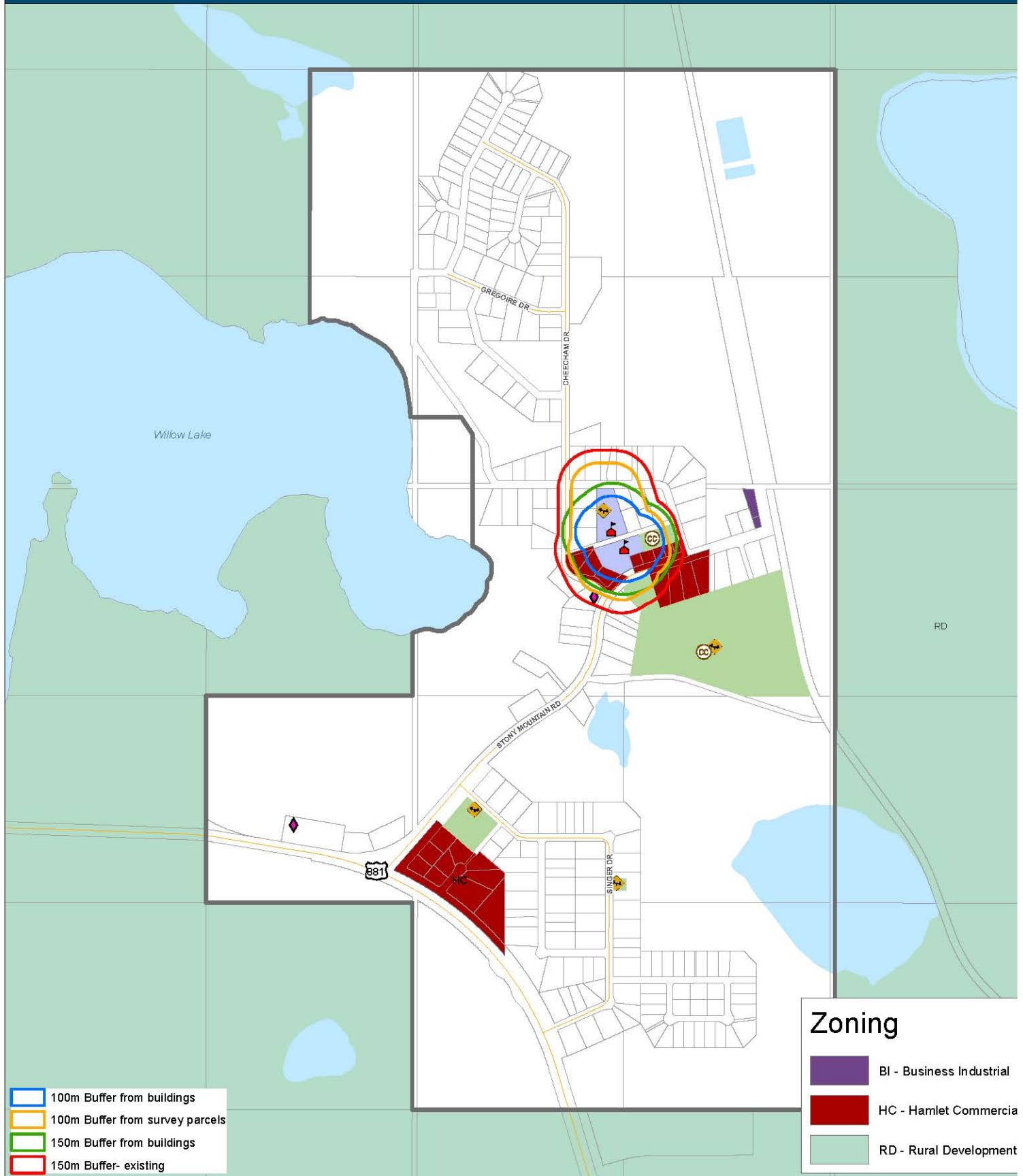
# SUBJECT AREA MAP Fort McMurray South

## Attachment 4 Map



# SUBJECT AREA MAP ANZAC

## Attachment 5 Map 1



- 100m Buffer from buildings
- 100m Buffer from survey parcels
- 150m Buffer from buildings
- 150m Buffer- existing

- CC Community Centres
- P Playground
- ▲ Education Institutions
- P Park
- ◆ House Of Worship

### Zoning

- BI - Business Industrial
- HC - Hamlet Commercial
- RD - Rural Development

N  
1 cm = 200 meters



Map Produced for the Community  
Development Planning Branch

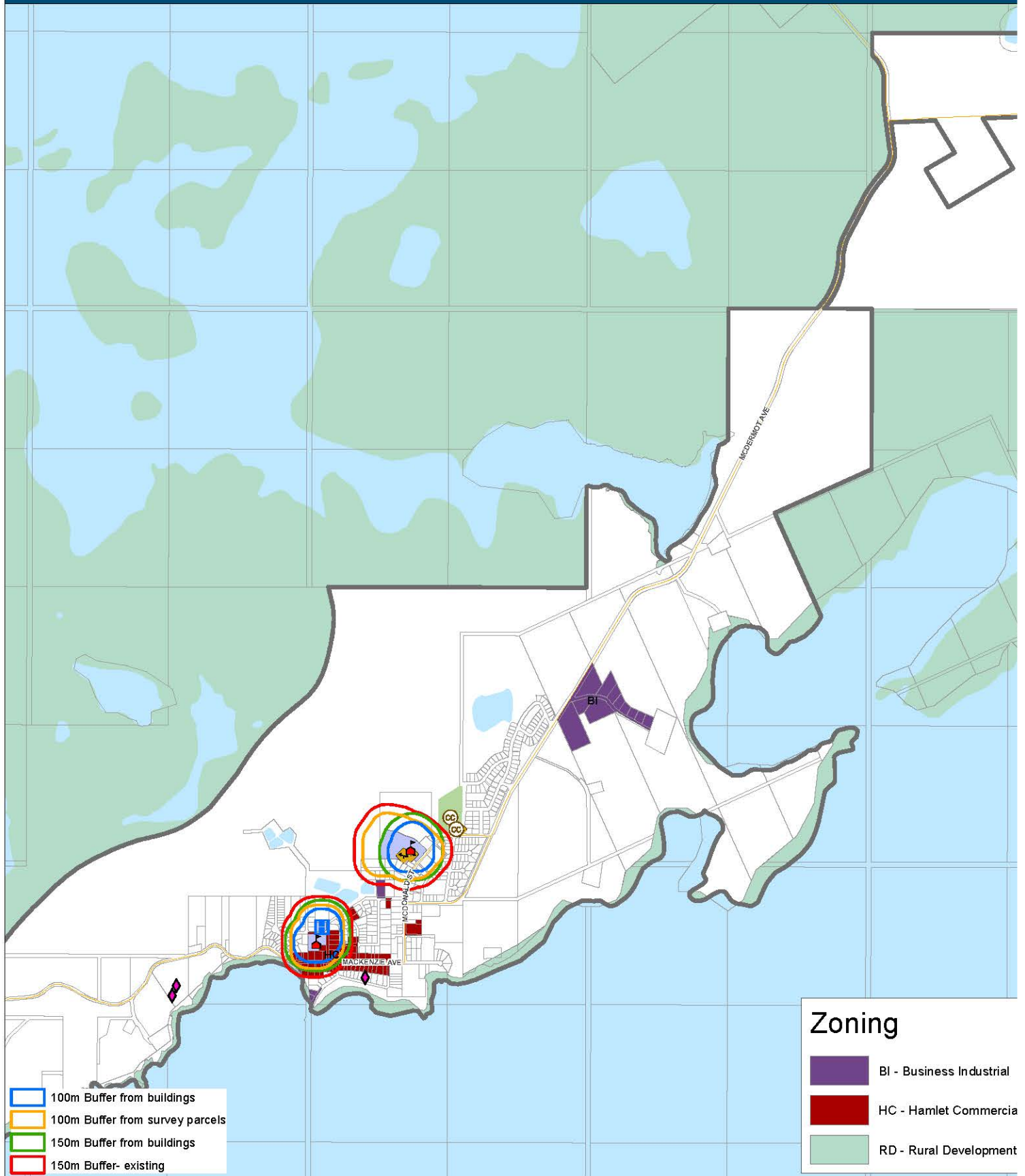
**Packet Pg. 151**

Attachment: 5. Maps showing 100 meter and 150 meter Separation Distance from Building and Property Line in Hamlets (Bylaw No. 18/026 Land



# SUBJECT AREA MAP FORT CHIPEWYAN

## Attachment 5 Map 2



- Community Centres
- Education Institutions
- House Of Worship
- Playground
- Park

N  
1 cm = 300 meters



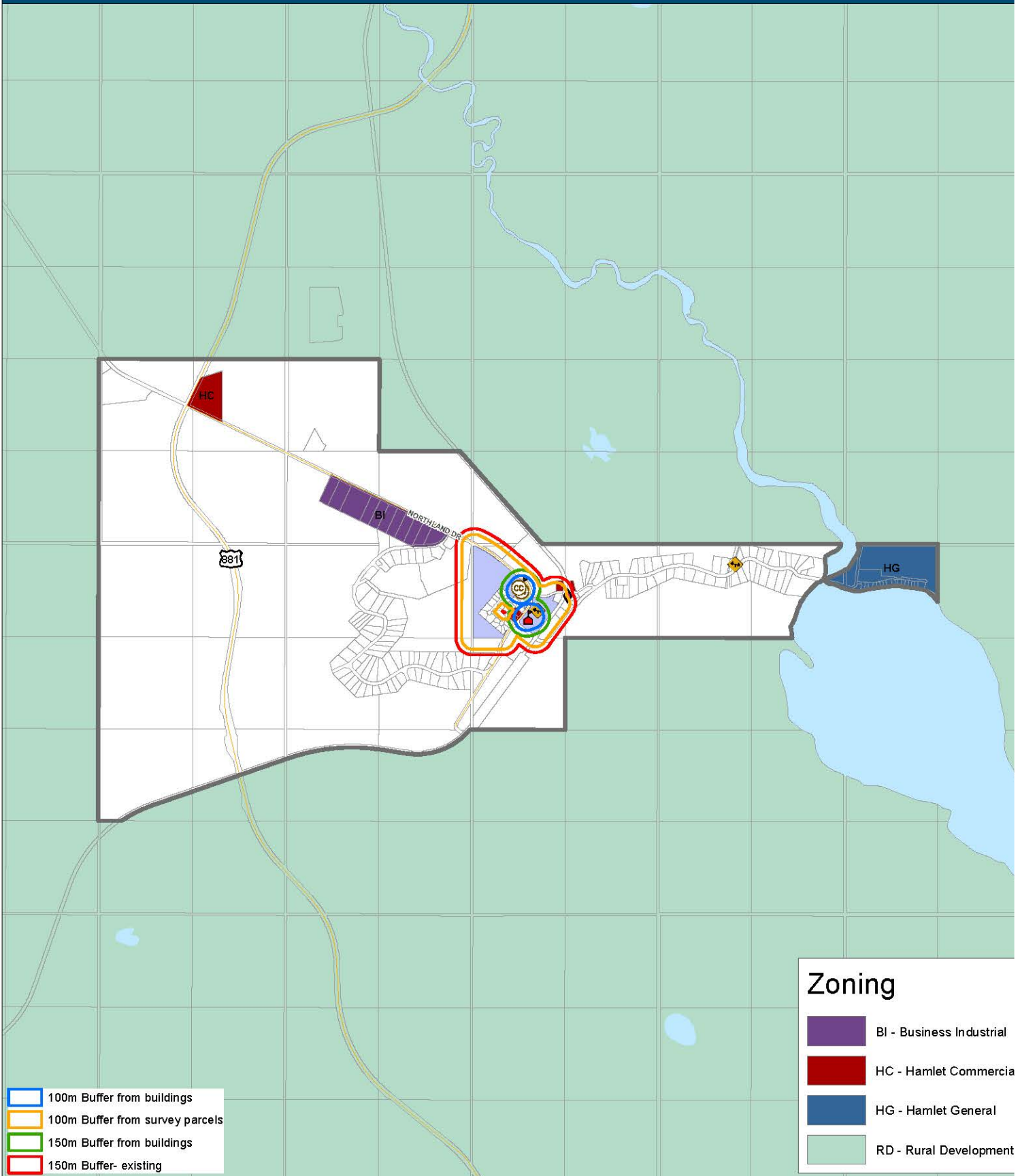
Map Produced for the Community  
Development Planning Branch

Packet Pg. 152

Attachment: 5. Maps showing 100 meter and 150 meter Separation Distance from Building and Property Line in Hamlets (Bylaw No. 18/026 Land

# SUBJECT AREA MAP CONKLIN

## Attachment 5 Map 5



- |                        |            |
|------------------------|------------|
| Community Centres      | Playground |
| Education Institutions | Park       |
| House Of Worship       |            |

N  
1 cm = 450 meters



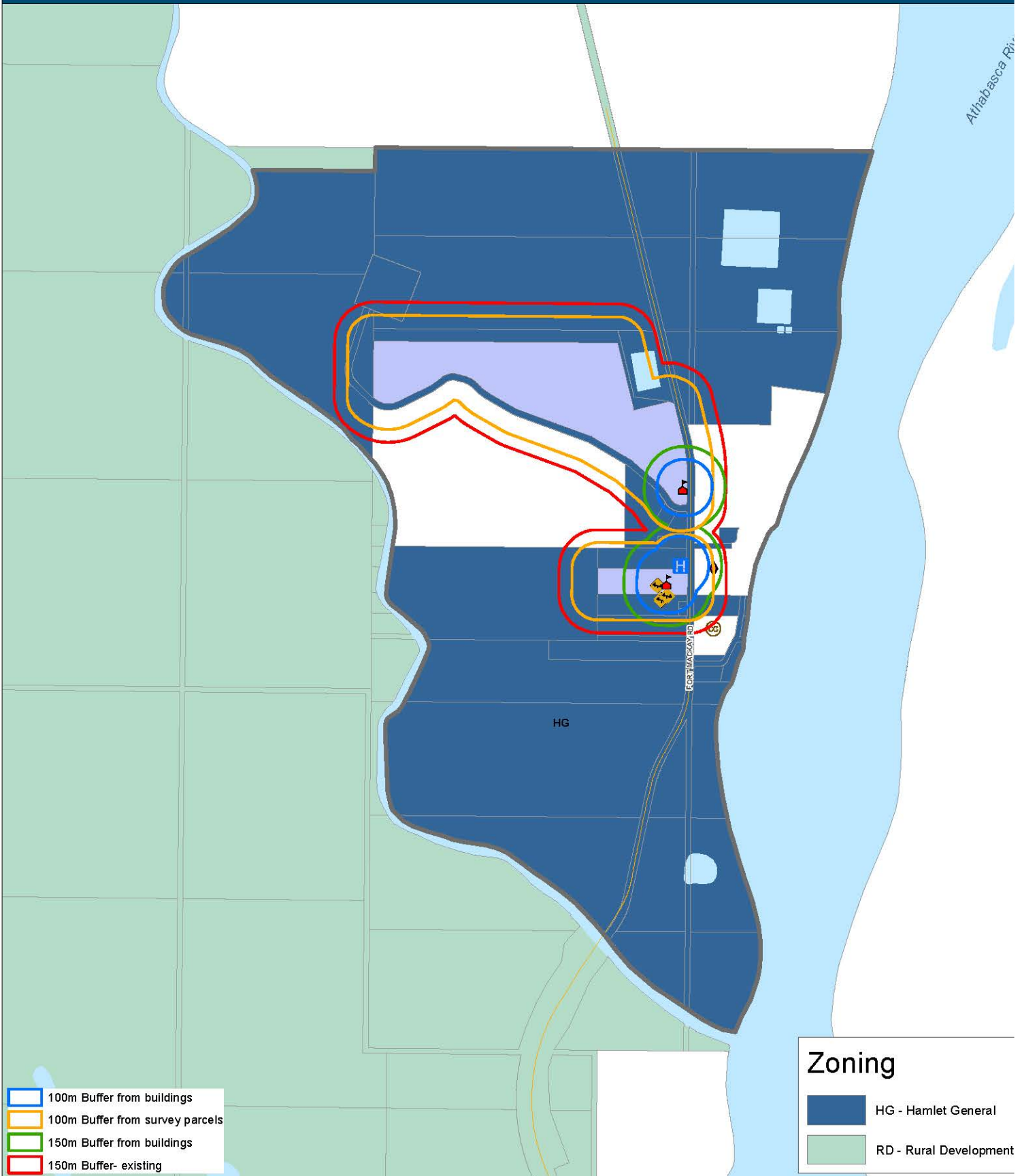
Map Produced for the Community  
Development Planning Branch

**Packet Pg. 153**

Attachment: 5. Maps showing 100 meter and 150 meter Separation Distance from Building and Property Line in Hamlets (Bylaw No. 18/026 Land

# SUBJECT AREA MAP FORT MCKAY

## Attachment 5 Map 4



- 100m Buffer from buildings
- 100m Buffer from survey parcels
- 150m Buffer from buildings
- 150m Buffer-existing

- CC Community Centres
- ▲ Education Institutions
- ◆ House Of Worship
- Playground

### Zoning

- HG - Hamlet General
- RD - Rural Development

N  
1 cm = 200 meters



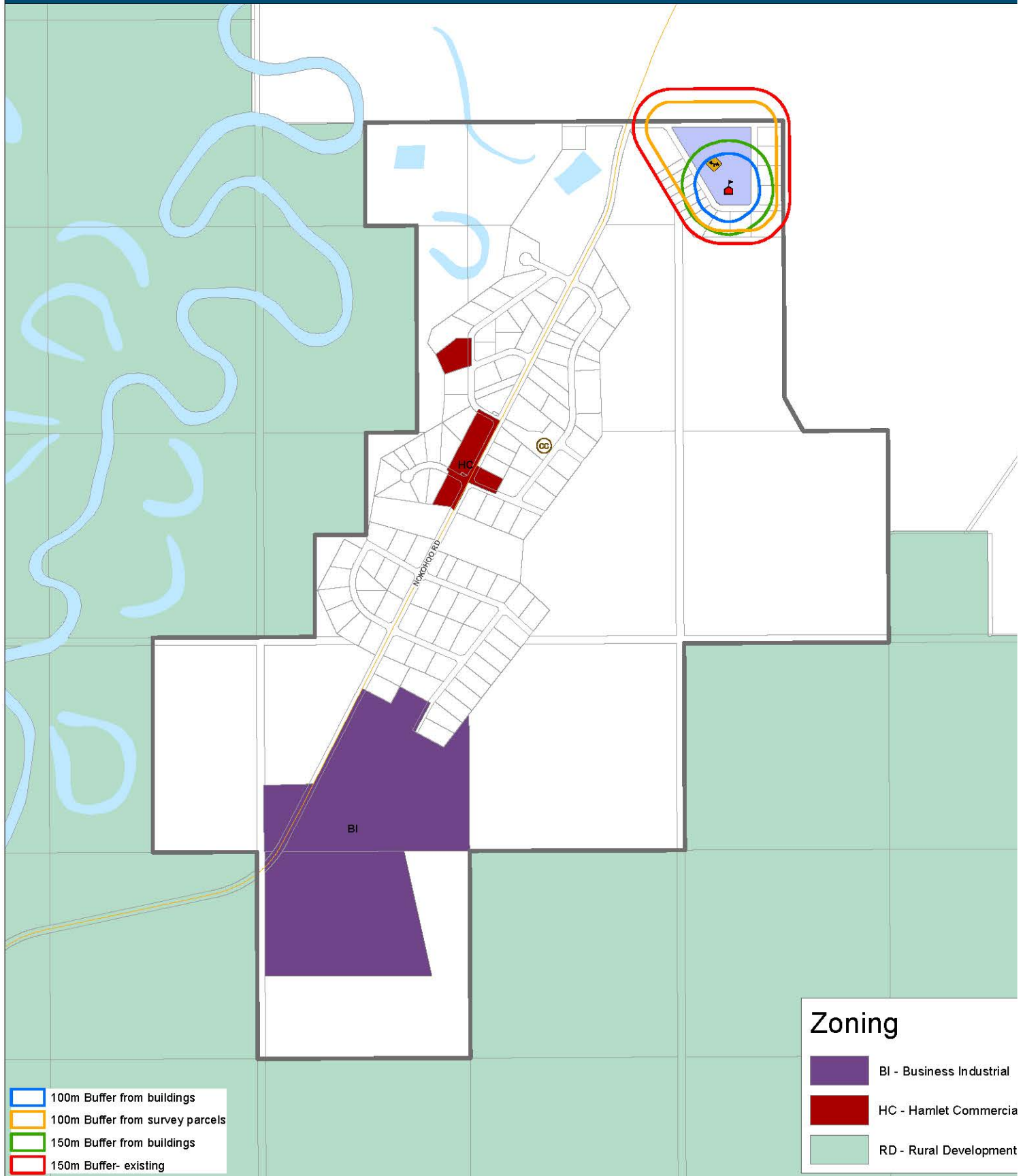
Map Produced for the Community  
Development Planning Branch

**Packet Pg. 154**

Attachment: 5. Maps showing 100 meter and 150 meter Separation Distance from Building and Property Line in Hamlets (Bylaw No. 18/026 Land

# SUBJECT AREA MAP JANVIER

## Attachment 5 Map



Community Centres
 Playground
 Education Institutions

N  
 1 cm = 200 meters



Map Produced for the Community  
Development Planning Branch

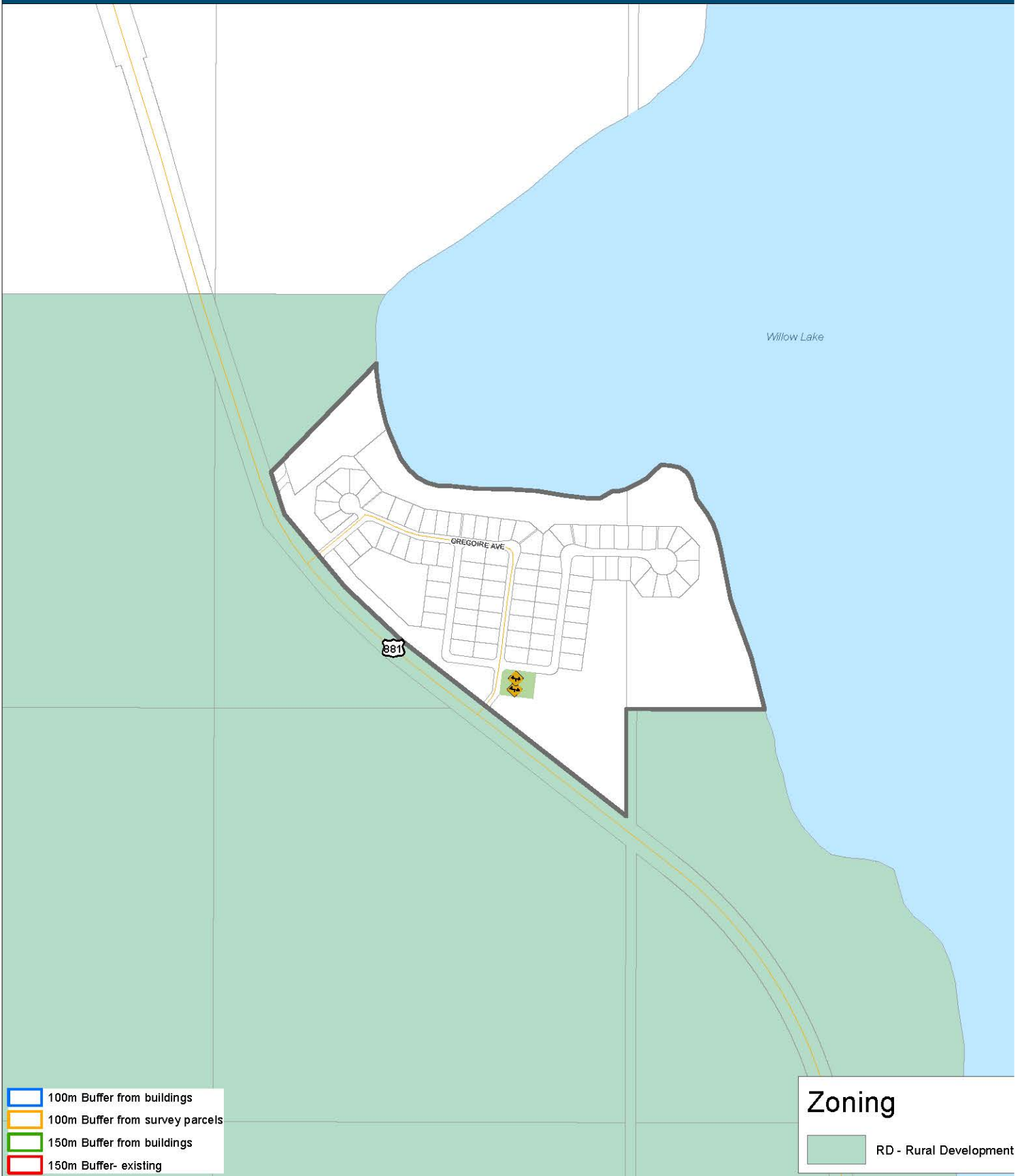
Packet Pg. 155

Attachment: 5. Maps showing 100 meter and 150 meter Separation Distance from Building and Property Line in Hamlets (Bylaw No. 18/026 Land



# SUBJECT AREA MAP GREGOIRE LAKE ESTATES

Attachment 5  
Map 6



N  
1 cm = 100 meters



Map Produced for the Community  
Development Planning Branch

Packet Pg. 156

Attachment: 5. Maps showing 100 meter and 150 meter Separation Distance from Building and Property Line in Hamlets (Bylaw No. 18/026 Land

**BYLAW NO. 18/026****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. Section 10 is amended by replacing the definition of Separation Distance with the following:

**SEPARATION DISTANCE FOR CANNABIS RETAIL STORES IN URBAN SERVICE AREA** means the minimum distance measured door to door between sites that contain an Elementary School, a Junior High School, a High School, a College, a Hospital, a Child Care Facility or an Alcohol and Drug Rehabilitation Center and a Cannabis Retail Store.

**SEPARATION DISTANCE FOR CANNABIS RETAIL STORES IN RURAL SERVICE AREA AND HAMLETS** means the minimum distance measured door to door between sites that contains an Elementary School, a Junior High School, a High School and a Cannabis Retail Store. The separation distance from a Park shall be measured from the parcel boundary of the park to the door of Cannabis Retail Store.

3. Part 5 - General Regulations is amended by replacing section **93B.1** with the following sections:

**93B.1 Cannabis Retail Stores:**

## a) Separation Distance

1. The minimum separation distances for Cannabis Retail Stores in the Urban Service Area, Rural Service Area and Hamlets shall be 100 meters.

- b) Subject to the development permit application for a Cannabis Retail Store meeting all other requirements, the Development Authority can vary the separation distances by up to 10 %.

- c) A Cannabis Retail Store must not be located on a parcel abutting an existing property that is being used for residential purposes on its main floor but can be allowed on the main floor of a mixed-use building.

4. This bylaw comes into effect when it is passed.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 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





**Subject: Strategic Plan Progress Report, Third Quarter, 2018**

**APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

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

**Recommended Motion:**

THAT the Strategic Plan Progress Report for the third quarter of 2018 be accepted as information.

**Summary:**

The 2018-2021 Strategic Plan was approved by Council on January 30, 2018. Work on the four strategic priorities listed in the plan is now underway. The Strategic Plan third quarter report details the activities that have occurred for the period of July 1 - September 30, 2018.

**Background:**

On January 30, 2018, Council approved the Strategic Plan for 2018-2021. The Plan includes an organizational vision, mission and values, four strategic priorities, strategies/initiatives to advance those priorities as well as key performance indicators.

Directors have been identified to lead each of the strategies/initiatives, and these individuals have described milestones, implementation timelines and an associated budget. The Operating and Capital budgets approved by Council on February 27, 2018 contain the resources necessary to accomplish the activities scheduled for 2018.

Work on the strategies/initiatives listed in the Strategic Plan has been well underway for several months. The third quarter progress report details the activities for the period July 1, 2018 to September 30, 2018 (Attachment 1).

The progress report lists the strategies/initiatives associated with each of the four strategic priorities, the applicable work that has occurred to September 30, 2018, the activities planned for the next quarter, and an indication of the status of these strategies/initiatives (i.e. if it is "on target", "delayed", or "complete"). The majority of the strategies remain "on target" as the work performed in the third quarter is aligned with the milestones and implementation timelines established. Additionally, we are pleased to report that the third quarter resulted in a number of strategies/initiatives identified as

“complete”.

**Budget/Financial Implications:**

Budget implications were identified and included in the 2018 budget.

**Strategic Priorities:**

Responsible Government

**Attachments:**

**Strategic Plan Progress Report July 1 2018 - Sept 30 2018**

## Attachment 1 – Strategic Plan Progress Report, July 1 – Sept 30, 2018

NUMBER	STRATEGY/ INITIATIVE	DEPARTMENT RESPONSIBLE	PROGRESS	NEXT STEPS	STATUS
<b>Strategic Priority #1: Responsible Government</b>					
1a	Fiscal Responsibility	Finance	<ul style="list-style-type: none"> <li>On May 8, 2018 the 2018 – 2020 Fiscal Management Strategy was presented to Council along with the 2018 Tax Rate Bylaw. The Tax Rate Bylaw was adopted by Council.</li> </ul>		☑
1b	Shared Services	Finance	<ul style="list-style-type: none"> <li>On May 30, 2018 – the CAO announced to the organization that a Shared Services Model with RRC has been adopted for the areas of Human Resources, Communications and Safety.</li> <li>Review of shared service opportunities with Wood Buffalo Regional Library have been placed on hold.</li> <li>Wood Buffalo Economic Development Corporation accounting system setup is progressing, a temporary solution is in place while a full system is being put in place.</li> </ul>	<ul style="list-style-type: none"> <li>Wood Buffalo Economic Development Corporation - continue with setup.</li> </ul>	🎯
1c	Budgets and Financial Plans	Finance/CAO	<ul style="list-style-type: none"> <li>Council has been presented with the first two quarter Financial Performance Reports.</li> </ul>	<ul style="list-style-type: none"> <li>The Third Quarter Financial Performance Report is scheduled to be presented to Council on October 23<sup>rd</sup>.</li> <li>2019 Budget and 2020 – 23 Financial Plans are being prepared for Council workshops on November 28 – Dec 1.</li> </ul>	🎯
1d	Asset Management	Engineering/ Public Works	<ul style="list-style-type: none"> <li>Draft Asset Management Plans for Transportation, Fleet &amp; Transit, and Water Treatment.</li> <li>Expect to have the Draft AMPs for Wastewater Treatment, Facilities, Parks, and Underground Services before October 31, 2018.</li> <li>Working in collaboration with Engineering and serving on internal working group.</li> </ul>	<ul style="list-style-type: none"> <li>Council approval of Asset Management Policy and Administration Procedure on November 27, 2018.</li> <li>Begin implementation of the Asset Management Plans on January 1, 2019.</li> <li>Attend formal meeting throughout the remainder of 2018 and into 2019 to contribute to overarching asset management</li> </ul>	🎯
1e	Developing Our People	Human Resources	<ul style="list-style-type: none"> <li>Launched unionized performance management/feedback initiatives, including delivery of mandatory training for Supervisors with unionized direct reports.</li> <li>Succession Plan / Goal setting for 2019</li> <li>Continued to remove barriers to work experience opportunities through collective bargaining.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to reinforce performance management and train new Supervisors</li> <li>Meet with each business unit to better understand internal talent and develop.</li> <li>Collective bargaining continues with IAFF &amp; RRC.</li> </ul>	☑  🎯




On Target



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			<ul style="list-style-type: none"> <li>Implemented a shared service model with RRC.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to look for ways to improve efficiencies with shared service model.</li> </ul>	
1f	Foster equality, diversity and inclusion in the region	Corporate and Community Services	<p><i>Diversity &amp; Inclusion:</i></p> <ul style="list-style-type: none"> <li>RACIDE continuing to support implementation of the Diversity and Inclusion Community Plan in collaboration with government, businesses, community organizations, etc.</li> <li>Human Rights Education and Multiculturalism Fund (HREMF) grant proposal submitted for Employee Diversity Census based on feedback from Human Rights Commission.</li> <li>Grant proposal submitted for Inclusive Business Program to Alberta Works.</li> <li>Local Coalitions Creating Equity (CCE) working in partnership with RACIDE, conversation café was held with public and organizations in September, and a local response model to hate incidents and hate crimes. 25 participants and 6 facilitators were in attendance. The discussions included how empathy can be created within the perpetrators, how we can heal as a community, how to support survivors, and what actions/initiatives/supports our service providers, businesses, and organizations can implement that would help prevent these issues.</li> <li>Discussions with HIV North, Pride YMM, and CMHA to host quarterly LGBTQ2S+ workshops for small businesses, community members, and social profits are underway. Additional fee for service workshops will be available to larger businesses and organizations with all proceeds going towards future Pride initiatives.</li> <li>Neighborhood and Community Development (NCD) collaboration with Learning and Development department on providing toolbox talks on topics of inclusion and diversity. Toolbox talks will be developed for delivery to departments in Fall/Winter.</li> </ul>	<ul style="list-style-type: none"> <li>RACIDE working closely with Coalitions Creating Equity on awareness campaign to be launched in November</li> <li>Continue building and facilitating partnerships, projects and funding opportunities</li> <li>Await response of a successful HREMF grant submission</li> <li>Await response of a successful Inclusive Business Program grant submission.</li> <li>Implementation of workshops, outcomes measurement</li> <li>Toolbox talks on Diversity and Inclusion Implemented</li> </ul>	



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			<ul style="list-style-type: none"> <li>Holiday and Observances calendar launched on RMWB intranet.</li> </ul> <p><i>Adopt aging and dignity practices:</i></p> <ul style="list-style-type: none"> <li>Advisory Committee on Aging (ACOA) is moving forward in developing age friendly initiatives and workplan for 2019.</li> </ul> <p><i>Community Plan to end Homelessness ("CPH"):</i></p> <ul style="list-style-type: none"> <li>The April Point-in-Time (PIT) detailed report released</li> <li>The 8-year update is currently in the data collection phases and a full report is expected to be released in the late Q3.</li> <li>Rent Smart courses successfully held in Q2.</li> <li>National 20,000 Homes campaign (an initiative focused on ending chronic homelessness) continues to collect data for the online tracking system.</li> <li>A By-Name List has been created as one of the initial stages for Coordinated Access intake systems and training of initial staff has taken place.</li> <li>Agency appreciation was held for agencies who serve the homeless population including Housing First landlords</li> </ul> <p><i>Poverty Reduction:</i></p> <ul style="list-style-type: none"> <li>Poverty Reduction network conducted a Poverty Simulation in September on CRNL site to raise awareness in the community on the issue of Poverty.</li> </ul>	<ul style="list-style-type: none"> <li>ACOA Workplan developed</li> <li>Release CPH 8-year update</li> <li>Additional Rent Smart classes to be held in Q4</li> <li>Implementation of Coordinated access</li> <li>Homeless Connect event to be held October 17<sup>th</sup>. This is a one-day annual event, helping to open doors and connect homeless, near homeless and recently housed individuals to services within the community.</li> <li>Finalize poverty profile and snapshots.</li> <li>Research into living wage calculations for the region.</li> <li>Poverty reduction network has been asked to provide a simulation in May 2019.</li> </ul>	

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1g	Accessibility	Engineering/ Public Works	<ul style="list-style-type: none"> <li>Public Rural Facilities focused on for the beginning of the year. Most of the rural facility assessments are completed and we are working to address any issues identified for older buildings. Remainder of Facility Assessments will continue to be undertaken throughout 2018 and into 2019. Assessments will be completed to meet building code changes and requirements as well as barrier free access and reviewing accessibility for vulnerable sector related to aging population. Prioritization will be on public facing buildings.</li> </ul>	<ul style="list-style-type: none"> <li>November: Mamawi Centre Fort Chip, Fort Chip pool, RCMP Timberlea (primarily parking lot and entry/public area), Haxton Centre.</li> <li>December: SAP Clubhouse, Janvier Contact office, Water Treatment Plant Tower, Underground Services Building.</li> <li>2019: Vista Ridge, Casman Centre and Frank Lacroix</li> </ul>	🎯
1h	Intergovernmental Relations	Communications & Stakeholder Relations	<ul style="list-style-type: none"> <li>Working with consultant from CSR process review to build out intergovernmental function.</li> <li>Updating advocacy issue document and sharing with Administration and Council.</li> </ul>	<ul style="list-style-type: none"> <li>Conclude work with consultant and work on developing strategy, tools, and tactics for function.</li> <li>Ongoing update of advocacy issue document.</li> <li>Coordination of community stakeholder group to discuss potential areas of advocacy.</li> </ul>	🎯
1i	Partnerships with Social Profits	Public Works – Recreation & Culture	<ul style="list-style-type: none"> <li>Social Sustainability Plan was presented to Council June 26, 2018, where council adopted the plan as a guiding document. Working towards implementation with the stakeholder group/implementation team. Document has been sent through internal departments to review and incorporate into any aligned department initiatives. Ensure that the plan continues to be community driven, review and analyze feedback. Recreation and Culture Branch within Public Works was responsible for plan development process which is now completed. Neighborhood and Community Development branch within Finance is now leading implementation. A community-based stewardship committee has been formed as of October 16<sup>th</sup>. Terms of reference have been drafted and community co-chairs have been appointed.</li> </ul> <p>Neighbourhood &amp; Community Development:</p> <ul style="list-style-type: none"> <li>Stewardship Committee has been formed. Key messaging has been developed. Work has started on raising awareness</li> </ul>	<ul style="list-style-type: none"> <li>Community based stewardship committee is meeting monthly</li> <li>Stewardship committee will identify primary goals for 2019.</li> <li>Neighborhood and Community Development Branch (Corporate &amp; Community Services) now responsible for formal implementation.</li> </ul> <ul style="list-style-type: none"> <li>Facilitated sessions to be arranged for the Stewardship Committee to focus on their role in the implementation and evaluation phases.</li> </ul>	🎯





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			of the Social Sustainability Plan (SSP) in the community. The SSP has already been adopted by some organizations as a guide for their strategic planning	Ensure that the plan continues to be community driven. Review and analyze feedback, as received, to ensure outcomes are met.	
1j	Implement Lessons Learned (2016 Wildfire Review)	Regional Emergency Services	<ul style="list-style-type: none"> <li>• REMP Published, hardcopy and online</li> <li>• Risk Assessment for Continuity Management Plan for Water Treatment Plant has been completed</li> </ul>	<ul style="list-style-type: none"> <li>• Secure funding for Community Resiliency Strategy</li> <li>• Vulnerable Sector Self-Registry kick off engagement meeting with community organizations – scheduled for November 2, 2018</li> <li>• Risk Assessment for Continuity Management Plan for Potable Water and Waste Water Treatment Plant pending</li> <li>• Continuity Management Plan development and revision</li> <li>• Revisions to Emergency Management ADM-240</li> </ul>	
1k	Wildfire Recovery	Recovery Task Force	<ul style="list-style-type: none"> <li>• Assessment of damage to municipal greenspace document was received and passed on to the GOA's consultant for their review.</li> <li>• Assessment of damage to sidewalks, roads, and curbs is ongoing by the consultant. Tender package will be prepared once the assessment is complete.</li> <li>• Work is still ongoing on the firebreak and trail restoration project and is planned to be 90% complete by the end of 2018. Aspen tree planting will be done in 2019.</li> <li>• Erosion Control project has been tendered and work is scheduled to begin this fall.</li> <li>• Compensation to Firebreak homes continues with a goal of completion for May 2019 or sooner.</li> <li>• Hazardous tree removal is wrapping up throughout the Region.</li> <li>• The rebuild of the Bike Park is nearing completion, anticipated to be complete by end of October.</li> </ul>	<ul style="list-style-type: none"> <li>• Design Build RFP for the playgrounds is being reviewed by SCM for tender.</li> <li>• Tender for the repairs to sidewalks, roads, and curbs is being prepared.</li> <li>• Negotiations to occur with the Government of Alberta for funding on the damages to greenspace, sidewalks, roads, and curbs.</li> <li>• Transition of staff has been discussed and in progress.</li> <li>• RFT for contractor for erosion control work to be awarded in October.</li> <li>• Focus will be on preparing tenders for all work planned for 2019.</li> </ul>	



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1l	Public Engagement Strategy	Communications & Stakeholder Relations	<ul style="list-style-type: none"> <li>• Citizen Satisfaction Survey completed and presented to Council.</li> <li>• Working with IT, RFP posted for online engagement platform.</li> <li>• Public Engagement Framework on pause while CSR process review is implemented.</li> <li>• Ongoing engagements which have occurred over Q3 include: Cannabis legislation, Land Use Bylaw, and Rural Water and Sewer Service program.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with IT to award RFP on online engagement platform and begin to develop strategy for use of engagement tool.</li> <li>• Revise Public Engagement Framework based on implementation of CSR process review.</li> <li>• Some forecasted engagements: Land Use Bylaw, Egress Routes in rural communities, Rural Water and Sewer Service program, Construction Impact Resident Survey, and Transit.</li> </ul>	🎯
1m	Youth	Corporate and Community Services	<ul style="list-style-type: none"> <li>• Expansion of MACOY to include 71 youth and 5 mentors. Working closely with Fort McKay and Anzac to include youth from rural communities.</li> </ul>	<ul style="list-style-type: none"> <li>• Program runs until May 2019 with current group. Evaluate and report back to Council by Q2 2019</li> </ul>	🎯
1n	Whistleblower Initiative	Human Resources	<ul style="list-style-type: none"> <li>• Whistleblower Administrative Directive - redrafted</li> <li>• Whistleblower Council Policy approved by Council (Oct 23, 2018)</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize amendments and update Whistleblower Directive.</li> <li>• Bring revised Whistleblower Directive to Council for approval.</li> <li>• Public report and communication of Whistleblower Directive amendments.</li> </ul>	☑
<b>Strategic Priority #2: Downtown Revitalization</b>					
2a	Encourage Development in the Downtown	Planning & Development	<ul style="list-style-type: none"> <li>• Prepared an RFP to solicit development proposals for the Sports and Entertainment Centre lands.</li> <li>• Facilitating permits for downtown developments.</li> <li>• Review of Public Utility Lots</li> </ul>	<ul style="list-style-type: none"> <li>• Review submitted proposals for the RFP and select proponent(s)</li> <li>• Continue managing permits in the downtown and guide applicants through the permit review process. Negotiate with developers to reach a mutually agreeable development proposal.</li> <li>• Processing request to purchase vacant PUL from RMWB by local realtor. Council approval required.</li> </ul>	🎯
2b	Establish Municipal Land Inventory	Planning & Development	<ul style="list-style-type: none"> <li>• Completed</li> </ul>	<ul style="list-style-type: none"> <li>• Identify which rural RMWB lots have historical lease issues, which lots are ready for exposure to the open market or development.</li> </ul>	☑

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2c	Incentives to Update Store Fronts	Planning & Development	<ul style="list-style-type: none"> <li>Prepared an Incentives report to research possible incentives available for use. Researched approaches taken by mid and large-sized cities throughout Canada.</li> </ul>	<ul style="list-style-type: none"> <li>Determine which incentives are best suited to fit Council's goals. Design a framework that provides a breakdown and description of the suite of incentives. Explore approaches for how best to offer the incentives to developers.</li> </ul>	🎯
2d	Clear Land Use Plans and Regulations	Planning & Development	<ul style="list-style-type: none"> <li>Brought forward amendments to cannabis regulations in an effort to provide clarity to the existing regulations in the Smoke Free Bylaw, and allow cannabis retail stores and production facilities in additional Land Use Bylaw districts.</li> <li>Seeking the input of stakeholders on the draft Land Use Bylaw, and seeking consultant assistance in drafting the parking and signage regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor effectiveness of cannabis regulations and bring forward subsequent amendments as necessary</li> <li>Review and incorporate feedback received on LUB draft from stakeholders. Continue engagement as necessary.</li> <li>Review submitted proposals for parking and signage sections and choose consultant to undertake work.</li> </ul>	🎯
2e	Riverfront Master Planning & Revitalization	Planning & Development	<ul style="list-style-type: none"> <li>Preparing council submission package for rezoning riverfront lots along the Clearwater to Parks and Recreation</li> <li>Supporting Public Works and Engineering in the upgrading of the riverfront trail along Clearwater River</li> </ul>	<ul style="list-style-type: none"> <li>Bring forward council report recommending the rezoning of residential lots to Parks and Recreation – City Centre for first reading in December.</li> <li>Provide support and feedback to Public Work, participate in working group during all stages of the project.</li> <li>Comprehensive review and authorization for rezoning of waterfront lots and remediation of contaminated sites along the Snye.</li> </ul>	🎯
2f	Review Municipal Development Plan	Planning & Development	<ul style="list-style-type: none"> <li>Work plan for the MDP has been created, breaking it down into components and fully costing each component so that costs can be factored into the 2019 budget.</li> </ul>	<ul style="list-style-type: none"> <li>Develop scope of work for MDP components, and work with Procurement to post RFP(s) soliciting consultant assistance in delivering the components.</li> </ul>	🎯
2g	Aging in Place Facility	Corporate and Community Services	<ul style="list-style-type: none"> <li>Continuing Care facility is on track</li> </ul>	<ul style="list-style-type: none"> <li>WBHDC working closely with the Province to carry out needs assessment for Aging in Place facility</li> </ul>	🎯

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<b>Strategic Priority #3: Regional Economic Development</b>					
3a	Work with Industry and Suppliers – Fly In, Fly Out	Planning & Development	<ul style="list-style-type: none"> <li>Economic Development is a committee member on the “Be the One” campaign led by the Chamber. The committee has created a strategic plan and implementing strategic priorities to address labour demands in the region. The Chamber hosted a “Be the One” Job Fair in Q3 which focused on jobs that required candidates to live in the region.</li> </ul>	<ul style="list-style-type: none"> <li>The Chamber will launch a website in Q4 specifically focused on the regional labour market. The website will include recruitment tools such as job-specific workforce videos, industry workforce profiles, regional information, etc.</li> <li>RMWB will work with the Wood Buffalo Economic Development Corporation to create an economic development strategic plan which includes a branding and marketing strategy for the region, which may influence FIFO.</li> </ul>	🎯
3b	Business Attraction and Incentives	Planning & Development	<ul style="list-style-type: none"> <li>CILUS &amp; Retail Market Analysis is complete. Economic Development is working with Communications and Community Planning &amp; Development to develop a communications plan to ensure the public is aware of the current and future land and retail needs identified in the reports. Presentations have been delivered to The Fort McMurray Construction Association and through Economic Development’s monthly stakeholder meeting, which includes representation of multiple stakeholder groups in the business community.</li> </ul>	<ul style="list-style-type: none"> <li>Present presentation to remaining stakeholders including the Fort McMurray Chamber of Commerce, BILD Wood Buffalo and the Northeastern Alberta Aboriginal Business Association.</li> <li>Work with Communications to implement full communications plan, including social media graphics and document to highlight key findings of the reports.</li> <li>Economic Development will work with Wood Buffalo Economic Development Corporation to develop an economic development strategic plan for the region.</li> </ul>	🎯
3c	Small Business Incubator	Planning & Development	<ul style="list-style-type: none"> <li>Economic Development continues to provide businesses with support and resources through its Business Resource Centre. Specific programs that have been developed include: <ul style="list-style-type: none"> <li>Business Coaching Programming which is available for up to 200 eligible businesses;</li> <li>Keyano College Voucher Program which is available for up to 500 eligible businesses;</li> <li>Group Programming such as “Ask an Expert”, workshops and events are available to the entire community free of charge. Economic Development has delivered 29 group programming sessions to the end of September.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Economic Development will continue to collaborate and partner with stakeholders to develop programming to meet the needs of the business community. To date, Economic Development has 19 business programming events scheduled for Q4 and two BSN events.</li> <li>The RIN strategic plan will be complete Q4.</li> <li>Economic Development will work with Wood Buffalo Economic Development Corporation to develop an economic development strategic plan for the region.</li> </ul>	🎯



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			<ul style="list-style-type: none"> <li>○ Economic Development is a partner on the Business Support Network (BSN) committee which organizes networking events for the business community. Seven BSN events have been hosted to date.</li> <li>● Economic Development is co-chair of the Regional Innovation Network (RIN) steering committee. The RIN's purpose is to formalize the region's entrepreneurial and innovation ecosystems to improve access and service delivery and programs. The RIN is currently working on a strategic plan for the region.</li> <li>● Economic Development has established a partnership with Business Link to have a full time Business Link employee in the region until 2020 who will facilitate Business Link workshops, meet with entrepreneurs to assist in business startup activities such as business planning, research and program delivery.</li> </ul>		
3d	Economic Gardening and Pop Up Stores	Economic Development	<ul style="list-style-type: none"> <li>● Supported Chamber of Commerce in their efforts to create and implement the 2018 summer Public Market.</li> <li>● Partnered with Willow Lake Community Association to host their first rural tradeshow in June 2018 where local businesses were provided the opportunity to sell goods</li> </ul>	<ul style="list-style-type: none"> <li>● Providing further support to the Willow Lake Community Association to host a second tradeshow in Winter 2019</li> <li>● Economic Development will work with Wood Buffalo Economic Development Corporation to develop an economic development strategic plan for the region which may address 'Economic Gardening and Pop Up Stores'</li> </ul>	◎
3e	Shop Local Program	Planning & Development	<ul style="list-style-type: none"> <li>● Economic Development is working with Communications &amp; Stakeholder Relations to implement a shop local campaign.</li> <li>● Economic Development continues to provide ongoing business programming through workshops, one-on-one coaching, events and networking. Specific training on procurement is scheduled to assist local businesses in the region.</li> </ul>	<ul style="list-style-type: none"> <li>● Participate in the Festival of Trees with a shop local tree.</li> <li>● Work with community stakeholders to implement shop local campaign.</li> <li>● Based on demand, Economic Development will work to host additional procurement training workshops.</li> </ul>	◎

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3f	Support Arts and Culture	Public Works – Recreation & Culture	<p><i>2018 Winter Games Successfully Hosted</i></p> <ul style="list-style-type: none"> <li>Economic Impact assessment completed.</li> </ul> <p><i>WoodBuffalo Regional Arts &amp; Culture Master Plan</i></p> <ul style="list-style-type: none"> <li>Consultant hired in process of completing the plan</li> <li>Currently completing analysis of current state</li> <li>Any funds unspent in 2018 will be carried forward into 2019 to address implementation.</li> </ul> <p><i>Comprehensive Multi-year public art plan and implementation guide</i></p> <ul style="list-style-type: none"> <li>On schedule to be initiated in Q4 2018</li> </ul> <p><i>Artist in Residency Successful Completion for 2018</i></p> <ul style="list-style-type: none"> <li>Annual Program completed for 2018</li> </ul> <p><i>Street Banner Program successfully implemented in Spring and Summer.</i></p> <ul style="list-style-type: none"> <li>Successfully implemented spring and summer program</li> </ul> <p><i>Artist in Motion successfully completed two showcases at McMurray Experience for 2018</i></p> <ul style="list-style-type: none"> <li>Annual Program completed for 2018</li> </ul>	<p><i>2018 Winter Games Successfully Hosted</i></p> <ul style="list-style-type: none"> <li>Economic Impact Assessment and Legacy funds to be presented in early November to Mayor and Council.</li> </ul> <p><i>WoodBuffalo Regional Arts &amp; Culture Master Plan</i></p> <ul style="list-style-type: none"> <li>Selection and prioritization, action and implementation and performance measurement to be completed as next steps (will include community engagement across the region)</li> <li>Will be presented to Mayor and Council Q1 2019 for adoption of the plan.</li> </ul> <p><i>Comprehensive Multi-year public art plan and implementation guide</i></p> <ul style="list-style-type: none"> <li>Adoption of the plan by the public Art Committee and council to be initiated in Q4 2018</li> </ul> <p><i>Artist in Residency Successful Completion for 2018</i></p> <ul style="list-style-type: none"> <li>Budgeted approximately \$40,000 for 2019</li> </ul> <p><i>Street Banner Program successfully implemented in Spring and Summer</i></p> <ul style="list-style-type: none"> <li>Winter program implementation currently underway</li> <li>Budgeted approximately \$27,150 for 2019</li> </ul> <p><i>Artist in Motion</i></p> <ul style="list-style-type: none"> <li>2019 costs associated with staff time only to support program</li> </ul>	          



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			<ul style="list-style-type: none"> <li>○ Land has been acquired from First Nation &amp; private land owners is in process.</li> <li>○ Design for Force Main GLE to Anzac- in South Utility Corridor (SUC) is at 60% complete.</li> <li>○ Service Connection Design is at 30% complete.</li> <li>● <b>JANVIER:</b> <ul style="list-style-type: none"> <li>○ Design for Janvier Lagoon and outfall pipe is at 60% complete and waiting for AEP approval to build a new lagoon.</li> <li>○ Service connection design is at 50%.</li> </ul> </li> <li>● <b>SAPRAE CREEK:</b> <ul style="list-style-type: none"> <li>○ Lift Station design is at 90%.</li> <li>○ Service connection design is at 70%.</li> </ul> </li> <li><b>B) Progress Update – Construction:</b></li> <li>● <b>ANZAC:</b> <ul style="list-style-type: none"> <li>○ ANC Contract #1: Lift Stations – Currently posted with a closing date of Nov 1, 2018.</li> <li>○ ANC Contract #2: Construction of water and sewer up to the property line along with road reconstruction – in progress with a completion date Nov 2020.</li> </ul> </li> <li>● <b>CONKLIN:</b> <ul style="list-style-type: none"> <li>○ CLN Contract #1: Sanitary Sewer on Northland Drive - Completed.</li> <li>○ CLN Contract #2: Construction on Two Lift Stations – in progress with completion date Nov 2018.</li> <li>○ CLN Contract #3: Construction of water and sewer up to property line along with road reconstruction on Pine Lane and Poplar Dr. – in progress with completion date Nov 2020.</li> </ul> </li> <li>● <b>JANVIER:</b> <ul style="list-style-type: none"> <li>○ Janvier Contract #1: Construction of water and sewer up to the property line along with road reconstruction – in progress and will be completed by July 2019.</li> </ul> </li> </ul>		<div>     </div>



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NUMBER	STRATEGY/ INITIATIVE	DEPARTMENT RESPONSIBLE	PROGRESS	NEXT STEPS	STATUS
			<ul style="list-style-type: none"> <li>○ Janvier Contract #2: Construction of Lagoon is at 60% design and waiting for AEP approval to build a new lagoon.</li> <li>● <b>GREGOIRE LAKE ESTATE (GLE):</b> <ul style="list-style-type: none"> <li>○ GLE Contract #1: Construction of water and sewer up to the property line along with road reconstruction, construction in progress; scheduled to be completed by Oct 2019.</li> <li>○ GLE Contract #2: Construction of water reservoir, pumphouse and lift station, construction in progress; scheduled to be completed by Oct 2019.</li> <li>○ Contract #3: Construction of force-main from GLE to Anzac – Tender is planned for Nov 2018 and construction to start by Jan 2019 – Nov 2020.</li> </ul> </li> <li>● <b>SAPRAE CREEK ESTATES (SCE):</b> <ul style="list-style-type: none"> <li>○ Contract #1: Construction of water and sewer up to the property line along with road reconstruction started and will be completed by Dec 2019.</li> <li>○ Contract #2: Construction of force-main and gravity main from SCE to Airport Sanitary System - the contract is awarded, construction to commence in October to be completed in Dec 2019.</li> <li>○ Contract #3 – Lift Station: Tender is planned for Dec 2018 and construction to start by March 2019 to Nov 2019.</li> </ul> </li> </ul>		
4d	Amalgamation Review	Communications & Stakeholder Relations – IRR	<ul style="list-style-type: none"> <li>● IRR spoke via telephone with Ron Quintal to better understand and seek clarity re: Rural Coalitions request for an Amalgamation Review.</li> </ul>	<ul style="list-style-type: none"> <li>● Scope sent to Rural Coalition Working Group for review.</li> <li>● Meeting on November 26, 2018 to finalize RFP.</li> </ul>	🎯
4e	Emergency Management	Regional Emergency Services	<ul style="list-style-type: none"> <li>● All rural communities have been engaged; plans are underway and near completion</li> <li>● HRVA interviews completed. Report pending</li> </ul>	<ul style="list-style-type: none"> <li>● Rural Plans and Guides are close to completion</li> <li>● Urban mapping inclusive of evac routes, reception centers etc.</li> <li>● Operationalizing plans</li> <li>● Waiting on census information to assist with demographics details</li> </ul>	🎯

NUMBER	STRATEGY/ INITIATIVE	DEPARTMENT RESPONSIBLE	PROGRESS	NEXT STEPS	STATUS
4f	Inclusion and Partnerships (Rural Coalition)	Communications & Stakeholder Relations – IRR	<ul style="list-style-type: none"> <li>Collaborated with community associations to support the delivery of 18 activities (Fort McKay Cultural Camp, Conklin Community Association, Sekweha, Anzac FCSS, Seniors Month Committee).</li> <li>Delivered 39 activity opportunities for rural residents (seniors activity days, youth field trips, gardening, baseball, beading, nature walks, youth cooking).</li> <li>Supported coordination of community events including Treaty Days and Métis Days.</li> <li>Held 2 Open Houses within the rural communities.</li> <li>Worked with Willow Lake Community Association on finding a solution to the Anzac Community Hall situation.</li> <li>Meeting between Members of Council, RMWB Administration and the Rural Coalition took place on September 18, 2018.</li> </ul>	<ul style="list-style-type: none"> <li>Support coordination of community events.</li> <li>Working with Communications to finalize Rural Newsletter procedures.</li> <li>Collaborate with the Regional Recreation Corporation of Wood Buffalo for the Conklin Multiplex grand opening on October 20 and future programming needs for residents.</li> <li>Engage Anzac community on solutions for Anzac Community Hall and make decision on Hall's future at October 20 special Council meeting in Anzac.</li> <li>Rural Coalition meeting to take place on October 30, 2018.</li> <li>Explore development of overarching Rural Engagement Strategy and Rural Advisory Committee.</li> </ul>	🎯
4g	Advocate for Rural and Indigenous communities	Communications & Stakeholder Relations – IRR	<ul style="list-style-type: none"> <li>Updating intergovernmental advocacy issue document (#1H) which has overlap of some issues.</li> <li>Supported CAO with briefing notes on matters in rural communities ahead of meeting with government officials at AUMA convention. Rural specific issues included: internet connectivity, EMS site in the south of the region, Dore Beach funding, affordable housing, and Moccasin Flats.</li> </ul>	<ul style="list-style-type: none"> <li>Continued updating of advocacy issue document, which captures rural area concerns to speak to other levels of government.</li> <li>Supporting CAO and senior leadership with briefing notes and advocacy issue document ahead of meetings with government officials at RMA convention, November 20-22.</li> </ul>	🎯
4h	Transportation Strategy	Public Works/ Engineering	<ul style="list-style-type: none"> <li>Completed draft options of egress routes for the rural areas.</li> <li>Clearwater Drive: <ul style="list-style-type: none"> <li>between Riedel and Hardin Street is 80% complete. Segment is open for traffic.</li> </ul> </li> <li>Between Hardin Street and Morrison Street is 90% complete, still under construction.</li> <li>On-Street Parking Study has been completed and it was presented to Council for approval. Council accepted study.</li> </ul>	<ul style="list-style-type: none"> <li>Complete egress routes by the end of 2018.</li> <li>Completion of Clearwater Drive construction by end of 2018.</li> <li>On-Street Parking Study presentation to Council September 2018.</li> <li>Complete land acquisition for Secondary Egress Road.</li> <li>Continue working with Province.</li> <li>Construction contract by Bus Bay Turnout will be awarded in 2018.</li> <li>Construction of Transit Facility will start in 2018.</li> <li>Complete study in 2019.</li> </ul>	🎯



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NUMBER	STRATEGY/ INITIATIVE	DEPARTMENT RESPONSIBLE	PROGRESS	NEXT STEPS	STATUS
			<ul style="list-style-type: none"> <li>• Secondary Egress Road (previously Saline Creek Parkway) – detailed design has already been awarded with land acquisition to be completed first before any other tasks. Work is in progress for the land acquisition.</li> <li>• Administration is working with the Province regarding the reimbursement of funds.</li> <li>• Transit – Bus Bay Turnout &amp; Transit Shelters on Thickwood Boulevard and Confederation Way - detailed design is 98% complete. In the process of selecting a contractor.</li> <li>• Transit Facility – Construction contract has been awarded.</li> <li>• Overpass on Hardin Street and Hwy 63: initiated a study to evaluate the feasibility of this project including the four-laning of Morrison Street east of Franklin Avenue</li> </ul> <p><i>East Clearwater Highway</i></p> <ul style="list-style-type: none"> <li>• Continue to liase with the GOA and P&amp;D on the East Clearwater Highway</li> <li>• Waiting for updated project timeline from the GOA</li> <li>• Stakeholder Engagement Plan and Survey have been reviewed and vetted</li> </ul> <p><i>On Street Parking Strategies</i></p> <ul style="list-style-type: none"> <li>• Public Works is working with engineering department of the RMWB to implement on-street parking strategies including improved signage to prevent parking on one side of the congested residential streets in alignment with the on-street parking presentation given to Mayor and Council on September 11, 2018.</li> <li>• Public Works to place stickers on stop signs informing of no parking within 10 metres</li> <li>• Change from 1 hour to 2-hour parking signage in front of Jubilee Building as well as McDonald Street</li> </ul>	<p><i>East Clearwater Highway</i></p> <ul style="list-style-type: none"> <li>• GOA to move forward with the Survey and tabulate results and provide a formal report and analysis to RMWB regarding the scope of work for the Benefits Analysis of ECH</li> </ul> <p><i>On Street Parking Strategies</i></p> <ul style="list-style-type: none"> <li>• Formal bylaw changes to be implemented by Engineering</li> <li>• Once bylaw changes have been implemented Public Works to facilitate installation of signage, preventing parking on one side of the congested residential streets in alignment to approved bylaws, (once approved by Mayor and Council)</li> <li>• Stickers have been ordered</li> <li>• Signs have been ordered and will be installed when received.</li> </ul>	



On Target




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NUMBER	STRATEGY/ INITIATIVE	DEPARTMENT RESPONSIBLE	PROGRESS	NEXT STEPS	STATUS
			<ul style="list-style-type: none"> <li>Work with transit to explore a new location for downtown transit terminal.</li> </ul> <p><i>Return responsibility of Hwy 63, Hwy 69, Hwy 881 and Winter Roads (Laloche and Fort Chipewyan to Alberta Transportation jurisdiction)</i></p> <ul style="list-style-type: none"> <li>Public Works is               <ul style="list-style-type: none"> <li>In negotiations with Athabasca Minerals regarding taking over 24km section of the Winter Road as well as Conklin West Road, this would be through an LOC while we continue to negotiate with the GOA regarding overall responsibility</li> <li>In negotiations with Suncor to take over Poplar Creek Rd</li> </ul> </li> <li>Have indicated to the GOA that the RMWB will not take over the RDS in relation to the True North Road if it is relocated to facilitate the Fort Hills mine expansion. Therefore, operations and maintenance will in effect be transferred to the GOA through this process</li> </ul>	<ul style="list-style-type: none"> <li>Main street terminal is not needed downtown based on projected population growth, what is needed is a transfer station that alleviates the congestion on main street and the safety risk of the traffic within this area. Public Works is exploring a new location downtown for a transit transfer station to facilitate routing efficiencies. Once analysis is completed, formal recommendation to go to CAO.</li> </ul> <p><i>Return responsibility of Hwy 63, Hwy 69, Hwy 881 and Winter Roads (Laloche and Fort Chipewyan to Alberta Transportation jurisdiction)</i></p> <ul style="list-style-type: none"> <li>Continue with negotiations with Oil Sands companies to take over interim responsibility and have them pay for capital upgrades to support their heavy use of this infrastructure. Transfer ongoing maintenance costs to Oil Sands heavy users, while we continue to lobby the GOA to take over full responsibility.</li> <li>Waiting for a legal opinion from GOA's Lawyer regarding the Alberta Governments formal position on why they feel these roads are our responsibility. Once we receive this legal opinion, our legal department can formulate our specific legal response.</li> </ul>	
4i	Rural Operational Efficiencies & Cost Savings	Public Works/ Engineering	<ul style="list-style-type: none"> <li>Successfully merged Environmental Services with Public Works and created Rural Operations Team reporting out of Anzac including personnel from roads, environment and parks.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to explore opportunities for efficient delivery of core services, while ensuring fiscal responsibility.</li> <li>Comprehensive Risk analysis of Environmental Services Branch that encompasses operational risk, OH&amp;S risk and Business continuity risk.</li> </ul>	



## COUNCIL REPORT

Meeting Date: November 13, 2018

### **Subject: Proposal to Host One of Two Available Federation of Canadian Municipalities Board Meetings in 2021**

#### **APPROVALS:**

**Annette Antoniak**

\_\_\_\_\_  
Director

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

#### **Recommended Motion:**

THAT Administration be directed to submit a proposal to host one of two available Federation of Canadian Municipalities Board Meetings in Fort McMurray in 2021.

#### **Summary:**

The Federation of Canadian Municipalities (FCM) issued a call for a request for proposals on March 26, 2018, for member municipalities to host the 2020 or 2021 FCM Board Meetings. The Municipality submitted a proposal to host in 2020 and was not selected. However, FCM has invited the RMWB to submit confirmation of interest in hosting the 2021 meetings as an alternative and will be given selection priority along with other communities that were not selected to host in 2020. FCM requires that a resolution of Council be passed offering to host the meetings on or before December 31, 2018. The decision to approve the 2021 host cities will take place in March 2019.

#### **Background:**

Proposals are evaluated by the FCM Standing Committee on Conference Planning based on established criteria approved by the Board and on a regional rotation. The criteria includes, but is not limited to, availability of hotel accommodations, conference facilities, transportation and municipal support and equipment.

The Municipality previously hosted the September 2017 FCM Board Meetings.

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

The host municipality is responsible for costs associated with shuttle transportation for delegates to and from the conference facility, and the costs associated with hosting both a welcome reception and a dinner for delegates. The event host is also required to provide computer equipment, copying services and event planning support. If the Municipality is successful in its proposal, the cost of the event would be brought forward in the 2020 and 2021 Operating Budgets. The expected total costs of hosting one of the

available 2021 meetings is \$40,000 with an approximate economic impact of \$115,145.

**Rationale for Recommendation:**

Hosting an FCM Board Meeting provides the opportunity to showcase the region to 150 municipal leaders and FCM staff from across Canada. It provides the Municipality with an opportunity to profile priority initiatives and showcase municipal facilities such as, Shell Place and the Suncor Community Leisure Centre. Hosting the meeting will also help to integrate the RMWB realities into the practical discussions about issues of concern to municipalities across Canada.

**Strategic Priorities:**

Responsible Government  
Regional Economic Development