



Council

Syncrude Athletic Park (SAP) Clubhouse
101 Cartier Road, Fort McMurray, AB T9H 2L3

Tuesday, March 24, 2020
4:00 PM

Agenda

Public Participation for March 24, 2020 Council Meeting

*Due to the current State of Public Health Emergency, extra measures have been put in place for the March 24, 2020 Council meeting. Council will be conducting their meeting in accordance with s.199 of the *Municipal Government Act*.

- The electronic meeting will be facilitated at the Syncrude Athletic Park (SAP) Clubhouse located at 101 Cartier Road, Fort McMurray.
- We are encouraging residents to listen to the live audio stream at www.rmwb.ca/Council
- Public wishing to participate in the meeting are encouraged to do so by teleconference.
- Anyone wishing to speak to an item by teleconference on the March 24, 2020 Council Meeting Agenda must pre-register by end of day Monday, March 23, 2020.
- To pre-register to speak via teleconference, please email Legislative.Assistants@rmwb.ca with your name, the phone number that you will be dialing in from and an email address that you can be reached at prior to and during the meeting.
- You must provide the name of the agenda item that you wish to speak to.
- All registrants will be emailed the details on how to participate prior to the start of the meeting.
- For anyone choosing to attend in person, social distancing measures outlined by the Chief Medical Officer of Health will be put in place.
- If you are experiencing symptoms, have recently travelled outside Canada or have been exposed to someone who has COVID-19 you should not attend this meeting and participate via teleconference following the steps above.

1. Call to Order (at 3:00 p.m.)

2. In-Camera Session

- 2.1. Advice from Officials / Privileged Information – Legal Matter
(in camera pursuant to sections 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)
- 2.2. Advice from Officials – Information Briefing
(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)

3. Adoption of Agenda (at 4:00 p.m.)**4. Consent Agenda**

- 4.1. Minutes of Council Meeting – March 10, 2020
- 4.2. Minutes of Special In-Camera Council Meeting No. 1 – March 13, 2020
- 4.3. Minutes of Special In-Camera Council Meeting No. 2 – March 13, 2020
- 4.4. Minutes of Special In-Camera Council Meeting – March 18, 2020

5. Presentations

- 5.1. Scott Davis, Director of Emergency Management, re: COVID-19 Public Briefing (Verbal)
- 5.2. Kevin Weidlich, Wood Buffalo Economic Development Corporation, re: Economic Recovery Response to COVID-19 (Verbal)
- 5.3. Deanne Bergey, Director, Community Services, re: Social Profit Sector Update (Verbal)

6. New Business

- 6.1. Consideration of Municipal Utilities

THAT payments for the charges, rates, and fees for the distribution, collection and treatment of solid waste, water and sanitary sewage as outlined in the Fees, Rates and Charges Bylaw 19-010 be deferred until July 2020.

THAT penalties on outstanding amounts owing not be applied from March to August 2020.

6.2. 2020-2021 Community Plan on Homelessness Grant Allocation

THAT \$3,901,653 be allocated to the 2020-2021 Community Plan on Homelessness programs as follows:

	Organization	Program	Recommendation
1.	Centre of Hope Non-Profit Society of Fort McMurray	Housing First	\$ 816,354
2.	Centre of Hope Non-Profit Society of Fort McMurray	Permanent Supportive Housing	844,459
3.	Centre of Hope Non-Profit Society of Fort McMurray	Eviction Prevention Program	64,163
4.	The Governing Council of the Salvation Army in Canada	Housing First	567,423
5.	Wood Buffalo Wellness Society	Centralized Intake Services	295,798
6.	Wood Buffalo Wellness Society	Outreach Program	139,110
7.	Wood Buffalo Wellness Society	Rapid Re-Housing Program	466,626
8.	YMCA of Northern Alberta	Housing First	707,720
TOTAL			\$ 3,901,653

6.3. Downtown Revitalization Incentives Pilot Project (2020)

THAT Administration be directed to bring forward a Council Policy that outlines the Downtown Revitalization Incentive Pilot Project by April 30, 2020; and

THAT Administration be directed to bring forward a bylaw that sets out Property Tax Exemptions for New Non-Residential Development in the Downtown by May 31, 2020.

6.4. Intermunicipal Collaboration Framework (ICF) with Lac La Biche County

THAT the Intermunicipal Collaboration Framework between the Regional Municipality of Wood Buffalo and Lac La Biche County, as outlined in Attachment 1, be approved; and

THAT Administration be directed to notify the Minister of Municipal Affairs before April 1, 2020, that the Intermunicipal Collaboration Framework with Lac La Biche County has been completed in accordance with the *Municipal Government Act*, Section 708.33 (4).

6.5. Bylaw No. 20/008 - Procedure Bylaw Amendment - Electronic Participation in Meetings

1. THAT Bylaw No. 20/008, being a bylaw to amend Procedure Bylaw No. 18/020, be read a first time.
2. THAT Bylaw No. 20/008 be read a second time.
3. THAT Bylaw No. 20/008 be considered for third reading.
4. THAT Bylaw No. 20/008 be read a third and final time.

Adjournment

Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Syncrude Athletic Park Clubhouse in Fort McMurray, Alberta, on Tuesday, March 10, 2020, commencing at 4:00 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
 Jamie Doyle, Deputy Chief Administrative Officer
 Deanne Bergey, Director, Community Services
 Chris Davis, Acting Director, Legal Services
 Lynda McLean, Director, Communications, Stakeholder, Indigenous and Rural Relations
 Brad McMurdo, Director, Planning and Development
 Linda Ollivier, Director, Financial Services
 Keith Smith, Acting Director, Public Works
 Darlene Soucy, Legislative Officer

1. Call to Order (at 3:00 p.m.)

Deputy Mayor K. Balsom called the meeting to order at 3:06 p.m.

Entrance and Assuming of Chair

Mayor D. Scott entered the meeting and assumed the Chair at 3:07 p.m.

2. In-Camera Session

MOTION

THAT Council close items 2.1 and 2.2 to the public pursuant to sections 17(1), 23(1) and 24(1) and 27 of the *Freedom of Information and Protection of Privacy Act*.

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

Pecuniary Interest and Exits

Councillor M. Allen declared a potential pecuniary interest in the next item and exited the meeting at 3:08 p.m.

Administration exited the meeting at 3:08 p.m.

2.1 Disclosure Harmful to Personal Privacy / Local Public Body Confidences

(in camera pursuant to sections 17(1) and 23(1) of the *Freedom of Information and Protection of Privacy Act*)

Returns

Councillor M. Allen and Administration returned the meeting at 3:25 p.m.

2.2 Advice from Officials – Land Matter

(in camera pursuant to section 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	Legislative Advice/Clerk
Lynda McLean	Director, Communications, Stakeholder, Indigenous and Rural Relations
Chris Davis	Acting Director, Legal Services
Brad McMurdo	Director, Planning and Development
Linda Ollivier	Director, Financial Services

Recess

A recess occurred between 3:55 p.m. and 4:00 p.m., at which time the meeting was reconvened in public in the Council Chamber.

MOTION:

THAT the meeting reconvene in public.

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

3. Adoption of Agenda (at 4:00 p.m.)

MOTION:

THAT the Agenda be amended by adding the following:

- item #8.2 - Lobbying Initiative - Childcare Services;

THAT Council waive any requirement to serve notice relative to the proposed addition;
and

THAT the agenda be adopted as amended.

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

4. Minutes of Previous Meetings

4.1. Council Meeting - February 25, 2020

THAT the Minutes of the Council Meeting held on February 25, 2020 be approved as presented.

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

5. Presentation

5.1. Sheri Pidhirney, Pamela Ramrup and Natasha Hartson, Business Support Network, re: 2019 Business Visitation Program Pilot

Natasha Hartson, Pamela Ramrup and Jennifer Warren, Business Support Network, presented on the 2019 Business Visitation Program Pilot to educate local businesses about resources that are available in the region, and to determine what other supports businesses may require.

6. Presentations and Business Arising

6.1. Dr. Trent Keough, Wood Buffalo Downtown Revitalization Advisory Committee re Franklin and Main Park Project

Roy Williams, Vice Chair, Wood Buffalo Downtown Revitalization Advisory Committee (WBD Rac), provided an overview of the WBD Rac's recommendation for the development of a park in the Franklin Avenue and Main Street area, and noted that public input into the park design and location would be gathered through a design charrette process.

6.2. Wood Buffalo Downtown Revitalization Advisory Committee Recommendation - Franklin and Main Park Project

Jamie Doyle, Deputy Chief Administrative Officer, and Monica Lance, Manager, Special Projects, provided an overview of the recommendation indicating that Administration supports the motion before Council, which would enable Administration to initiate park design through a public design charrette process and act in alignment with other approved downtown revitalization initiatives underway.

MOTION:

THAT Administration be directed to undertake a Franklin and Main park project in 2020, as recommended by the Wood Buffalo Downtown Revitalization Advisory Committee on February 18, 2020 and that the funding required for this project be assumed within the approved 2020 Downtown Revitalization project budget; and

THAT the exact location(s) of the Franklin and Main Park Project be confirmed through a public design charrette process and in partnership with the Wood Buffalo Downtown Revitalization Advisory Committee.

RESULT:	CARRIED [8 TO 3]
MOVER:	Mike Allen, Councillor
SECONDER:	Jane Stroud, Councillor
FOR:	Allen, Balsom, Inglis, Lalonde, Meagher, Murphy, Peddle, Stroud
AGAINST:	Scott, McGrath, Voyageur

6.3. Liana Wheeldon, Wood Buffalo Waterfront Advisory Committee re Year-Round Outdoor Designated Event Space

Liana Wheeldon, Chair, Wood Buffalo Waterfront Advisory Committee (WBWAC), provided an overview of the WBWAC's recommendation for a year-round designated outdoor event space with supporting facilities and utilities, and noted that public input into the event space and location would be gathered through a design charrette process.

Exits and Returns

Councillor K. McGrath and Councillor K. Balsom exited the meeting at 5:19 p.m. and returned at 5:20 p.m.

6.4. Wood Buffalo Waterfront Advisory Committee Recommendation - Year-Round Designated Outdoor Event Space

Jamie Doyle, Deputy Chief Administrative Officer, and Monica Lance, Manager, Special Projects, provided an overview of the recommendation indicating that Administration supports the motion before Council, which would enable Administration to initiate a public design charrette process and work in alignment with other approved waterfront initiatives underway.

MOTION:

THAT Administration be directed to undertake a project in 2020 to incorporate a year-round designated outdoor event space, which includes supporting facilities with appropriate utilities, as recommended by the Wood Buffalo Waterfront Advisory Committee on February 19, 2020 and that the funding required for this project be assumed within the approved 2020 Capital Budget for the Waterfront Park Project; and

THAT the exact location(s) of the year-round designated outdoor event space be confirmed through a public design charrette process and in partnership with the Wood Buffalo Waterfront Advisory Committee.

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

7. New Business

7.1. Committee Appointment - Oil Sands Engagement Committee

Jade Brown, Chief Legislative Officer, provided an overview of the proposed appointment to the Oils Sands Engagement Committee, which has been established by the Government of Alberta to provide advice on the coordination of transportation planning in the Athabasca oil sands area.

MOTION:

THAT Councillor Jeff Peddle be appointed to the Oil Sands Engagement Committee, effective immediately; and

THAT costs associated with attendance at meetings for this Committee be expended from the approved 2020 Council Operating Budget.

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

8. Councillors' Motions

8.1. Parking Enforcement Standards

Councillor K. McGrath provided an overview of his motion.

Exit and Return

Councillor M. Allen exited the meeting at 5:32 p.m. and returned at 5:34 p.m.

Exit and Vacating the Chair

Mayor D. Scott exited the meeting at 5:33 p.m., at which time Deputy Mayor Balsom assumed the Chair.

Return and Resuming the Chair

Mayor D. Scott returned to the meeting and resumed the Chair at 5:36 p.m.

MOTION:

THAT Administration be directed to investigate and benchmark the current parking enforcement standards of other municipalities in Alberta and bring forward a report to Council identifying the appropriate value of parking penalties, including an early payment discount option for parking infractions issued in contravention of the Roads and Transportation Bylaw No. 02/079.

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

8.2 Lobbying Initiative - Childcare Services

Vacating the Chair

Mayor Scott vacated the Chair at 5:41 p.m., at which time Deputy Mayor Balsom assumed the Chair.

Mayor D. Scott provided an overview of his motion.

Nancy King, Hope Moffatt, Kedra Abdurahman, Annalise Yuzda, and Holly Christopher, childcare service providers, spoke in support of the motion, noting that the proposed changes by the provincial government to the childcare profession will affect not only the childcare service providers but also residents who are dependent on childcare to attend work and school as there could be staff shortages within the childcare sector as a result.

MOTION:

THAT Council lobby the provincial government, our MLAs, and specifically the Honourable Rebecca Schulz Minister of Children's Services at Government of Alberta, about the crisis facing the childcare profession in Wood Buffalo. Specifically, we ask the provincial government to reassess the planned discontinuation of the Accreditation process across the province effective April 1, 2020, as well as the Northern Living Allowance for Wood Buffalo early childhood educators effective July 1, 2020; and

THAT the Regional Municipality of Wood Buffalo take the position that our region will be disproportionately negatively impacted by these changes and that these policies are critical to delivering effective, accessible, and affordable childcare in the region; and

THAT a letter be sent from the Office of the Mayor to the Minister with copies to our MLAs on this issue and that efforts be made to lobby the relevant government officials at the upcoming RMA, Rural Municipalities of Alberta, Spring Convention.

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

Resuming the Chair

Mayor Scott resumed the Chair at 6:08 p.m.

Adjournment

The meeting adjourned at 6:09 p.m.

Mayor

Chief Legislative Officer

Minutes Acceptance: Minutes of Mar 10, 2020 4:00 PM (Consent Agenda)

Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held in the 7th Floor Boardroom at the Municipal Offices in Fort McMurray, Alberta, on Friday, March 13, 2020, commencing at 9:00 AM.

Present:

Don Scott, Mayor
 Krista Balsom, Councillor
 Bruce Inglis, Councillor (via teleconference)
 Sheila Lalonde, Councillor
 Keith McGrath, Councillor
 Verna Murphy, Councillor
 Jane Stroud, Councillor
 Claris Voyageur, Councillor (via teleconference)

Absent:

Mike Allen, Councillor
 Phil Meagher, Councillor
 Jeff Peddle, Councillor

Administration:

Annette Antoniak, Chief Administrative Officer
 Jade Brown, Chief Legislative Officer
 Kari Westhaver, Director, Human Resources

1. Call to Order

Mayor D. Scott called the meeting to order at 9:00 a.m.

MOTION:

THAT section 7 of the Procedure Bylaw No. 18/020 be waived to allow Members of Council to participate via teleconference in the closed session of the March 13, 2020 Special In-Camera Council Meeting.

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

2. In-Camera**MOTION:**

THAT Council close item 2.1 to the public pursuant to section 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*.

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

2.1 Meeting with the Regional Recreation Corporation

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

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Kari Westhaver	Director, Human Resources
Don Lidstone, Q.C.	Legal Counsel
Patrick Riechers (via videoconference)	WMC Consultant
Deanne Friesen (via videoconference)	WMC Consultant
Colleen Kearney (teleconference)	Regional Recreation Corporation Board Chair
Allan Grandison	Regional Recreation Corporation Board Member
Jennifer VanDerVoort	Regional Recreation Corporation Board Member
Chris Pirie (teleconference)	Regional Recreation Corporation Board Member
Graig Walsh	Regional Recreation Corporation Chief Executive Officer

Recess

A recess occurred between 9:28 a.m. to 9:43 a.m.

Entrance

RRC Board Chair Colleen Kearney joined the meeting via teleconference at 9:47 a.m.

RRC Board Member Chris Pirie joined the meeting via teleconference at 9:54 a.m.

Exit

Councillor K. Balsom exited the meeting at 10:03 a.m.

Councillor K. McGrath exited the meeting at approximately 10:57 a.m.

Entrance

Councillor K. McGrath returned to the meeting at 11:40 a.m.

MOTION:

THAT the meeting reconvene in public.

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

Adjournment

The meeting adjourned at 11:46 a.m.

Mayor

Chief Legislative Officer



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

OFFICE OF THE MAYOR

March 9, 2020

NOTICE OF SPECIAL MEETING

Pursuant to Section 194 of the *Municipal Government Act*, RSA. 2000 c.M-26, a Special In-camera Council Meeting is hereby scheduled to take place at 9:00 a.m. on the 13th day of March, 2020, in the 7th Floor Boardroom, Jubilee Centre, 9909 Franklin Avenue, Fort McMurray, to consider the following:

1. Meeting with the Regional Recreation Corporation
(in camera pursuant to section 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)

Don Scott, QC
Mayor
Regional Municipality of Wood Buffalo

Minutes Acceptance: Minutes of Mar 13, 2020 9:00 AM (Consent Agenda)

Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held in the 7th Floor Boardroom at the Municipal Offices in Fort McMurray, Alberta, on Friday, March 13, 2020, commencing at 11:53 AM.

Present:

Don Scott, Mayor
 Mike Allen, Councillor
 Krista Balsom, Councillor (via teleconference)
 Bruce Inglis, Councillor (via teleconference)
 Sheila Lalonde, Councillor
 Keith McGrath, Councillor
 Phil Meagher, Councillor (via teleconference)
 Verna Murphy, Councillor
 Jane Stroud, Councillor
 Claris Voyageur, Councillor (via teleconference)

Absent:

Jeff Peddle, 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

1. Call to Order

Mayor D. Scott called the meeting to order at 11:53 a.m.

MOTION:

THAT section 7 of the Procedure Bylaw No. 18/020 be waived to allow Members of Council to participate via teleconference in the closed session of the March 13, 2020 Special In-Camera Council Meeting.

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

2. In Camera Session

MOTION:

THAT Council close item 2.1 to the public pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

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

2.1. Information Briefing – Operations

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

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Jamie Doyle, Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Kari Westhaver	Director, Human Resources
Jody Butz	Regional Fire Chief
Chris Davis	Acting Director, Legal Services
Linda Ollivier	Director, Financial Services
Rachel Orser	Director, Supply Chain Management
Antoine Rempp	Director, Environmental Services
Keith Smith	Acting Director, Public Works
AnnMarie Hintz	Senior Manager, Information Technology
Megan Langpap	Manager, Strategic Communications
Patricia Penton	Assistant Deputy Chief Emergency Management Services
Kelly Roberts	Assistant Deputy Chief 911 Dispatch/Acting Deputy Chief Operations

Entrance

Councillor M. Allen entered the meeting at 12:13 p.m.

Following the Information Briefing, Administration exited the meeting with the exception of A. Antoniak, J. Doyle and J. Brown.

Exits

Councillor K. McGrath and Councillor K. Balsom exited the meeting at 12:44 p.m.

Adjournment

The meeting adjourned at 12:50 p.m.

Mayor

Chief Legislative Officer

Minutes Acceptance: Minutes of Mar 13, 2020 9:01 AM (Consent Agenda)



OFFICE OF THE MAYOR

March 12, 2020

NOTICE OF SPECIAL MEETING

Pursuant to Section 194 of the *Municipal Government Act*, RSA. 2000 c.M-26, a Special In-Camera Council Meeting is hereby scheduled to take place immediately following the adjournment of the 9:00 a.m. Special In-Camera Meeting, on the 13th day of March, 2020, in the 7th Floor Boardroom, Jubilee Centre, 9909 Franklin Avenue, Fort McMurray, to consider the following:

1. Information Briefing - Operations
(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)

Don Scott, QC
Mayor
Regional Municipality of Wood Buffalo

Minutes Acceptance: Minutes of Mar 13, 2020 9:01 AM (Consent Agenda)

Minutes of a Special In-Camera Meeting of the Council of the Regional Municipality of Wood Buffalo held in the 7th Floor Boardroom at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, March 18, 2020, commencing at 6:30 PM.

Present:

Don Scott, Mayor
 Mike Allen, Councillor
 Krista Balsom, Councillor
 Bruce Inglis, Councillor
 Sheila Lalonde, Councillor (via teleconference)
 Keith McGrath, Councillor (via teleconference)
 Phil Meagher, Councillor (via teleconference)
 Verna Murphy, Councillor (via teleconference)
 Jeff Peddle, Councillor (via teleconference)
 Jane Stroud, Councillor (via teleconference)
 Claris Voyageur, Councillor (via teleconference)

Administration:

Jade Brown, Chief Legislative Officer
 Jamie Doyle, Interim Chief Administrative Officer

1. Call to Order

Mayor D. Scott called the meeting to order at 6:37 p.m.

Entrance

Councillor C. Voyageur joined the meeting via teleconference at 6:39 p.m.

MOTION:

THAT section 7 of the Procedure Bylaw No. 18/020 be waived to allow Members of Council and Administration to participate via teleconference in the closed session of the March 18, 2020 Special In-Camera Council Meeting.

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

2. In-Camera Session

MOTION:

THAT Council close agenda item 2.1 to the public pursuant to sections 17(1), 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*.

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

2.1 Disclosure Harmful to Personal Privacy / Advice from Officials / Privileged Information - Labour / Personnel Matter

(In camera pursuant to sections 17(1), 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Jamie Doyle (via teleconference)	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Chris Davis	Acting Director, Legal Services
Tamara Eppler	External Legal Counsel

MOTION:

THAT the meeting reconvene in public.

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

The following motion was moved by Councillor B. Inglis and seconded by Councillor K. Balsom:

"That Council accept the resignation of Annette Antoniak effective immediately; and that Jamie Doyle be appointed as Interim Chief Administrative Officer for the Regional Municipality of Wood Buffalo, effective immediately."

Councillor S. Lalonde requested that the motion be severed so that both parts could be voted on separately.

Voting then occurred on the motion, as severed.

MOTION:

THAT Council accept the resignation of Annette Antoniak effective immediately.

RESULT:	CARRIED [8 TO 3]
MOVER:	Bruce Inglis, Councillor
SECONDER:	Krista Balsom, Councillor
FOR:	Scott, Allen, Balsom, Inglis, McGrath, Meagher, Peddle, Stroud
AGAINST:	Lalonde, Murphy, Voyageur

MOTION:

THAT Jamie Doyle be appointed as Interim Chief Administrative Officer for the Regional Municipality of Wood Buffalo, effective immediately.

RESULT:	CARRIED [8 TO 3]
MOVER:	Bruce Inglis, Councillor
SECONDER:	Krista Balsom, Councillor
FOR:	Scott, Allen, Balsom, Inglis, McGrath, Meagher, Peddle, Stroud
AGAINST:	Lalonde, Murphy, Voyageur

Adjournment

The meeting adjourned at 6:57 p.m.

Mayor

Chief Legislative Officer



COUNCIL REPORT

Meeting Date: March 24, 2020

Subject: Consideration of Municipal Utilities

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

THAT payments for the charges, rates, and fees for the distribution, collection and treatment of solid waste, water and sanitary sewage as outlined in the Fees, Rates and Charges Bylaw 19-010 be deferred until July 2020.

THAT penalties on outstanding amounts owing not be applied from March to August 2020.

Summary:

The Fees, Rates and Charges Bylaw 19-010 requires the invoicing of charges, rates and fees for the distribution, collection and treatment of solid waste, water and sanitary sewage. Administration is recommending the deferment of payment for municipal utilities until July 2020 and any outstanding penalties on amounts owing from March to August 2020 will not be applied. This will assist residents and businesses of the region with their current cash flow needs.

Background:

As a result of the COVID-19 pandemic, Administration continues to review municipal operations and assess whether considerations are required to adapt to the quickly changing environment. Currently, the Fees, Rates and Charges Bylaw 19-010 is in effect. The bylaw was established, in part, to outline a scale of charges, rates and fees for distribution, collection and treatment of solid waste, water and sanitary sewage. Penalties are also imposed within bylaw 86-02. The COVID-19 pandemic is impacting the ability of residential and commercial customers to make payments on outstanding amounts owing due to cash flow restraints.

Budget/Financial Implications:

Council's consideration to defer billing activities on municipal utility charges and not charge penalties on outstanding amounts owing from March to July 2020, will not impact the Municipality's current cash flow position.

Strategic Priorities:

Responsible Government



COUNCIL REPORT

Meeting Date: March 24, 2020

Subject: 2020-2021 Community Plan on Homelessness Grant Allocation

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

THAT \$3,901,653 be allocated to the 2020-2021 Community Plan on Homelessness programs as follows:

Organization	Program	Recommendation
1. Centre of Hope Non-Profit Society of Fort McMurray	Housing First	\$ 816,354
2. Centre of Hope Non-Profit Society of Fort McMurray	Permanent Supportive Housing	844,459
3. Centre of Hope Non-Profit Society of Fort McMurray	Eviction Prevention Program	64,163
4. The Governing Council of the Salvation Army in Canada	Housing First	567,423
5. Wood Buffalo Wellness Society	Centralized Intake Services	295,798
6. Wood Buffalo Wellness Society	Outreach Program	139,110
7. Wood Buffalo Wellness Society	Rapid Re-Housing Program	466,626
8. YMCA of Northern Alberta	Housing First	707,720
TOTAL		\$ 3,901,653

Summary:

The Regional Municipality of Wood Buffalo receives funding from the federal government (Service Canada) and provincial government (Ministry of Community and Social Services) to support homelessness initiatives. These funds are administered through the Community Investment Program and distributed to social-profit organizations whose goals and objectives align with the Council approved 10-Year Plan to End Homelessness 2010-2020, *Heading Home: The Right Thing to Do*.

Funding is anticipated to remain consistent at \$783K from the federal government, and \$3.45M from the provincial government. There is an approximate \$400,000 carry forward from the current year, for a total of \$4.6M.

Background:

A Request for Information was issued on November 19, 2019 for the Housing First, Permanent Supportive Housing, and Rapid Re-housing initiatives and closed December 3, 2019. For the fiscal period April 1, 2020, to March 31, 2021, the Government of Canada has provided a one-year extension to the Municipality for the Indigenous Homelessness funding stream, as it continues its exploration of other potential Community Entities. There remains uncertainty with regards to future Indigenous stream funding and the Government of Canada is consulting with Indigenous partners to determine a path forward. As such, the recommendation includes an extension of the federal funding provided to Wood Buffalo Wellness Society for Centralized Intake, and a portion of its Rapid Re-Housing and Outreach programs.

The submissions were reviewed by Administration and presented to the Homelessness Initiatives Strategic Committee (HISC) for recommendation. The HISC Committee includes representatives from the United Way, Wood Buffalo Housing and Development Corporation, Industry, Rural Community, Indigenous Community, Landlords and Alberta Health Services. There are also non-voting members from the federal and provincial governments. The mandate of this committee is to act as a steward of the Community Plan on Homelessness, and to provide CPH funding recommendations to Council. It is a federal funding requirement to have a committee such as HISC in place.

Overarching priorities are determined by the Community Plan on Homelessness, and HISC ranked the priorities to align with their assessment of the current community need. HISC ranked the program areas as follows, and recommendations fall within ranks 1-5:

1. Housing First / Rapid Re-Housing / Permanent Supportive Housing
2. Centralized Intake / Coordinated Access
3. Prevention / Outreach
4. Diversion
5. Other Support Programs

Budget/Financial Implications:

There are no budget/financial implications for the RMWB as the CPH grants are funded by the federal and provincial governments.

Rationale for Recommendation:

CPH grants are allocated to non-profit organizations that provide Housing First, Rapid

Re-Housing, Centralized Intake, Permanent Supportive Housing, Eviction Prevention, and Outreach for people who are experiencing or at risk of homelessness.

The total funding available for CPH programming has decreased from \$5.1M to \$4.7M due to less carry forward amounts from prior years. To continue to provide impactful service delivery to those experiencing homelessness, Administration found internal efficiencies, and the partner social-profit agencies identified savings for the upcoming fiscal year. Included in the recommendation is a reduction to the Eviction Prevention Program and an increase to the Outreach Program, these changes reduce duplication and increase financial support for existing successful programs that will continue to serve the same target audience.

Together, Administration and the funded agencies will closely evaluate the impact of future funding constraints and the impact they will have on the CPH program. Working together, we will endeavor to move closer to the goal of ending homelessness in the RMWB.

Strategic Priorities:

Responsible Government

Attachments:

2020-2021 CPH Recommendations

**Community Investment Program - Community Plan on Homelessness Grant
Recommended 2020 - 2021 Grant Allocation Summary**

Organization		Program	2017 - 2018 Approved	2018 - 2019 Approved	2019 - 2020 Approved	2020-2021 Request	2020 - 2021 Recommended by HISC		
							Federal	Provincial	Total
1	Centre of Hope Non-Profit Society of Fort McMurray	Housing First	954,175	841,754	806,354	806,354	-	816,354	816,354
2	Centre of Hope Non-Profit Society of Fort McMurray	Permanent Supportive Housing	-	909,918	844,459	844,459	-	844,459	844,459
3	Centre of Hope Non-Profit Society of Fort McMurray	Eviction Prevention Program	125,641	159,512	125,601	118,283	-	64,163	64,163
4	Governing Council of the Salvation Army in Canada	Housing First	639,868	619,639	717,578	687,720	-	567,423	567,423
5	Wood Buffalo Wellness Society	Centralized Intake Services	266,524	315,195	295,796	295,798	295,798	-	295,798
6	Wood Buffalo Wellness Society	Outreach Program	81,567	88,030	84,879	92,700	92,700	46,410	139,110
7	Wood Buffalo Wellness Society	Rapid Re-Housing Program	293,525	510,623	474,446	466,627	208,871	257,755	466,626
8	YMCA of Northern Alberta	Housing First	624,625	585,524	636,900	687,720		707,720	707,720
			2,985,925	4,030,195	3,986,013	3,999,661	597,369	3,304,284	3,901,653

Attachment: 2020-2021 CPH Recommendations (2020-2021 CPH Grant Recommendations)

Centre of Hope Non-Profit Society of Fort McMurray

Housing First

2020-21 Community Plan on Homelessness Grant Analysis

CIP Grant Summary:

April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020	April 1, 2020 - March 31, 2021 Request	April 1, 2020 - March 31, 2021 Recommended by HISC	<i>Difference of Recommended vs. Requested</i>
954,175	841,754	806,354	806,354	816,354	10,000

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This Housing First program aligns within the local 10-Year Plan to End Homelessness under the goals of rehousing and Provision of Support.

It falls within the Provincial Classifications under Housing Supports

Budget Line Description	2020-21 Grant Request	2020-21 HISC Recommended
Staff Costs	329,472	329,472
Operational Costs	71,187	71,187
Client Related Costs	25,390	25,390
Rent Supplement	307,000	316,091
Subtotal	733,049	742,140
Administrative Costs	73,305	74,214
Total Costs	806,354	816,354

Centre of Hope Non-Profit Society of Fort McMurray

Permanent Supportive Housing

2020-21 Community Plan on Homelessness Grant Analysis

CIP Grant Summary:

October 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020	April 1, 2020 - March 31, 2021 Request	April 1, 2020 - March 31, 2021 Recommended by HISC	Difference of Recommended vs. Requested
649,476	909,918	844,459	844,459	844,459	-

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This Permanent Supportive Housing program aligns within the 10-Year Plan to End Homelessness within the goals of Provision of Supports and Re-housing.

It falls within the Provincial Classifications under Housing Supports.

Budget Line Description	2020-21 Grant Request	2020-21 HISC Recommended
Staff Costs	752,646	752,646
Operational Costs	9,244	9,244
Client Related Costs	5,800	5,800
Subtotal	767,690	767,690
Administrative Costs	76,769	76,769
Total Costs	844,459	844,459

Centre of Hope Non-Profit Society of Fort McMurray

Eviction Prevention Program

2020-21 Community Plan on Homelessness Grant Analysis

CIP Grant Summary:

October 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020	April 1, 2020 - March 31, 2021 Request	April 1, 2020 - March 31, 2021 Recommended by HISC	Difference of Recommended vs. Requested
125,641	159,512	125,601	118,283	64,163	(54,120)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

Eviction Prevention Program aligns with the 10 Year Plan to End Homelessness under Goal III: Prevention. This program provides support and rental arrears to individuals and families facing eviction.

This program falls within the Provincial Project Classifications - Homeless Prevention.

Budget Line Description	2020-21 Grant Request	2020-21 HISC Recommended
Staff Costs	70,928	-
Operational Costs	2,255	-
Client Related Costs	41,000	58,330
Subtotal	114,183	58,330
Administrative Costs	4,100	5,833
Total Costs	118,283	64,163

Governing Council of the Salvation Army in Canada

Diversion Program

2020-21 Community Plan on Homelessness Grant Analysis

CIP Grant Summary:

April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020	April 1, 2020 - March 31, 2021 Request	April 1, 2020 - March 31, 2021 Recommended by HISC	<i>Difference of Recommended vs. Requested</i>
639,868	619,639	717,578	687,720	567,423	(120,297)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This Housing First program aligns within the local 10-Year Plan to End Homelessness under the goals of rehousing and Provision of Support.

It falls within the Provincial Classifications under Housing Supports

Budget Line Description	2020-21 Grant Request	2020-21 HISC Recommended
Staff Costs	289,068	239,200
Operational Costs	34,963	21,718
Client Related Costs	39,950	33,850
Rent Supplement	261,219	221,071
Subtotal	625,200	515,839
Administrative Costs	62,520	51,584
Total Costs	687,720	567,423

Wood Buffalo Wellness Society

Centralized Intake Services

2020-21 Community Plan on Homelessness Grant Analysis

CIP Grant Summary:

April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2020 - March 31, 2021 Request	April 1, 2020 - March 31, 2021 Recommended by HISC	<i>Difference of Recommended vs. Requested</i>
266,524	315,195	429,950	295,798	295,798	-

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

The Centralized Intake program aligns within the 10 Year Plan to End Homelessness with under Goal III: Prevention. This program is being restructured to make available more opportunities for referrals from other services which will alleviate some of the demand on the current system.

It falls within under the Federal Homelessness Partnering Strategy Directives under Chronically and episodically homeless populations.

Budget Line Description	2020-21 Grant Request	2020-21 HISC Recommended
Staff Costs	264,264	264,264
Operational Costs	4,643	4,643
Subtotal	268,907	268,907
Administrative Costs	26,891	26,891
Total Costs	295,798	295,798

Wood Buffalo Wellness Society

Outreach Program

2020-21 Community Plan on Homelessness Grant Analysis

CIP Grant Summary:

April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2020 - March 31, 2021 Request	April 1, 2020 - March 31, 2021 Recommended by HISC	<i>Difference of Recommended vs. Requested</i>
92,624	88,030	210,364	102,306	139,110	36,804

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This Outreach program aligns within the 10 Year Plan to End Homelessness with Goal III: Prevention.

It falls within the Provincial Classifications under Connection to Long Term Supports.

46,410 to be funded out of the Provincial budget.

92,700 to be funded out of the Federal budget.

Budget Line Description	2020-21 Grant Request	2020-21 HISC Recommended
Staff Costs	72,072	72,072
Operational Costs	3,469	3,469
Client Related Costs	17,464	50,923
Subtotal	93,005	126,464
Administrative Costs	9,300	12,646
Total Costs	102,305	139,110

Wood Buffalo Wellness Society

Rapid Re-Housing Program

2020-21 Community Plan on Homelessness Grant Analysis

CIP Grant Summary:

April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2020 - March 31, 2021 Request	April 1, 2020 - March 31, 2021 Recommended by HISC	<i>Difference of Recommended vs. Requested</i>
293,525	510,623	831,828	466,626	466,626	-

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This Rapid Rehousing program aligns within the local 10 Year Plan to End Homelessness under the goals of rapidly Rehousing and Provision of Support.

It falls within the Provincial Classifications under Housing Supports.

208,871 to be funded from the Federal budget.

257,755 to be funded from the Provincial budget.

Budget Line Description	2020-21 Grant Request	2020-21 HISC Recommended
Staff Costs	167,024	167,024
Operational Costs	63,225	63,225
Client Related Costs	33,477	33,477
Rent Supplement	160,480	160,480
Subtotal	424,206	424,206
Administrative Costs	42,420	42,420
Total Costs	466,626	466,626

YMCA of Northern Alberta

Housing First

2020-21 Community Plan on Homelessness Grant Analysis

CIP Grant Summary:

April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2020 - March 31, 2021 Request	April 1, 2020 - March 31, 2021 Recommended by HISC	<i>Difference of Recommended vs. Requested</i>
624,625	585,524	636,900	678,720	707,720	29,000

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This Housing First program aligns within the local 10 Year Plan to End Homelessness under the goals of rehousing and Provision of Support.

It falls within the Provincial Classifications under Housing Supports.

Budget Line Description	2020-21 Grant Request	2020-21 HISC Recommended
Staff Costs	289,068	289,067
Operational Costs	34,963	34,963
Client Related Costs	39,950	39,950
Rent Supplement	252,219	279,402
Subtotal	616,200	643,382
Administrative Costs	62,520	64,338
Total Costs	678,720	707,720



COUNCIL REPORT

Meeting Date: March 24, 2020

Subject: Downtown Revitalization Incentives Pilot Project (2020)

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

THAT Administration be directed to bring forward a Council Policy that outlines the Downtown Revitalization Incentive Pilot Project by April 30, 2020; and

THAT Administration be directed to bring forward a bylaw that sets out Property Tax Exemptions for New Non-Residential Development in the Downtown by May 31, 2020.

Summary:

The 2018-2021 Strategic Plan identifies Downtown Revitalization and Regional Economic Development as strategic priorities. The provision of grants to stimulate downtown revitalization is a commonplace practice throughout North America. Based on best practices and community needs, Administration proposes a Downtown Revitalization Incentives Pilot Program be offered to property owners and businesses in the form of 50% matching grants. The Program proposes four (4) incentives to encourage façade upgrades, building interior renovations, patios and beautification within a defined Pilot Area (see Attachment 1).

Background:

A key objective of the Municipality is to refocus Fort McMurray's downtown as a vibrant and viable area for the Region's communities. The 2018-2021 Strategic Plan identifies Downtown Revitalization and Regional Economic Development as strategic priorities:

- Encouraging development in the downtown (#2a);
- Establishing incentives to update storefronts (#2c); and
- Business attraction and incentives (#3b).

Feedback on downtown revitalization was received from public engagements held between May and September 2019. In-person and online feedback identified the need to enhance beautification and cleanliness, and update the look, feel and character of

downtown buildings on main streets. Feedback also included identifying strategies to address vacant buildings and storefronts, attract new businesses and help retain existing businesses.

Administration conducted best practice research by reviewing more than 30 municipalities in Alberta, across Canada, and in the United States. Research also included contacting program administrators to understand program success, uptake and overall administration. The research confirmed there is considerable variation in grant amounts, eligibility criteria, and program design and that tailoring programs to meet each municipality's circumstances is consistent with best practices.

In addition to grants, Administration is currently researching options for a property tax exemption program for new non-residential development in the downtown, which will be presented to Council at a later date.

Engagement

Administration sought targeted stakeholder feedback regarding incentives on the following occasions:

- November 14, 2019: Administration presented preliminary incentive options to approximately 30 downtown stakeholders during three (3) sessions. Stakeholders confirmed the need for an incentive program.
- January 6, 2020: Administration presented to the Fort McMurray Chamber of Commerce and received input on the boundary of the Pilot Area.
- March 4, 2020: Administration sought feedback on the Pilot Area boundary from the Wood Buffalo Downtown Revitalization Advisory Committee.
- March 18-19, 2020: At the time of writing this report, Administration has scheduled design charettes with key stakeholders to establish general design guidelines for the proposed pilot program.

Pilot Program, Pilot Area and Duration

Based on best practices and community needs, Administration proposes that a Downtown Revitalization Incentives Pilot *Program* be offered to property owners and businesses within a defined Pilot Area (see Attachment 1). The Program objectives are as follows:

- Enhance the aesthetic qualities of private property within the downtown Pilot Area;
- Introduce new features and amenities that create interest and vibrancy, helping transform the downtown Pilot Area into a place people want to spend time; and
- Retain existing businesses, while encouraging new businesses to the downtown

Pilot Area.

Through four (4) grant streams, the Program will offer 50% matching grants to encourage the following improvements or projects:

- Façade upgrades (to a maximum of \$75,000 for mid-block buildings, and \$100,000 for corner buildings);
- Building interior renovations (to a maximum of \$50,000 per building);
- Patios (to a maximum of \$10,000); and
- Beautification (to a maximum of \$5,000 for general beautification projects, and \$30,000 for murals).

The Pilot Area boundary was determined by:

- Feedback from public engagement during summer 2019;
- Feedback and support from the Wood Buffalo Downtown Revitalization Advisory Committee;
- Alignment with the current Area Redevelopment Plan, where this area is identified as the Central Business District; and
- Better return on public investment whereby dollars spent are being concentrated in one area, creating greater visual impact.

The Pilot Program will be open for applications until December 31, 2020. This pilot approach will allow Administration to establish internal process, make program refinements, and monitor/measure overall success of the Program. Ultimately, the goal is to offer these, and possibly other incentives, throughout the downtown if success can be demonstrated in the Pilot Area.

General Program Procedures and Eligibility

General program eligibility will be set out in a Council Policy, presented to Council in April 2020 with specific eligibility criteria being set out in the program guidelines. Program procedures and eligibility include, but are not limited to:

- Complete applications will only be accepted;
- Grants will be provided on a first-come, first-served basis;
- Residential and government buildings are ineligible;
- Façade and patio proposals must meet design goals, which will be set out in the program guidelines;

- Renovations to vacant units are only eligible if the proposed use serves a retail, restaurant or similar business with potential to generate foot traffic (i.e. not office space);
- Applicants and the Municipality will enter into an agreement, which sets out the terms and conditions of participation;
- The Municipality may offer funding up-front or as a reimbursement, in accordance with the agreement;
- Grants will not be retroactive, including costs associated with work completed prior to entering into an agreement; and
- Eligible and ineligible works will be outlined in the program guidelines.

The Program will be administered by the Community Services Department through the Community Investment Program, and in partnership with the Planning and Development Department.

Budget/Financial Implications:

Administration is anticipating a \$2,000,000 budget request to implement the Pilot Program and will make the request to Council when the Policy is presented in April 2020. The Program will be monitored and assessed to determine whether it has met the program objectives. If successful, the incentives could be made available in other areas of the downtown. A broader program may carry additional budget implications.

Rationale for Recommendation:

Fort McMurray's downtown is the key civic, health and institutional service centre for the Region's communities. Creating a viable and vibrant downtown is imperative to the societal and economic health of the Region, and incentives can be a significant factor in contributing to that success.

Strategic Priorities:

Downtown Revitalization
Regional Economic Development

Attachments:

1. Subject Area Map of Pilot Area Boundary

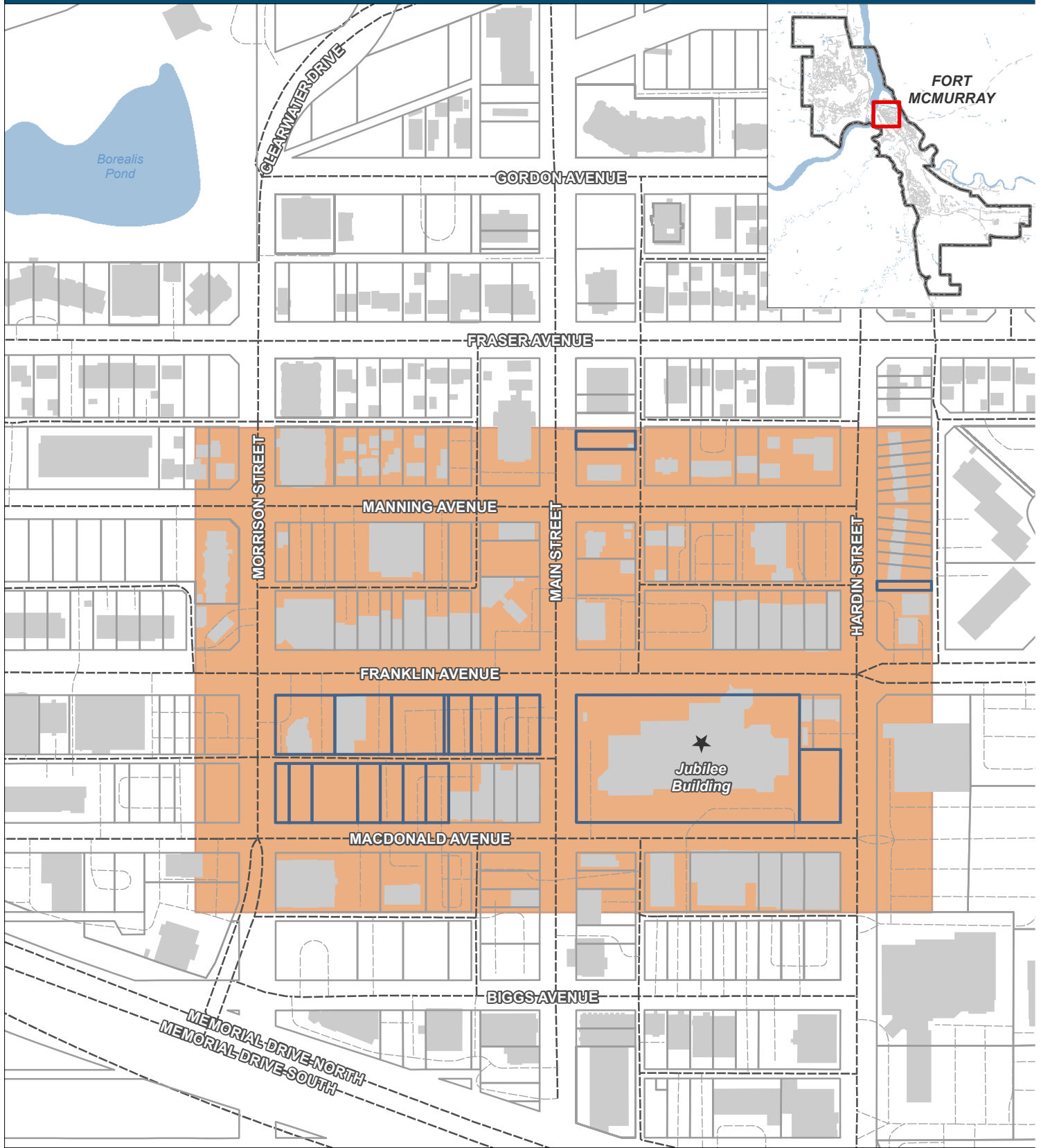
Downtown Incentives Pilot Project Presentation

SUBJECT AREA MAP

Downtown Revitalization Incentive Program

Proposed Pilot Area

Attachment



Attachment: 1. Subject Area Map of Pilot Area Boundary (Downtown Revitalization Incentives Pilot Project (2020))

- Proposed Pilot Area
- Water Bodies
- Titled Parcels
- RMWB Lands
- Landmarks
- Building Outlines

- Roads
- Parking Lot



1 cm = 35 meters



Map Produced by the Geographic Information System

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Downtown Revitalization Incentives. Proposed Pilot Project

6.3.b

Council Meeting

March 24, 2020

Presented by: Planning & Development

Attachment: Downtown Incentives Pilot Project Presentation

Incentives

What are they?

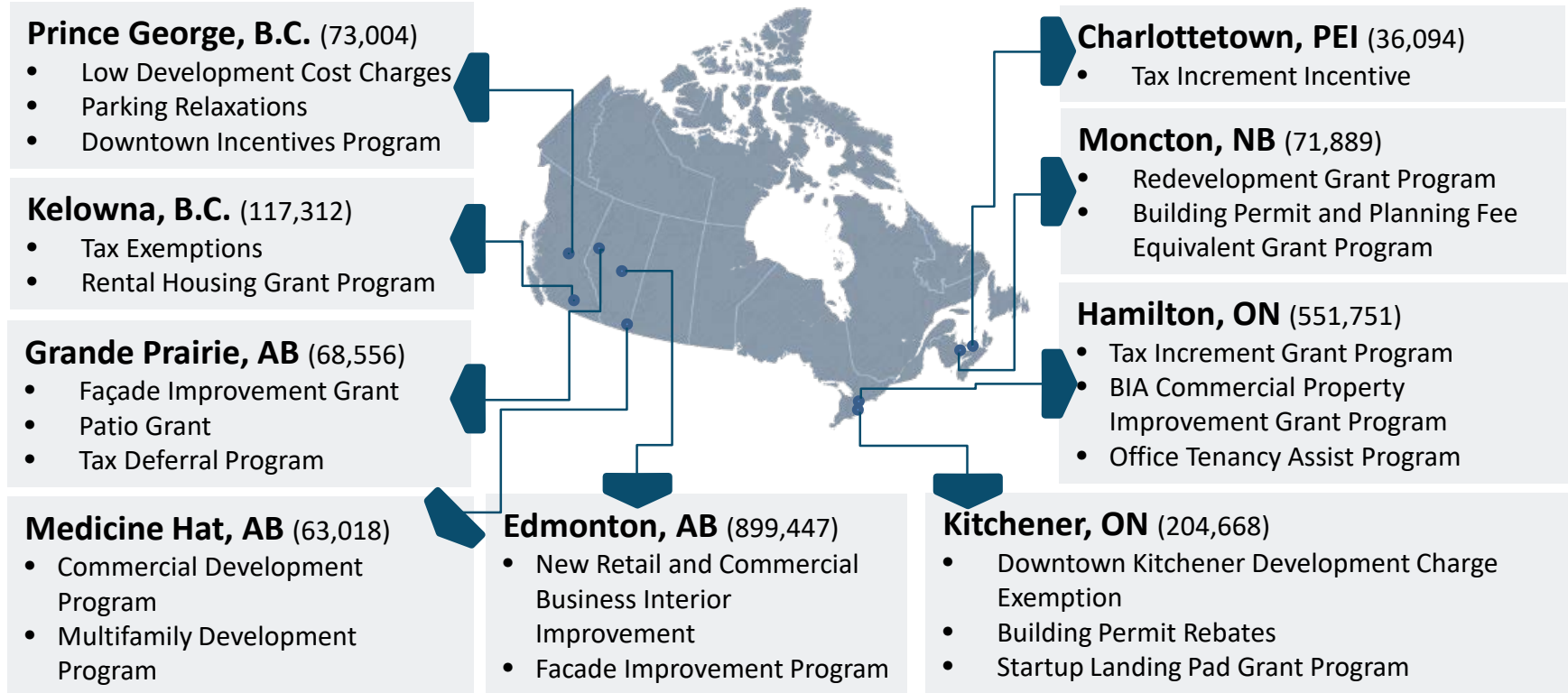
6.3.b



Incentives are intended
to **encourage investment**
that otherwise
may not
have occurred.

Learning from Other Cities

6.3.b



Policy Direction

6.3.b

Strategy & Initiative #2a –

Encourage Development in the Downtown

Actions

Investigate development incentive initiatives.

Strategy & Initiative #2c –

Incentives to Update Store Fronts

Benchmark larger urban centres for initiatives and explore tax incentive for revitalization (BRZ Zone).

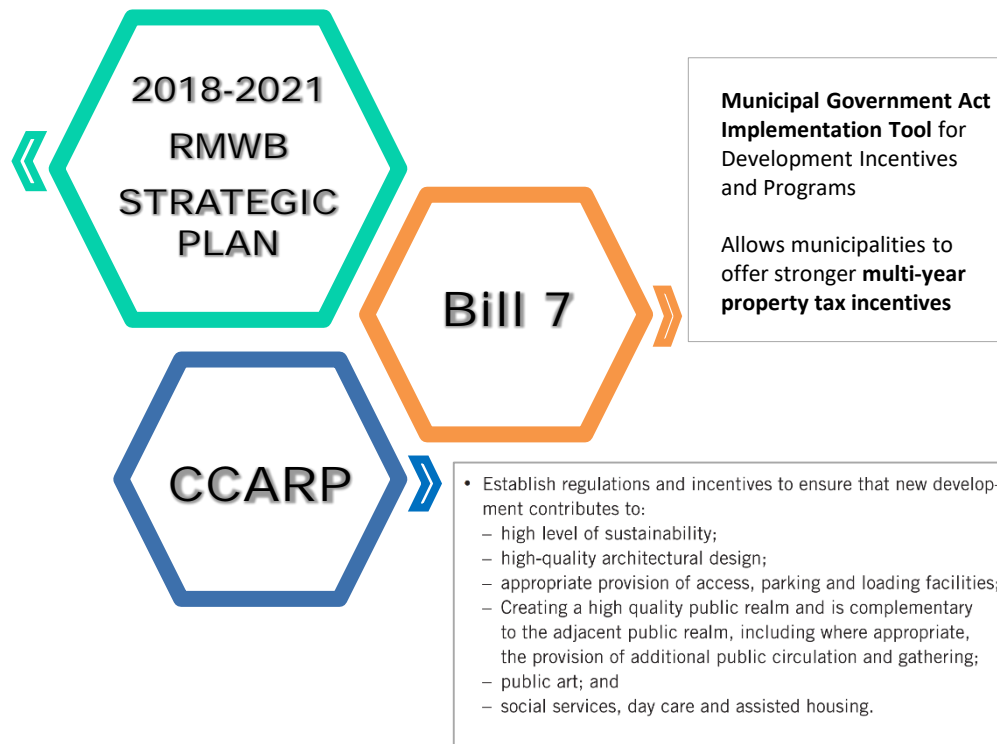
Actions

Investigate other Municipalities of our size (Grand Prairie) and larger urban centres.

Strategy & Initiative #3b – **Business Attraction and Incentives**

Actions

Develop incentive strategies to be incorporated into economic development strategic plan.



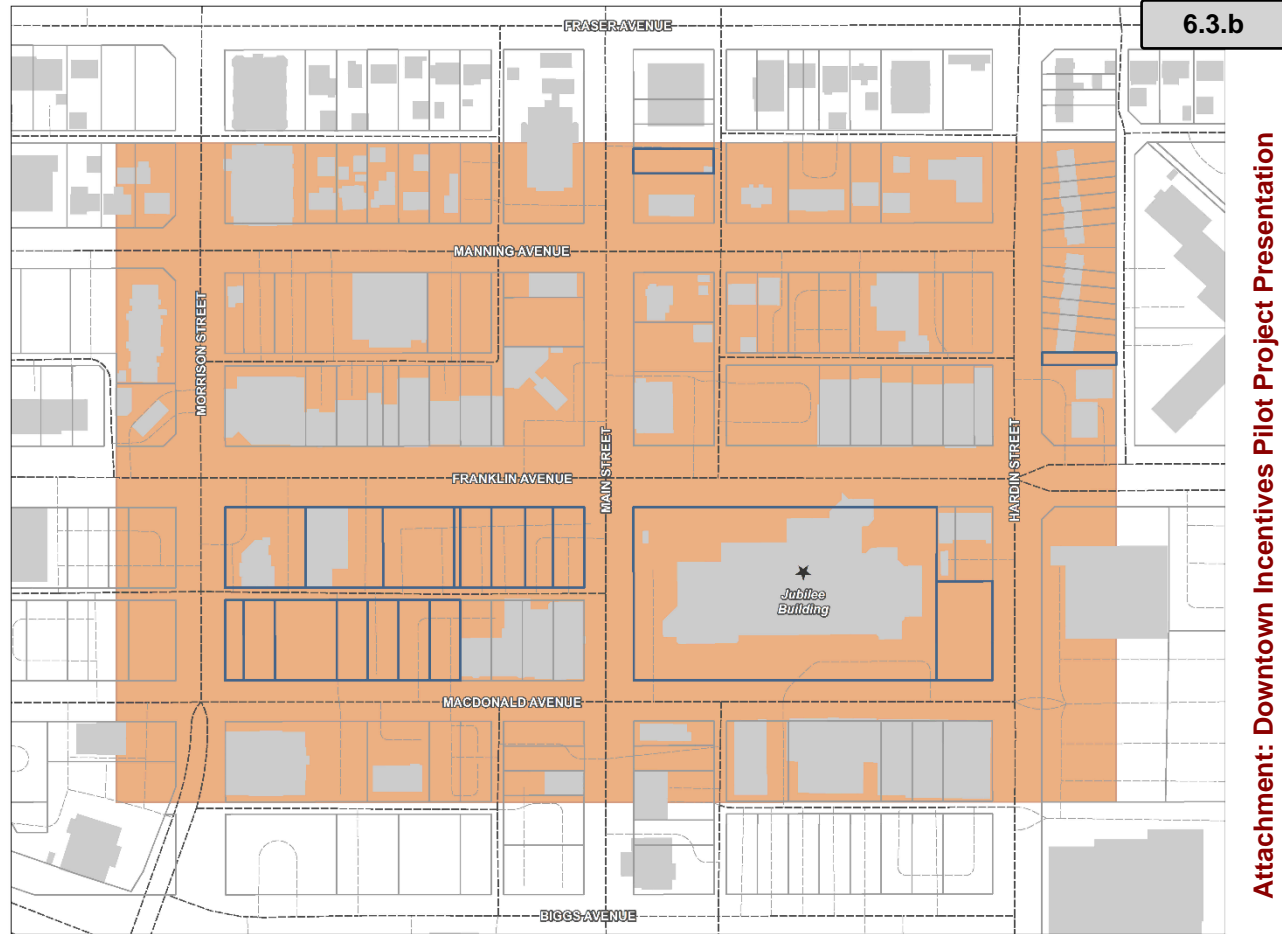
Public & Stakeholder Engagement

6.3.b

Date	Engagement Type
May-Sep 2019	Downtown Public Engagement
Nov. 14, 2019	Stakeholder Incentive Workshop
Jan. 6, 2020	Chamber of Commerce Incentive Workshop
March 4, 2020	WB Downtown Revitalization Advisory Committee meeting
March 18-19, 2020	Stakeholder Incentive Design Charette

Attachment: Downtown Incentives Pilot Project Presentation

Proposed Pilot Area Boundary



Pilot Project: Objectives

6.3.b

1. Enhance the aesthetic qualities of private property within the downtown Pilot Area;
2. Introduce new features and amenities that create interest and vibrancy, helping transform the downtown Pilot Area into a place where people want to spend time; and
3. Retain existing businesses, while encouraging new businesses to the area.

Proposed Incentives

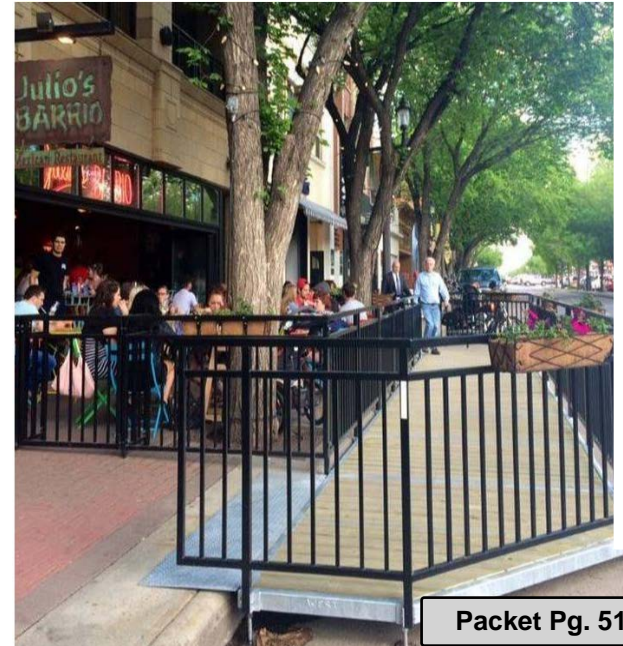
6.3.b



1. Façade/Storefront Improvements
2. Building Interior Renovations
3. New Patios
4. Beautification Program/ Murals



6.3.b



Attachment: Downtown Incentives Pilot Project Presentation

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Proposed Grant Amounts

6.3.b

Attachment: Downtown Incentives Pilot Project Presentation

INCENTIVE	Proposed RMWB AMOUNT (50/50 Matching with owner)
Façade/ Storefront Improvements	Up to \$100,000
Building Interior Renovations	Up to \$50,000
New Patios	Up to \$10,000
Beautification Program/ Murals	Up to \$5,000 - \$30,000

PROPOSED \$2 Million Budget for Pilot Project

Pilot Project

6.3.b

Allows Administration to:

- Establish internal processes
- Assess private interest
- Make program refinements
- Monitor/measure success



Attachment: Downtown Incentives Pilot Project Presentation

Recommended Motions

6.3.b

1. THAT Administration be directed to bring forward a policy that outlines the Downtown Revitalization Incentive Pilot Project by April 30, 2020.
2. THAT Administration be directed to bring forward a bylaw that sets out Property Tax Exemption for Commercial Development in the downtown by May 31, 2020.



COUNCIL REPORT

Meeting Date: March 24, 2020

Subject: Intermunicipal Collaboration Framework (ICF) with Lac La Biche County

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

THAT the Intermunicipal Collaboration Framework between the Regional Municipality of Wood Buffalo and Lac La Biche County, as outlined in Attachment 1, be approved; and

THAT Administration be directed to notify the Minister of Municipal Affairs before April 1, 2020, that the Intermunicipal Collaboration Framework with Lac La Biche County has been completed in accordance with the *Municipal Government Act*, Section 708.33 (4).

Summary:

On April 1, 2018 changes to the *Municipal Government Act* came into effect, requiring two or more neighbouring municipalities to develop and adopt an Intermunicipal Collaboration Framework (ICF).

An Intermunicipal Collaboration Framework (ICF) has been developed between the RMWB and Lac La Biche County, for Council approval by resolution. (Attachment 1).

Background:

Purpose and Status of ICFs

The *Municipal Government Act* requires two or more neighbouring municipalities to develop and adopt an Intermunicipal Collaboration Framework (ICF).

The purpose of an ICF is to promote a more integrated and strategic approach to intermunicipal land use planning, service delivery and funding. The ICF is a tool to facilitate cooperation between neighbouring municipalities with a view to providing essential services that benefit residents in more than one of the neighbouring municipalities, for example, transportation, water and wastewater, solid waste, emergency services, and recreation.

Lac La Biche County is one of four municipalities that the RMWB shares a common

boundary with. (See Attachment 2). The other municipalities are the Municipal District of Opportunity No. 17, Mackenzie County and Improvement District No. 349. The RMWB has completed ICF agreements with each of these municipalities.

The *Municipal Government Act* (MGA) also requires municipalities that share a common boundary to adopt an Intermunicipal Development Plan (IDP). This is a statutory land-use plan that provides land-use and development policy direction for areas of mutual importance and interest. However, section 631 (1) of the MGA allows municipalities, that by mutual agreement determine that they do not need an IDP, to be exempt from completing an IDP.

The RMWB and Lac La Biche County agreed that an IDP is not required, and each Council passed a resolution seeking exemption from completing an IDP. Lac La Biche passed this resolution on January 14, 2020, and the RMWB approved a similar resolution on February 11, 2020.

Discussions with Lac La Biche County

An ICF Agreement has been prepared between the RMWB and Lac La Biche County that complies with the ICF requirements of the MGA. Both municipalities agree that this ICF Agreement be adopted by resolution.

The ICF Agreement primarily speaks to each municipality working together to address the following matters by December 31, 2020:

- Developing a Mutual Aid Agreement for shared fire protection services; and
- Addressing the responsibility of the Crown lease and other outstanding issues pertaining to the former Mariana Lake Landfill.

Budget/Financial Implications:

Costs may be incurred by the RMWB if both parties fail to reach an agreement on shared fire protection and the Mariana Lake Landfill by December 31, 2020, and have not agreed to extend the terms of negotiations. Were this to be the case, then the dispute resolution process identified in the ICF would be initiated.

The dispute resolution process includes formal negotiations, followed by mediation and binding arbitration. If the municipalities proceed to mediation or arbitration, then costs, including but not limited to legal fees, retaining a neutral venue, and travel and accommodation expenses, may be incurred.

Rationale for Recommendation:

The preparation and adoption of Intermunicipal Collaboration Agreements between municipalities that share a common boundary is a requirement of the Municipal Government Act (section 708.28). The Province requires all municipalities in Alberta to prepare ICFs with their neighbouring municipalities by April 1, 2020.

Administration is therefore bringing forward an ICF Agreement prepared collaboratively with Lac La Biche County for Council's consideration.

Strategic Priorities:

Responsible Government

Attachments:

- 1. ICF Agreement RMWB and Lac La Biche County**
- 2. Map of Neighbouring Municipalities**

Intermunicipal Collaboration Framework

Between

Regional Municipality of Wood Buffalo

And

Lac La Biche County

March 6, 2020

WHEREAS the Regional Municipality of Wood Buffalo and Lac La Biche County share a common border; and

WHEREAS the Regional Municipality of Wood Buffalo and Lac La Biche County share common interests and are desirous of working together when appropriate to provide services to their residents; and

WHEREAS the *Municipal Government Act* stipulates that Municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that describes the services provided under it that benefit residents in more than one of the Municipalities that are party to the framework.

NOW THEREFORE, by mutual covenant of the Municipalities hereto it is agreed as follows:

A. DEFINITIONS

The following are the definition of terms used in this document:

- a. “Chief Administrative Officer” means the person appointed by Council to the position of chief administrative officer or their delegate;
- b. “Framework” means this Intermunicipal Collaboration Framework;
- c. “Municipalities” or “Municipality” means either the Regional Municipality of Wood Buffalo or Lac La Biche County or both.
- d. “Intermunicipal Collaboration Framework” means a document that 2 or more municipalities are required to develop under the *Municipal Government Act*, that facilitates cooperation and ensures that services are provided to residents efficiently.
- e. “Mediation” means a process involving a neutral party as the mediator who assists the municipalities and any other persons brought in by them to reach mutually acceptable settlement on the matter.
- f. “Mediator” means a person or persons appointed to facilitate resolution of a dispute between the municipalities.

B. TERM AND REVIEW

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final adoption of resolutions by each municipality, which bylaws or resolutions contain the Framework.
- 2) This Framework may be amended by mutual consent of both Municipalities unless specified otherwise in this Framework.

- 3) It is agreed by the Municipalities that the Councils shall review this Framework at least once every five years, commencing no later than 2025.

C. INTERMUNICIPAL COOPERATION

- 1) Both the Regional Municipality of Wood Buffalo and Lac La Biche County are committed to fostering intermunicipal cooperation in a non-adversarial, informal and cost-effective manner.
- 2) The Regional Municipality of Wood Buffalo's Chief Administrative Officer and Lac La Biche County's Chief Administrative Officer will communicate to each other in a timely manner on any items that might be of significance for intermunicipal cooperation or for this Framework.
- 3) The Councils of each Municipality shall be the forum for reviewing this Framework.

D. GENERAL TERMS

- 1) Both Municipalities agree that in consideration of the service agreements outlined in Section E(2) the residents of the Municipalities will be afforded the same services at the same costs, including user fees, as Lac La Biche County residents for services provided by the Regional Municipality of Wood Buffalo and the Regional Municipality of Wood Buffalo residents for services provided by Lac La Biche County.

E. MUNICIPAL SERVICES

- 1) Each Municipality will continue to provide services to their residents independently, except for the services that benefit residents of both Municipalities described in Section E(2).
- 2) The Municipalities will work together to agree upon, and provide, either directly or indirectly, municipal services to residents on an intermunicipal basis, and in particular with respect to the following two matters:
 - a. Emergency Services:
 - i. The Municipalities agree to work together to develop a Mutual Aid Agreement in 2020. If a new agreement is not finalized by December 31, 2020 and the Municipalities have not mutually agreed to extend the term of negotiations, then the negotiations are deemed unsuccessful and the Dispute Resolution process identified in this Framework shall be initiated.
 - b. Solid Waste:
 - i. The Municipalities agree to work together to address the responsibility of the Crown lease and other items that may potentially arise through discussions for the Mariana Lake Landfill in 2020. If a new agreement is not finalized by December 31, 2020 and the Municipalities have not mutually agreed to extend the term of negotiations, then the negotiations are deemed unsuccessful and the Dispute Resolution process identified in this Framework shall be initiated.

- 3) The Municipalities acknowledge that in addition to the shared service agreements to be negotiated as set out in Section E(2), they each have independent agreements with other regional partners.
- 4) The Municipalities have reviewed the aforementioned new agreements to be negotiated and listed in Section E(2) and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

F. FUTURE PROJECTS & AGREEMENTS

- 1) In the event that either Municipality initiates the development of a new project and/or service that may benefit from a cost-sharing agreement, the initiating Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.
- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other Municipality will advise if there are objections to cost-sharing for the project and the reasons.
- 3) Without fettering Council's decision-making process in any way, the responding Municipality may consider the following criteria when assessing the desirability of funding of new projects:
 - a. relationship of the proposed capital project to any regional long-term planning document prepared by the Municipalities;
 - b. degree of benefit to residents of the responding Municipality;
 - c. the level of community support;
 - d. the nature of the project;
 - e. the demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
 - f. the projected operating costs for new capital projects;
 - g. municipal debt limit; and,
 - h. projected utilization by residents of both Municipalities.
- 4) Once the responding Municipality has received written notice of the new project, Council meetings to consider the project must be held within thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 5) The Municipalities' Councils will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event the Councils are unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section G of this document.
- 6) Both Municipalities recognize that the decision to participate or not participate lies with the respective Municipality.

G. DISPUTE RESOLUTION

- 1) The Municipalities agree to make all reasonable efforts to resolve any disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 2) The Municipalities will provide notice in writing to each other prior to any news releases related to the dispute.
- 3) In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
 - a. negotiation, followed by;
 - b. mediation, followed by;
 - c. binding arbitration.
- 4) If any dispute arises between the Municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the Dispute Resolution Process outlined herein.
- 5) If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.

Notice of Dispute

- 6) In the event a Municipality believes there is a dispute under this Framework, that Municipality shall give written notice (“Dispute Notice”). The Dispute Note must state:
 - a. the Municipality wishes to engage in the Dispute Resolution Process set out in this Framework; and
 - b. the relevant information concerning the dispute.
- 7) The Dispute Notice must be sent to the other Municipality in accordance with Section H of this Framework.

Negotiation

- 8) If a dispute cannot be resolved to the satisfaction of the Municipalities within twenty-one (21) calendar days after receipt of the Dispute Notice, the Chief Administrative Officers, of each municipality, must appoint representatives to participate in at least one meeting in person, to attempt to negotiate a resolution of the dispute (the “Negotiation Period”).
- 9) The Chief Administrative Officer may appoint different or additional representatives throughout the Dispute Resolution Process.

- 10) Each party will provide notice of the representatives selected in accordance with Section H of this Framework.
- 11) After each meeting between the representatives, the representatives will:
 - a. make a presentation to; and
 - b. seek direction from their respective Council.
- 12) Council's decision with respect to the issues in dispute will be communicated to the other Municipality in accordance with the provisions in Section H "Correspondence" of this Framework.
- 13) The Negotiation Period may be as long as three (3) months.
- 14) If a dispute cannot be resolved to the satisfaction of the Municipalities within ninety (90) calendar days of the dispute being referred to the Councils of the Municipalities, the dispute will be referred to a Mediator acceptable to both parties, unless the Municipalities mutually agree not to mediate the dispute. The costs of Mediation shall be shared equally between the parties.

Mediation

- 15) Mediation of a dispute shall be completed in a timely and efficient manner. If the dispute has not been resolved to the satisfaction of the Municipalities within three (3) months after the appointment of a Mediator, and the Municipalities have not mutually agreed to extend the term of Mediation, the Mediation is deemed unsuccessful and shall be terminated.
- 16) The process for resolving the dispute through Mediation (the "Mediation Period") will be as follows:
 - a. Twenty-one (21) days after the end of the Negotiation Period, the Municipality that sent the Dispute Notice will prepare and provide to the other Municipality a Mediation Report.
 - a. this report must include:
 - i. an outline of the dispute;
 - ii. the facts agreed upon by the Municipalities;
 - iii. the facts and issues that remain in dispute; and
 - iv. a proposed Mediator.
 - b. if the other Municipality objects to the Mediator proposed in the Mediation Report, the Municipalities will have an additional seven (7) days to select a mutually agreed upon Mediator.
 - c. the initiating party will provide the Mediator with following:
 - i. a copy of the Mediation Report; and
 - ii. all records, documents and information that the Mediator may reasonably request.
 - d. the Municipalities' representatives must meet with the Mediator at such reasonable times as may be required.
 - e. the Municipalities' representatives will, through the intervention of the Mediator, negotiate in good faith to resolve their dispute.

- f. the Mediation Period will end no later than six (6) months after the appointment of a Mediator, unless the Municipalities have mutually agreed to extend the term of the Mediation.
- g. the proceedings involving the Mediator are without prejudice.
- h. the Mediator's fees and expenses and the cost of the facilities required for Mediation shall be shared equally between the Municipalities.
- i. after the Mediation, each representative will:
 - i. make a presentation to; and
 - ii. seek direction from their respective Council.
- j. Council's decision with respect to the issues in dispute will be communicated to the other party in accordance with the provisions in Part H of this Framework.

17) In the event that:

- a. the Municipalities do not agree on the appointment of a Mediator within one (1) month of receipt of the Mediation Report; or
- b. the dispute has not been resolved within 6 months after the appointment of the Mediator and the municipalities have not mutually agreed to extend the term of the Mediation; or
- c. both Municipalities consent.

the Municipalities shall commence the process for binding arbitration.

Binding Arbitration

- 18) If a dispute is not resolved through the above noted process, the Municipalities shall refer the matter to an arbitrator acceptable to both parties and the arbitration process described in Part 17.2 of the *Municipal Government Act* shall apply whether or not one year has passed after the Municipalities started the dispute resolution process in this Framework. The process for resolving the dispute through binding arbitration (the "Arbitration Period") shall follow the requirements of the *Arbitration Act*.

H. CORRESPONDENCE

- 1) Notice under this Framework shall be provided in writing to the mailing addresses of each respective Municipality and addressed for the attention of the Chief Administrative Officer.
- 2) Notices will be sent either by courier or postal service. Regardless of the method of delivery, any notice is deemed to be received seven (7) business days after it has been sent. A party will endeavour to send courtesy copies of correspondence by electronic means to the attention of the Chief Administrative Officer, but such delivery method will not affect the calculation of days set out above.
- 3) Written notice under this Framework shall be addressed as follows:
 - a. In the case of the Regional Municipality of Wood Buffalo to:

**Regional Municipality of Wood Buffalo
c/o Chief Administrative Officer
9909 Franklin Avenue
Fort McMurray, Alberta T9H 2K4**

- b. In the case of Lac La Biche County to:

**Lac La Biche County
c/o Chief Administrative Officer
McArthur Place
Box 1679
Lac La Biche, Alberta T0A 2C0**

- 4) In addition to H(1), notices may be sent by electronic mail to the Chief Administrative Officer.

IN WITNESS WHEREOF the Municipalities have affixed their corporate seals as attested by the duly authorized signing officers of the Municipalities signed this _____ day of _____, 2020 at _____, Alberta.

REGIONAL MUNICIPALITY
OF WOOD BUFFALO

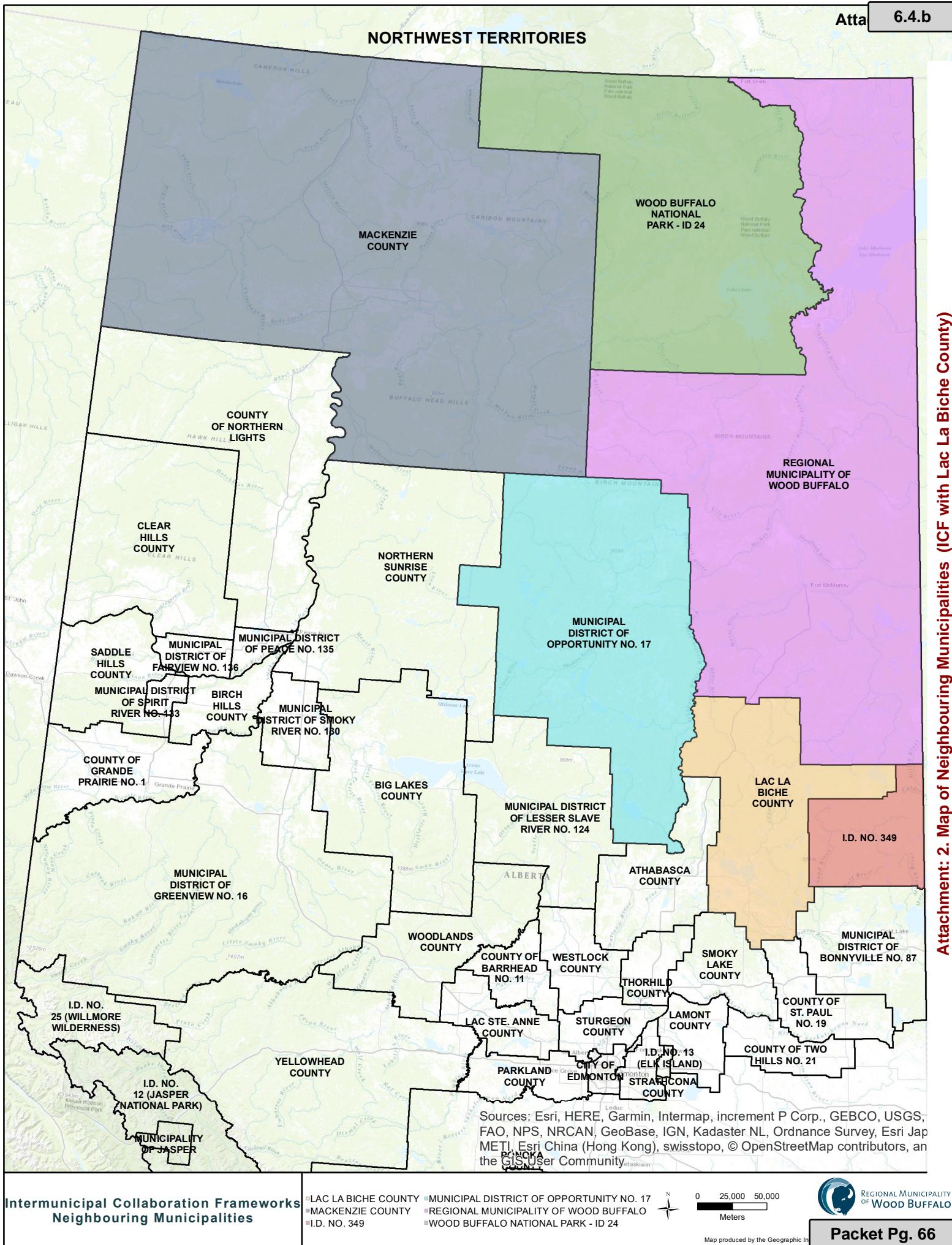
LAC LA BICHE COUNTY

MAYOR

MAYOR

CAO

CAO



Attachment: 2. Map of Neighbouring Municipalities (ICF with Lac La Biche County)



COUNCIL REPORT

Meeting Date: March 24, 2020

Subject: Bylaw No. 20/008 - Procedure Bylaw Amendment - Electronic Participation in Meetings

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 20/008, being a bylaw to amend Procedure Bylaw No. 18/020, be read a first time.
2. THAT Bylaw No. 20/008 be read a second time.
3. THAT Bylaw No. 20/008 be considered for third reading.
4. THAT Bylaw No. 20/008 be read a third and final time.

Summary and Background:

In light of the Coronavirus (COVID-19) pandemic, it has become necessary for Council to adopt provisions in their Procedure Bylaw to ensure Council members can actively participate in future meetings held electronically, and that public access to such meetings is provided through adequate means, while maintaining a level of safety for the public, Council Members, and Administration.

In accordance with the *Municipal Government Act*, Council may conduct meetings through electronic means so long as the appropriate notice be provided. These measures have not been identified in Council's Procedure Bylaw to date; therefore, the Bylaw No. 20/008 proposes to do so.

Should these amendments be approved, Council would be authorized to participate electronically in the following scenarios:

- During Regular Council Meetings when:
 - (a) the Councillor being from a rural ward is unable to travel to the meeting due to lack of travel options or inclement weather;
 - (b) the Councillor's participation is required to obtain quorum;

- (c) the Councillor is unable to participate due to their health.
- During Special Council meetings
- During a meeting that's been called in accordance with section 199 of the *Municipal Government Act* whereby the meeting in its entirety is to be conducted electronically.

Rationale for Recommendation:

In keeping with Council's commitment to accountability and transparency to the public, providing a means whereby participation can occur electronically is critical to ensure that municipal business continues during times such as emergencies, etc.

Strategic Priorities:

Responsible Government

Attachments:

1. Bylaw No. 20/008 Amendment to Procedure Bylaw No. 18/020

BYLAW NO. 20/008**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND BYLAW NO. 18/020, THE PROCEDURE BYLAW.**

WHEREAS in accordance with section 191(1) of the *Municipal Government Act*, R.S.A. 2000, c M- 26 and amendments thereto ("Act"), the Council for a Municipality may amend its bylaws;

NOW THEREFORE the Council of the Regional Municipality of Wood Buffalo, duly assembled, enacts the following:

1. The Procedure Bylaw No. 18/020, is amended as follows:
 - a) By adding as item 7(d), immediately following section 7(c), and amending the conjunctive "or" in section 7 accordingly:

7(d) during a special meeting of Council held pursuant to section 194 of the Act.
 - b) By deleting section 11 and replacing it with the following:

11. Participation in a Council Meeting by electronic means may take place as follows:

 - (a) At a Meeting that has been advertised as taking place at a publicly accessible meeting location, only Councillors may participate in the Meeting electronically as set out in section 7 of this bylaw, unless otherwise provided for by Resolution; or
 - (b) At a Meeting that has been advertised as being conducted by electronic or other communications facilities pursuant to section 199 of the Act, where all participants are able to watch or hear each other by such electronic or other communication facilities.
2. This Bylaw comes into force the date it is passed.

Read a first time this _____ day of _____, 2020.

Read a second time this _____ day of _____, 2020.

Read a third time and final time this _____ day of _____, 2020.

Signed and Passed this _____ day of _____, 2020

Mayor

Chief Legislative Officer