



Council

Conducted Electronically via MS Teams

Tuesday, May 11, 2021
4:00 PM

Agenda

Public Participation for May 11, 2021 Council Meeting

Council will be conducting the May 11, 2021 meeting through electronic communications in accordance with the Meeting Procedures (COVID-19 Suppression) Regulation, Order in Council 99/2020.

- The meeting will be conducted through MS TEAMS platform.
- Residents can listen to the live audio stream at www.rmwb.ca/Council
- Anyone wishing to participate in the meeting is encouraged to do so by registering to speak as a delegate or by submitting their delegation comments by email.
- To register to speak live during the meeting as delegate:
 - Anyone wishing to speak to an eligible item on the May 11, 2021 Council Meeting Agenda must pre-register by 12:00 noon, Tuesday, May 11, 2021. It is encouraged that you utilize the MS Teams link to participate.
 - ***Anyone wishing to make a verbal submission regarding the proposed Community Standards Bylaw No. 21/010 it is recommended that you register prior to 4:00 p.m. Monday May 10, 2021***
 - To register to speak, please email Legislative.Assistants@rmwb.ca or call 780-743-7001.
 - 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.
 - Each registrant will be given a maximum of **5 minutes** to address Council.
- To make written submissions as a delegation before or during the live meeting:
 - Please complete the online form found at www.rmwb.ca/writtendelegations/ or email Legislative.Assistants@rmwb.ca
 - Please note that written comments for eligible agenda items must be received prior to the start of that item during the meeting. Emails that are received after the agenda item has been introduced or are not relevant to an agenda item, will not become part of the record of this meeting.
 - All written submissions are public and will be included in the Council Meeting Agenda Package as part of public record.

The personal information on this form is collected under the authority of Section 33 (a) & (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used as contact information. If you have any questions about the collection or use of this information contact the Chief Legislative Officer, Legislative Services, 7th Floor Jubilee Building, 9909 Franklin Ave. T9H 2K4, or call (780) 743-7001.

1. Call to Order**2. Adoption of Agenda****3. Consent Agenda**

3.1. Minutes of Council Meeting - April 27, 2021

3.2. Minutes of Special Council Meeting - April 30, 2021

3.3. Intergovernmental Relations Services Update

THAT the Intergovernmental Relations Services Update report be accepted as information.

3.4. 2021 - 2023 Fiscal Management Strategy

THAT the 2021 – 2023 Fiscal Management Strategy, dated May 11, 2021, be accepted as information.

4 Presentations

4.1. Jamie Doyle, Chief Administrative Officer, re: COVID-19 Update

4.2. Matthew Hough, Deputy Chief Administrative Officer, and Jody Butz, Regional Fire Chief, re: River Break-up

5. New and Unfinished Business

5.1. Bylaw No. 21/009 - 2021 Property Tax Rate Bylaw

1. THAT Bylaw No. 21/009, being the 2021 Property Tax Rate Bylaw, be read a second time.

2. THAT Bylaw No. 21/009, be read a third and final time.

5.2. Bylaw No. 21/010 - Community Standards Bylaw

1. THAT Bylaw No. 21/010, being the Community Standards Bylaw, be read a second time.

2. THAT Bylaw No. 21/010 be read a third and final time.

5.3. Sanitary Sewer Backwater Prevention Program Policy OPE-050 Amendment

THAT the amended Sanitary Sewer Backwater Prevention Program Council Policy OPE-050, as outlined in Attachment 1, be approved; and

THAT no further budget be allocated at this time and should there be a requirement for further funding, a request be brought forward to Council once the current budget funds have been exhausted.

5.4. Land Acquisition and Disposal Framework

THAT the Land Acquisition Policy ADM-250 be repealed; and

THAT the Acquisition and Disposal of Interests in Real Property Policy LDI-030 be approved.

5.5. For-Profit Leasing Report

THAT the For-Profit Leasing Report be accepted as information.

5.6. 2021 Capital Budget Amendments

THAT the 2021 Capital Budget Amendment as summarized on Attachment 1 (2021 Capital Budget Amendment – New and Cancelled Projects, dated May 11, 2021) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2021 Capital Budget Amendment – New and Cancelled Projects – Cash Flow Summary, dated May 11, 2021) be approved.

5.7. Sapræ Creek Hamlet Boundary Expansion

1. THAT in accordance with Order in Council 817/94, which established that Ministerial Orders made pre-amalgamation are considered resolutions or bylaws by council, Ministerial Order 178/93 establishing the boundaries of the Hamlet of Sapræ Creek, be repealed.
2. THAT, pursuant to the power to designate an unincorporated community as a hamlet granted to council by section 59 of the *Municipal Government Act*, the area set out in Attachment A be designated as the Hamlet of Sapræ Creek.

6. **Councillors' Motions**

6.1. Amendment to the Backyard Hen Bylaw No. 21/006 (Councillor J. Stroud)

THAT Administration bring forward for Council's consideration, an amendment to the Backyard Hen Bylaw No. 21/006, to allow for more than four (4) Hens in all the rural hamlets, with the number of Hens on a Parcel to be capped at a ratio of one (1) Hen per 100 square meters of Parcel area, to a maximum of ten (10) Hens.

6.2. Keyera Project at Quigley (Councillor J. Stroud)

THAT the Mayor be authorized on behalf of Council to send a letter to Honourable Ric Mclver, Minister of Transportation, and the Region's MLA's Laila Goodridge and Tany Yao, requesting that a meeting be held by June 2021 with Alberta Transportation, Industry and the Municipality to discuss the impacts of the Keyera Project on Highway 881.

7. **Councillor Reporting/Information Updates**
Adjournment

Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held via electronic communications, a combination of video conference and teleconference, in Fort McMurray, Alberta, on Tuesday, April 27, 2021, 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:

Jamie Doyle, Chief Administrative Officer
 Matthew Hough, Deputy Chief Administrative Officer
 Jade Brown, Chief Legislative Officer
 Deanne Bergey, Director, Community and Protective Services
 Jody Butz, Regional Fire Chief
 Scott Davis, Director, Emergency Management
 Kari Westhaver, Director, Human Resources
 Dennis Fraser, Director, Indigenous and Rural Relations
 Amanda Haitas, Acting Director, Planning and Development
 Kelly Hansen, Director, Strategic Planning and Business Initiatives
 Matthew Harrison, Director, Communications and Engagement
 Linda Ollivier, Director, Financial Services
 Rachel Orser, Director, Supply Chain Management
 Antoine Rempp, Director, Environmental Services
 Keith Smith, Director, Public Works
 Dennis Warr, Director, Engineering
 Anita Hawkins, 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 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:	Mike Allen, Councillor
SECONDER:	Krista Balsom, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur, Brown

- 2.1. Advice from Officials - CAO Operational Briefing
(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Jamie Doyle	Chief Administrative Officer
Matthew Hough	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Jody Butz	Regional Fire Chief
Scott Davis	Director of Emergency Management
Chris Davis	Senior Manager, Legal Services

Recess

A recess occurred between 3:42 p.m. and 4:00 p.m., at which time the meeting was reconvened in public via electronic communications.

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, Brown

3. Adoption of Agenda

Councillor J. Stroud served notice of her intent to bring forward the following motion for Council's consideration at the May 11, 2021 Council Meeting:

"THAT Administration bring forward for Council's consideration, an amendment to the *Backyard Hen Bylaw No. 21/006*, to allow for more than four (4) Hens in all the rural hamlets, with the number of Hens on a Parcel to be capped at a ratio of one (1) Hen per 100 square meters of Parcel area, to a maximum of ten (10) Hens."

Councillor J. Stroud served notice of her intent to bring forward the following motion for Council's consideration at the May 11, 2021 Council Meeting:

"THAT the Mayor be authorized on behalf of Council to send a letter to Honourable Ric McIver, Minister of Transportation, and the Region's MLA's Laila Goodridge and Tany Yao, requesting that a meeting be held by June 2021 with Alberta Transportation, Industry and the Municipality to discuss the impacts of the Keyera Project on Highway 881."

Councillor V. Murphy served notice of her intent to bring forward the following motion for Council's consideration at the May 25, 2021 Council Meeting:

"THAT the Mayor be authorized on behalf of Council to send a letter to Honourable Doug Schweitzer, Minister of Jobs, Economy and Innovation, and Premier Jason Kenney supporting the concept of enacting a cap of no more than 15% on delivery fees on all third-party delivery apps in Alberta and urging the Government of Alberta to consider enacting legislation that focuses on these third-party apps thereby supporting independent restaurants."

MOTION:

THAT the Agenda be amended to include the report "RMWB - Declaration of a State of Local Emergency (SOLE)" as part of agenda item 6.1 and that the notice provisions be waived to include this report for Council's consideration this evening;

THAT the Agenda be further amended by adding item 9.2 - "Amendment to Sanitary Sewer Backwater Prevention Program Policy - OPE-050";

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: Mike Allen, Councillor
SECONDER: Sheila Lalonde, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud
ABSENT: Voyageur

4. Consent Agenda

MOTION:

THAT the recommendations contained in items 4.1, 4.2, 4.3, 4.4 and 4.5 be approved.

4.1. Minutes of Council Meeting - April 13, 2021

THAT the minutes of the regular Council Meeting held on April 13, 2021 be approved as presented.

4.2. Minutes of Special Council Meeting - April 25, 2021

THAT the Minutes of the Special Council Meeting held on April 25, 2021 be approved as presented.

4.3. Bylaw No. 21/009 - 2021 Property Tax Rate Bylaw

THAT Bylaw No. 21/009, being the 2021 Property Tax Rate Bylaw, be read a first time.

4.4. Bylaw No. 21/010 - Community Standards Bylaw

THAT Bylaw No. 21/010, being the Community Standards Bylaw, be read a first time.

4.5. Council Appointed Advisory Board/Committee Meeting Minutes

THAT the Minutes from Council Appointed Advisory Board/Committee meetings, as outlined in Attachments 1-8, be accepted as information.

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

5. Recognition

5.1. Proclamations

Mayor D. Scott proclaimed the month of May 2021 as Multiple Sclerosis Awareness Month.

Reconnect

Councillor C. Voyageur reconnected to the meeting at 4:18 p.m.

Mayor D. Scott proclaimed May 5, 2021 as National Day of Awareness for Missing and Murdered Indigenous Women, Girls and Two-Spirit People.

6. Presentations

6.1. Jamie Doyle, Chief Administrative Officer, re: COVID-19 Public Briefing

Jamie Doyle, Chief Administrative Officer, provided an update on the COVID-19 Pandemic, highlighting the current number of cases in the Municipality. It was noted that the State of Local Emergency (SOLE) was declared on April 26, 2021, following a Special Council meeting. It was noted that no further restrictions specific to the State of Local Emergency is being enacted at this time.

Mayor D. Scott provided an update on advocacy efforts undertaken by Council with both the Provincial and Federal Governments to address the current COVID-19 situation within the Region.

MOTION:

THAT Council receive the RMWB - Declaration of a State of Local Emergency (SOLE) Report as information.

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

Recess

A recess occurred from 4:57 p.m. to 5:12 p.m.

7. Unfinished Business

7.1. Public Hearing - Bylaw No. 21/003 Land Use Bylaw

Mayor D. Scott declared the Public Hearing open at 5:12 p.m.

Christopher Booth, Manager, Community Development Planning, introduced the matter, noting that the purpose of the upcoming presentation is to provide an overview of the proposed Land Use Bylaw No. 21/003 and to highlight the key changes. An overview of public engagements which have taken place to date was also provided.

Isela Contreras-Dogbe, Supervisor, Development Control and Permitting, explained that Council can request changes to the proposed Bylaw based on the feedback received during the Public Hearing. If passed, Land Use Bylaw No. 21/003 will come into effect on January 1, 2022, which would allow Administration to review and communicate any changes to internal processes.

Written submissions

The following written submissions were acknowledged for the record:

- Ann Marie Eisentraut, support or opposition undetermined
- Michel Sauvé - in opposition;
- Dale Cooper - in opposition;
- Sylvie Ethier - in opposition;
- Sandra Bautz, Paragon Capital Corporation Inc. - in opposition;
- Cindy Archer - in opposition;
- Wayne Woodhouse - in opposition;
- Brandon Howse - in opposition;
- Fort McKay First Nation - in opposition;
- Sheri Gaunt - in opposition;
- Will Adam, Camgill Development Corporation - in opposition;
- Chuck and Meridel Graves - in opposition; and
- Tina and Tony Piche - in opposition.

Verbal Presentations

Ronald Campoli, did not join the meeting.

Jennele Giong, resident, spoke in opposition to the proposed Bylaw, specifically with respect to the districts identified for Draper and lack of community engagement.

Michel Sauvé, resident, spoke in opposition to the proposed Bylaw, in relation to the provisions related to livestock in the Draper flood plain.

Marie Cheecham, withdrew the request to present.

Dino De Martin, resident, spoke in opposition to the proposed Bylaw, as it relates to livestock in the Draper flood plain.

Shane Kidd, resident, spoke in opposition to the proposed bylaw, in relation to the restrictive number of trailers allowed in the Draper area, the proposed land uses for Draper and the lack of notice about the Public Hearing.

Cherlyn Byrne, business owner, Sign Guru Fort McMurray, spoke in opposition to the proposed Bylaw, specifically with respect to the proposed portable sign provisions.

Jeffrey O'Donnell, sent his regrets as he was unable to join the meeting to present.

Jeromy Laporte, business owner, Nextraction Media Inc., spoke to the lack of engagement with media companies within the Municipality as it relates to the proposed sign provisions.

Will Adam, representing Camgill Development Corporation and Quarry Ridge Development, spoke in opposition to the proposed bylaw, specifically with respect to the proposed district changes which would apply to their property and the need for further engagement with the community.

Brianne Shacklady, resident, spoke in opposition to the proposed Bylaw, specifically in relation to non-residential uses being eliminated from the Draper area, and the changes to definitions.

Brian Jean, resident, spoke in opposition to the proposed Bylaw, specifically in relation to the removal of all land uses in the Draper area and the need for additional public consultation.

Point of Order

Councillor P. Meagher called a Point of Order based on the discussion steering away from information gathering. The Point of Order was upheld by the Chair.

Point of Order

Councillor V. Murphy called a Point of Order based on the discussion being off topic. The Point of Order was upheld by the Chair.

Robbie Picard, was not available to present.

Written submissions received during the Public Hearing

The following written submissions were read into the record:

- Danica Kalashniko - in opposition;
- Steve Perry - in opposition;
- Tracy Holland - in opposition;
- Silvano Munilla - in opposition;
- Attila Raba - in opposition;
- Tessa Vesak - in opposition; and
- Tylor Cooper - in opposition

Recess

A recess occurred from 8:50 p.m. to 9:16 p.m.

Prior to closing the Public Hearing, Administration responded to questions of Council based on concerns raised through the verbal and written presentations.

Exit and Return

Councillor M. Allen disconnected from the meeting at 10:30 p.m. and reconnected at 10:32 p.m.

Mayor D. Scott declared the Public Hearing closed at 10:34 p.m.

Vacating and Assuming of Chair

Mayor D. Scott vacated the Chair at 10:35 p.m., at which time Deputy Mayor K. Balsom assumed the Chair.

Mayor D. Scott put forward the following motion for consideration:

“That Council direct Administration to re-engage with the community and bring forward an updated Land Use Bylaw for first reading before the 2021 Council Elect.”

Mayor D. Scott withdrew his motion and put forward the following motion for consideration:

“That Council direct Administration to re-engage with the community and bring forward an updated Land Use Bylaw for first reading for consideration before the 2021-2025 Council.

Exit

Councillor C. Voyageur disconnected from the meeting at 11: 25 p.m.

Councillor B. Inglis proposed a friendly amendment to add the words “that the Public Hearing for Land Use Bylaw No. 21/003 be closed” at the beginning of the motion. Mayor D. Scott accepted the friendly amendment.

MOTION:

That the Public Hearing for Land Use Bylaw No. 21/003 be closed; and

That Council direct Administration to re-engage with the community and bring forward an updated Land Use Bylaw for first reading for consideration before the 2021-2025 Council.

RESULT: CARRIED [6 TO 4]
MOVER: Don Scott, Mayor
SECONDER: Keith McGrath, Councillor
FOR: Scott, Inglis, Lalonde, McGrath, Meagher, Murphy
AGAINST: Allen, Balsom, Peddle, Stroud
ABSENT: Voyageur

Resuming of Chair

Mayor D. Scott resumed the Chair at 11:31 p.m.

7.2. Ptarmigan Court Residence Flood Mitigation Program

Dennis Vroom, Policy and Program Analyst, Planning and Development, presented available options for Council's consideration in relation to the Ptarmigan Court Residence Flood Mitigation Program, while identifying the financial impacts of the individual options.

Natasha Beech, resident, raised concern that the proposed options have been developed only from a financial perspective.

Exit

Councillor B. Inglis exited the meeting at 11:45 p.m.

The following written submission was acknowledged for the record:

- Tracy Holland - in opposition

MOTION:

THAT the Ptarmigan Court Residence Flood Mitigation Program FIN-340, Option 4, as outlined in Attachment 4, be approved to come into effect May 4, 2021 and that the deadline to apply for the program be extended to June 30, 2021.

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

Exit and Return

Councillor K. McGrath disconnected from the meeting at 12:10 a.m. and reconnected at 12:12 a.m.

MOTION:

THAT Council recess the meeting and reconvene at 4:00 p.m., on Tuesday, May 4, 2021.

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

Recess

A recess occurred from 12:15 a.m. on Wednesday April 28, 2021 to 4:00 p.m. on Tuesday May 4, 2021

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:

Jamie Doyle, Chief Administrative Officer
Matthew Hough, Deputy Chief Administrative Officer
Jade Brown, Chief Legislative Officer
Deanne Bergey, Director, Community and Protective Services
Jody Butz, Regional Fire Chief and Director, Emergency Management
Kari Westhaver, Director, Human Resources
Dennis Fraser, Director, Indigenous and Rural Relations
Amanda Haitas, Acting Director, Planning and Development
Kelly Hansen, Director, Strategic Planning and Business Initiatives
Matthew Harrison, Director, Communications and Engagement
Linda Ollivier, Director, Financial Services
Rachel Orser, Director, Supply Chain Management
Antoine Rempp, Director, Environmental Services
Keith Smith, Director, Public Works
Dennis Warr, Director, Engineering
Caitlin Sheaves, Clerk, Legislative Services

Reconvene

Mayor D. Scott reconvened the meeting at 4:05 p.m.

COVID-19 Update

With Consensus of Council, Mayor D. Scott invited Jamie Doyle, Chief Administrative Officer and Jody Butz, Regional Fire Chief and Director of Emergency Management to provide an update on the COVID-19 Pandemic.

A brief update was provided highlighting the current number of cases in the Municipality. It was also indicated that vaccine clinics have extended hours and residents are encouraged to get vaccinated. It was further noted that Administration continues to work closely with Alberta Health Services on several initiatives to improve the response to the

rapid spread of the virus in our Region.

Entrance:

Councillor C. Voyageur connected to the meeting at 4:07 p.m.

Councillor K. McGrath connected to the meeting at 4:08 p.m.

8. New Business

8.1. Tax Relief Request - 10019 Fraser Ave.

With consensus of Council the Administrative presentation for this item was waived.

MOTION:

THAT the request for tax relief, in the amount of \$2,663.82 comprising of municipal tax, education tax and seniors requisition, for the property located at 10019 Fraser Avenue in Fort McMurray, be approved.

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

8.2. Treaty 8 and Unceded Métis Territory Recognition Signs

Dennis Fraser, Director, and Koralee Samaroden, Supervisor, Indigenous and Rural Relations, presented an update on the design and installation of signs on Highway 63 to recognize Treaty 8 and Unceded Métis Territory, noting that Indigenous engagement would occur on the design elements and wording.

Exit and Return

Councillor P. Meagher disconnected from the meeting at 4:31 p.m. and reconnected at 4:32 p.m.

MOTION:

THAT up to \$34,000 be allocated from the Capital Infrastructure Reserve for design and installation of up to \$17,000 per sign; and

THAT Administration conduct Indigenous engagement that would ensure the inclusion of design elements and wording that respectfully acknowledges Treaty 8 and Unceded Métis Territory and install at earliest convenience.

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

8.3. Rural Egress Roads - Anzac and Janvier

With consensus of Council the Administrative presentation for this item was waived.

Through questions and discussion, it was suggested that further engagement be held with the residents in these communities to consult on the delay of the Rural Egress Roads.

MOTION:

THAT the Rural Egress Roads for Anzac and Janvier Report be accepted as information.

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

Vacating and Assuming of Chair:

Mayor D. Scott vacated the Chair at 4:53 p.m., at which time Deputy Mayor J. Stroud assumed the Chair.

9. Councillors' Motions

9.1. Local Economy Relief and Recovery (Mayor D. Scott)

Mayor D. Scott provided background information on the recommendation to bring forward a series of measures that would offer economic relief and jumpstart recovery of the local economy.

The following written submission was read into the record:

- Kevin Weidlich, President and Chief Financial Officer, Fort McMurray Wood Buffalo Economic Development and Tourism

MOTION:

THAT Administration bring forward for Council's consideration a series of actionable measures that will offer economic relief and jumpstart the recovery of the local economy including but not limited to consideration of a municipal property tax freeze for residents and businesses and such other economic relief or stimulus measures designed to benefit the residents and businesses of our Region.

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

Resuming of Chair:

Mayor D. Scott resumed the Chair at 5:06 p.m.

9.2. Amendment to Sanitary Sewer Backwater Prevention Program Policy - OPE-050

Councillor M. Allen provided background information on the proposed recommendation to amend the Sanitary Sewer and Backwater Prevention Program Policy OPE-050, to expand the eligibility criteria of the program.

MOTION:

THAT Administration be directed to bring forward an amendment on May 11, 2021, to the Sanitary Sewer Backwater Prevention Program Policy OPE-050, to expand the eligibility criteria (section 3.6.5.1.) to include anyone who has entered into a tax repayment plan and is in good standing.

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

10. Councillor Reporting/Information Updates

Council Members provided updates on various initiatives in the Region.

Adjournment

The meeting adjourned at 5:27 p.m.

Mayor

Chief Legislative Officer

Minutes of a Special In Camera Meeting of the Council of the Regional Municipality of Wood Buffalo held via electronic communications, a combination of video conference and teleconference, in Fort McMurray, Alberta, on Friday, April 30, 2021, commencing at 1:00 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:

Jamie Doyle, Chief Administrative Officer
 Matthew Hough, Deputy Chief Administrative Officer
 Jade Brown, Chief Legislative Officer
 Jody Butz, Regional Fire Chief
 Chris Davis, Senior Manager, Legal Services
 Scott Davis, Director, Emergency Management
 Dennis Fraser, Director, Indigenous and Rural Relations
 Matthew Harrison, Director, Communications and Engagement

1. Call to Order

Mayor D. Scott called the meeting to order at 1:02 p.m.

2. In-Camera/Closed Session

MOTION

THAT Council close item 2.1 to the public pursuant to sections 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, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

2.1 Advice from Officials and Privileged Information - COVID19
 (in camera pursuant to sections 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Jamie Doyle	Chief Administrative Officer
Matthew Hough	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Jody Butz	Regional Fire Chief
Scott Davis	Director, Emergency Management
Dennis Fraser	Director, Indigenous and Rural Relations
Matthew Harrison	Director, Communications and Engagement
Chris Davis	Senior Manager, Legal Services
Nicole Van Kruistum	Senior Executive Liaison, Office of the DCAO

Exit

Councillor K. McGrath exited the meeting at 1:50 p.m.

MOTION:

THAT the meeting reconvene in public.

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

Adjournment

The meeting adjourned at 2:11 p.m.

Mayor

Chief Legislative Officer



COUNCIL REPORT

Meeting Date: May 11, 2021

Subject: Intergovernmental Relations Services Update

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

THAT the Intergovernmental Relations Services Update report be accepted as information.

Summary:

In support of 2018-2021 Strategic Plan initiative #1H, Intergovernmental Relations, the Municipality is working to secure a firm to support advocacy efforts with the Provincial and Federal Government.

Background:

At the February 9, 2021 Council meeting a commitment was made that prior to any funds being expended for intergovernmental relations support, a report outlining the costs associated with lobbying would be provided to council.

At that time, the Communications and Engagement Department had been working with Supply Chain Management on a Request for Proposal (RFP) to secure intergovernmental relations services to advance advocacy efforts.

The RFP detailed three (3) key areas to deliver on. This included:

1. **Research and Current Status Phase:** Perform a review and report on the Municipality's current intergovernmental relations activity from both an Elected Official and Administrative perspective. Part of this phase involves a review and assessment of current areas of advocacy, gaps, and the identification of any additional current and/or future municipal issues that intersect with other levels of government.
2. **Development Phase:** The development of an action driven intergovernmental relations strategy that aligns with existing areas of advocacy and the 2018-2021 Strategic Plan. In particular, this strategy would focus on initiating and sustaining relationships with other levels of government, in an effort to keep governments

aware of ongoing issues, as well as the tools to support this and systems for tracking.

3. **Ongoing and Sustained Support:** This is the active advocacy, or lobbying, component and includes, but is not limited to: strategic advice to Elected Officials and Administration when required, having a presence on the ground in Edmonton and Ottawa to advocate on behalf of the Municipality, the development of activities/events specific to key advocacy areas (e.g. support of a trip to advocate on a specific issue), supporting the drafting of materials for Elected Officials to use as part of advocacy , and reporting back on activity.

Also noted in the RFP was a desired commitment to regular communication with the Chief Administration Officer and other members of Administration to detail advocacy activities and work.

This RFP was posted on February 11, 2021 and closed on March 3, 2021. Two proposals were submitted and evaluated by a panel of five (5) senior administrative staff and Administration is prepared to award the contract.

Budget/Financial Implications:

As the RFP process has not concluded exact financials related to the bids are unable to be shared.

Given that these services will be requested on an as required basis by Elected Officials and Administration, the exact amount to be expended depends on the individual issue and approach. However, total funding of up to \$100,000.00 for this initiative has been approved through the 2021 budget.

Rationale for Recommendation:

Moving forward on this initiative supports the Responsible Government pillar of the 2018-2021 Strategic Plan, and specifically strategic initiative #1H - Intergovernmental Relations. This project has been budgeted for and approved as part of the Budget 2021 process and an open, fair and transparent competitive procurement process has been followed to select a successful proponent.

Strategic Priorities:

Responsible Government



COUNCIL REPORT

Meeting Date: May 11, 2021

Subject: 2021 - 2023 Fiscal Management Strategy

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

THAT the 2021 – 2023 Fiscal Management Strategy, dated May 11, 2021, be accepted as information.

Summary:

The 2021 - 2023 Fiscal Management Strategy (FMS) provides a high-level overview of the Municipality's operating and capital needs for the current year and the next two years. The FMS is being presented as information and guidance as Council considers the 2021 Property Tax Rate Bylaw. In addition, the FMS continues to build on the Municipality's principles of predictability, stability, and transparency in managing its financial resources and communication with residents.

Background:

In January 2018, Council of the Regional Municipality of Wood Buffalo (Municipality) approved a Strategic Plan that will guide the Municipality from 2018- 2021. Embodied within the Strategic Plan is a key strategic priority titled Responsible Government. Fiscal Responsibility and Council adoption of a fiscal strategy are identified as a key initiative.

For 2017, the Municipality introduced a zero-based budgeting methodology, evaluating every expenditure. This budget method focuses on understanding the costs of providing programs and services with a continued emphasis on finding savings and efficiencies. Property tax revenue has decreased by \$328M since the 2016 budget.

The 2021 - 2022 FMS does not include defined approaches for some aspects of the strategy due to the research required and a deeper understanding of the variables that will impact future strategies.

- Asset Management (AM) Project - As the AM Project progresses, the Municipality will be in a better position to identify future funding requirements to maintain and/or rehabilitate assets. Current plans are premised on the age of infrastructure as opposed to condition; therefore, it is difficult to quantify resources required until

further progress is made. This information will also directly impact the development of a financial reserve strategy.

- Taxation Stabilization - Determine vulnerability of the assessment base to mitigate the impact on property taxation revenue. Due to changes in the *Municipal Government Act (MGA)*, s358(1) Maximum Tax Ratio, limitations will impact the Municipality's ability to raise sufficient tax revenue for unanticipated expenditures; therefore, there will be an increased focus on financial reserves to provide supplemental funding during these situations. Significant progress has been made to reduce the taxation ratio. The initial taxation ratio in 2016 was 18.3:1. Due to a combination of changes in the assessment base and budget reductions, as a result of zero-based budgeting, the taxation ratio at first reading of the 2021 Tax Rate Bylaw is 7.30:1.

Budget/Financial Implications:

The 2021 - 2023 Fiscal Management Strategy includes budget information that was previously approved by Council that incorporates the strategies discussed in the attachment.

Rationale for Recommendation:

The 2021 - 2023 Fiscal Management Strategy will provide a sustainable financial strategy to meet the short- and mid-term needs of the Municipality. It aligns with the 2018 - 2021 Strategic Plan.

Strategic Priorities:

Responsible Government

Attachments:

2021 - 2023 Fiscal Management Strategy

FISCAL MANAGEMENT STRATEGY

Regional Municipality of Wood Buffalo

2021 – 2023



Table of Contents

EXECUTIVE SUMMARY	3
ASSUMPTIONS AND DEFINITIONS	5
STRATEGIC PLAN 2018 – 2021	6
2021 OPERATING BUDGET	7
REVENUE STRATEGY	9
PROPERTY TAX	11
EXPENSE STRATEGY	21
CAPITAL STRATEGY	24
DEBT STRATEGY	26
FISCAL RESERVES	27
INVESTMENT STRATEGY	28
FINANCIAL CONDITION INDICATORS	29

List of Figures

#1	2021 Approved Operating Budget and 2022 – 2023 Financial Plan	7
#2	Consolidated Summary	8
#3	Revenue Trend Analysis 2018 – 2023	9
#4	Revenue Profile 2018 – 2023	10
#5	Tax Rate Model 2006 – 2021	15
#6	Net Taxes Available for Municipal Purposes	16
#7	Property Taxes as Percentage of Revenues	16
#8	Municipal Residential Property Tax Rates 2010 – 2020	17
#9	Municipal Non-Residential Property Tax Rates 2010 – 2020	18
#10	Tax Rate Benchmark – Residential	19
#11	Tax Rate Benchmark – Non-Residential	19
#12	Expense Trend Analysis 2018 - 2023	22
#13	Expense Profile 2018 - 2023	23
#14	2021 Capital Budget Spend by Category	24
#15	2021 Capital Budget by Funding Source	25
#16	Investment Holdings by Type	28
#17	Percentage of Investment Holdings	29
#18	Ratio of Financial Assets to Liabilities 2018 – 2023	30
#19	Vulnerability Indicators	31

EXECUTIVE SUMMARY

The Fiscal Management Strategy (FMS) is prepared annually and presented to Council for endorsement. The purpose of the FMS is to provide a high-level overview of the Municipality's operating and capital needs and provide context for setting property tax rates, user fees and other Municipal service charges.

In January 2018, the Council of the Regional Municipality of Wood Buffalo (Municipality) approved the Strategic Plan that is guiding the Municipality from 2018 – 2021. Embodied within the Strategic Plan is a key strategic priority titled Responsible Government. Fiscal Responsibility and Council adoption of a fiscal strategy are identified as a key initiative. The 2021 – 2023 Fiscal Management Strategy is a key deliverable of this initiative.

In response to the downturn in the economy and to ensure the sustainability of the Municipality, a zero-based budgeting approach was introduced at the beginning of 2017. This budgeting methodology is focused on understanding all costs for programs and services, with a continued emphasis on finding further savings and efficiencies. Property tax revenue has decreased by \$328M since the 2016 Budget. For the 2021 budget, this decrease continued with \$24M reduction in property tax revenues.

All revenue sources are being evaluated to ensure the Municipality is benefiting from all opportunities. A comprehensive user fees and charges analysis has been undertaken. The fees have been benchmarked with other communities in Alberta and are being adjusted to be more in line with costs to deliver each service.

An updated financial reserve strategy is being developed. The strategy will incorporate several key variables that will be evaluated to determine a reasonable and sustainable approach to financial reserves including:

- Asset Management (AM) project – As the asset management project progresses, the Municipality will be in a better position to identify future funding requirements to maintain and/or rehabilitate assets. Current plans are premised on the age of infrastructure as opposed to condition; therefore, it is difficult to quantify resources required until further progress is made. This information will also directly impact the development of a financial reserve strategy.
- Taxation Stabilization – determine vulnerability of the assessment base to mitigate the impact on property taxation revenue. Due to changes in the *Municipal Government Act* (MGA), s358(1) Maximum Tax Ratio, limitations will impact the Municipality's ability to raise sufficient tax revenue for unanticipated expenditures, therefore there will be an increased focus on financial reserves to provide supplemental funding during these situations. Significant progress has been made to reduce the tax ratio. The initial tax ratio in 2016 was 18.3. Due a combination of changes in the assessment base and aggressive budget reductions, the tax ratio at first reading of the 2021 Tax Rate Bylaw is 7.30.

As per the strategic direction outlined in Council's 2018-2021 Strategic Plan, the Municipality is working diligently to ensure that there is future financial sustainability.



ASSUMPTIONS AND DEFINITIONS

In order to prepare accurate capital and operating budgets and other financial plans for Council's review, consistent assumptions are established to ensure comparability.

Assumptions and constraints followed in constructing the report include:

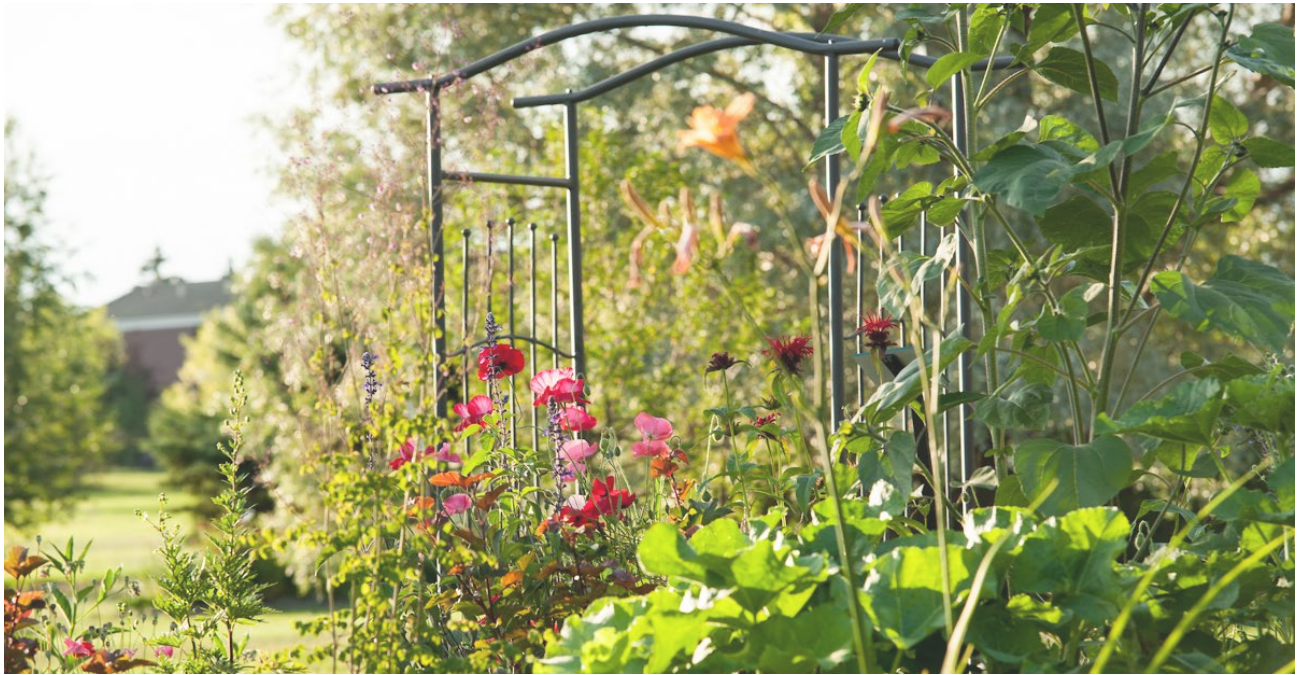
- Taxation methodology will support the transition to a 5:1 tax rate ratio within the 10-year plan, ending in 2026.
- The Municipality will fund capital projects through grants, development funds and capital reserve fund. Debt will not be used. The Municipality will continue to utilize a zero-based budgeting approach to find further efficiencies and savings.

The strategy is guided by:

- *Municipal Government Act, RSA 2000, M26*
- 2018-2021 Strategic Plan
- Updated OSCA Population Projections (2016 – 2030) and the 2018 Municipal Census
- Fiscal Responsibility Policy FIN-160
- Approved 2021 Operating and Capital Budgets
- 2021 – 2023 Capital Plan
- 2021 – 2023 Operating Financial Plan

Definitions:

Actuals	Audited accounting numbers.
Committed Debt	A total of actual debt plus the amount of debt that Council has approved through the capital budget process but has not been drawn.
Department	Functional business unit comprising one or more specialized sections.
Projected	Estimated year-end balance.



STRATEGIC PLAN – 2018 – 2021

In January 2018, the Council of the Regional Municipality of Wood Buffalo (Municipality) approved the Strategic Plan to guide the Municipality from 2018 – 2021.

The Strategic Plan focuses on the vision of a vibrant, sustainable region we are proud to call home. The plan includes four key strategic priorities identified as critical areas to address to achieve this goal:

- Responsible government
- Downtown Revitalization
- Regional economic development
- Rural and Indigenous communities and partnerships

The Municipal Strategic Plan was developed as a collaborative effort between Council and Administration, providing long-term focus and direction for municipal services and programs. This “road map to the future” outlines the steps the Municipality will take during this time, as well as the key performance indicators that will measure success.

Through its stated mission of delivering excellence every day, the Regional Municipality of Wood Buffalo will seek to implement strategies and initiatives to meet the vision.

2021 Operating Budget and 2022 – 2023 Plan

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Plan	2023 Plan
Revenues						
Property Taxes	\$ 680,883,086	\$ 656,824,994	\$ 490,126,467	\$ 468,608,800	\$ 464,608,800	\$ 460,608,800
Government Transfers	17,241,974	17,492,134	25,757,639	14,790,370	14,790,370	14,790,370
Sales and User Charges	47,072,780	46,222,441	42,760,751	41,417,821	42,717,821	44,017,821
Sales to Other Government	2,609,849	3,193,452	3,656,341	3,552,434	3,552,434	3,552,434
Penalties and Costs on Taxes	5,294,952	4,372,602	5,532,304	2,352,400	2,352,400	2,352,400
Licenses and Permits	4,919,628	2,018,676	1,705,709	1,282,260	1,282,260	1,282,260
Fines	3,560,958	2,587,383	1,939,891	2,340,000	2,340,000	2,340,000
Franchise and Concession	7,875,171	8,184,926	8,173,803	8,200,000	8,200,000	8,200,000
Returns on Investments	22,151,836	29,433,001	40,160,960	20,860,000	20,860,000	20,860,000
Rentals	2,039,247	1,618,512	1,595,280	1,419,500	1,419,500	1,419,500
Other Revenue	6,510,748	950,816	3,599,771	3,036,907	458,800	458,800
	\$ 800,160,229	\$ 772,898,937	\$ 625,008,916	\$ 567,860,492	\$ 562,582,385	\$ 559,882,385
Expenses						
Salaries Wages and Benefits	\$ 210,544,474	\$ 216,894,137	\$ 223,484,193	\$ 238,269,594	\$ 240,652,289	\$ 243,058,812
Contracted and General Services	55,546,093	67,574,258	63,719,539	73,247,260	73,848,069	74,586,550
Purchases from Other Governments	23,641,339	21,938,952	24,704,020	27,065,750	27,336,408	27,609,772
Materials Goods Supplies & Utilities	30,936,349	32,336,985	31,443,019	36,375,338	36,688,593	37,055,478
Provision for Allowances	(2,658,892)	4,830,830	5,159,281	4,796,000	4,796,000	4,796,000
Transfers to Local Boards and Agencies	71,500	449,514	533,478	528,960	42,431,950	42,431,950
Transfers to Individuals and Organizations	31,032,792	34,227,445	63,651,348	43,739,440	528,960	528,960
Bank Charges and Short-Term Interest	233,069	233,359	199,857	235,760	238,118	240,499
Interest on Long-Term Debt	12,639,738	11,840,000	-	-	-	-
Other Expenditures	68,615	24,596	114,895	15,740	15,897	16,056
Debt Repayment	17,300,936	17,526,000	-	-	-	-
	\$ 379,356,013	\$ 407,876,076	\$ 413,009,630	\$ 424,273,842	\$ 426,536,283	\$ 430,324,077
	420,804,216	365,022,861	211,999,286	143,586,650	136,046,102	129,558,308
Transfer to Reserves	\$ 355,804,216	\$ 365,022,861	\$ 211,999,286	\$ 143,586,650	\$ 136,046,102	\$ 129,558,308
Undrawn Debt Reduction	65,000,000	-	-	-	-	-
	420,804,216	365,022,861	211,999,286	143,586,650	136,046,102	129,558,308
Surplus/(Deficit)	-	-	-	-	-	-

Figure 1 – The above figure details the 2021 Operating Budget with the actual results for 2018 through 2020, as well as the 2022 and 2023 Plan Years.

Consolidated Summary

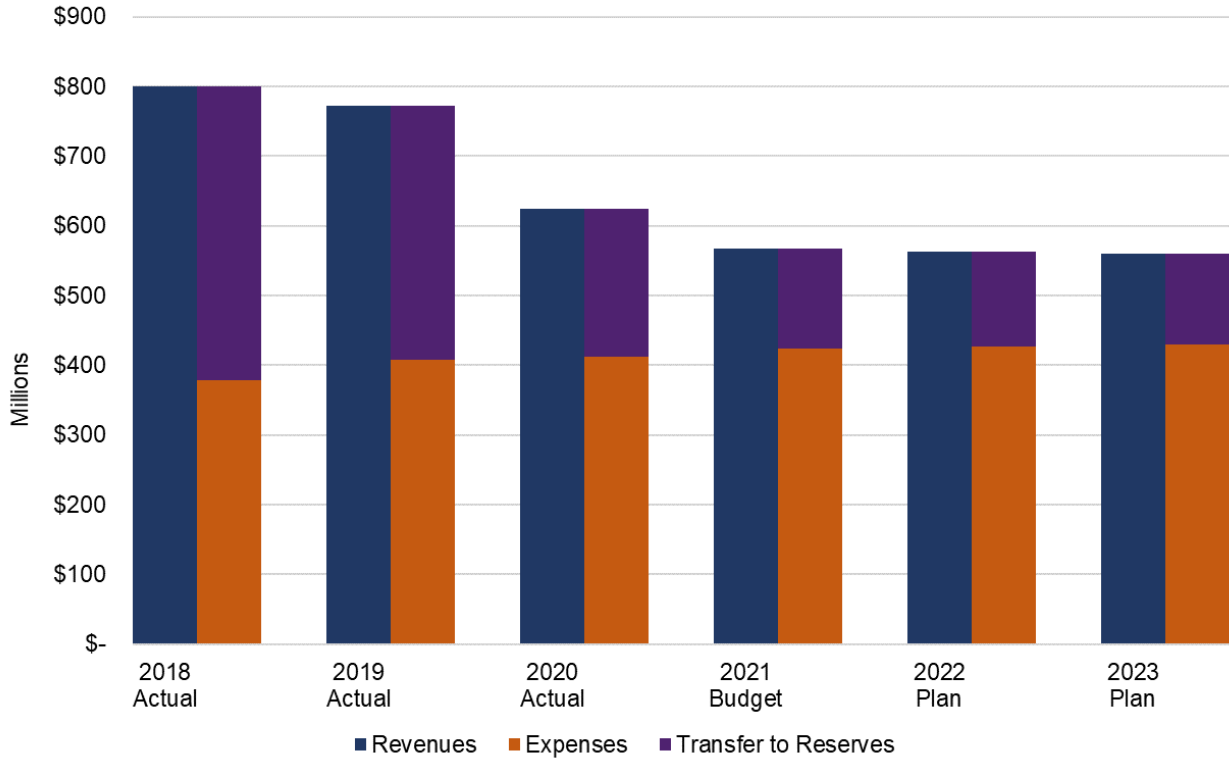


Figure 2 – The above figure details the actual results, budget, and plan years from Figure 1: 2021 Operating Budget and 2022 – 2023 Plan.

As property taxes decrease and with the inflationary growth in expenses, the chart shows that the amount available to fund the Transfer to Reserves (for Capital Purposes) continues to decrease as we approach the 5:1 tax ratio.

REVENUE STRATEGY

The Municipality's revenue strategy is based upon the needs of the community. What level of municipal services are needed for the benefit of the residents in correlation to the Municipality's ability to pay? All areas of revenue sources are continuously evaluated to ensure that the Municipality is benefiting from all opportunities.

To ensure cost recovery for certain services is in place, a comprehensive user fees and charges analysis is undertaken on an annual basis and presented as part of the budget. In 2017 the Municipality reviewed utility rates and determined the rates being charged were significantly below direct cost recovery. A 5-year plan was instituted to bring the utility rates in line with the direct cost of providing these services. The User Fees and Charges Policy (FIN-030) recognizes and seeks to protect vulnerable segments of the population such as youth and seniors and attempts to balance the need for service with the ability to pay. With this in mind, the remaining fees are benchmarked with other communities in Alberta and are adjusted where applicable each year, to be more in line with the cost to deliver the program or service.

Revenue Trend Analysis 2018 – 2023

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Plan	2023 Plan
Revenues						
Property Taxes	\$ 680,883,086	\$ 656,824,994	\$ 490,126,467	\$ 468,608,800	\$ 464,608,800	\$ 460,608,800
Government Transfers	17,241,974	17,492,134	25,757,639	14,790,370	14,790,370	14,790,370
Sales and User Charges	47,072,780	46,222,441	42,760,751	41,417,821	42,717,821	44,017,821
Sales to Other Government	2,609,849	3,193,452	3,656,341	3,552,434	3,552,434	3,552,434
Penalties and Costs on Taxes	5,294,952	4,372,602	5,532,304	2,352,400	2,352,400	2,352,400
Licenses and Permits	4,919,628	2,018,676	1,705,709	1,282,260	1,282,260	1,282,260
Fines	3,560,958	2,587,383	1,939,891	2,340,000	2,340,000	2,340,000
Franchise and Concession	7,875,171	8,184,926	8,173,803	8,200,000	8,200,000	8,200,000
Returns on Investments	22,151,836	29,433,001	40,160,960	20,860,000	20,860,000	20,860,000
Rentals	2,039,247	1,618,512	1,595,280	1,419,500	1,419,500	1,419,500
Other Revenue	6,510,748	950,816	3,599,771	3,036,907	458,800	458,800
	800,160,229	772,898,937	625,008,916	567,860,492	562,582,385	559,882,385
Percentage Change	-4.74%	-3.41%	-19.13%	-9.14%	-0.93%	-0.48%

Figure 3 – The above figure details the Revenue Trend Analysis of the Municipal operations with the actual results for 2018 through 2020, the 2021 Budget, as well as the 2022 and 2023 Plan Years.

As Property Taxes continue to decrease, we continue to observe a downward trend in Revenues. The Plan Years show decreased Property Taxes revenue, but this annual decrease will significantly slow as we transition to the 5:1 ratio.

Revenue Profile 2018 – 2023

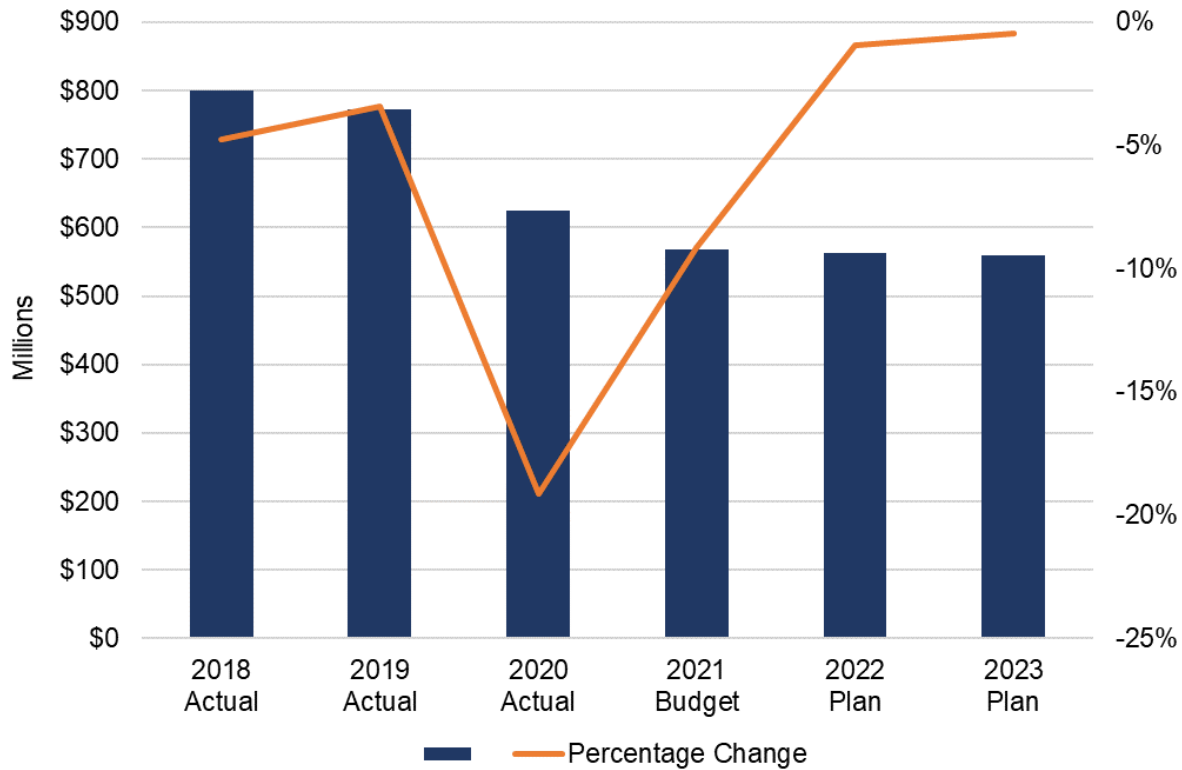


Figure 4 – The above figure details the actual results, budget, and plan years from Figure 3: Revenue Trend Analysis 2018 - 2023.

The annual decrease in Property Tax revenues begin to slow down in the Plan Years 2022 and 2023 as we approach the transition to the 5:1 ratio.



PROPERTY TAX

Property taxes represent the single largest source of revenue for the Municipality. The 2021 Approved Budget for property taxes is \$468,608,800 (number does not include Special Assessment and Local Improvement Taxes or Well Drilling Equipment Taxes), which represents 83% of the Municipality's revenue, which is comprised of:

- Rural Residential Class – 0.13%
- Rural Non-Residential – 93.04%
- Urban Residential Class – 3.87%
- Urban Other Class – 0.49%
- Urban Non-Residential Class – 2.47%

Property taxes are not a fee for service, but rather a method of distributing the cost of municipal services and programs fairly throughout the municipality.

The Municipal Government Act provides direction to Alberta municipalities for assessment and taxation through legislation. The purpose of the legislation is to establish and maintain a property assessment system that fairly and equitably distributes taxes, and promotes transparency, predictability and stability for municipalities and taxpayers. Assessment and taxation are distinct and independent processes, although assessment impacts taxation. Property assessment is the method used to distribute the tax burden amongst property owners.

Increases or decreases in municipal tax rates will not necessarily result in corresponding increases or decreases in municipal taxes paid. The reason for this is that increases or decreases in municipal taxes are equally dependent on the year over year assessment change of a property. Due to this formula, many property owners will see reductions in their municipal tax levies even if the tax rate in their tax class have increased.

The formula for calculating municipal taxes is as follows:

$$\text{Assessment} \times \text{Municipal Tax Rate} = \text{Municipal Tax Levy}$$

For years 2010 to 2020, the following occurred:

- Urban residential rates decreased by 23% from 2.663 in 2010 to 2.0599 in 2020;
- Multi-residential rates increased by 2% from 5.743 in 2010 to 5.8792 in 2020;
- Rural-residential rates decreased by 21% from 1.577 in 2010 to 1.2415 in 2020;
- Urban non-residential rates decreased by 39% from 6.764 in 2010 to 4.1169 in 2020;
- Rural non-residential rates decreased by 46% from 18.034 in 2010 to 9.6543 in 2020

For the 2021 Budget, revenue from property taxes has been reduced by 5% from 2020 to 2021. The assessment values within the region on average have been reduced by 10%; this reduction is indicative of the continued slowdown in the economy. In order to meet the budgeted revenue expectations a 4% increase across all property classes except Rural Non-residential and Rural Machinery and Equipment classes is required. Rural Non-Residential and Rural Machinery and Equipment will have a 2% decrease which is in line with meeting the 5:1 tax ratio target.

With the proposed 4% increase in tax rates, the rural residential tax rate for years 2022-2026 will require a 9% increase year over year in order to reach the 5 to 1 ratio.

If the tax rate increase is less than 4% the following years, 2022-2026, will require a significantly higher tax rate increase to ensure the municipality remains on track to reach the 5:1 ratio by 2026. For example, if the tax rate is kept at the same rate as 2020, then future Rural Residential tax rates will require a 10% increase every year from 2022 to 2026 to reach 5 to 1 ratio in 2026.

The property assessment for Designated Industrial Properties (DIP) are under the Provincial Assessor role, with the vision that centralization of DIP assessments will lead to improved consistency and equity for industrial taxpayers, and lower administrative costs for municipalities. Costs associated with these property assessments will be borne by industry. A Provincial requisition is applied to every DIP owners' municipal tax notice. Municipalities collect the DIP taxes to pay the requisitions. Effective January 1, 2018, the Provincial Assessor became responsible for assessments of DIP.

Designated Industrial Properties include:

- Properties regulated by the Alberta Energy Regulator, National Energy Board, Alberta Utilities Commission.
- Linear Property (wells, pipeline, railways, telecommunications, and electric power systems) assessed by the Province.
- Property designated as a “major plant” by regulation, for example large refineries, upgraders, pulp and paper mills.
- Land and improvements associated with property regulated by the Alberta Energy Regulator, Alberta Utilities Commission or National Energy Board and major plants.
- Machinery and equipment on a site not classified as a Designated Industrial Property will continue to be assessed by the Regional Assessor.

In addition, based on *Alberta Regulation 202/2017 Matters Relating to Assessment Sub-Classes*, municipalities can create a sub-class for either the urban or rural service areas entitled “small business sub-class”. In 2018, the Regional Municipality of Wood Buffalo Council approved the creation of a rural

non-residential small business sub-class. The tax rate of this sub-class was 25% lower than the rural non-residential tax rate. The criteria of this sub-class required that the business:

- must apply online and meet all criteria to be taxed at the rural non-residential small business tax rate; and
- must be operating under a business license or that is otherwise identified in a municipal bylaw; and
- have fewer than 50 employees across Canada; and
- must hold an RMWB business license as of December 31 of the preceding year.

The inclusion of a small business tax rate within the 2021 Tax Rate Bylaw will be subject to Council approval.

The calculation of the taxes levied is a combination of assessed value and tax rate. Property assessments in which construction had occurred in 2020 were excluded from the median calculation as the calculation was intended to capture market changes in the assessed values. Tax rates for 2021, based on 1st reading of the 2021 Property Tax Rate Bylaw, propose the following changes when compared to 2020 as follows:

- Urban residential tax rate increased by 4%. This increase in tax rate, is less than the median assessment decrease of 10%. The median municipal tax change in the urban residential tax class is a **reduction of \$69** (if no improvements were completed to the home in 2020) due to a combination of the change in assessment over 2020 and the change in the urban residential tax rate.
- Other residential tax rate increased by 4%. This increase in tax rate, is less than the median assessment decrease of 28%. The median municipal tax change in the other residential tax class is a **reduction of \$6,867** (if no improvements were completed to the home in 2020) due to a combination of the change in assessment over 2020 and the change in the other residential tax rate.
- Rural residential tax rate increased by 4%. The median municipal tax change in the rural residential tax class is an increase **of \$15** (if no improvements were completed to the home in 2020) due to a combination of the change in assessment over 2020 and a change in the rural residential tax rate.
- Urban non-residential tax rate increased by 4%. The urban non-residential assessment class experienced an overall decrease due to factors such as sales, vacancy, availability, rents, and land value, and as such, individual properties may experience differing increases or decreases in taxes. Therefore, a median tax change was not calculated.

- Rural non-residential tax rate decreased by 2%. The rural non-residential assessment class experienced an overall decrease of 2 from 2020 to 2021. Due to the wide variance in assessed values in this tax class a median tax change was not calculated.

5 to 1 Tax Ratio

Prior to changes in the Municipal Government Act, Municipalities were able to establish non-residential and residential tax rates independent of one another. There was no limitation on the extent to which a municipality's tax rate could differ for the taxation of non-residential and residential property. The *Municipal Government Act* has since been amended to ensure that the highest non-residential tax rate can be no more than five times the lowest residential tax rate. In addition, the tax rate ratio cannot increase from the previous year.

Since 2016, the Municipal Government Act S.358.1, defines a "non-conforming municipality" as a municipality that has a tax ratio greater than 5:1. The Regional Municipality of Wood Buffalo tax ratio calculation is based on the rural non-residential tax rate and the rural residential tax rate. To achieve a 5:1 ratio, the rural residential tax rate would increase from 0.0012415 in 2020 to 0.0012912 in 2021. This tax rate will still be the lowest in Alberta, and less than the 2006 rural residential tax rate as shown in the graph below.

Based on 1st reading of the 2021 Property Tax Rate Bylaw, the tax ratio decreased from 7.78 in 2020 to 7.30 proposed for 2021.

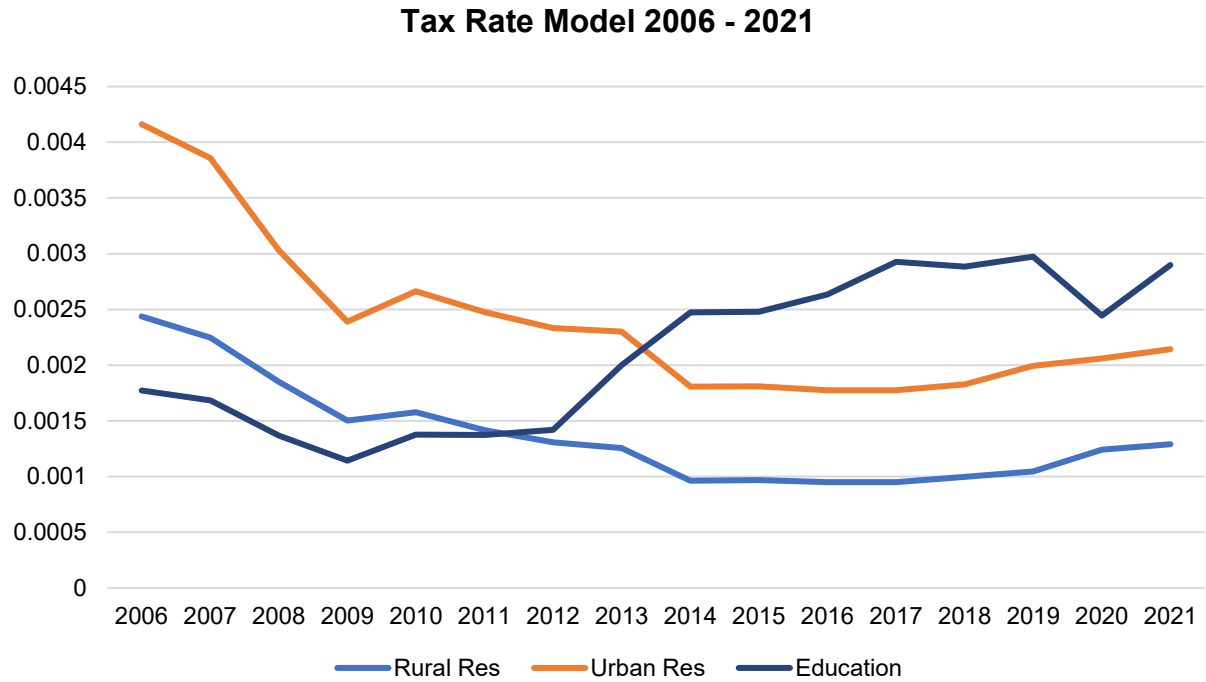


Figure 5 – Tax Rate Model 2006 - 2021



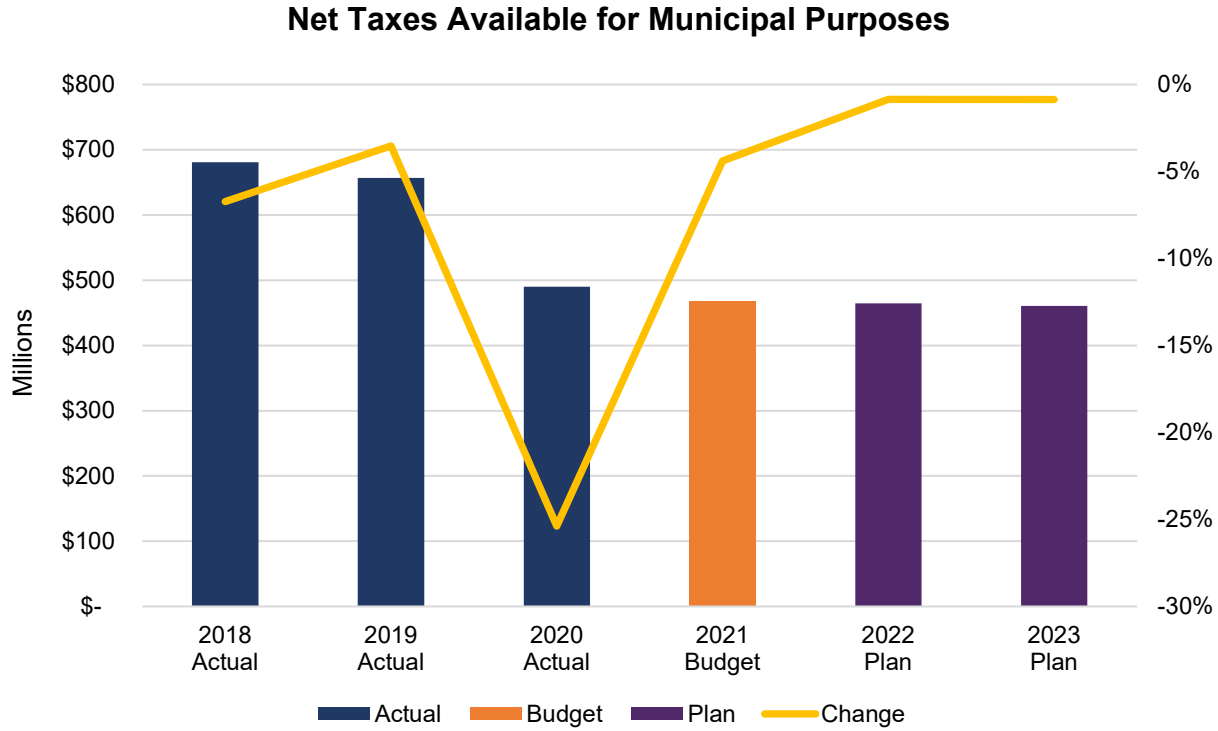


Figure 6 – Net Taxes Available for Municipal Purposes

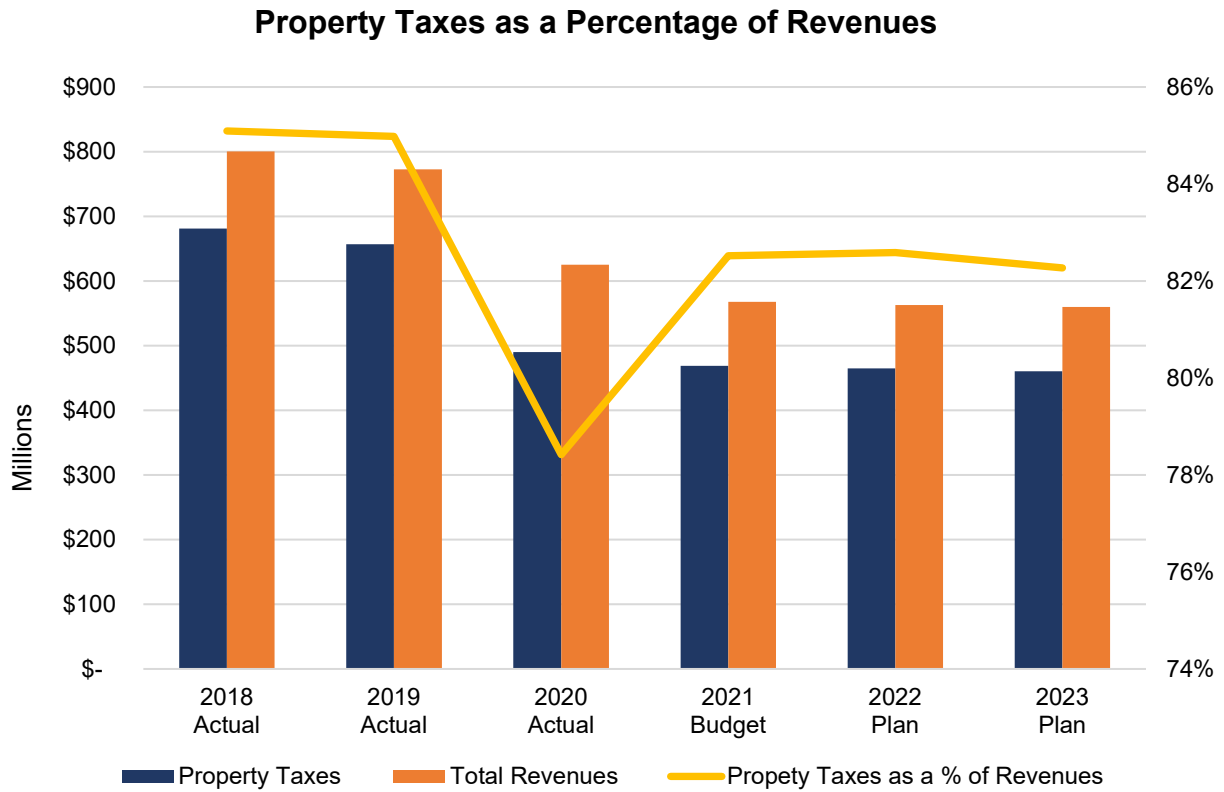


Figure 7 – Property taxes as a percentage of total revenue to remain constant to 85% for 2018 – 2020.

Municipal Residential Property Tax Rates 2010 - 2021

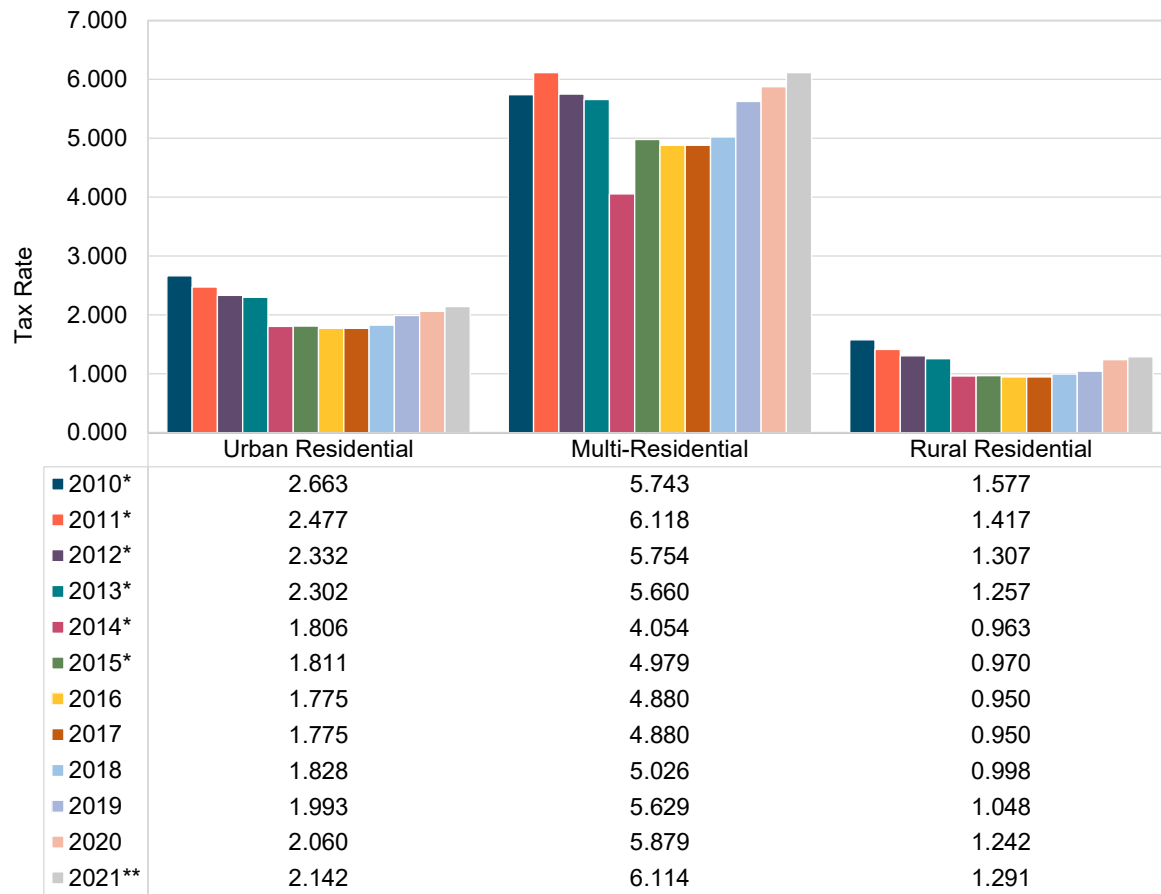


Figure 8 – Municipal Residential Property Tax Rates

* Revenue neutral plus new construction methodology was in place from 2010 to 2015 inclusive.

** Rates are based on information available at the time of publication and are subject to change until the Property Tax Bylaw has been approved by Council. Mill rates are levied per \$1,000 of assessed value.

Municipal Non-Residential Property Tax Rates 2010 - 2021

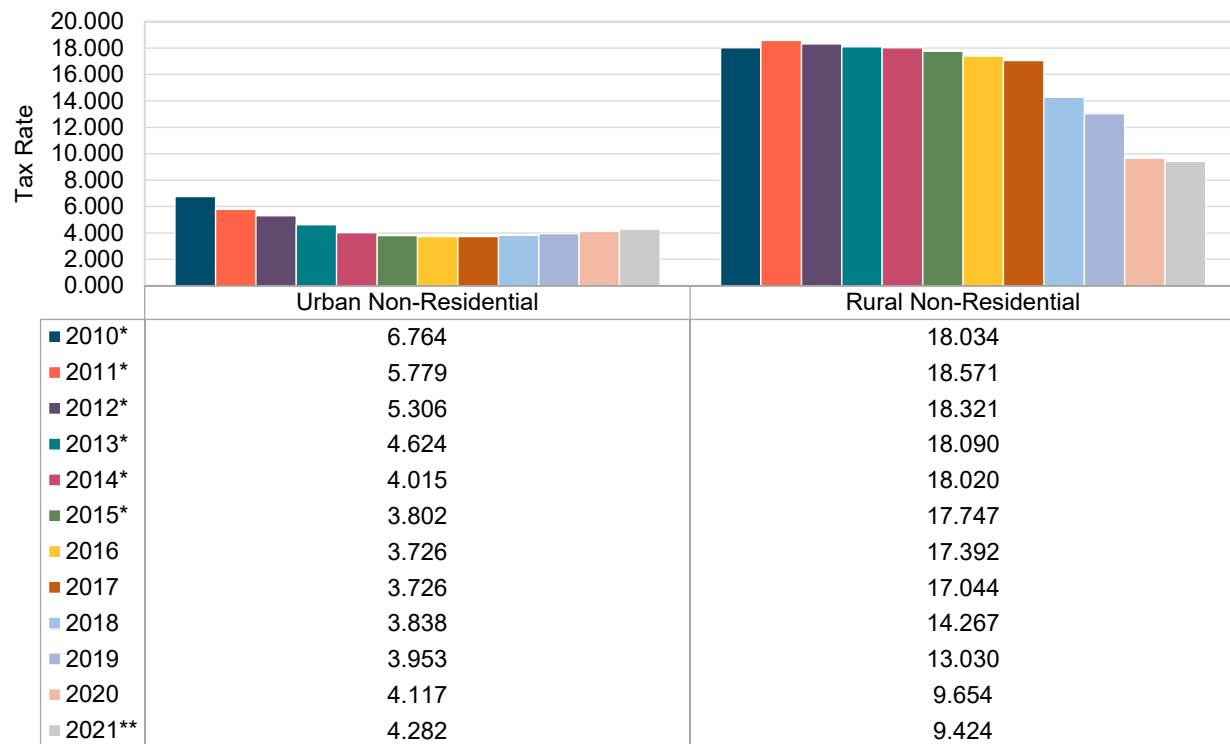


Figure 9 – Municipal Non-Residential Property Tax Rates

* Revenue neutral plus new construction methodology was in place from 2010 to 2015 inclusive.

** Rates are based on information available at the time of publication and are subject to change until the Property Tax Bylaw has been approved by Council.

Mill rates are levied per \$1,000 of assessed value.

Prior to 2016, the Municipality followed a revenue neutral plus new construction growth taxation methodology whereby any increase in municipal revenue over the prior year was generated by new growth only. The 2016 changing economic climate in the Municipality, coupled with the wildfire, resulted in a move away from the revenue neutral plus new construction methodology to a budget driven process not dependent on assessment growth.

For years 2012-2017 the variances between actual municipal taxes required and the budget were due to a provision for the potential impact of assessment appeals which were in various stages of the appeal process. The provision for appeals losses during the time frame ranged from 3% to 5% on the Machinery and Equipment taxation category. With the conclusion of these appeals in 2017 the annual allowance for appeal losses was reduced to 1% for the 2018 taxation year. The annual deduction for losses resulting from appeals is 7%, and the majority of this amount is attributed to the pending designated industrial property complaint.

Although every municipality is unique, the RMWB benchmarks with other municipalities. Based on the information below, the RMWB continues to have competitive tax rates that supports affordability.

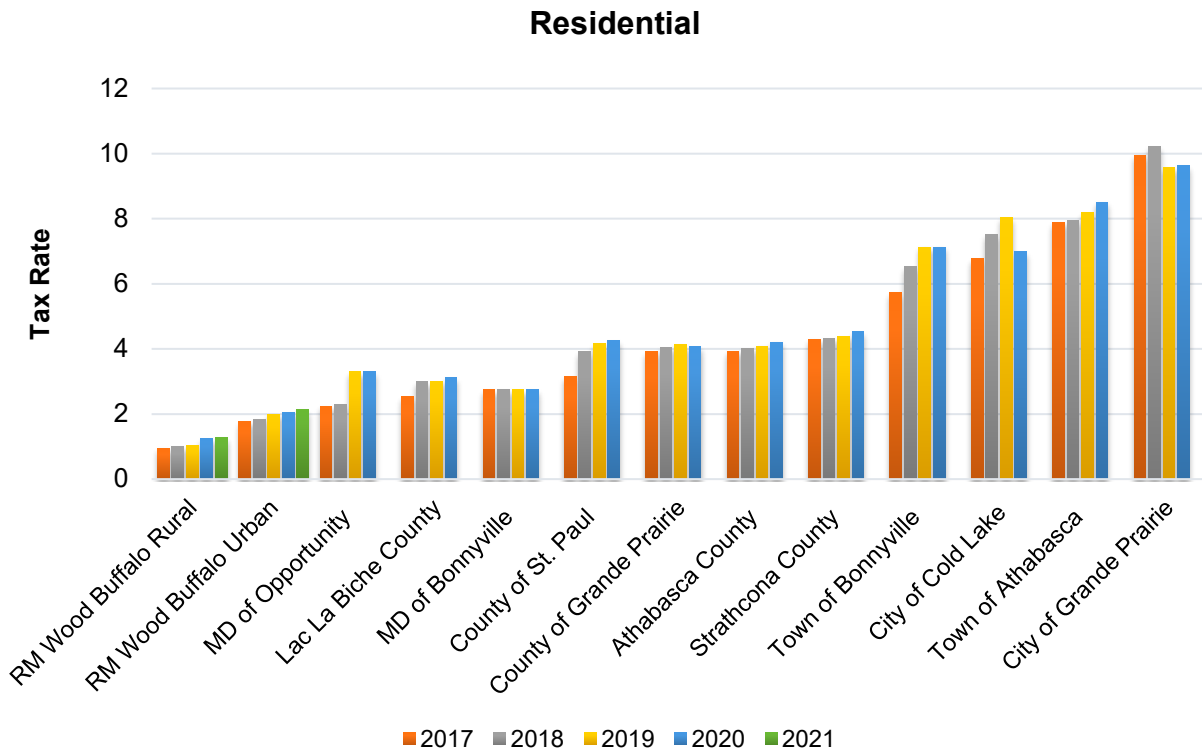


Figure 10 – Tax Rate Benchmark – Residential

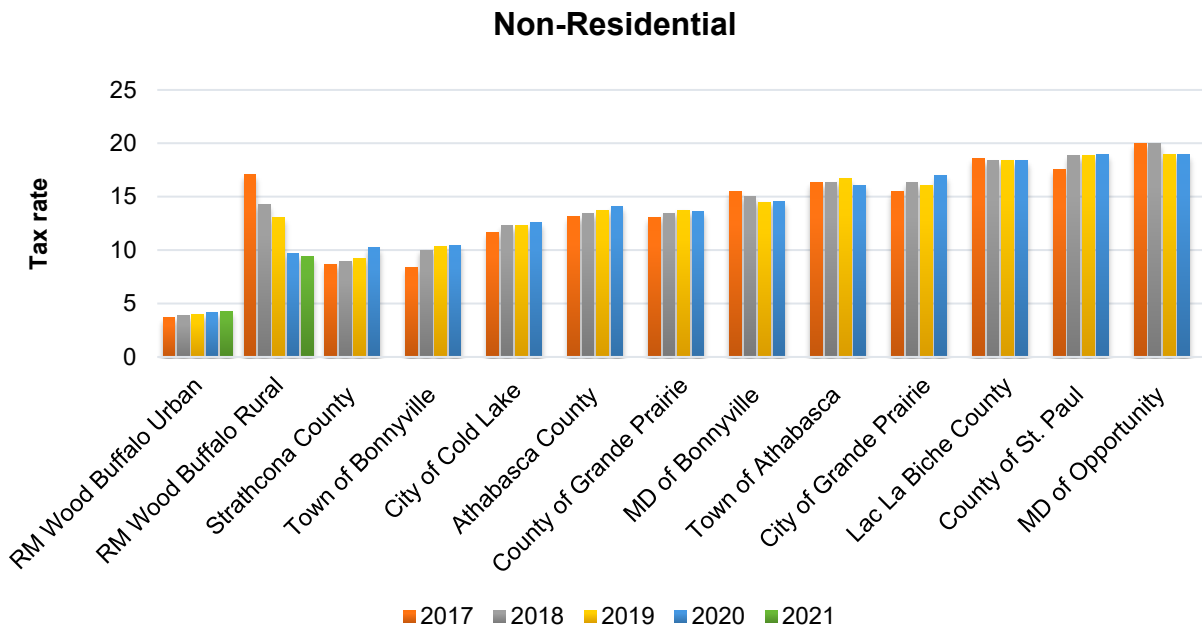


Figure 11 – Tax Rate Benchmark – Non-Residential

Education Tax

The Province calculates, based on assessment value, the annual amount each municipality must collect towards the education system. Municipalities collect the education property tax from ratepayers and then forwards it to the Province for deposit into the Alberta School Foundation Fund (ASFF). The ASFF was established by the Government of Alberta in 1994. This fund ensures that the education property tax is accounted for separately from provincial general revenues.

The money collected from the education property tax is pooled into the ASFF to fund priorities in education and then distributed among Alberta's public and separate school boards on an equal per student basis.

Although **municipalities do not control the amount of education taxes requisitioned by the Province**, the amount increases the total property tax bill for applicable municipal property owners. For urban service area residents, this represented **57%** of their property tax bill in 2021 and **69%** for rural residential property owners.

In 2019, municipalities across Alberta did not receive an education tax amount because of the late tabling of the new government's budget. The 2018 education tax amount was used to calculate the monies to be collected, consequently, more education taxes were collected from the residential class in 2019. As a result, there was an 18% reduction in the residential education tax rate from 0.0029737 in 2019 to 0.0024459 in 2020. For the 2021 tax year, the education tax amount to be collected is for the full balance owed to the Provincial government. Therefore, the education tax rate is increased by 18%, from 0.0024459 in 2020 to 0.0028975 in 2021 to cover the amount needed.

Residents are encouraged to contact the Government of Alberta Education Property Tax Line directly if they require any clarification.

Rotary House

In 2002, Wood Buffalo Housing (WBH) assumed responsibility from the Government of Alberta for all subsidized independent and supportive living seniors' housing. Ownership of Rotary House Lodge and Ayabaskaw Lodge, which provides a supportive living environment to qualifying seniors, was transferred to WBH. For 2021, the Ayabaskaw House has issued a requisition to the Municipality in the amount \$30,000; and the Rotary House has issued a requisition to the Municipality in the amount \$1,707,000.

Upcoming Changes

Municipal Affairs is conducting a review of regulated assessment models. The current assessment models have not been updated since 2005. Preliminary indicators are that the review will result a reduction on assessment of linear properties such as Machinery and Equipment., Wells and Pipelines. More information will be provided in 2021 by the Municipal Affairs.



EXPENSE STRATEGY

The annual budget strategy is created using a zero-based philosophy. All expenses are thoroughly vetted to ensure cost efficiencies are realized. Through this methodology, expenses are itemized which allows for vigorous analysis of actual expenditure to budget, therefore ensuring costs to budget throughout the year are effectively managed. Monthly, quarterly and annual financial reports are prepared to assist management in their review.

Salaries, Wages and Benefits account for approximately 56% of the Municipality's Operating Budget. There are labour agreements in place with the Canadian Union of Public Employees (CUPE) for the period January 1, 2018 – December 31, 2020 and with the International Association of Fire Fighters (IAFF) for the period January 1, 2014 – December 31, 2016.

Expense Trend Analysis 2018 – 2023

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Plan	2023 Plan
Expenses						
Salaries Wages and Benefits	\$ 210,544,474	\$ 216,894,137	\$ 223,484,193	\$ 238,269,594	\$ 240,652,289	\$ 243,058,812
Contracted and General Services	55,546,093	67,574,258	63,719,539	73,247,260	73,848,069	74,586,550
Purchases from Other Governments	23,641,339	21,938,952	24,704,020	27,065,750	27,336,408	27,609,772
Materials Goods Supplies & Utilities	30,936,349	32,336,985	31,443,019	36,375,338	36,688,593	37,055,478
Provision for Allowances	(2,658,892)	4,830,830	5,159,281	4,796,000	4,796,000	4,796,000
Transfers to Local Boards and Agencies	71,500	449,514	533,478	528,960	528,960	528,960
Transfers to Individuals and Organizations	31,032,792	34,227,445	63,651,348	43,739,440	42,431,950	42,431,950
Bank Charges and Short-Term Interest	233,069	233,359	199,857	235,760	238,118	240,499
Interest on Long-Term Debt	12,639,738	11,840,000	-	-	-	-
Other Expenditures	68,615	24,596	114,895	15,740	15,897	16,056
Debt Repayment	17,300,936	17,526,000	-	-	-	-
	\$ 379,356,013	\$ 407,876,076	\$ 413,009,630	\$ 424,273,842	\$ 426,536,283	\$ 430,324,077
Percentage Change	-6.71%	7.52%	1.26%	2.73%	0.53%	0.89%

Figure 12 – The above figure details the Expense Trend Analysis of the Municipal Operations with the actual results for 2018 through 2020, the 2021 Budget, as well as the 2022 and 2023 Plan Years.

Expense Profile 2018 - 2023

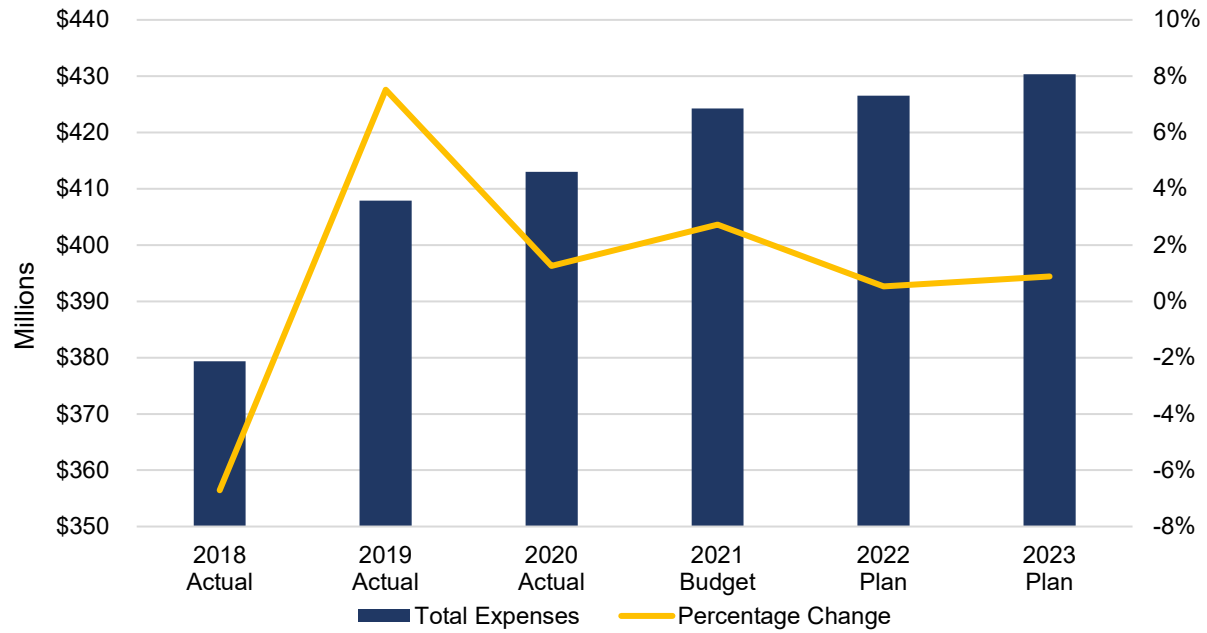


Figure 13 – The above figure details the actual results, budget, and plan years from Figure 11: Expense Trend Analysis 2018 – 2023.



CAPITAL STRATEGY

The 2021 Capital Budget and the 2022 – 2023 Plans have been developed with a focus on sustaining our region. The main determinant in developing the capital budget was the continuation of completing multiyear projects with particular emphasis on flood mitigation and the building of a delivery system for Rural Water and Sewer Servicing. Secondary to the development of the capital budget is the continued lifecycle spend on public facilities, playgrounds, parks, and roads.

The major groupings or categories for the capital budget and plans are:

- **Public Facilities** – These projects include environmental systems such as solid waste, waste, wastewater and storm water. Also included in this category are public land, land improvements, and machinery and equipment.
- **Recreation and Culture** – These projects have two broad categories: parks/recreation and cultural/historical. Park and recreation projects include trails, playgrounds, parks, sports fields, rinks and green spaces. Cultural and historical projects include museums, cemeteries, and other cultural facilities.
- **Transportation** – These projects include Municipal transit systems, roadways including traffic signals and streetlights, and sidewalks.

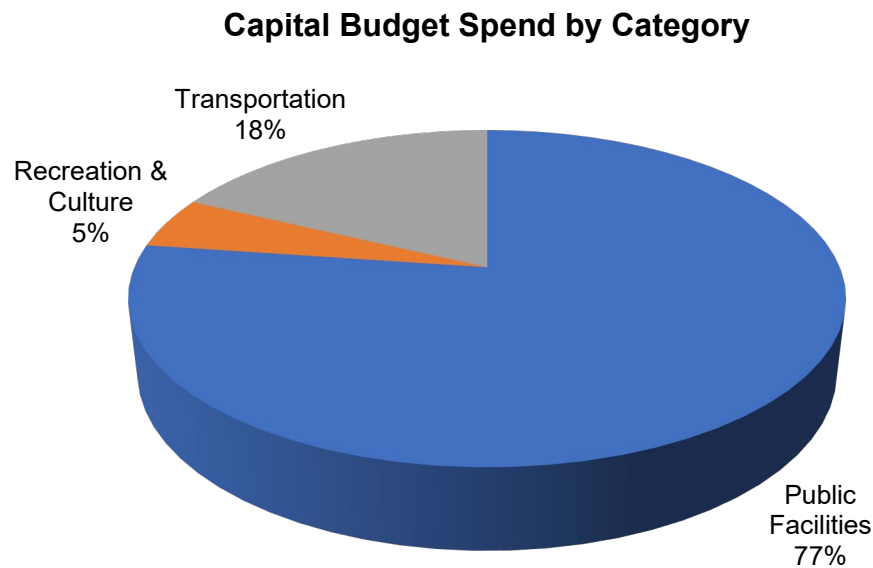


Figure 14 – The above figure details the 2021 Capital Budget and the capital spending by the primary categories of Public Facilities, Transportation and Recreation & Culture capital projects.

The approved 2021 Capital Budget is \$156,010,269 including \$50,250 to be funded from the Capital Infrastructure Reserve (CIR) for public art installation.

The capital budget is funded through the CIR, Provincial and Federal Grants, Developer fees and Levies; the CIR is comprised of property tax revenues.

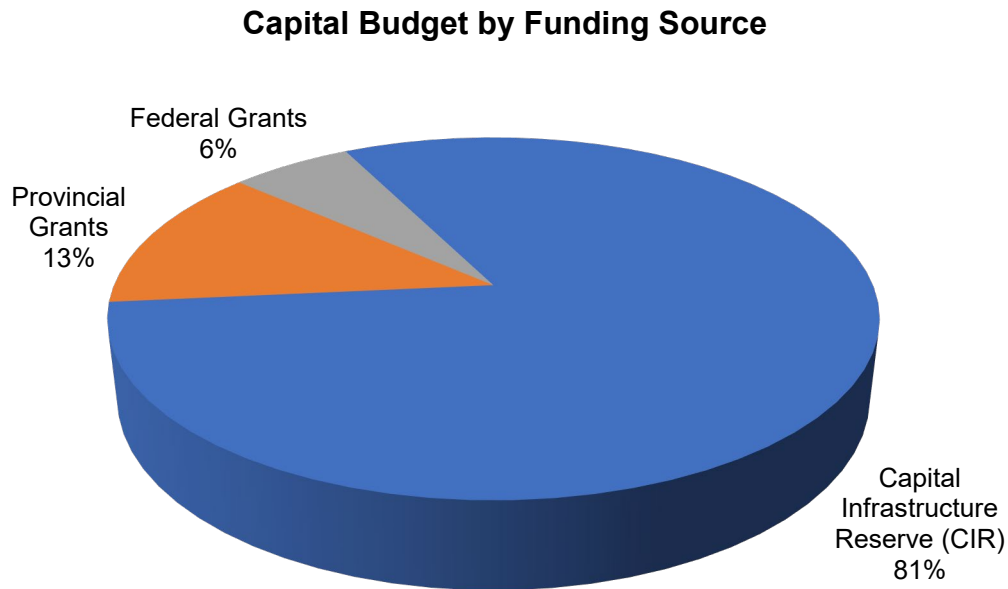


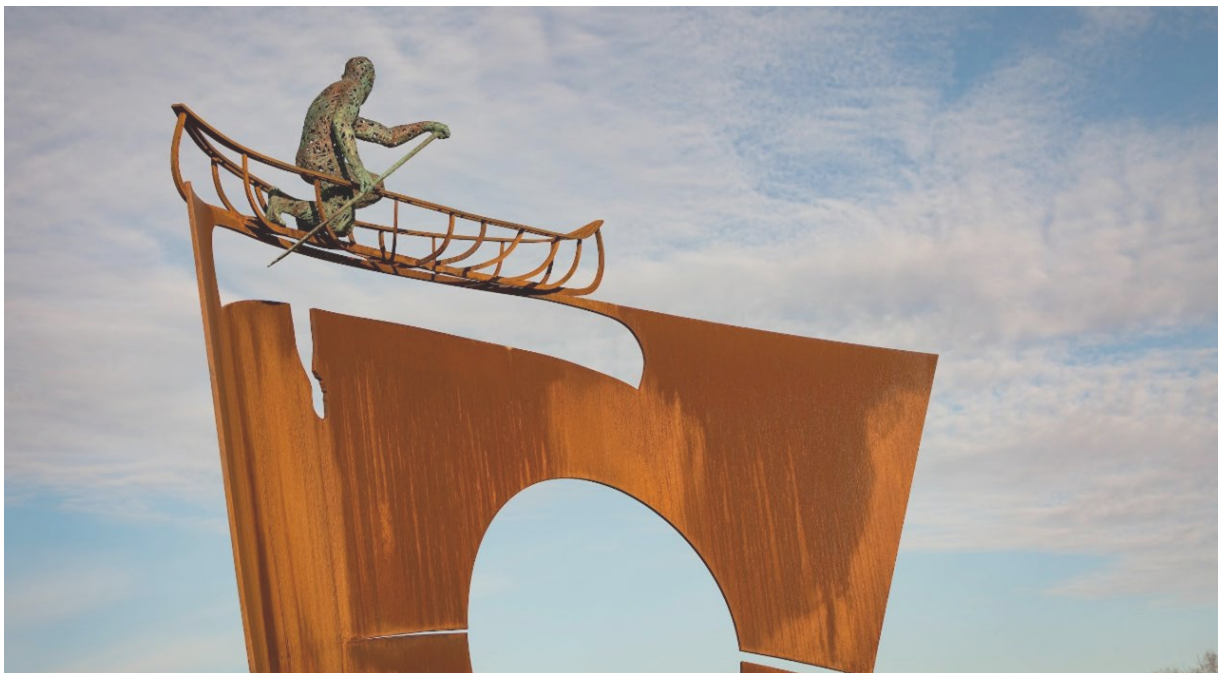
Figure 15 – The above figure details the 2021 Capital Budget and the funding sources for the capital projects' costs by using the Capital Infrastructure Reserve, Provincial Grants or Federal Grants.



DEBT STRATEGY

Debit Limit and Debt Service Limit for the Municipality are governed by the Alberta Regulation 255/2000 of the Municipal Government Act (MGA) and the Municipality's Debt Management Policy FIN-120.

In 2019, the Municipality eliminated all debt and supports capital projects by other funding sources.



FISCAL RESERVES

In compliance with the Fiscal Responsibility Policy FIN-160, the Municipality holds two main reserves: Emerging Issues Reserve (EIR) and the Capital Infrastructure Reserve (CIR). Council approval is required to utilize funding from either of these reserves.

Capital Infrastructure Reserve (CIR)

The CIR has been established to provide a source for capital project funding with a minimum uncommitted balance of \$50M. The reserve is the main funding source for budgeted capital program requirements. This reserve will become even more important as the Municipality transitions to a Pay-As-You-Go (PAYG) strategy for funding capital infrastructure.

Emerging Issues Reserve (EIR)

The EIR was established by Council in 2002 to stabilize operating revenues in response to unanticipated loss of revenue as well as provide funding flexibility in responding to unplanned events and other initiatives. The EIR is funded from the year end operating surplus (if any).

The EIR is governed as follows:

- Maximum EIR balance equivalent to 15% of the audited prior year's net property tax revenue and is subject to a minimum uncommitted balance of \$50M.
- Council approval is required to utilize funding from the EIR.

General Reserve Strategy

The Municipality has an established reserve to meet future operations and capital expenses.

The reserve is in place to hedge against future risk factors including:

- Revenue shortfalls
- Unanticipated expenses

INVESTMENT STRATEGY

The Municipality's investment of funds is governed under Investment Policy FIN-140 as approved by Council. The general investment strategies adopted by the Municipality are to ensure the following objectives are adhered:

- **Safety:** investments shall be undertaken in a manner that seeks to ensure the preservation of capital.
- **Liquidity:** the investment portfolio shall remain sufficiently liquid to meet all operating and capital cash requirements that may be reasonably anticipated.
- **Return:** the investments of the fund shall be structured with the objective of attaining a market rate of return commensurate with the respective portfolio benchmark.

The investment type is restricted to fixed income securities that are of high credit rating quality and meet the following parameters:

- Maximum holdings by credit rating: maximum holdings of short, medium and long-term investment portfolio by credit rating are 100% AAA, AA, A rating.
- Maximum holdings by investment portfolio issuer: 100% for federal issues and guarantees. 100% for provincial issues and guarantees; 40% for municipal guarantees; and 40% for corporate issues.

The Municipality's investment governance structure is designed to ensure that the Municipality's investments are managed prudently, appropriately and in compliance with applicable legislation and the investment policy. Funds are managed by independent fund managers. Council approves the investment policy, and the Investment Advisory Committee (IAC) provides oversight to the governance and management of the Municipality's investment. IAC is comprised of members of Administration.

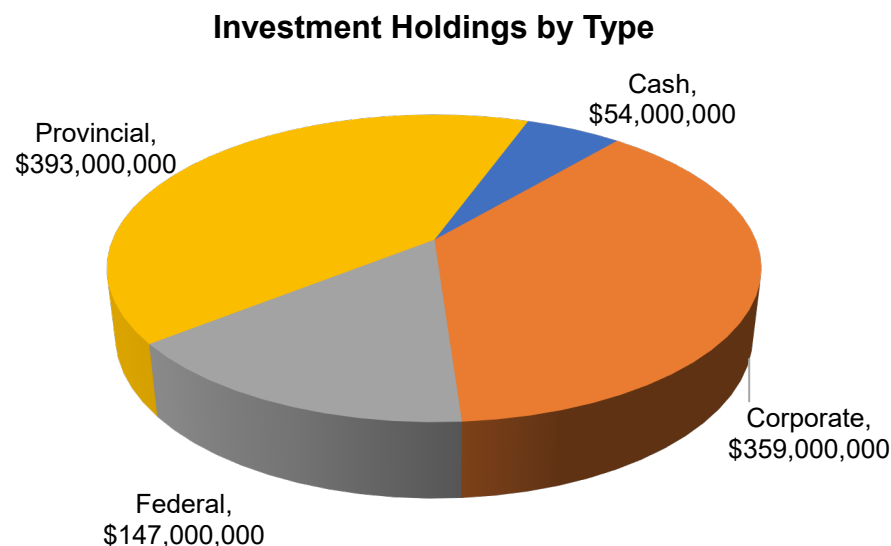


Figure 16 – The above figure details the Investment Holdings, by Type. As per municipal policy, all investments are in the form of bonds (Government and Corporate) including GICs, as at December 31, 2020

Maturity of Investments – Liquidity

The investment portfolio is structured to maintain a proportionate ratio of short (under 1 year), medium (1 to 5 years), and long-term (over 5 years) maturities to meet current and future funding requirements.

A structured series of short-term Guaranteed Investment Certificates (GICs) maturing on a regular basis throughout the fiscal year is part of the short-term liquidity strategy. This enables sufficient liquidity within the investment portfolio to meet the Municipality's operating and capital cash flow requirements.

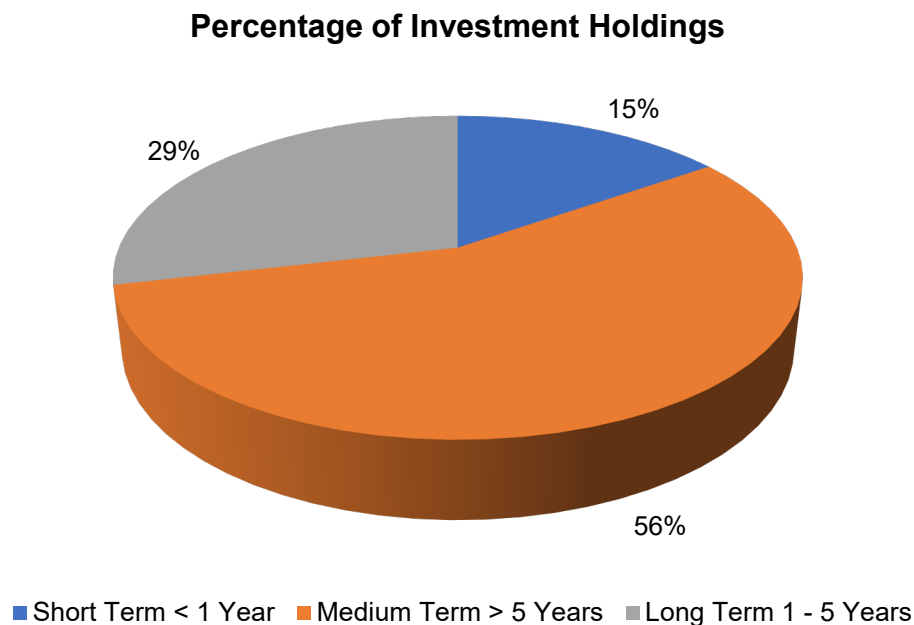


Figure 17 – The below figure details the Investment Holdings, by Liquidity. The municipality will continue to ensure that the duration of the investment portfolio is structured such that the funds are available as required, as at December 31, 2020.

FINANCIAL CONDITION INDICATORS

The Municipality uses three sets of financial conditions to measure its overall financial health: sustainability, flexibility, vulnerability.

The Municipality eliminated the committed drawn debt in April 2019. The indicators have been modified to reflect that eliminated debt.

Sustainability

Sustainability refers to the Municipality's ability to maintain existing services and programs and meet creditor requirements without the need to take on debt.

Within this category, the Municipality uses two financial indicators to measure its performance: financial assets and liabilities. The financial assets to liabilities ratio measures whether the Municipality has adequate resources to pay debt. The liabilities are adjusted for deferred revenue related to grant funding that is received but not yet expended according to the terms of the grant agreement.

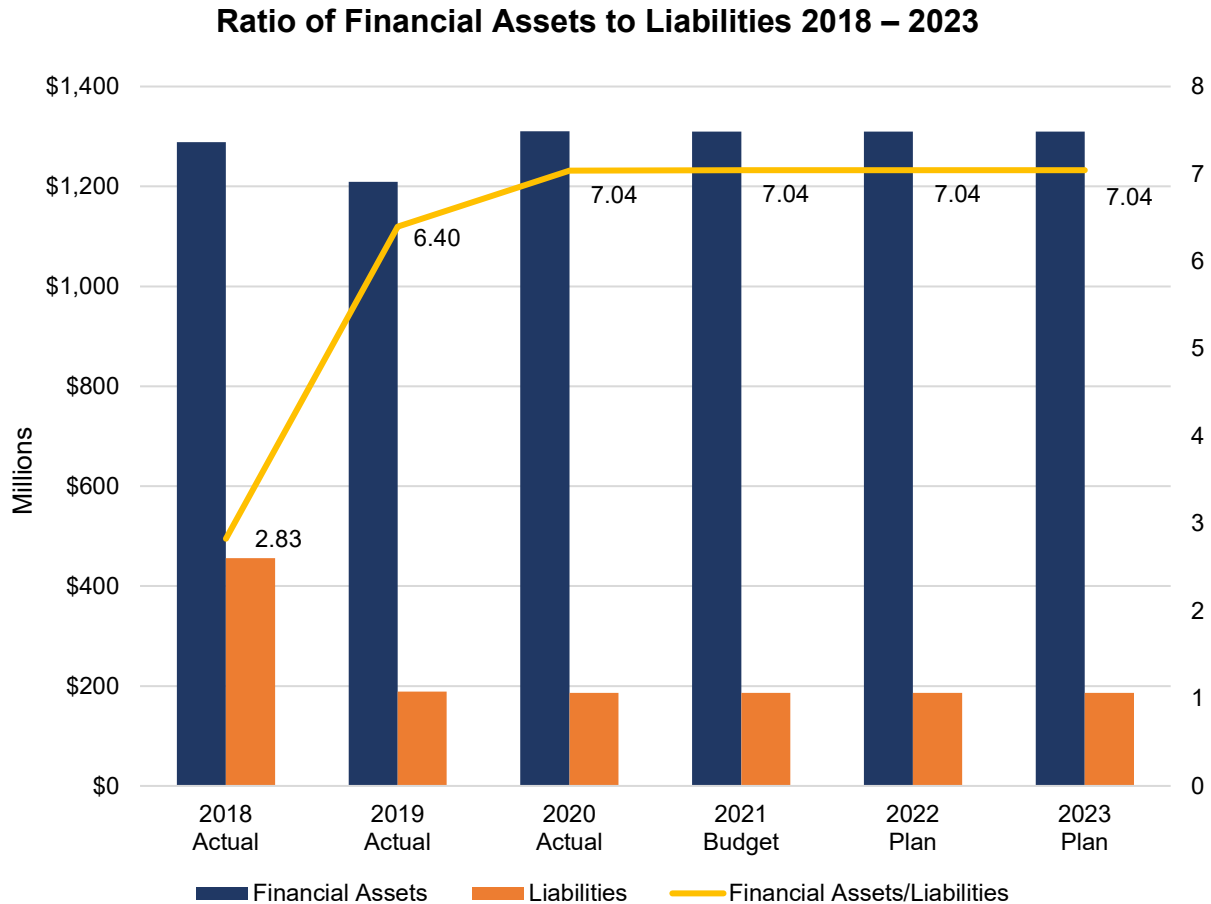


Figure 18 – The above figure details the balance of the Municipality's assets and the liabilities. It is important that the assets are higher than the liabilities for the future resiliency of the Municipality. The Municipality maintains a strong ratio of assets to liabilities of 7:1.

A ratio of 2:1 and above is desirable. To ensure that the Municipality does not fall below this target, prioritization of existing and future capital projects is required. In addition, as the Municipality transitions to a Pay-As-You-Go capital funding strategy.

Vulnerability

To measure vulnerability of the Municipality's portfolio, two indicators are used: operating government transfers to operating revenues and total government transfers to total revenues: The operating government transfers to operating revenues ratio measures how much the Municipality is dependent on provincial and federal transfers relative to the operating revenue generated, and the total government transfers-to-total revenues ratio measures the level of provincial and federal grants to support both operating and capital programs at the Municipality.

Vulnerability Indicators

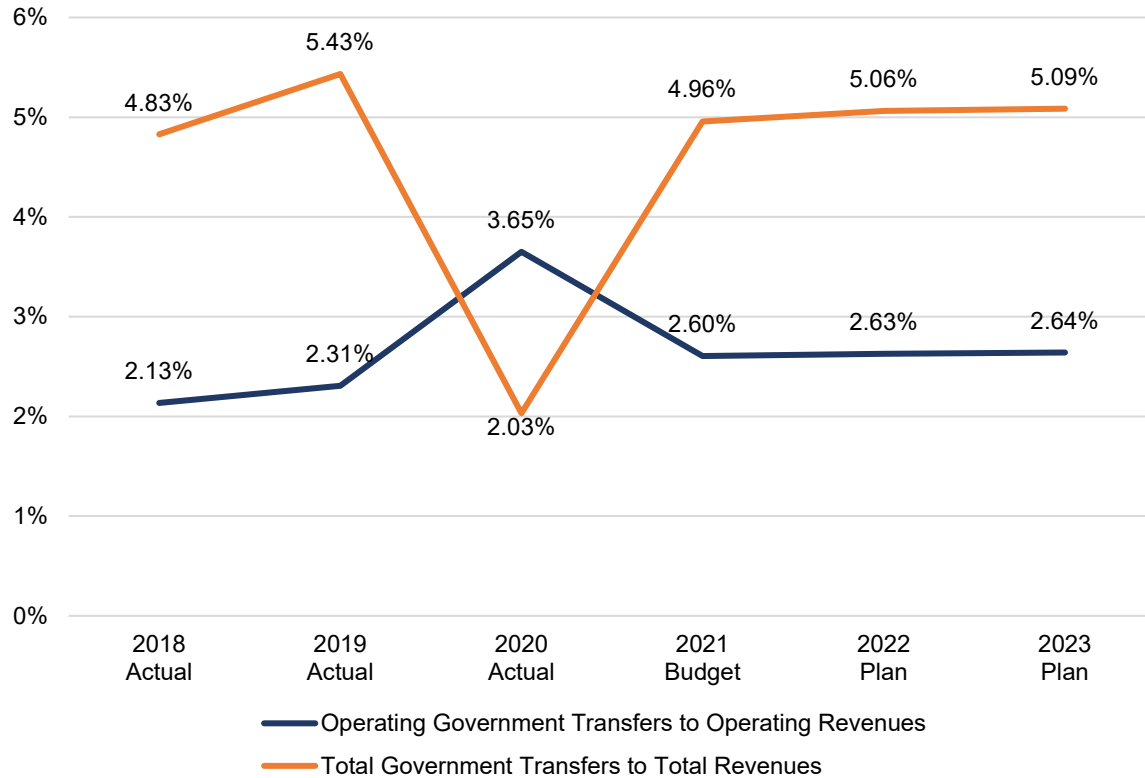


Figure 19 – The above figure details the reliability (or vulnerability) of the Municipality on transfers (in the form of grants) received from the Provincial and Federal governments in proportion to the Total Revenues. In 2020, the Municipal Sustainability Initiative (MSI) grant was not received. This grant is budgeted to be received in 2021.

Operating transfers from provincial and federal governments are limited. Total government transfers are a combination of operating and capital transfers. Most government transfers relate to capital grants.



Regional Municipality of Wood Buffalo

9909 Franklin Ave.

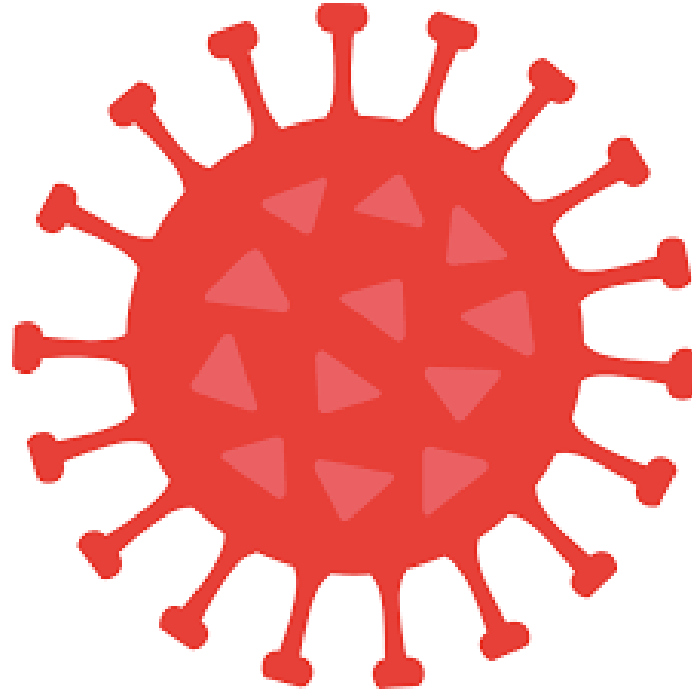
Fort McMurray, Alberta T9H 2K4

Telephone: (780) 743-7000

www.rmwb.ca

COVID-19 UPDATE

May 11, 2021

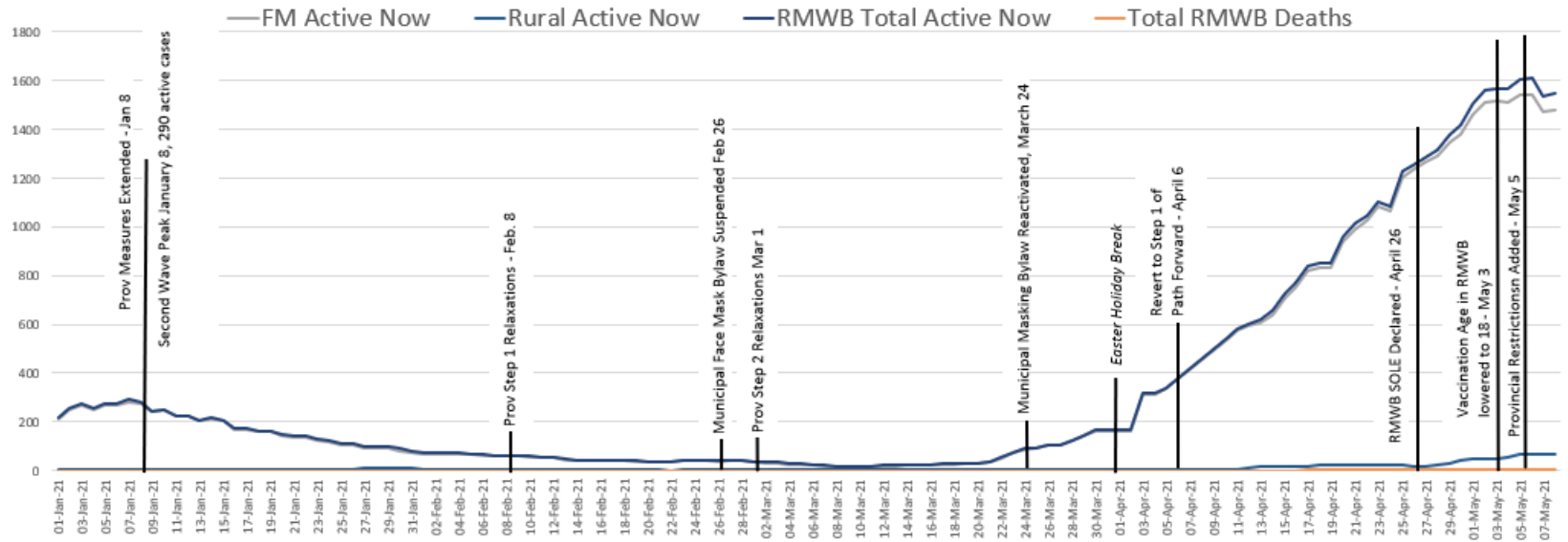


CURRENT STATISTICS

As of end of day, May 10, 2021

RMWB Active Cases:	1548	Fort McMurray:	1481	Rural:	67
Recoveries:	3972	Fort McMurray:	3795	Rural:	177
Deaths:	5	Fort McMurray:	5	Rural:	0
Rate per 100,000:		Fort McMurray:	1864.8	Rural:	1651.0

Active COVID-19 in the RMWB - 2021



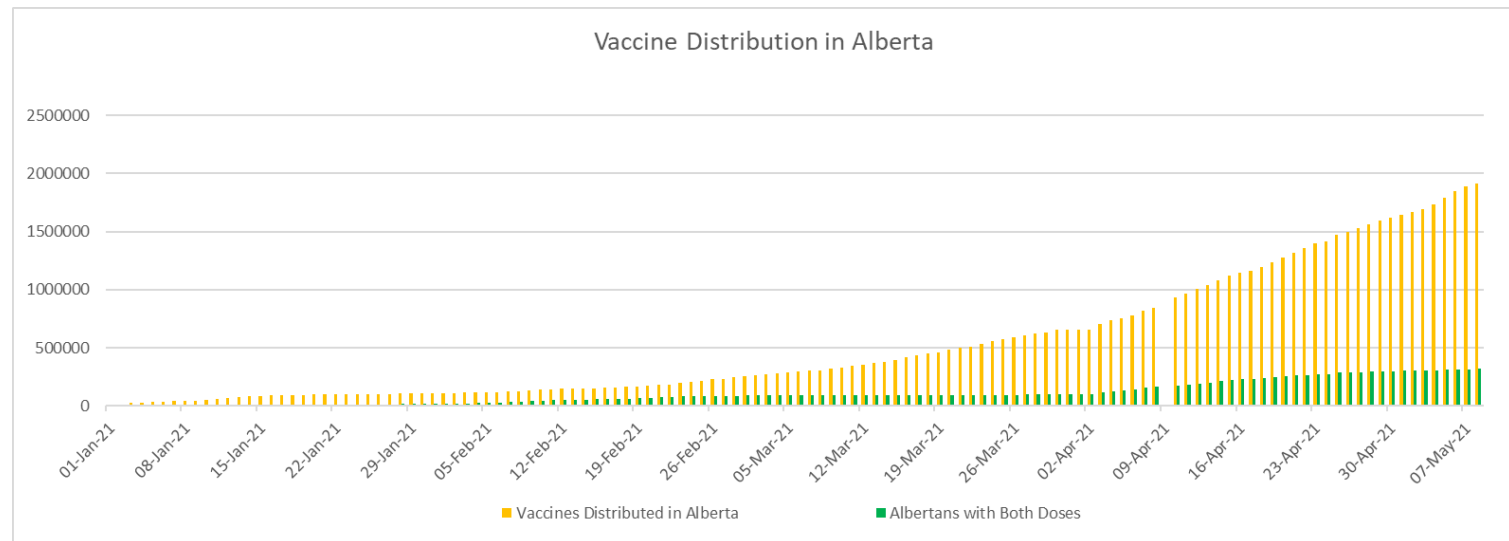
VACCINATIONS

Everyone age 12 and over now eligible for vaccination

	May 1	May 11
RMWB Percentage of 1 st Vaccination:	21.2%	27.2%
Provincial Percentage of 1 st Vaccination:	29.2%	35.7%

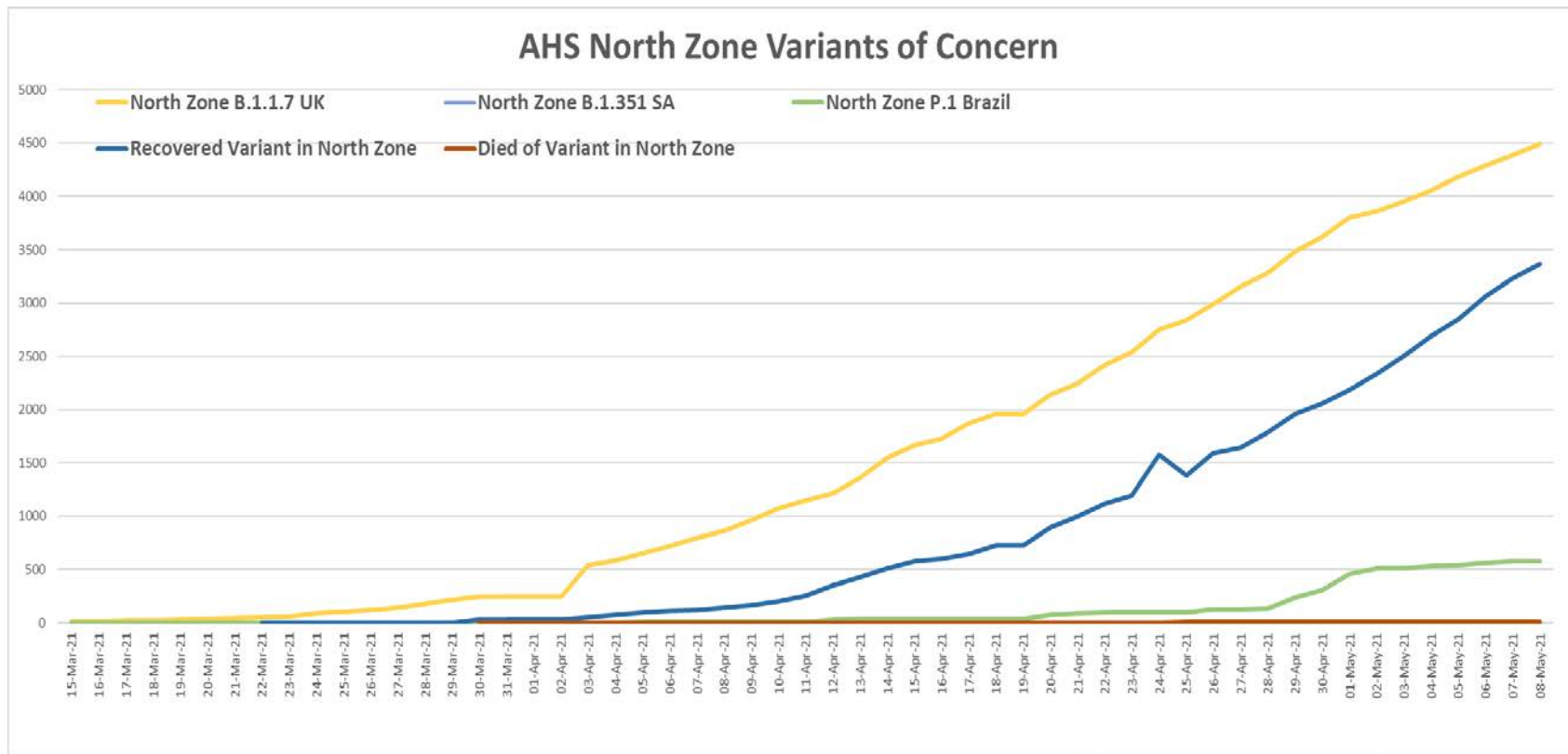
Rapid Flow Through Clinic is now by appointment only.

Vaccines also available at many pharmacies in town by appointment.



VARIANTS

Variants are more contagious than the original strain and represent 42% of all active cases in the AHS North Zone.



STAY SAFE

Follow all Public Health Orders

Travel outside our region is not recommended at this time.

If you must travel, make sure you take all precautions:

- Only visit people within your household
- Stay 2 meters apart from others
- Wear a face mask when with anyone from outside your household
- Wash your hands often, for at least 20 seconds

We all need to do our part to turn the curve, and let the vaccinations do their job.





COUNCIL REPORT

Meeting Date: May 11, 2021

Subject: Bylaw No. 21/009 - 2021 Property Tax Rate Bylaw

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 21/009, being the 2021 Property Tax Rate Bylaw, be read a second time.
2. THAT Bylaw No. 21/009, be read a third and final time.

Summary:

In accordance with the *Municipal Government Act*, the Regional Municipality of Wood Buffalo is required to pass a property tax rate Bylaw annually for the purpose of completing the work set out in the approved Operating and Capital Budgets.

Background:

A property tax rate bylaw establishes the rates at which various property classes are to be taxed and is calculated based on the total assessment value of all taxable properties within each of the property classes throughout the Municipality. The Order in Council, creating the specialized Regional Municipality of Wood Buffalo, provided Council with the authority to establish a mill rate structure for each of the Urban and Rural Service Areas.

Assessment valuation standards are prescribed by the Alberta Provincial Government and are either based on a market value premise or on a regulated cost-based system depending on property type. The tax levied on all residential and commercial properties is calculated by applying the tax rate against the individual property assessment which is an estimate of the market value as of July 1, 2020. The Designated Industrial Properties (DIP) are assessed by the Provincial Assessor.

Property taxes are levied to raise revenue to fund municipal expenditures and pay external requisitions from Alberta Education, seniors' housing (Ayabaskaw House and Rotary House) and the Designated Industrial Property requisition. With respect to requisitions for provincial education, seniors' housing and the Designated Industrial Property requisition, the requisitioning authorities' tax rates are calculated based on the

amounts requested. In imposing levies, it is important to note that the Municipality simply acts as a collector of the funds and has no authority to refuse or change the amount requested by external requisitions. A typical property tax notice consists of the municipal levy, Alberta Education requisition levy, and levy for seniors' housing. The exception is the Machinery and Equipment class which is exempt from the Alberta Education levy. Only properties identified by the Provincial Assessor as Designated Industrial Properties will include the Designated Industrial Property tax rate. The total amount of property taxes paid will vary based on the actual assessment value and the respective tax rate applied. In establishing municipal tax rates for the 2021 Property Tax Rate Bylaw, the process began with the zero-based budget and resulted in a requirement for less property tax revenue than in 2020.

In order to assist in understanding the 2021 Property Tax Rate recommendations, the following clarifications are provided:

Increases or decreases in municipal tax rates will not necessarily result in corresponding increases or decreases in municipal taxes paid. The reason for this is that increases or decreases in municipal taxes are equally dependent on the year-over-year assessment change of a property. Due to this formula, many property owners will see reductions in their municipal tax levies even if the tax rate in their tax class has increased.

The formula for calculating municipal property taxes is as follows:

$$\text{Assessment} \times \text{Tax Rate} = \text{Municipal Tax Levy}$$

Due to reductions in market value, many property assessments have declined from the previous 2020 assessed value.

Recommended Tax rates for 2021, propose the following changes when compared to 2020 as follows:

- Urban Residential Tax Rate Increase of 4%

This increase in tax rate, is less than the median assessment decrease of 10%. The median municipal tax change in the Urban Residential tax class is a reduction of \$69 (if no improvements were completed to the home in 2020) due to a combination of the change in assessment over 2020 and the change in the Urban Residential tax rate.

- Other Residential Tax Rate Increase of 4%

This increase in tax rate, is less than the median assessment decrease of 28%. The median municipal tax change in the Other Residential tax class is a reduction of \$6,867 (if no improvements were completed to the home in 2020) due to a combination of the change in assessment over 2020 and the change in the Other Residential tax rate.

- Rural Residential Tax Rate Increase of 4%

The median municipal tax change in the Rural Residential tax class is an increase of \$15 (if no improvements were completed to the home in 2020) due to a combination of the change in assessment over 2020 and a change in the Rural Residential tax rate.

- Urban Non-Residential Tax Rate Increase of 4%

The Urban Non-Residential assessment class experienced an overall decrease due to factors such as sales, vacancy, availability, rents, and land value, and as such, individual properties may experience differing increases or decreases in taxes. Therefore, a median tax change was not calculated.

- Rural Non-Residential Tax Rate Decrease of 2%

The Rural Non-Residential assessment class experienced an overall decrease of 2% from 2020 to 2021. Due to the wide variance in assessed values in this tax class, a median tax change was not calculated.

In addition, based on Matters Relating to Assessment Sub-Classes Regulation Alberta Regulation 202/2017, municipalities can create a sub-class for either the Urban or Rural Service Areas entitled “small business property” sub-class. In 2018, the Regional Municipality of Wood Buffalo Council approved the creation of a Rural Non-Residential Small Business property sub-class. The tax rate of this sub-class was 25% lower than the rural non-residential tax rate. The criteria of this sub-class required that the business:

- must apply online and meet all criteria to be taxed at the Rural Non-Residential Small Business property tax rate; and
- must be operating under a business license or that is otherwise identified in a municipal bylaw; and
- have fewer than fifty (50) employees across Canada; and
- must hold a RMWB business license as of December 31 of the preceding year.

A rural small business property tax rate has been included within the 2021 Tax Rate Bylaw and is subject to Council approval.

Budget/Financial Implications:

For the 2021 taxation year, property tax revenue decreased by \$24 million compared to 2020. Cumulatively, property tax revenue has decreased by \$328 million since the 2016 budget. The revenue required through property taxes for the 2021 taxation year is \$468 million.

Assessment notices were sent out on February 3, 2021, and the deadline for assessment appeals was April 12, 2021, for the majority of properties. In some instances, additional information has been received regarding assessment accounts that have led to the issuance of an updated assessment. In accordance with legislated requirements, notice of the appeal period for these properties is extended by an additional sixty (60) days. A better estimate of assessment roll totals and resulting property tax revenue impacts will be determined when the last appeal deadline has passed.

s. 358(1) Maximum Tax Rate Ratio (formerly Bill 21 and Bill 8)

The Municipality is a “non-conforming” municipality meaning that the tax ratio is greater than 5:1. The tax ratio means the ratio between the highest non-residential tax rate to the lowest residential tax rate. In the Municipality the highest non-residential tax rate is the Rural Non-Residential tax rate, and the lowest residential tax rate is the Rural Residential tax rate. The tax ratio can be reset each year, but the ratio cannot increase from the previous year. For the 2020 tax year the Municipality’s tax ratio was 7.78:1.

Although the regulations guiding the method and time frame for reducing the tax ratio have not been introduced by the Government of Alberta, Council directed Administration to have the 5:1 ratio in place within ten (10) years, starting with 2017. Through budget reductions and an increase in the rural residential tax rate, Administration continues to work towards this timeline this tax rate recommendation would result in a tax rate ratio for the Municipality of 7.30:1 for 2021.

There will be financial implications if any rates lower than the recommended 4% are proposed. For example, with a 0% increase in municipal tax rates for Rural Residential, Urban Residential, Urban Other Residential, and Urban Non-Residential classes, there would be a \$1.3 million property tax revenue deficiency that would have to be drawn from reserve funds. In addition, Rural Residential tax rates will require a 10% increase each year from 2022 to 2026 to reach the 5:1 ratio goal by 2026.

Rationale for Recommendation:

The proposed property tax methodology is budget driven, reflecting zero-based budgeting. This results in an overall reduction in property taxes from 2020, and a systematic reduction in the tax ratio from 2020 to 2021.

In addition, Administration is requesting that consideration of second and third readings of Bylaw No. 21/009, the 2021 Property Tax Rate occur on Tuesday, May 11, 2021.

Strategic Priorities:

Responsible Government

Attachments:

Bylaw No. 21/009 - 2021 Property Tax Rate

2021 Tax Rate Bylaw Presentation

BYLAW NO. 21/009

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AUTHORIZE A PROPERTY TAX AND ESTABLISH PROPERTY TAX RATES FOR THE YEAR 2021

WHEREAS Sections 353 and 354 of the *Municipal Government Act* require a municipality to pass a property tax bylaw annually and to set and show all tax rates for the year;

AND WHEREAS the Alberta School Foundation Fund (ASFF) has issued the following requisitions to the Municipality:

(i)	for residential and farmland	\$21,978,983.77
(ii)	for non-residential property	\$41,783,912.21

AND WHEREAS the Fort McMurray Roman Catholic Separate School District #32 has issued the following requisitions to the Municipality:

(iii)	for residential and farmland	\$4,793,061.25
(iv)	for non-residential property	\$2,374,578.64

AND WHEREAS the Ayabaskaw House, being a management body under the *Alberta Housing Act*, has issued a requisition to the Municipality in the amount of \$30,000.00;

AND WHEREAS the Rotary House, being a management body under the *Alberta Housing Act*, has issued a requisition to the Municipality in the amount of \$1,707,000.00;

AND WHEREAS Section 10 of the Order in Council No. 817-94 allows the Municipality to establish different rates of taxation for the Urban Service Area and the Rural Service Area, in respect of each assessment class or sub-class referred to in Section 297 of the *Municipal Government Act*;

AND WHEREAS the net tax revenue requirement (which does not include Special Assessment and Local Improvement Taxes or Oil Well Drilling Taxes) of the Municipality for 2021 is estimated to be \$468,033,800;

AND WHEREAS the total 2021 assessment of land, building, and improvement in the Rural Service Area, from which taxes may be raised, is \$46,686,906,265;

AND WHEREAS the total 2021 assessment of land, building and improvements in the Urban Service Area, from which taxes may be raised, is \$11,686,572,695;

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

1. The following tax rates are hereby authorized and imposed against the assessed value of taxable lands, buildings, and improvements as shown on the municipal assessment roll:

TAX RATES IN RESPECT OF EDUCATION REQUISITIONS, IMPOSED IN BOTH THE RURAL SERVICE AREA AND THE URBAN SERVICE AREA:

Alberta School Foundation Fund:

- Tax Rate for Residential and Farm Property: 0.0028975
- Tax Rate for Non-Residential Property: 0.0038645

Fort McMurray Roman Catholic Separate School District #32:

- Tax Rate for Residential and Farm Property: 0.0028975
- Tax Rate for Non-Residential Property: 0.0038645

TAX RATES IN RESPECT OF REQUISITIONS OTHER THAN EDUCATION REQUISITION, IMPOSED IN BOTH THE RURAL SERVICE AREA AND THE URBAN SERVICE AREA:

Ayabaskaw House

- Tax Rate for Residential and Farm Property: 0.0000011
- Tax Rate for Non-Residential Property: 0.0000011
- Tax Rate for Machinery and Equipment: 0.0000011

Rotary House

- Tax Rate for Residential and Farm Property: 0.0000314
- Tax Rate for Non-Residential Property: 0.0000314
- Tax Rate for Machinery and Equipment: 0.0000314

TAX RATES IN RESPECT OF DESIGNATED INDUSTRIAL PROPERTY REQUISITIONS, IMPOSED IN BOTH THE NON-RESIDENTIAL PROPERTY AND MACHINERY AND EQUIPMENT:

- Tax Rate for Non-Residential Property: 0.0000766
- Tax Rate for Machinery and Equipment: 0.0000766

TAX RATES FOR MUNICIPAL PURPOSES, IMPOSED IN THE RURAL SERVICE AREA:

- Tax Rate for Residential and Farm Property: 0.0012912
- Tax Rate for Non-Residential Property: 0.0094237
- Tax Rate for Machinery and Equipment: 0.0094237
- Tax Rate for Small Business Property: 0.0070678

TAX RATES FOR MUNICIPAL PURPOSES, IMPOSED IN THE URBAN SERVICE AREA:

- Tax Rate for Residential and Farm Property: 0.0021423
- Tax Rate for Other Residential Property 0.0061144
- Tax Rate for Non-Residential Property: 0.0042816
- Tax Rate for Machinery and Equipment 0.0042816

Definitions and Interpretation

2. In this Bylaw:
 - (a) "Municipality" means the Regional Municipality of Wood Buffalo;
 - (b) "Other Residential" has the meaning set out in Section 5 of Bylaw No. 13/012;
 - (c) "Small Business Property" has the meaning set out in the Matters Relating to *Assessment Sub-Classes Regulation* without regard to the option described in clause 3(b)(ii) of that regulation and without adopting an alternative date for establishing the threshold number of employees.
3. The numerical values in Section 1 of this Bylaw are tax rates expressed in cents per dollar of assessment.
 - 3.1 The Chief Administrative Officer may from time to time establish procedures to allow for the effective administration of the Small Business Property sub-class tax rate, including without limitation a method for determining and counting full-time employees, and the frequency of that count.
4. This Bylaw comes into force when it is passed.

READ a first time this 27th day of April, 2021.

READ a second time this ____ day of ____, 2021.

READ a third and final time this ____ day of ____, 2021.

SIGNED and PASSED this _____ day of _____, 2021.

Mayor

Chief Legislative Officer

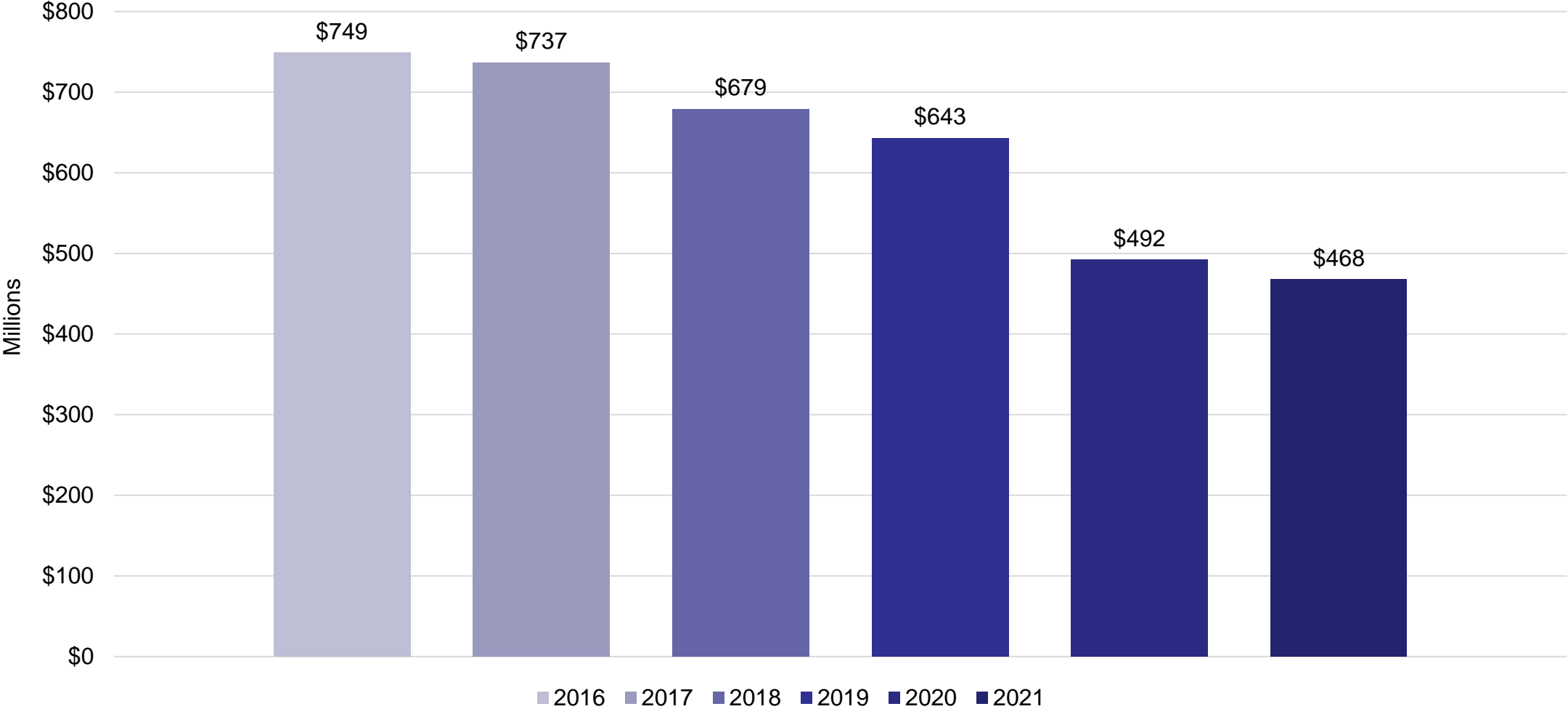
2021 Property Tax Rate Bylaw

Meeting Date: May 11, 2021

Presented by: Linda Ollivier, CFO

Department: Financial Services

Tax Revenue Change from 2016 to 2021



Attachment: 2021 Tax Rate Bylaw Presentation (Bylaw No. 21/009 - 2021 Property Tax Rate

ASSESSMENT UPDATE

2020 Assessment for 2021 Tax Year

- Market value as of July 1, 2020 (legislated date)
- Physical condition date of December 31, 2020 (legislated date)
- Assessment notices mailed February 3, 2021
- Customer review period is from February 11 to April 12, 2021
- Designated Industrial Properties assessed by the provincial assessor

Assessment Changes by Tax Class

Tax Class	Assessment Change from 2020 to 2021
Urban Residential	-10% decrease
Other Residential (multi-family)	-28% decrease
Urban Non-Residential	-8% decrease
Rural Residential	4% increase
Rural Non-Residential	-2% decrease

Assessment Changes by Residential Sectors

Sector	Change in Assessment 2020 to 2021
Urban single family	-9% decrease
Urban vacant residential lots	-10% decrease
Condo	-17% decrease
Rural single-family residence	0.30% increase

Assessment Changes in Non-Residential / Other Residential Sector

Sector	Change in Assessment 2020 to 2021
Large single tenant retail	-7% decrease
Retail strip mall	-3% decrease
Hotel/Motel	-30% decrease
Warehouse	-3% decrease
Retail	-9% decrease
Apartment	-31% decrease

PROPERTY TAX RECOMMENDATION

Municipal Tax Calculation

Assessment x Municipal Tax Rate = Municipal Tax Levy

Proposed Tax Rates

Tax Class	2020	2021
Urban Residential	0.0020599	0.0021423
Other Residential	0.0058792	0.0061144
Urban Non-Residential	0.0041169	0.0042816
Rural Residential	0.0012415	0.0012912
Rural Non-Residential	0.0096543	0.0094237

2020 Municipal Property Tax Revenue

Tax Class	2020	2021 Expected Taxes	% Change
Urban Residential	\$19,297,645	\$18,103,041	-6.19%
Urban Other Residential (Apartments)	\$3,092,370	\$2,311,006	-25.27%
Urban Non-Residential	\$12,016,822	\$11,541,550	-3.95%
Rural Residential	\$561,262	\$607,498	8.24%
Rural Non-Residential	\$457,405,727	\$435,470,705	-4.80%
Total	\$492,373,825	\$468,033,800	-5%

Note – These figures do not include the education requisition amounts.

Property Tax Payment Comparison

Property Class	2020	2021	Change
Urban Residential	\$1,081	\$1,012	-\$69
Urban Other Residential	\$27,338	\$20,471	-\$6,867
Urban Non-Residential	\$4,529	\$4,333	-\$196
Rural Residential	\$382	\$398	+\$16
Rural Non-Residential	\$1,718	\$1,677	-\$41
Rural Non-Residential Machinery and Equipment	\$4,827,150	\$4,617,610	-\$209,540

Note – Tax payment examples are based on the median of total payments for that class and does not include other requisitions.

2021 Education Requisition

- Municipality acts as a “tax collector” for the provincial education property tax requisition
- The 2021 Education requisition for the RMWB has increased by 18% from 2020 to 2021.
- This requisition amount could possibly increase next year when a new Provincial budget is presented.
- Education requisition is not calculated on Machinery and Equipment.

Designated Industrial Property Requisition

- The Provincial cost of centralization of Designated Industrial Property (DIP) assessments, are recovered through a requisition that is paid by the DIP assessed owner.
- Requisition applied only to industrial properties identified by the Provincial Assessor
- Municipality acts as a “tax collector” for the Designated Industrial Property requisition

Small Business Property

- *Matters Relating to Assessment Sub-Classes Regulation* allows municipalities to create a sub-class entitled “small business property” which is 25% lower than rural non-residential tax rate
- In 2018, Council approved the creation of a rural small business property sub-class
- The proposed 2021 Property Tax Rate Bylaw includes a tax rate for rural non-residential “Small Business Property”

Urban Residential



Urban Residential	2020	2021	Incr. (Decr.)
Assessed Value	\$525,000	\$472,500	(10%)
Municipal Tax Rate	x 0.0020599	x 0.0021423	
Municipal Tax	\$1,081	\$1,012	(6%)
Education Tax	\$1,284	\$1,369	7%
Total Taxes	\$2,365	\$2,381	1%

Urban Non-Residential



Urban Non-Residential	2020	2021	Incr. (Decr.)
Assessed Value	\$1,100,000	\$1,012,000	(8%)
Municipal Tax Rate	x 0.0041169	x 0.0042816	
Municipal Tax	\$4,529	\$4,333	(4%)
Education Tax	\$4,273	\$3,911	(8%)
Total Taxes	\$8,802	\$8,244	(6%)

Rural Residential



Rural Residential	2020	2021	Incr. (Decr.)
Assessed Value	\$308,000	\$309,000	0%
Municipal Tax Rate	x 0.0012415	x 0.0012912	
Municipal Tax	\$382	\$398	4%
Education Tax	\$753	\$892	18%
Total Taxes	\$1,135	\$1,290	14%

Attachment: 2021 Tax Rate Bylaw Presentation (Bylaw No. 21/009 - 2021 Property Tax Rate

Rural Residential Tax Change

	2020	2021	\$ Change
Fort Chipewyan	\$310	\$352	\$42 increase in tax
Draper Area	\$2,397	\$2,723	\$326 increase in tax
Saprae Creek Estates	\$2,397	\$3,093	\$696 increase in tax
Anzac	\$1,235	\$1,403	\$168 increase in tax
Conklin	\$922	\$1,047	\$125 increase in tax
Gregoire Lake Estates	\$1,844	\$2,094	\$250 increase in tax


Note – These figures include the education requisition amounts which increased from 2020 to 2021.

Other Residential



Other Residential	2020	2021	Incr. (Decr.)
Assessed Value	\$4,650,000	\$3,348,000	(28%)
Municipal Tax Rate	x 0.0058792	x 0.0061144	
Municipal Tax	\$27,338	\$20,471	(25%)
Education Tax	\$11,373	\$9,701	(15%)
Total Taxes	\$38,711	\$30,172	(22%)

Rural Non-Residential

Rural Non-Residential (Commercial)			Incr. (Decr.)
	2020	2021	
Assessed Value	\$178,000	\$178,000	0%
Municipal Tax Rate	x 0.0096543	x 0.0094237	
Municipal Tax	\$1,718	\$1,677	(2%)
Education Tax	\$691	\$688	(1%)
Total Taxes	\$2,410	\$2,365	(2%)

Rural Non-Residential Machinery & Equipment



2020



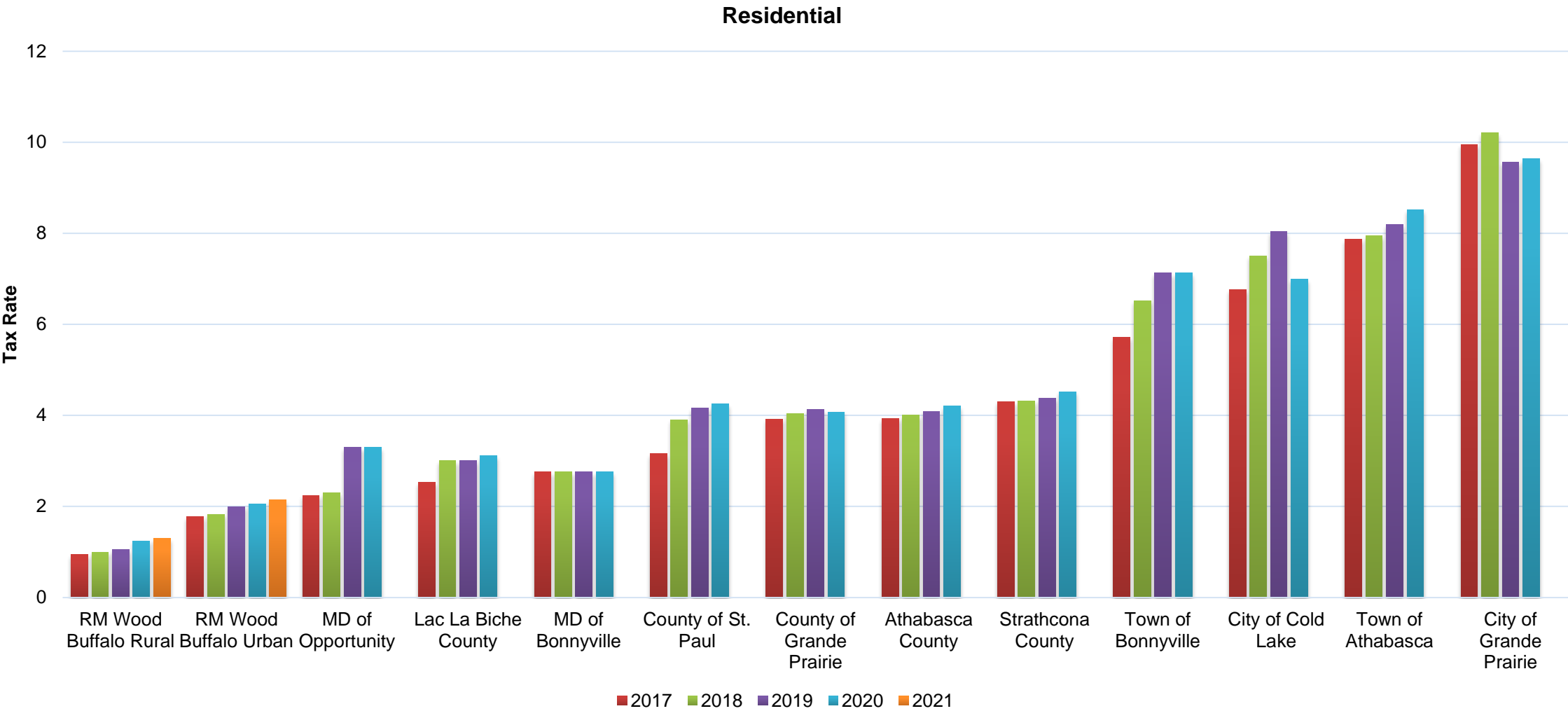
2021

Incr.
(Decr.)

Rural Non-Residential (M &E) Major Plant

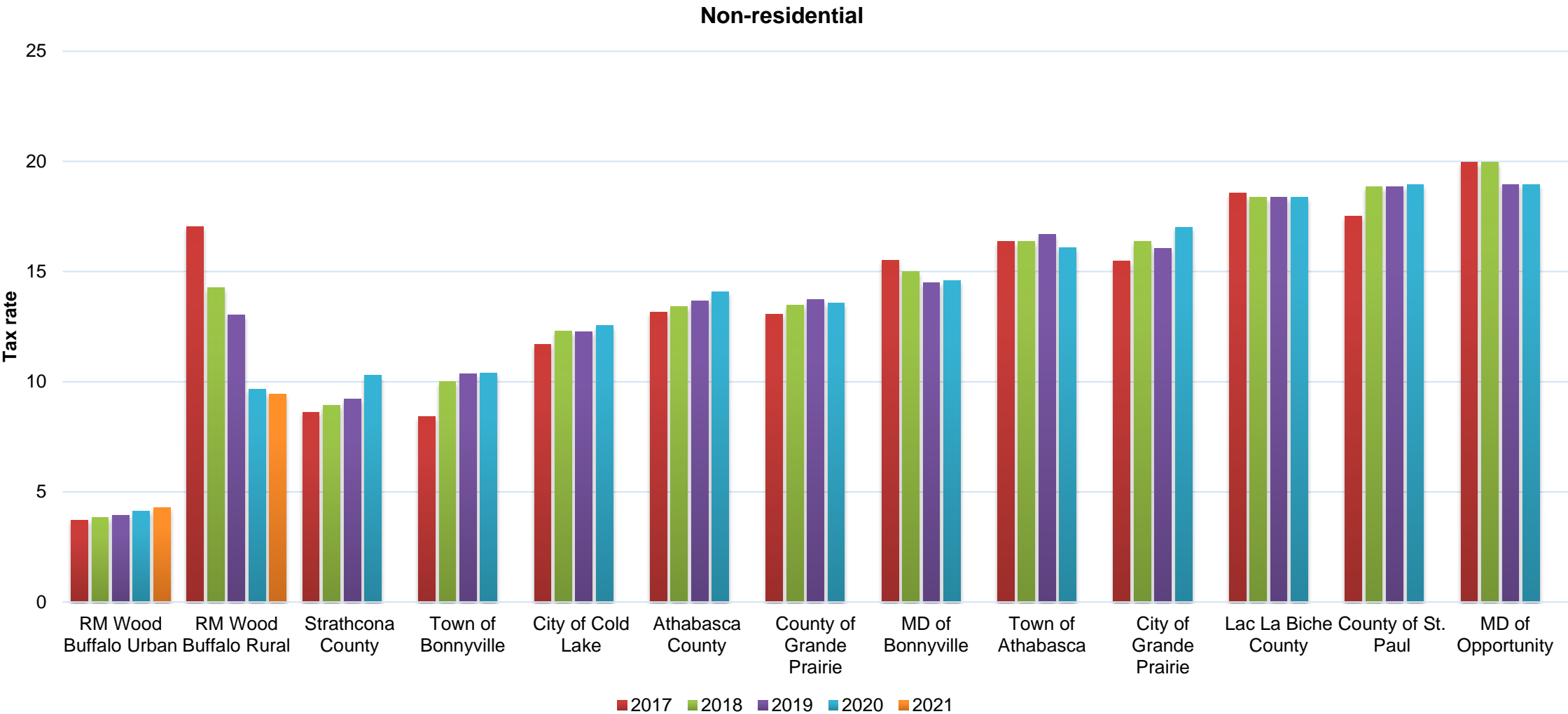
Assessed Value	\$500,000,000	\$490,000,000	
Municipal Tax Rate	x 0.0096543	x 0.0094237	
Municipal Tax	\$4,827,150	\$4,617,610	(4%)
Education Tax	N/A	N/A	
Total Taxes	\$4,827,150	\$4,617,610	(4%)

Municipal Tax Rate Comparison 2017 – 2021



*Information gathered from the Alberta Municipal Affairs website.

Municipal Tax Rate Comparison 2017 – 2021

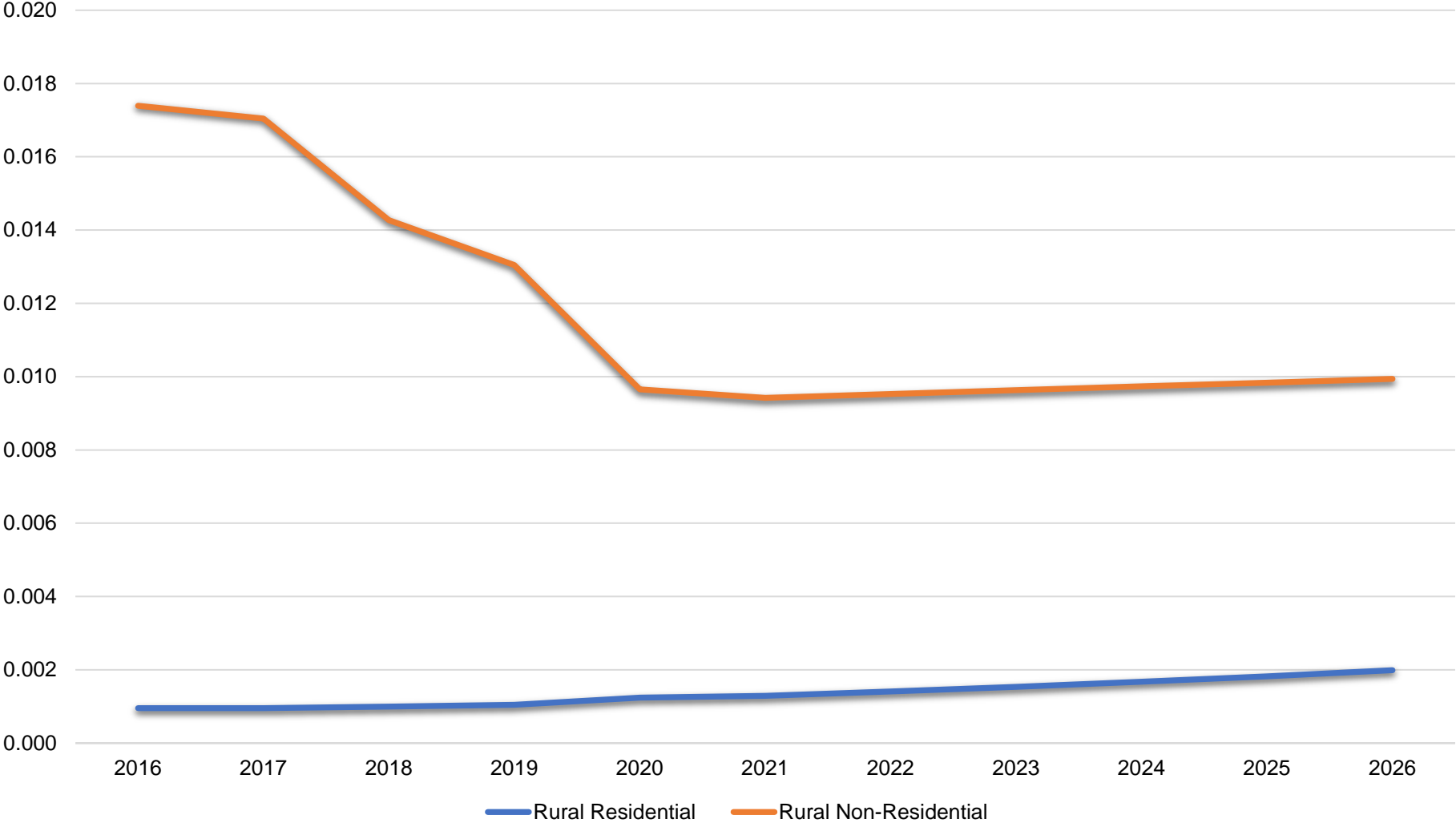


*Information gathered from the Alberta Municipal Affairs website.

Tax Ratio

- MGA Act s. 358(1)(c) defines “tax ratio”, as the ratio of the highest non-residential tax rate to the lowest residential tax rate. The RMWB is presently a nonconforming municipality, meaning that the tax ratio is greater than 5:1
- In the RMWB the highest non-residential tax rate is rural non-residential, and the lowest residential tax rate is rural residential
- Since the 2017 tax year, the tax ratio has been decreasing from 18.1:1 to the current proposed ratio 7.30:1

5:1 Ratio



QUESTIONS?



COUNCIL REPORT

Meeting Date: May 11, 2021

Subject: Bylaw No. 21/010 - Community Standards Bylaw

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 21/010, being the Community Standards Bylaw, be read a second time.
2. THAT Bylaw No. 21/010 be read a third and final time.

Summary:

A Community Standards Bylaw was developed in 2015 with the goal of amalgamating five different bylaws into one comprehensive document. At that time community public engagement identified issues related to idling vehicles, graffiti, nuisance on property, unsightly properties, snow removal, lighting, and standards of personal behavior in the Municipality. In 2020, additional public engagement occurred with a survey of the proposed bylaw to ensure it met the needs of citizens. The feedback was incorporated into this version of the Community Standards Bylaw (Bylaw).

The Communications and Engagement Department will promote the Community Standards Bylaw on the Regional Municipality of Wood Buffalo website and social media to facilitate public awareness following first reading on April 27, 2021. This will allow residents the opportunity to address Council on May 11, 2021, when second and third readings will be considered.

Background:

In 2015, Bylaw Services conducted nine (9) Town Hall meetings from Conklin to Fort Chipewyan and provided “community café” brainstorming sessions. Residents had the opportunity to provide feedback through an online survey and directly to Municipal staff at the 2015 Spring Trade Show. The engagement sessions and the survey were well publicized and over 800 surveys were completed.

Further public engagement was undertaken between October 7 and October 30, 2020 with an online survey that included the proposed Bylaw. The survey received over 3,000 responses which Administration used to refresh the Community Standards Bylaw.

Attachment 1 is the Project Report, a summary of all feedback received from the citizen survey.

Citizens expressed concern on the proposed idling restrictions being considered. Administration amended the proposed Bylaw to reflect the feedback and benchmarked with five (5) communities in Alberta to confirm the proposed Bylaw was aligned with other regions.

The amalgamation and modernization of five (5) existing bylaws allows for residents to locate information more easily about standards for neighborhood issues including noise, yard and property maintenance, and nuisances. The addition of regulations for idling, loitering, and panhandling are also included. Once approved, the Community Standards Bylaw will see the following repealed:

- Nuisance Property Bylaw No. 00/078
- Noise Bylaw No. 83/24
- Nuisance Weed Bylaw No. 91/05
- Public Disturbance Bylaw No. 02/11
- Multiple sections of the Roads and Transportation Bylaw No. 02/079

Rationale for Recommendation:

The Community Standards Bylaw promotes good neighbour relationships and addresses community concerns through the regulation of noise, untidy properties, weeds and grass, graffiti, sump pump discharge, and nuisances.

This proposed Bylaw allows for the amalgamation and modernization of outdated bylaws. The addition of idling, loitering, and panhandling to the Community Standards Bylaw provides the ability for Bylaw and RCMP Officers to address these concerns in the Region.

Strategic Priorities:

Responsible Government

Attachments:

- 1. Community Standards Survey results**
- 2. Community Standards Bylaw**
- 3. Community Standards Bylaw Presentation**

4. Community Standards Bylaw - Comparison Chart**Written Submission - Peter Pond Mall**

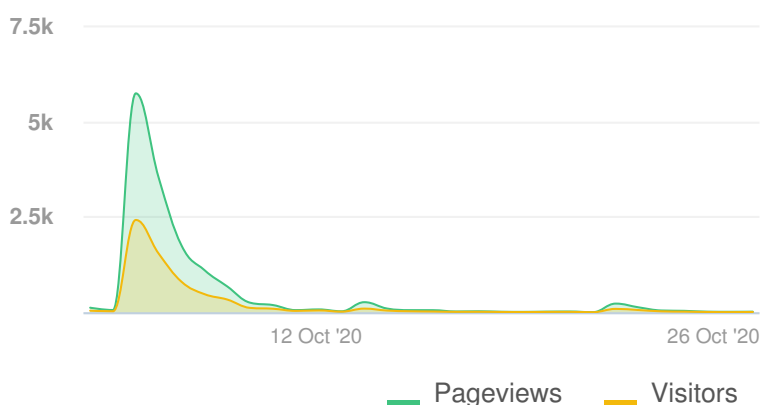
Project Report

01 October 2020 - 30 October 2020

Participate Wood Buffalo Community Standards Bylaw



Visitors Summary

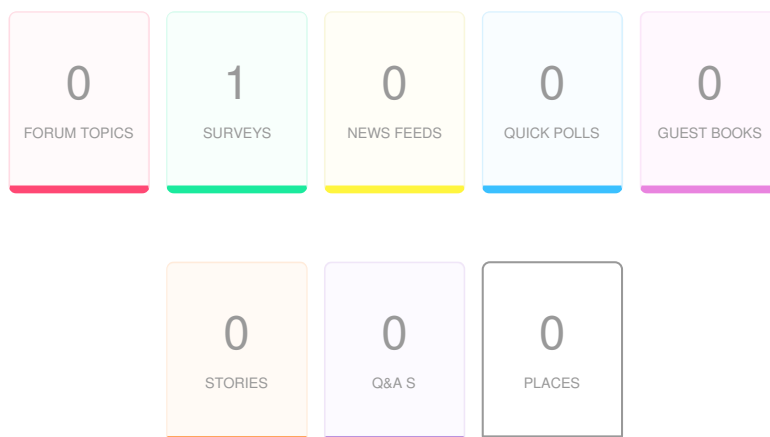


Highlights

TOTAL VISITS	MAX VISITORS PER DAY	
6.7 k	2.4 k	
NEW REGISTRATIONS		
0		
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
3.1 k	3.6 k	5.9 k

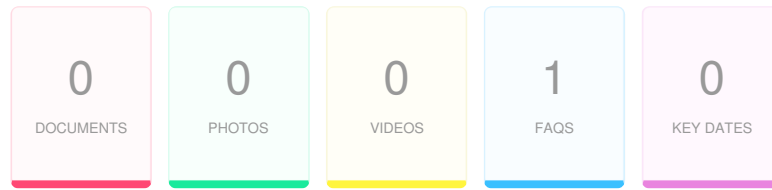
Aware Participants	5,856	Engaged Participants	3,076		
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	5,856	Contributed on Forums	0	0	0
Informed Participants	3,596	Participated in Surveys	2	8	3,066
Informed Actions Performed	Participants	Contributed to Newsfeeds	0	0	0
Viewed a video	0	Participated in Quick Polls	0	0	0
Viewed a photo	0	Posted on Guestbooks	0	0	0
Downloaded a document	228	Contributed to Stories	0	0	0
Visited the Key Dates page	0	Asked Questions	0	0	0
Visited an FAQ list Page	84	Placed Pins on Places	0	0	0
Visited Instagram Page	0	Contributed to Ideas	0	0	0
Visited Multiple Project Pages	470				
Contributed to a tool (engaged)	3,076				

ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Survey Tool	Community Standards Bylaw	Archived	3743	2	8	3066

INFORMATION WIDGET SUMMARY



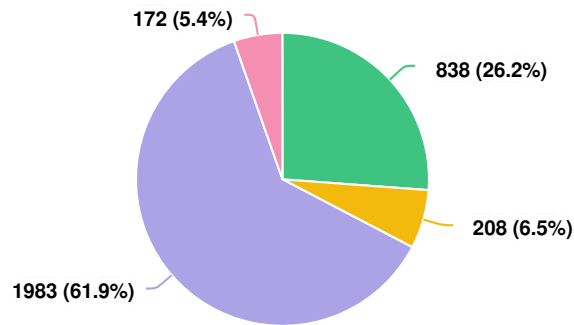
Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	deleted document from	228	242
Faqs	faqs	84	84

ENGAGEMENT TOOL: SURVEY TOOL

Community Standards Bylaw

Visitors	3743	Contributors	3076	CONTRIBUTIONS	3234
----------	------	--------------	------	---------------	------

A nuisance refers to a property that shows signs of serious disregard for general maintenance and upkeep. Section 18(3)(d) ...



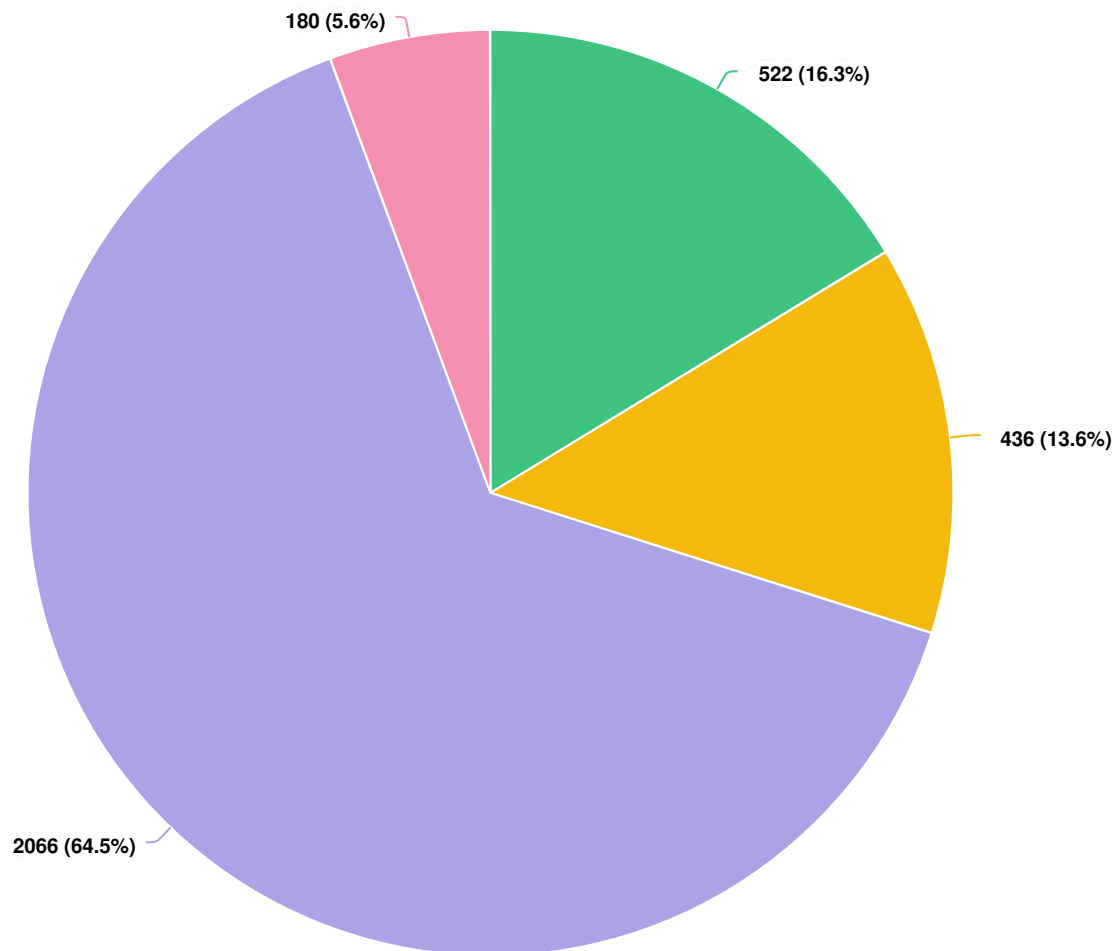
Question options

- No. Grass should be permitted to grow higher than 15 centimetres.
- No. The maximum height should be lower than 15 centimetres.
- Yes. A maximum grass height of 15 centimetres is fair.
- Other (please specify)

Optional question (3201 response(s), 33 skipped)

Question type: Radio Button Question

Any residential construction project that is not completed within two years is considered a nuisance. This includes projects like decks, sheds or fences. Is this a reasonable timeframe?



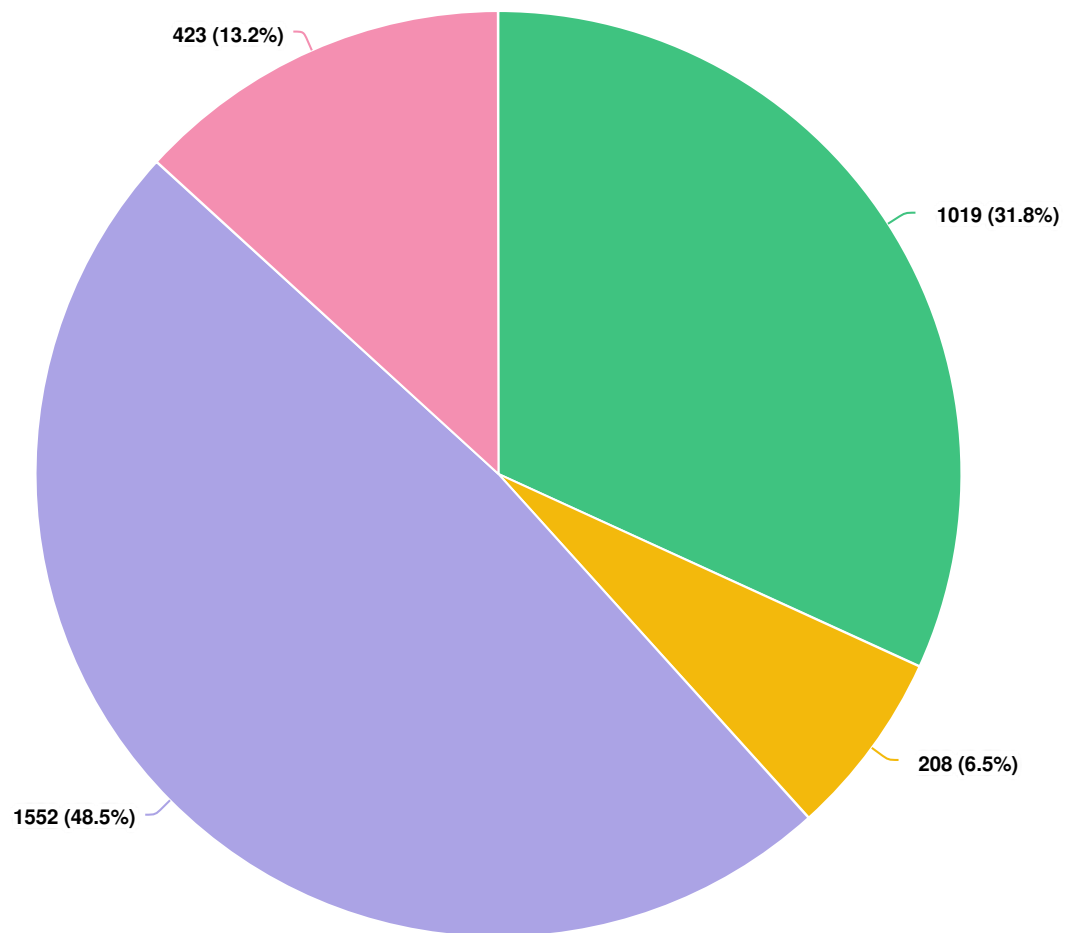
Question options

- No. It should be longer than 2 years.
- No. It should be less than 2 years.
- Yes. 2 years is fair.
- Other (please specify)

Optional question (3204 response(s), 30 skipped)

Question type: Radio Button Question

Sidewalks must be cleared - by the property owner or occupant - within 48 hours after snow or ice has been deposited. Is this a reasonable expectation?



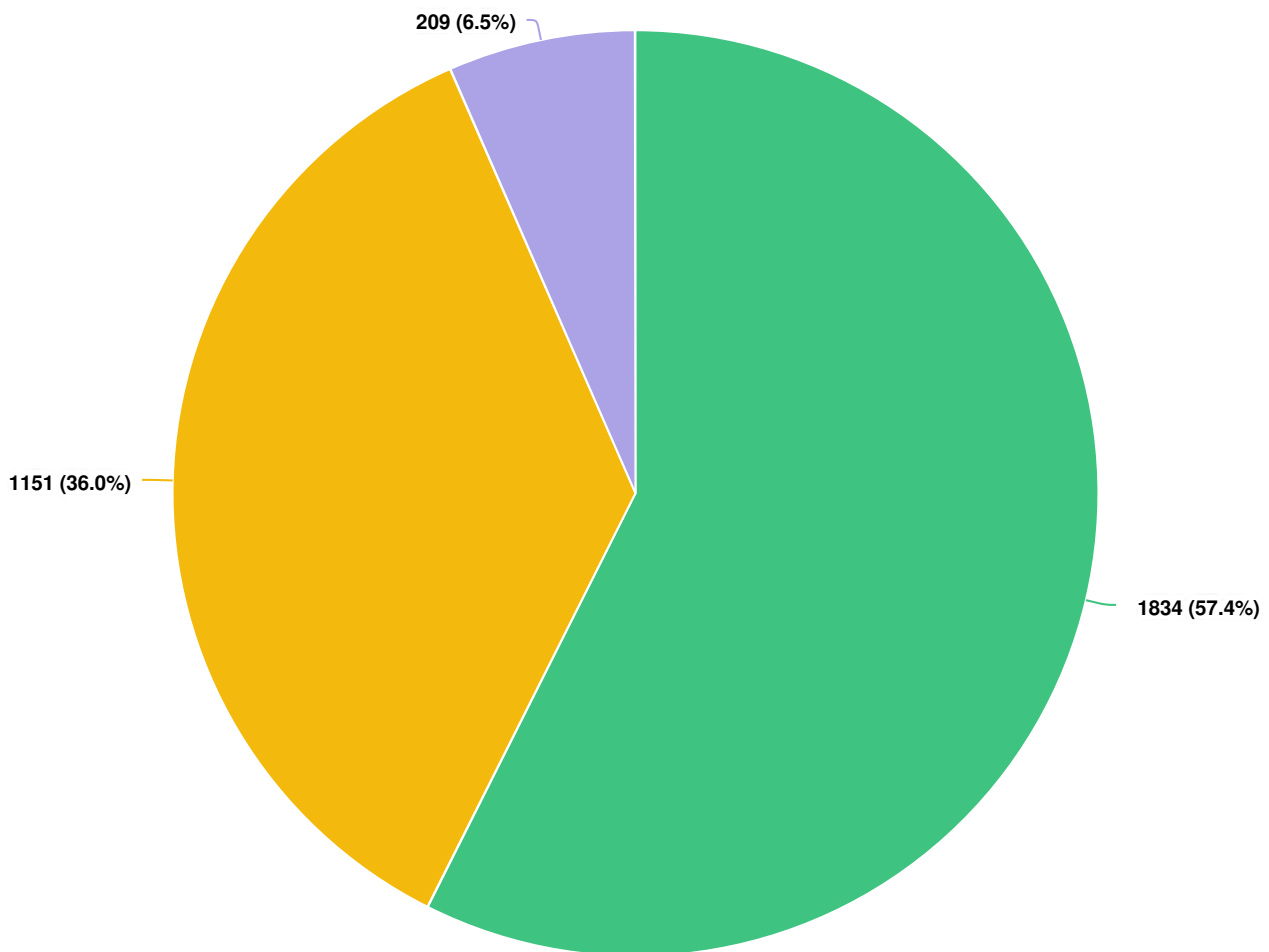
Question options

- No. Residents should be given longer than 48 hours to clear snow.
- No. Residents should clear snow sooner than 48 hours.
- Yes. 48 hours is a reasonable expectation for snow clearing.
- Other (please specify)

Optional question (3202 response(s), 32 skipped)

Question type: Radio Button Question

Drainage from sump pumps, eaves troughs and/or down spouts cannot be directed onto an adjacent property or adjacent alley, street, sidewalk or public space. Would this create a hardship for you?



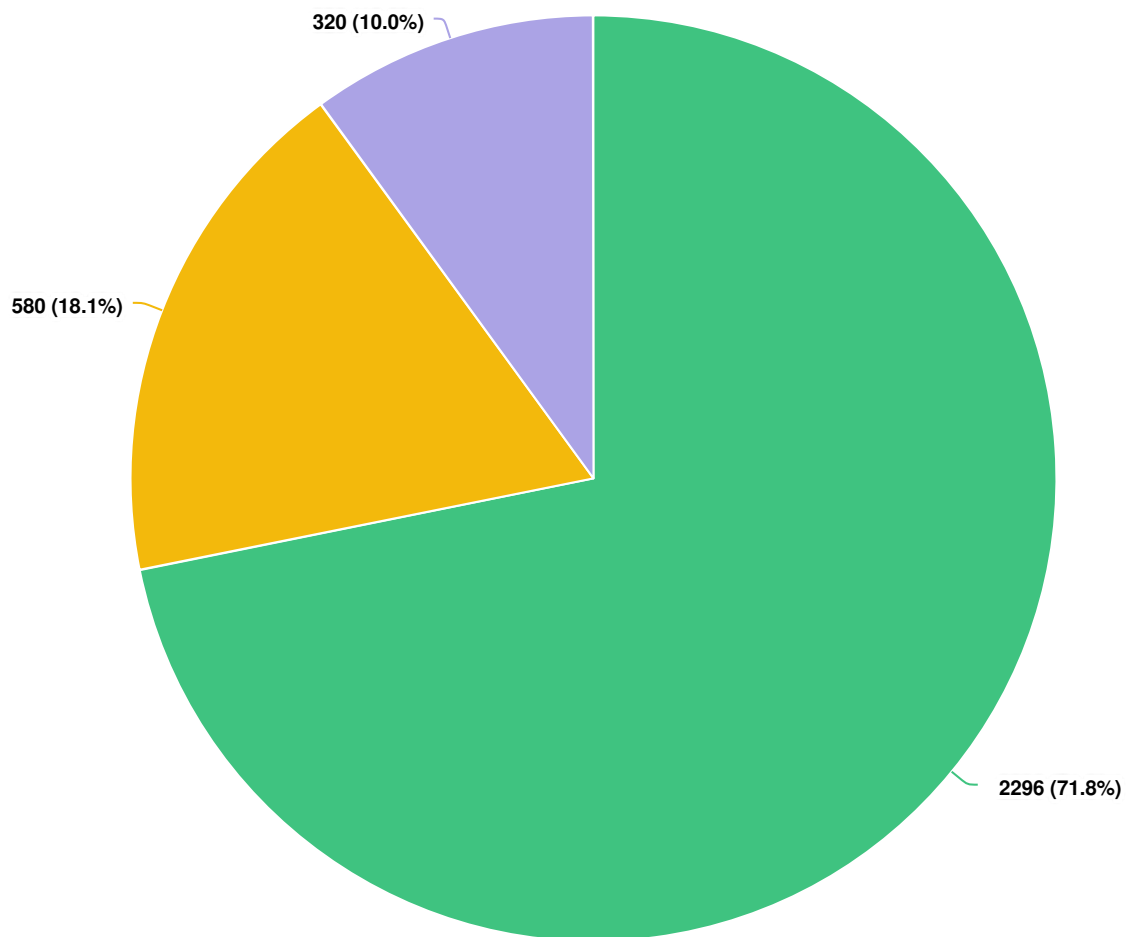
Question options

☐ No
 ☐ Yes
 ☐ Other (please specify)

Optional question (3194 response(s), 40 skipped)

Question type: Radio Button Question

According to section 27, construction hours (in residential areas) are 7 am - 10 pm (Monday-Friday) and 9 am - 10 pm (Saturday-Sunday). Are these timeframes fair?

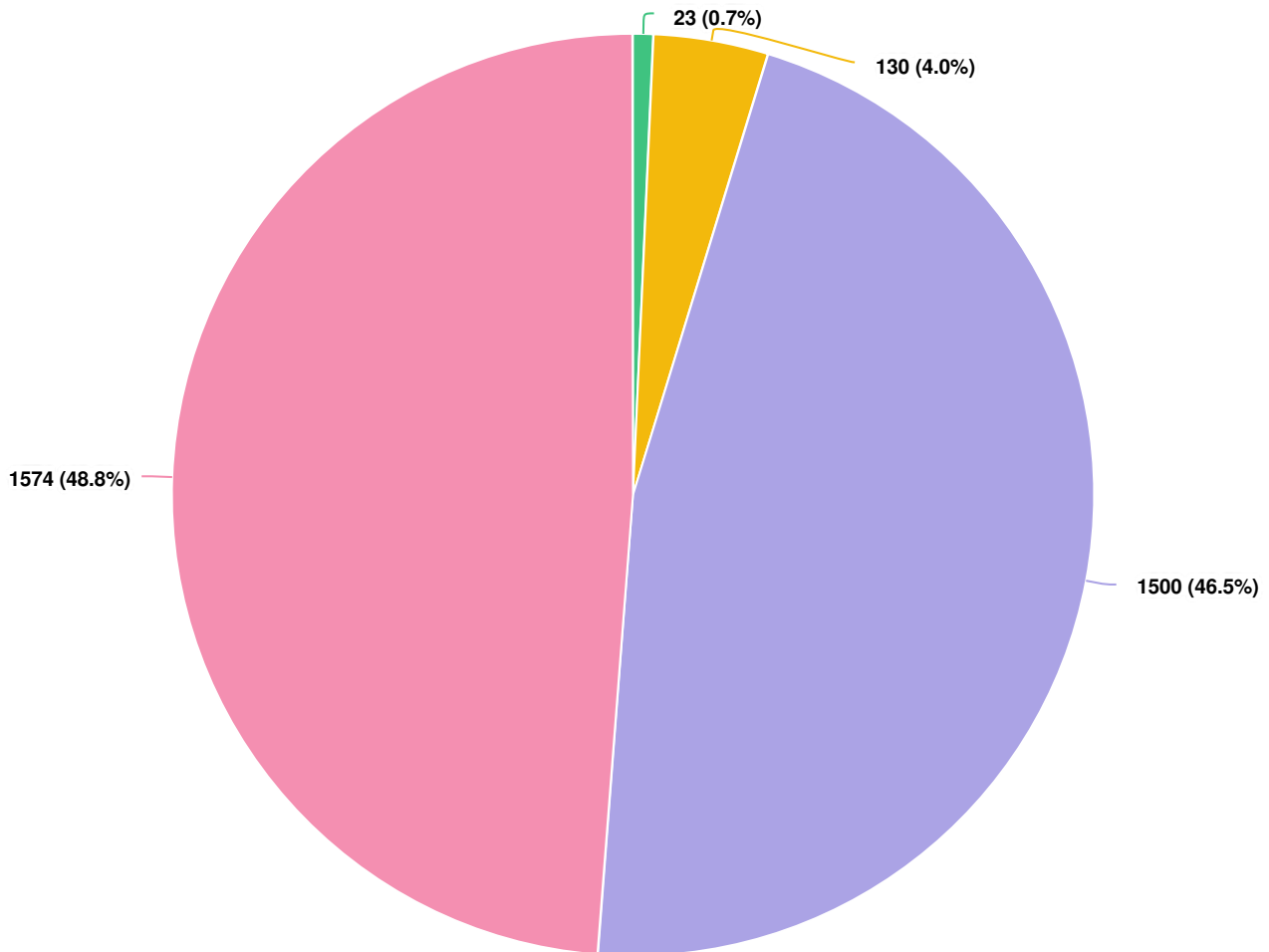
**Question options**

● Yes ● No ● Other

Optional question (3196 response(s), 38 skipped)

Question type: Radio Button Question

Parked vehicles are not permitted to idle for more than 3 minutes at any given time, unless temperatures are minus 20 degrees Celsius or colder. What should be the maximum length of time permitted to idle when temperatures are minus 20 degrees Celsius...



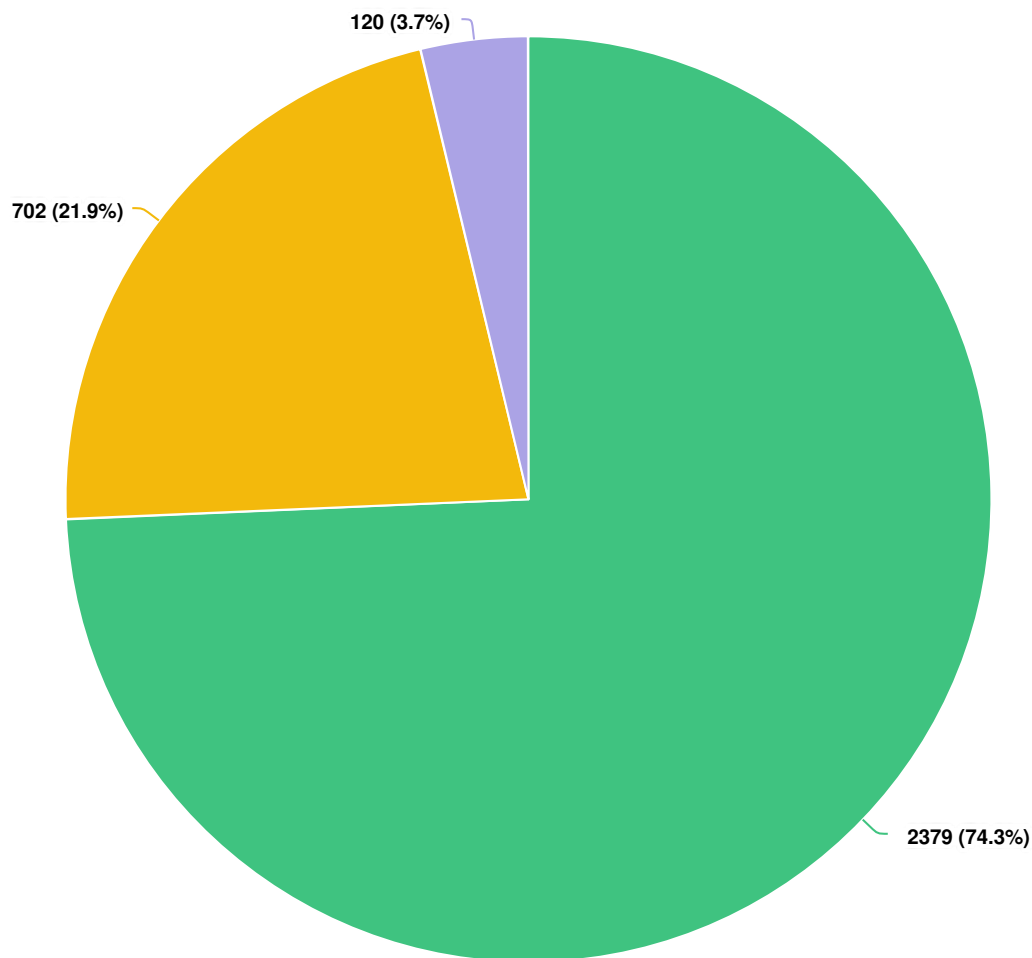
Question options

☐ Less than 3 minutes
 ☐ 3-5 minutes
 ☐ More than 5 minutes
 ☐ Other (please specify)

Optional question (3227 response(s), 7 skipped)

Question type: Radio Button Question

Homeowners or occupants are expected to maintain any boulevard adjacent to their property. This includes cutting the grass and removing litter, debris or weeds. Do you agree that homeowners/occupants should be responsible for boulevards?

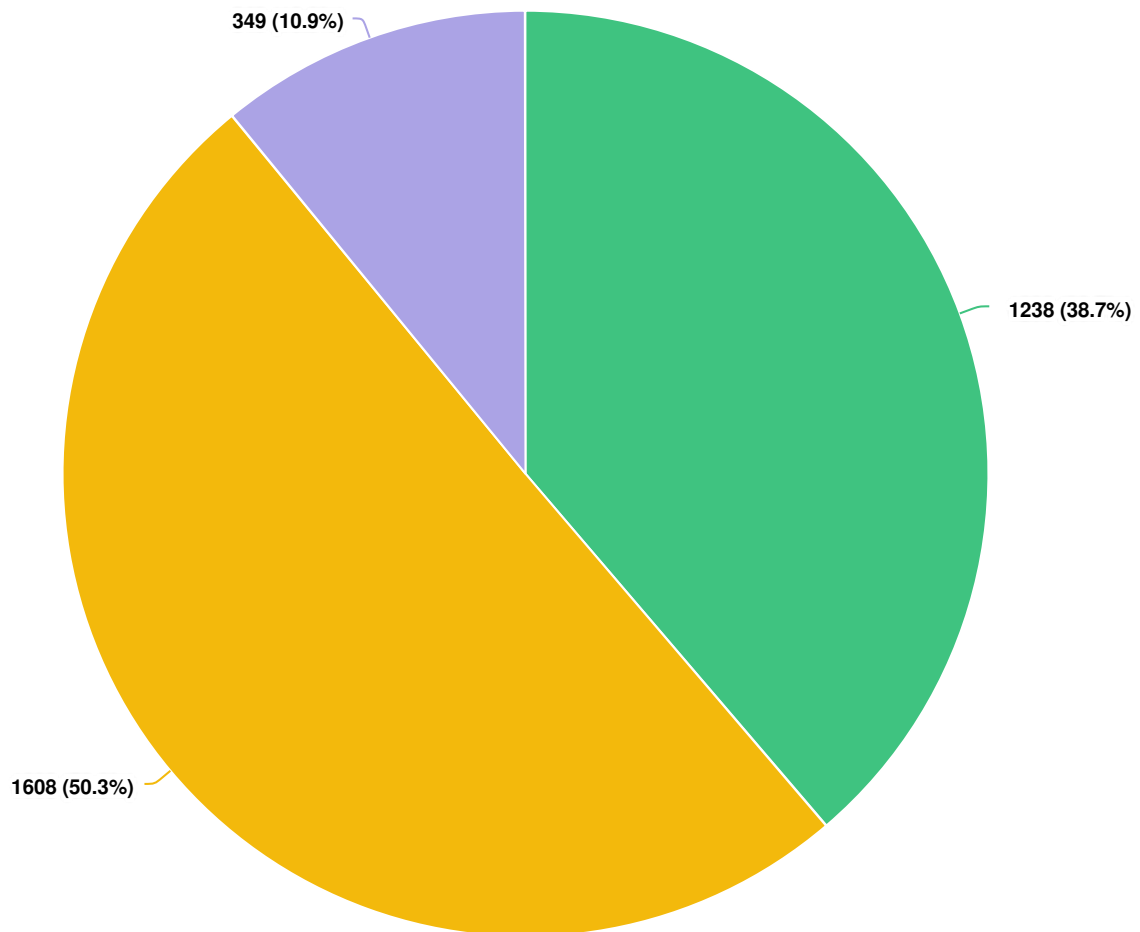


Question options

☒ No. This should be the responsibility of the RMWB.
 ☐ Yes.
 ☐ Other (please specify)

Optional question (3201 response(s), 33 skipped)

Question type: Radio Button Question

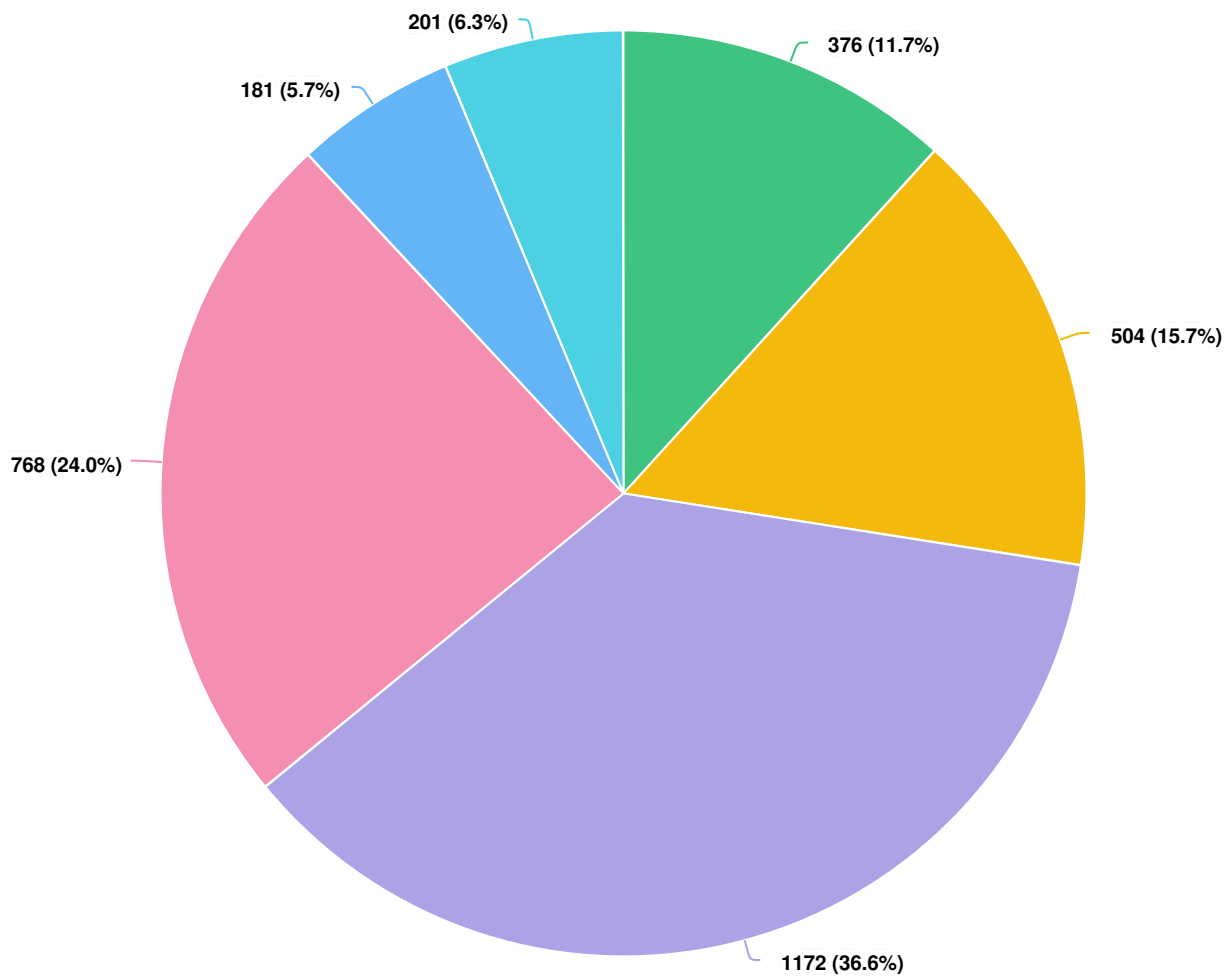
Is it fair to expect property owners to remove graffiti from their building/property?**Question options**

☐ No ☐ Yes ☐ Other (please specify)

Optional question (3195 response(s), 39 skipped)

Question type: Radio Button Question

Do you agree that the Community Standards Bylaw will help to make our region a more safe, clean, pleasant place to call home?



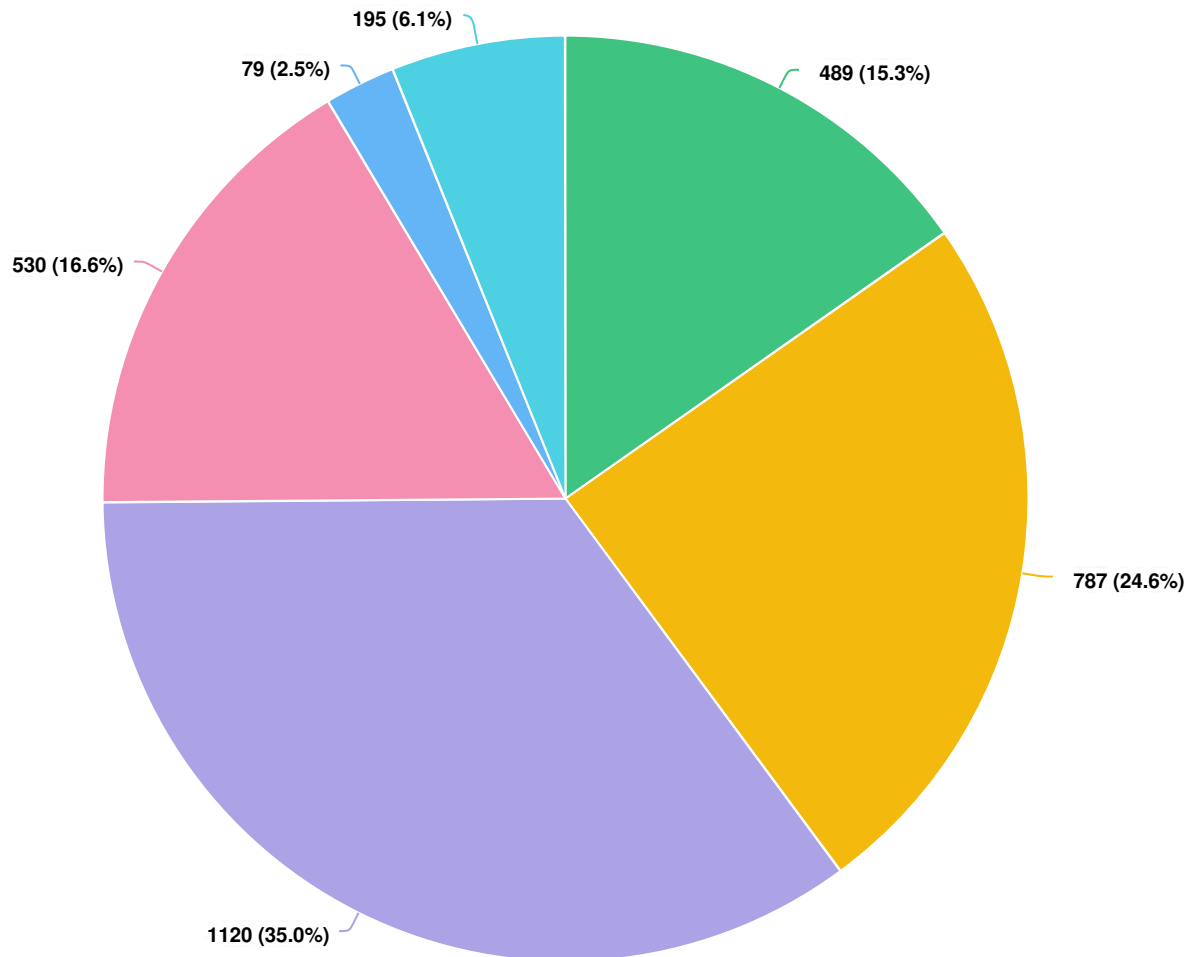
Question options

● Strongly disagree
 ● Disagree
 ● Neutral
 ● Agree
 ● Strongly agree
 ● Other (please specify)

Optional question (3202 response(s), 32 skipped)

Question type: Radio Button Question

The Community Standards Bylaw is fair and reasonable.



Question options

● Strongly disagree
 ● Disagree
 ● Neutral
 ● Agree
 ● Strongly agree
 ● Other (please specify)

Optional question (3200 response(s), 34 skipped)

Question type: Radio Button Question

BYLAW NO. 21/010

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO, IN THE PROVINCE OF ALBERTA, TO REGULATE NEIGHBOURHOOD NUISANCE, SAFETY AND LIVABILITY ISSUES.

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c.M-26, a council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and Property;
- (b) nuisances, including unsightly Property;
- (c) people, activities and things in, on or near a Public Place or a place that is open to the public; and
- (d) the enforcement of bylaws;

AND WHEREAS, pursuant to the *Safety Codes Act*, R.S.A. 2000, C.S-1 a council may pass bylaws respecting the following matters:

- (a) minimum maintenance standards for Buildings and structures; and
- (b) unsightly or derelict Buildings or structures;

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

PART 1 DEFINITIONS AND INTERPRETATION

Short Title

1. This bylaw shall be known as the "Community Standards Bylaw".

Definitions

2. In this bylaw, unless the context otherwise requires:
 - (a) "Boulevard" means that part of a Highway that
 - i. is not a roadway; and
 - ii. is that part of the Sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians;

- (b) “Building” includes anything constructed or placed on, in, over or under land, but does not include a Highway or road or a bridge that forms part of a Highway or road;
- (c) “Charity Collection Site” means an area accessible to the public, which is marked by signs identifying the name of a charity and identifying the area for the collection of donated goods, and which contains a receptacle or bin for the collection of donated goods;
- (d) “Chief Administrative Officer” means the Chief Administrative Officer of the Municipality or their delegate;
- (e) “Composting” means the managed practice of recycling organic material, including food and yard waste, through biological degradation in a container or pile, to create a useable soil conditioner;
- (f) “Graffiti” means one or more letters, symbols, figures, etchings, scratches, drawings, inscriptions, stickers, stains or other markings or things however affixed to the surface of any Building, structure or other Property;
- (g) “Highway” has the same meaning as in the *Traffic Safety Act*, R.S.A. 2000, Ch. T-6;
- (h) “Litter” means any disregarded or disposed of waste, garbage or refuse which contributes to untidiness or unsightliness;
- (i) “Motor Vehicle” has the same meaning as in *Traffic Safety Act*, R.S.A. 2000, Ch. T-6;
- (j) “Municipality” means the municipal corporation of the Regional Municipality of Wood Buffalo and includes the geographical area within the boundaries of the Municipality where the context so requires;
- (k) “Municipal Tag” means a tag or similar document issued by the Municipality pursuant the *Municipal Government Act*, R.S.A. 2000, c.M-26 that alleges a bylaw offence and provides a Person with the opportunity to pay an amount to the Municipality in lieu of prosecution for the offence;
- (l) “Occupy” or “Occupies” means residing on or to be in apparent possession or control of Property;
- (m) “Own” or “Owns” means:
 - i. in the case of land, to be registered under the *Land Titles Act*, R.S.A. 2000, Ch. L-4 as the owner of the fee simple estate in a parcel of land; or

- ii. in the case of personal Property, to be in lawful possession or have the right to exercise control over it or to be the registered owner of it;
- (n) “Panhandling” means to ask for a gratuitous donation of money, food, or goods of any kind, whether by spoken or printed word, or bodily gesture, but does not include the solicitation of charitable donations allowed or authorized pursuant to the *Charitable Fund-raising Act*, R.S.A. 2000, Ch. C-9 or any other legislation permitting the solicitation of charitable donations;
- (o) “Peace Officer” means a Bylaw Enforcement Officer or a Community Peace Officer appointed by the Municipality to enforce bylaws of the Municipality, and includes a member of the Royal Canadian Mounted Police;
- (p) “Person” means any individual, firm, partnership, association; corporation, trustee, executor, administrator or other legal representative;
- (q) “Pest” means any animal, bird, reptile or insect which causes, or could reasonably be expected to cause annoyance, damage or injury to any Person, animal or plant;
- (r) “Property” means a parcel of land including any Buildings;
- (s) “Public Place” means any Property, whether publicly or privately Owned, to which members of the public have access as of right or by express or implied invitation; whether on payment of any fee or not;
- (t) “Sidewalk” means that part of the Highway especially adapted to the use of or ordinarily used by pedestrians and includes that part of a Highway between the curb line or, where there is no curb line, the edge of the roadway, and the adjacent Property line whether or not it is paved or unpaved;
- (u) “Street Furniture” includes items such as poles, traffic control devices, waste receptacles, benches, bus enclosures, trees, plants, grass, utilities, planters, bicycle racks, newspaper boxes or any other similar Property placed on a Highway or Public Place;
- (v) “Violation Ticket” has the same meaning as in the *Provincial Offences Procedure Act*, R.S.A. 2000, Ch. P-34;
- (w) “Weeds” includes noxious and prohibited noxious Weeds that are regulated by the Province of Alberta under the *Weed Control Act*,

S.A.2008, Ch. W-5.1 and identified in Schedule 1 and 2 of the *Weed Control Regulation*, A.R. 19/2010.

Rules of Interpretation

3. Nothing in this bylaw relieves a Person from complying with any provision of any Provincial or Federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or license.
4. The headings in this bylaw are for guidance purposes and convenience only.
5. Every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.
6. Any reference to the provisions of a statute of Alberta is a reference to that statute as amended, from time to time.

PART 2 PUBLIC BEHAVIOURS

Littering and Dumping

7. A Person shall not leave, deposit, throw or otherwise discard any Litter in a Public Place, including a Charity Collection Site, except in a receptacle designated and intended for such use.
8. The proprietor of any business which offers goods or services for sale shall:
 - (a) ensure that no Litter as specified in Section 29 is allowed to accumulate;
 - (b) provide suitable garbage receptacles inside or outside of the business, in the case of a Building; and
 - (c) ensure that the garbage receptacles provided pursuant to Section 8 (b) are weighted or anchored to prevent the receptacle from being blown or knocked over;
9. A Person shall not scavenge from or disturb any goods located at a Charity Collection Site.
10. A Person shall not leave donated goods at a Charity Collection Site except within a designated receptacle or bin.

Placement of Bills, Signs and Displays

11. A Person shall not place, attach or affix any advertisement, poster, notice or other similar item on any sign, utility pole, tree, fence or other fixture located on Property Owned by the Municipality or place or cause to be placed any freestanding sign, notice or display on Property Owned by the Municipality, unless the item is placed in accordance with the governing rules at a specific location approved for that purpose.
12. A Person shall not place, attach or affix any advertisement, poster, notice or other similar item upon or onto any Motor Vehicle with the exception of Municipal Tags.
13. Where a Person has placed something that is permitted by this section, that Person shall:
 - (a) ensure that the thing does not cause a nuisance by becoming Litter, by becoming unsightly or a hazard to users of the Property, and
 - (b) remove and properly dispose of the thing within 24 hours of the passing of the event if the thing refers to a specific event.
14. The Chief Administrative Officer is authorized to designate locations on Property Owned by the Municipality where items described in this section may be posted and establish rules for the placement of such items.

Urination, Defecation and Spitting

15. A Person shall not urinate, defecate or spit in a Public Place except in a facility designed and intended for such use.

Dangerous Actions

16. A Person shall not throw or propel an object in or into a Public Place, onto or across a Highway or act in any way in a Public Place or on a Highway that is reasonably likely to cause injury to another Person or damage to Property.

Street Furniture

17. A Person shall not climb on, overturn, alter, deface, damage, destroy, tamper, remove or otherwise interfere with any Street Furniture.

Fighting

18. A Person shall not participate in a fight or other similar physical confrontation in a Public Place.

19. Section 18 does not apply to participants in an organized sporting event who are governed by the rules of conduct of that sporting event.

Graffiti

20. A Person shall not cause or permit Graffiti to be placed on any Public Place or on any Property or Building without the written consent of the Person that Owns that Property or Building.
21. Graffiti must be removed within a reasonable time as determined by the Regional Municipality of Wood Buffalo.

Loitering

22. No Person shall loiter in any Public Place in a manner that obstructs or delays any other Person.

Panhandling

23. A Person shall not engage in Panhandling:
- (a) in a manner which obstructs or impedes the convenient passage of pedestrians or vehicles on a street, Sidewalk or within a Public Place;
 - (b) in such a manner as to threaten, insult, or harass other users of the street;
 - (c) from any Person who is an occupant of a Motor Vehicle; or
 - (d) from any Person who has already refused or declined the solicitation.

PART 3 PROPERTY STANDARDS AND MAINTENANCE

Addressing

24. Every legally registered parcel of land within the Municipality shall be designated an address number, by the Chief Administrative Officer, in accordance with Council Policy LDI-010 – Community Identification System which may include numbers, words, or any combination of numbers and words.
25. A Person who Owns or Occupies a Property shall cause the address number assigned pursuant to Section 24 to be displayed, at all times, on the Property at a location plainly visible from the roadway adjacent to the Property and from any alley that may be adjacent to the Property.

26. A Person who Owns or Occupies a Property shall maintain the address number in good condition and shall not cause or permit the visibility of the address number to be obscured.

Nuisance on Property

27. A Person shall not cause or permit a nuisance to exist on Property they Own or Occupy and if any Person who Owns or Occupies a Property fails to comply with any part or parts of this section, the Municipality may fix, remove, remediate, mitigate, clear or clean up the nuisance and the costs incurred by the Municipality shall be paid on demand and if unpaid, may be added to the tax roll of the Property.
28. No Person shall place any nuisance on public Property, cause any nuisance to occur on public Property or allow any nuisance to remain on public Property.
29. For the purpose of greater certainty, a nuisance means a Property that shows signs of a serious disregard for general maintenance and upkeep, whether or not it is detrimental to the surrounding area, examples of which include but are not limited to:
- (a) excessive accumulation of material including but not limited to building materials, appliances, household goods, dilapidated furniture, scrap metals, scrap lumber, boxes, tires, vehicle parts, whether of any apparent value or not;
 - (b) any loose Litter, garbage, construction debris or refuse whether located in a storage area or elsewhere on a Property;
 - (c) damaged, dismantled or derelict Motor Vehicles or trailers, whether insured or registered or not;
 - (d) grass higher than 15 centimetres;
 - (e) excessive, noxious and prohibited noxious Weeds;
 - (f) production of excessive, dust, dirt or smoke;
 - (g) production of any generally offensive odours;
 - (h) any tree, shrub, other type of vegetation or any Building;
 - i. that interferes or could interfere with any public work or utility;
 - ii. that obstructs any Sidewalk adjacent to the Property;

- iii. that impairs the visibility of street signage or interferes with safe traffic flow on any Highway or at any intersection adjacent to the Property; or
- iv. that has any rot or other deterioration;
- (i) any accessible excavation, ditch, drain or standing water that could pose a danger to the public;
- (j) any exterior damage or deterioration to a Building, including but not limited to peeling, unpainted or untreated surfaces, missing siding, shingles, windows or doors, or any other hole or opening in the Building; or
- (k) any damage or deterioration to a fence, including, but not limited to peeling, unpainted or untreated surfaces and missing or rotting fences boards or posts.

Compost

- 30. A Person shall not keep or store Composting containers, and Composting heaps within 1 metre of a Property line on a Property they Own or Occupy.
- 31. No Owner or Occupier of a Property shall place or allow to be placed any cat feces, dog feces, animal parts or animal meat on a Composting pile or in a Composting container on the Property.
- 32. Every Person who Owns or Occupies Property who allows a Composting container or Composting pile to remain on a Property must ensure that it is maintained in such a manner that it does not become a nuisance by creating offensive odour, which becomes unsightly or which attracts Pests.

Sidewalks

- 33. A Person shall remove snow, ice, dirt, debris or other obstruction from any Sidewalk adjacent to Property they Own or Occupy within 48 hours after the snow, ice, dirt, debris or other obstruction was formed or deposited thereon.
- 34. If a Person fails to comply with Section 33, the Municipality may arrange to have the Sidewalk cleared and the costs incurred by the Municipality for removing the snow, ice, dirt, debris or other obstruction shall be paid upon demand and, if unpaid, may be added to the tax roll of the adjacent Property.
- 35. A Person shall not deposit snow, ice, dirt, debris or other obstruction upon any Sidewalk, Highway, Public Place or private Property that is not their own.

Electrical Cord Placement

36. No Person shall place or permit to be placed an electrical cord, on or above the surface of any Sidewalk except in accordance with Section 37.
37. Notwithstanding Section 36 of this Part, an electrical cord may be suspended from private Property to a Highway if said cord is suspended not less than 2.4 metres above the surface of a Sidewalk and supported by sturdy poles or stanchions firmly and suitably anchored on the Owner's Property. The outer edges of the pole are to be covered in reflective tape for enhanced visibility. The said poles or stanchions may only be erected and remain in place from November 1 to March 30 of any year.

Boulevards

38. A Person shall maintain any Boulevard adjacent to Property they Own or Occupy by:
 - (a) keeping any grass on the Boulevard cut to a length of no more than 15 centimetres; and
 - (b) removing any excessive accumulation of Weeds, fallen leaves or other debris.

Roofs and Awnings

39. A Person shall maintain any roof or awning that extends over a Sidewalk, Highway or Public Place from a Building they own or Occupy free of snow and ice.
40. If a person fails to comply with Section 39 and water drips from any roof or awning a person who owns or occupies the Building shall clean the Sidewalk or roadway to prevent ice from forming thereon.

Eavestroughs, Downspouts and Sump Pumps

41. A person shall not cause or permit any downspout, eavestrough or sump pump drainage to be directed from a Property they Own or Occupy onto:
 - (a) an adjacent Property; or
 - (b) an adjacent alley, street, Sidewalk or other Public Place in any manner that is likely to cause damage or to create a danger.

Outdoor Lighting

42. A Person shall not cause or permit outdoor lighting located on a Property they Own or Occupy to be directed so that light generated:
- (a) disturbs the peace of another individual;
 - (b) unreasonably affects the use or enjoyment of another Property; or
 - (c) interferes with traffic safety on any roadway.

PART 4 NOISE CONTROL**Prohibited Noise**

43. A Person shall not cause or permit any noise that is likely to disturb the peace of another individual before 7:00 am or after 10:00 pm Monday through Friday or before 9:00 am or after 10:00 pm on Saturday, Sunday or a statutory holiday.
44. A Person shall not cause or permit Property they Own or Occupy to be used so that noise from the Property disturbs the peace of another individual.

Criteria

45. In determining if a sound is likely to disturb the peace of others the following criteria may be considered:
- (a) type, volume, and duration of the sound;
 - (b) time of day and day of week;
 - (c) nature and use of the surrounding area; and
 - (d) any other relevant factor.

Construction Activity

46. A Person shall not cause or permit any construction activity on or adjacent to any Property zoned for residential use before 7:00 a.m. or after 10:00 p.m. Monday through Friday or before 9:00 a.m. or after 10:00 p.m. on Saturday, Sunday or a statutory holiday.

Idling Vehicles

47. No Person shall cause or permit the idling of a parked vehicle in a residential area for more than 30 minutes at any time.
48. Section 47 applies to all vehicles, except for:
 - (a) an emergency vehicle; or
 - (b) when outside temperatures are above 30°C or below -20°C.

Exceptions

49. Nothing in this Part prohibits:
 - (a) an employee or authorized agent of the Municipality from producing noise while acting within the scope of their functions, duties or powers;
 - (b) situations where the Chief Administrative Officer has issued a permit allowing the noise and any other conditions the Chief Administrative Officer deems appropriate; or
 - (c) any activity that is carried out in accordance with the conditions of a validly issued development permit issued by the Municipality or an activity that constitutes a legal non-conforming use for which no development permit is required pursuant to the provisions of the *Municipal Government Act*.

PART 5 TRAFFIC, STREET FURNITURE AND UTILITIES

50. No Person shall remove any Street Furniture.
51. No Person shall climb or interfere with any bridge, telephone, signal service, fire alarm, electric wire, lamp, post, tower or pole connected with the lighting, gas, telephone, transit, fire protection system or any other utility system or work of the Municipality.

PART 6 ENFORCEMENT

Orders to Remedy Contraventions

52. In addition to any other relief or enforcement measure that may be taken, if a Peace Officer finds that a Person is contravening this bylaw, the Peace Officer may, by written order in accordance with section 545 of the *Municipal Government Act*, require any Person responsible for the contravention to remedy it.

53. Every remedial order written with respect to this bylaw must:
- (a) identify the nature of the remedial action required to be taken to bring the Property into compliance;
 - (b) identify the time within which the remedial action must be completed;
 - (c) indicate that if the required remedial action is not completed within the time specified, the Municipality may take whatever action or measures are necessary to remedy the contravention;
 - (d) indicate that the expenses and costs of any action or measures taken by the Municipality are an amount owing to the Municipality by the Person to whom the order is directed;
 - (e) indicate that the expenses and costs may be attached to the tax roll of the Property if such costs are not paid by a specified time;
 - (f) indicate that an appeal of the remedial order will be addressed to the Community Standards Appeal Board, if a notice of appeal is filed in writing with the Clerk of the Community Standards Appeal Board within fourteen days of the receipt of the Remedial Order.

Service of Order

54. An order issued for a contravention of this bylaw may be served:
- (a) in the case of an individual:
 - i. by delivering it personally to the individual;
 - ii. by leaving it for the individual at their apparent place of residence with someone who appears to be at least eighteen (18) years of age; or
 - iii. by registered mail addressed to the individual at their apparent place of residence or to any address for the individual on the tax roll of the Municipality; and
 - (b) in the case of a corporation:
 - i. by delivering it personally to any director or officer of the corporation;
 - ii. by delivering it personally to a Person apparently in charge of an office of the corporation at an address held out by the corporation to be its address; or

- iii. by registered mail addressed to the registered office of the corporation.

Review by Community Standards Appeal Board

- 55. A Person who receives a written order under this bylaw may by written notice request the Community Standards Appeal Committee pursuant to the Community Standards Appeal Committee Bylaw, Bylaw No. 19/017 to review the order within fourteen (14) days after the date the order is received.
- 56. After reviewing the order, the Community Standards Appeal Committee may confirm, vary, substitute or cancel the order.

Offence

- 57. A Person who contravenes any provision of this bylaw is guilty of an offence.

Continuing Offence

- 58. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a Person guilty of such an offence is liable to a fine in an amount not less than that established by this bylaw for each such day.

Vicarious Liability

- 59. For the purposes of this bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

Corporations and Partnerships

- 60. When a corporation commits an offence under this bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- 61. If a partner in a partnership is guilty of an offence under this bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

Fines and Penalties

62. A Person who is guilty of an offence is liable to a fine in an amount not less than \$125.00, and not exceeding \$10,000.00, and to imprisonment for not more than 6 months for non-payment of a fine.
63. Without restricting the generality of Section 62, the fine amounts set out in Schedule "A" are established for use on Municipal Tags and Violation Tickets if a voluntary payment option is offered.
64. Despite Section 62, where a Person has been convicted of contravening the same provision of this bylaw:
 - (a) two times within a 12 calendar month period, the specified penalty payable in respect to the second offence is double the amount specified in Schedule "A";
 - (b) three or more times within a 12 calendar month period, the specified penalty payable in respect of the third or subsequent conviction is triple the amount specified in Schedule "A";

Municipal Tag

65. A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.
66. A Municipal Tag may be issued to such Person:
 - (a) either personally; or
 - (b) by mailing a copy to such Person at his or her last known address.
67. The Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:
 - (a) the name of the Person;
 - (b) the offence; and
 - (c) the specified penalty established by this bylaw for the offence;
68. The specified penalty must be paid within 14 days from the issuance of the Municipal Tag.

Payment in Lieu of Prosecution

69. Where a Municipal Tag is issued pursuant to this bylaw, the Person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the Municipality the penalty specified within the time period indicated on the Municipal Tag.
70. Where the voluntary payment referred to in Section 69 is received within 10 days of the day of issuance of the Municipal Tag, the prescribed penalty shall be reduced by 40% and such reduced payment shall be accepted in lieu of prosecution.

Violation Ticket

71. If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.
72. Notwithstanding Section 71, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.
73. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
 - (a) specify the fine amount established by this bylaw for the offence; or
 - (b) require a Person to appear in court without the alternative of making a voluntary payment.

Voluntary Payment

74. A Person who commits an offence may:
 - (a) if a Violation Ticket is issued in respect of the offence; and
 - (b) if the Violation Ticket specifies the fine amount established by this bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

Obstruction

75. A Person shall not obstruct or hinder any Peace Officer in the exercise or performance of the Peace Officer's powers pursuant to this bylaw.

PART 7 GENERAL

Powers of Chief Administrative Officer

76. Without restricting any other power, duty or function granted by this bylaw, the Chief Administrative Officer may:
- (a) carry out any inspections to determine compliance with this bylaw;
 - (b) take any steps or carry out any actions required to enforce this bylaw;
 - (c) take any steps or carry out any actions required to remedy a contravention of this bylaw;
 - (d) establish investigation and enforcement procedures with respect to residential, commercial, industrial or other types of Property and such procedures may differ depending on the type of Property in question;
 - (e) establish areas where activities restricted by this bylaw are permitted;
 - (f) establish forms for the purposes of this bylaw;
 - (g) issue permits with such terms and conditions as are deemed appropriate;
 - (h) establish the criteria to be met for a permit pursuant to this bylaw; and
 - (i) delegate any powers, duties or functions under this bylaw to an employee of the Municipality.

Certified Copy of Record

77. A copy of a record of the Municipality, certified by the Chief Administrative Officer as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the Person signing it.

PART 8 TRANSITIONAL

Repeals

78. The following bylaws, as amended, are repealed:
- (a) Bylaw No. 83/24 – Noise Bylaw;
 - (b) Bylaw No. 91/05 – Nuisance Weed Bylaw;
 - (c) Bylaw No. 00/078 – Nuisance Property Bylaw;
 - (d) Bylaw No 02/011 – Public Disturbance Bylaw; and
79. Sections 13.01, 13.02, 13.08, 13.09, 13.16, 13.24, 13.26, 13.27, 13.29 13.30, 13.31, 13.32, 13.33, 13.35 and 13.38 of Bylaw 02/079 - Roads and Transportation Bylaw are repealed.

Enactment

80. This bylaw comes into effect on the day it is passed.

READ a first time this 27th day of April, 2021.

READ a second time this ____ day of ____, 2021.

READ a third and final time this ____ day of ____, 2021.

SIGNED and PASSED this _____ day of _____, 2021.

Mayor

Chief Legislative Officer

Schedule “A”**Specified Penalties**

OFFENCE	SECTION	Municipal Tags
		First Offence
Littering	7.	\$500.00
Scavenge from Charity Collection Site	9.	\$125.00
Improperly leave goods at Charity Collection Site	10.	\$125.00
Posting or attaching bill on fixture or placing freestanding sign, notice or display on Municipal Property	11.	\$125.00
Posting or attaching bill on Motor Vehicle	12.	\$125.00
Bill becoming Litter	13. (a)	\$125.00
Failing to remove and properly dispose of the bill within 24 hours after the passing of the event	13. (b)	\$125.00
Urinating, spitting or defecating in public	15.	\$500.00
Participating in dangerous actions	16.	\$500.00
Interfering with Street Furniture	17.	\$200.00
Fighting	18.	\$500.00
Graffiti	20.	\$2500.00
Failure to Remove Graffiti	21.	\$250.00

Attachment: 2. Community Standards Bylaw (Community Standards Bylaw 21/010)

Loitering	22.	\$250.00
Panhandling	23. (a) – (d)	\$125.00
Improperly display of Property address	25.	\$125.00
Improperly maintain address number	26.	\$125.00
Allowing a nuisance to exist on private Property	27.	\$500.00
Allowing a nuisance to exist on Public Property	28.	\$500.00
Improper Location of Compost	30.	\$125.00
Failing to clear snow, ice, dirt, debris or other obstruction from Sidewalk within 48 hours	33.	\$250.00
Depositing snow, ice, dirt, debris or other obstruction onto a Highway, Public Place or Private Property	35.	\$250.00
Place or permit an electrical cord on or above Sidewalk.	36.	\$125.00
Failing to maintain a Boulevard adjacent to Property	38.	\$150.00
Failing to maintain a roof or awning clear of snow and ice	39.	\$200.00
Failing to clean the Sidewalk or Roadway of water from roof or awning to prevent ice from forming	40.	\$250.00

Improperly direct water from eavestrough, downspout or sump pump	41. (a) – (b)	\$200.00
Permit outdoor light to disturb the peace	42. (a) – (c)	\$200.00
Cause or permit noise that disturbs the peace	43.	\$250.00
Owner or Occupier permitting Property to create a noise that disturbs the peace	44.	\$250.00
Allowing construction activity outside permitted hours	46.	\$250.00
Idling Motor Vehicle	47.	\$125.00

***Double the specified penalty above for the 2nd offence and triple for the 3rd and subsequent offences (see Section 64).**

Community Standards Bylaw

Presenter: Deanne Bergey, Director

Department: Community and Protective Services

Meeting Date: May 11, 2021

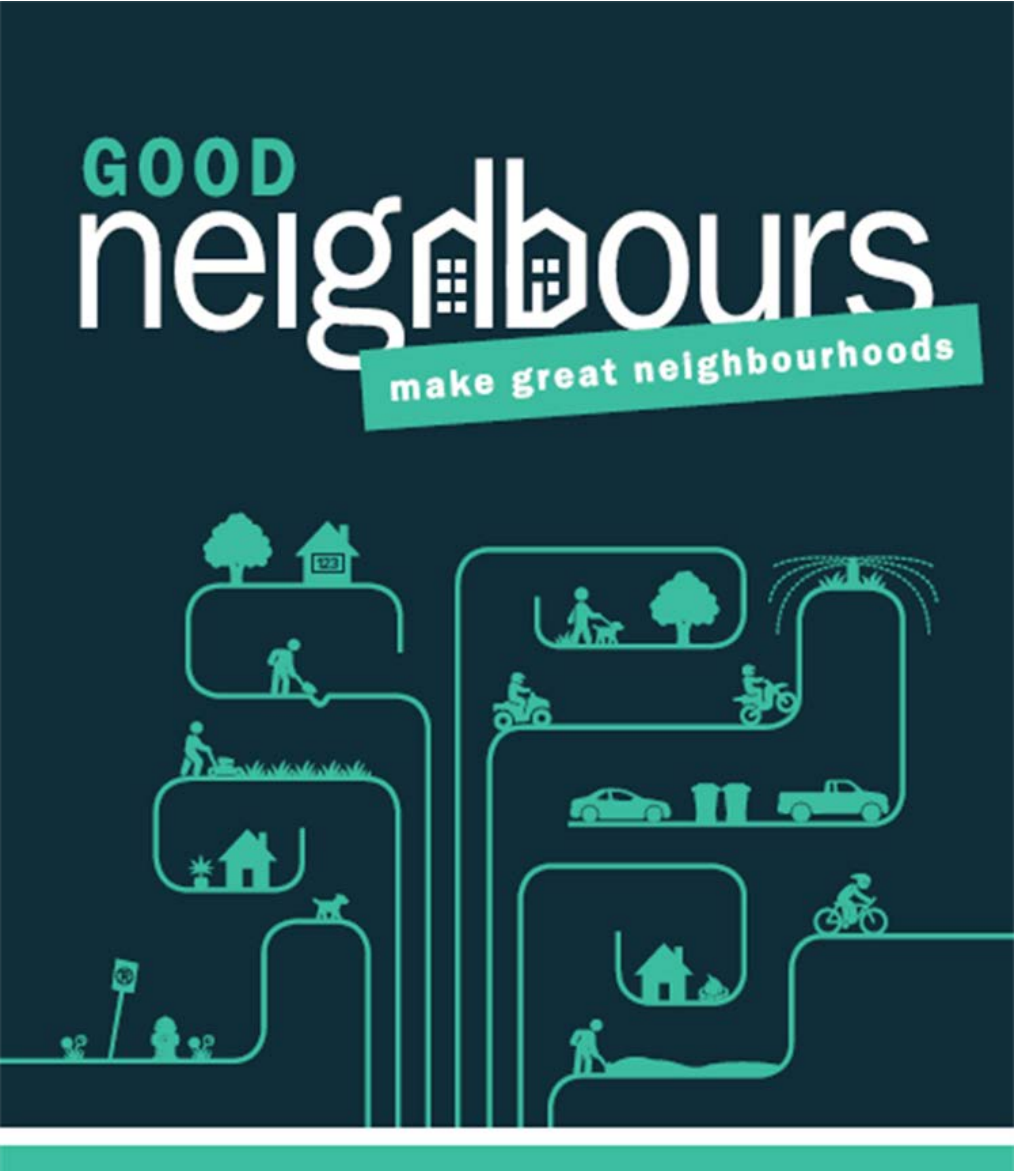
What is a Community Standards Bylaw?



A set of standards that will make our region safer, more attractive, and more enjoyable for all.



Clear expectations that encourage and guide residents, property owners and visitors to do their part to keep our region a great place to live, work, and play.



Gaps in Service Delivery



PUBLIC BEHAVIOUR
STANDARDS



PROPERTY AND
MAINTENANCE
STANDARDS



IDLING MOTOR
VEHICLES

Research and Community Input



Public Engagement



Online Survey



Review of other communities



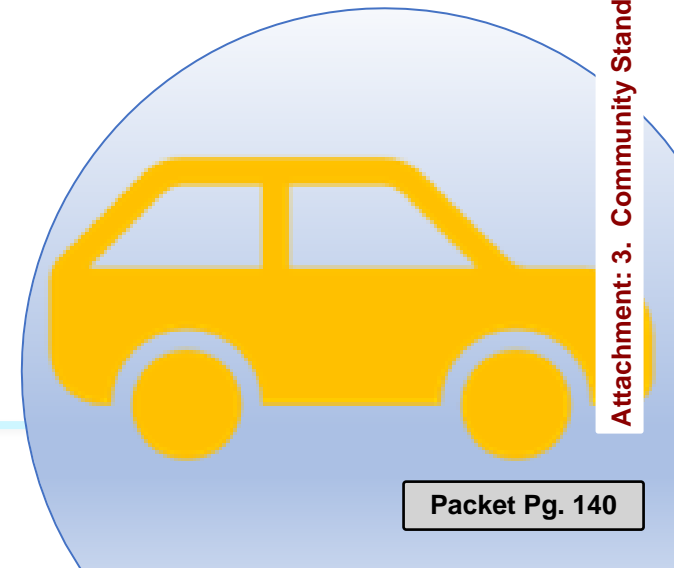
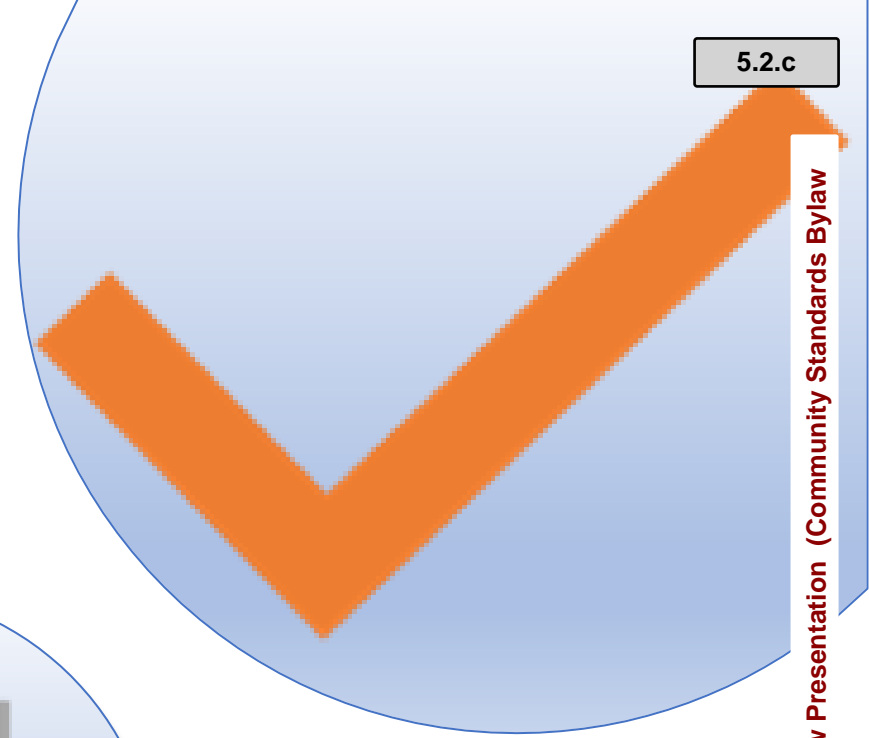
Benchmarking

What's New?

Sump Pump Discharge

Panhandling

Idling



Questions?

Community Standards Bylaw - Amalgamation Overview								
Community Standards Bylaw		Fine Amount	New	Nuisance Property	Noise Bylaw	Nuisance Weed Bylaw	Public Disturbance	Roads & Transportation
Section			Current Bylaw with regulations					Current Fine Amounts
Part 2 Public Behaviours								
7	Littering and Dumping	\$500		x				x R&T >20kg \$500/<20kg \$1000 (+cleanup cost) \$50 (+cleanup cost)
9	Scavenge from a Charity Collection Site	\$125	x					
10	Improper dumping at Charity Collection Site	\$125	x					
11	Placement of Bills, Signs and Displays	\$125		x				\$50 (cost of removal of signs)
12	Post/attach bill to a motor vehicle	\$125		x				\$50
13	Bill become litter/Fail to remove after event	\$125		x				\$50
15	Urination, Defecation and Spitting	\$500	x					
16	Dangerous Actions	\$500						x \$120
17	Street Furniture	\$200						x \$500 (+ cost of repair)
18	Fighting	\$500					x	\$250
20	Graffiti	\$2,500		x				\$50
21	Fail to remove graffiti	\$250		x				\$50 (+cost of cleanup)
22	Loitering	\$250	x					
23	Panhandling	\$125	x					
Part 3 Property Standards and Maintenance								
24	Addressing	\$125						\$50 Street Numbering Bylaw 627 (repealed June 2019)
27	Nuisance on Private Property	\$500		x				\$50 (+cost of cleanup)
28	Nuisance on Public Property	\$500		x				\$50 (+cost of cleanup)
30	Compost	\$125		x				\$50
33	Sidewalks- Fail to clear within 48 hrs	\$250						x 120 (+ cost of cleanup)
35	Deposit snow,ice , debris on roadway, property	\$250						x \$120
36	Electrical Cord Placement	\$125						x \$120
38	Boulevards	\$150						x \$120
39	Roofs and Awnings	\$200						x \$120
40	Fail to clear sidewalk of water from roof/awning	\$250						x \$120
41	Eavestroughs, Downspouts and Sump Pumps	\$200	x					x \$120 (sump pump new)
42	Outdoor Lighting	\$200						\$50 Land Use Bylaw
Part 4 Noise Control								
43	Prohibited Noise outside of designated hours	\$250			x			1st \$25/2nd \$50 or mandatory court, penalty not exceeding \$2500
44	Owner/occupier permit noise	\$250			x			1st \$25/2nd \$50 or mandatory court, penalty not exceeding \$2500
46	Construction Activity outside designated hours	\$250			x			1st \$25/2nd \$50 or mandatory court, penalty not exceeding \$2500
47	Idling Vehicles	\$125			x			1st \$25/2nd \$50 or mandatory court, penalty not exceeding \$2500

5.2 Community Standards Bylaw No. 21/010

Written Submission(s)

Julie Worrell, General Manager, Primaris
Management Inc./ Peter Mond Mall

Community Standards Bylaw

- **Is this a bylaw?**

Yes

- **Enter a Bylaw name or number**

Community Standards Bylaw No. 21/010

- **Are you in support or opposition of the bylaw?**

In support of bylaw

- **Written submission**

With regards to the Community Standards Bylaw as it is proposed, please accept this written submission as Peter Pond Mall's support of this Bylaw.

The Peter Pond Mall has over sixty (60) Tenants operating within the property and therefore the ability to attract customers to the property is paramount for those businesses to survive. However, we struggle to maintain not only a welcoming but a safe image due to the individuals that are loitering at our entrances and/or Parking lot; individuals defecating/ urinating on our sidewalks and/or building, fighting, etc. Our Security team does an excellent job to move these individuals along and off the property, however with no real consequence to the actions of these individuals, nothing stops the reoccurrence of these events and the same individuals are seen involved in the same activities over and over. The additional authorization that will be given to Bylaw officers and the RCMP will be beneficial to not only the sixty (60) businesses that operate at Peter Pond Mall, but to neighboring properties as well. Without consequence, nothing stops this type of behavior.

As a major landmark in the downtown core, and one that is open to the public, our property is the unfortunate area to which a lot of these issues occur, with majority if not all occurring without any kind of consequence. I specifically reference and fully support the following Articles:

Article 15: Urination, Defecation and Spitting,
 Article 18: Fighting,
 Article 20: Graffiti,
 Article 22: Loitering,
 Article 23: Panhandling,

With the approval of the Community Standards Bylaw and the support of Bylaw and the RCMP Officers the Peter Pond Mall, neighboring properties and our customers will benefit greatly.

The Municipality is doing a great job working towards revitalizing the downtown, this Community Standards Bylaw is key and a necessary step towards achieving that goal.

Thank you,

Julie Worrell | General Manager
Primaris Management Inc. | Peter Pond Mall

- **Acknowledgment**

I have read and understand that my name and comments will be made publicly available in the Council agenda. My contact information will NOT be included in the public record.



COUNCIL REPORT

Meeting Date: May 11, 2021

Subject: Sanitary Sewer Backwater Prevention Program Policy OPE-050 Amendment

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

THAT the amended Sanitary Sewer Backwater Prevention Program Council Policy OPE-050, as outlined in Attachment 1, be approved; and

THAT no further budget be allocated at this time and should there be a requirement for further funding, a request be brought forward to Council once the current budget funds have been exhausted.

Summary:

On December 15, 2020, Council approved the Sanitary Sewer Backwater Prevention Program Policy OPE-050 (Policy) that the following must be satisfied and will be verified by the Municipality at the time the Recipient requests reimbursement:

- 3.6.5.1. Property taxes must be current and paid;
- 3.6.5.2. Utility bills must be current and paid;
- 3.6.5.3. Properties must not have an unresolved order to comply with the Land Use Bylaw, Building Code, Fire Code, Nuisance Bylaw, or other regulation; and
- 3.6.5.4. Applicant is not a party to a legal dispute with the Municipality.

On May 4, 2021, Council approved a motion requesting that Administration bring forward an amended Policy to have the eligibility criteria (section 3.6.5.1.) amended to include anyone who has entered into a tax repayment plan and is in good standing. This report is in response to this direction of Council.

Background:

The Sanitary Sewer Backwater Prevention Program "Grant" provides subsidy to eligible

property owners to install a “Backwater Valve” on their “Sanitary Sewer Service” provided criteria outlined in the Policy is met. When developing the Policy, applicants enrolled in tax repayment plans in good standing were not included; therefore, this amendment is to include those applicants.

Alternatives:

Not approving the amendment to include those who have entered into a tax repayment plan and are in good standing. These residents will need to get fully caught up with their taxes to have access to the grant program.

Budget/Financial Implications:

No further budget be allocated at this time and, should there be a requirement for further funding, a request be brought forward to Council once the current budgeted funds have been exhausted.

Strategic Priorities:

Responsible Government

Attachments:

- 1. Policy OPE-050**
- 2. Policy OPE-050 RedLine**

COUNCIL POLICY



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Document Name: Sanitary Sewer Backwater Prevention Program

Department Name: Environmental Services

Document Number: OPE-050

Effective Date: March 01, 2021

Next Revision Date: March 01, 2024

STRATEGIC PLAN LINKAGE

Strategic Priority 1 – Responsible Government

PURPOSE AND OBJECTIVE

The purpose of the Sanitary Sewer Backwater Prevention Program Policy (“Policy”) is to:

1. establish a Residential Backwater Valve Grant Program (“the Grant Program”);
2. outline value of the Grants;
3. determine Grant eligibility under the Policy; and
4. establish a Basement Flooding Prevention Education Program (“the Education Program”).

The objective of this Policy is to increase community resilience to flooding events due to surcharging in the sanitary sewer system. The Grant Program aims to reduce the overall impact to residential basements due to flooding by the installation of Backwater Valves, and the Education Program aims to reduce the likelihood of sanitary sewer surcharge events by providing residential property owners with information and actionable steps to reduce the risk of backwater flow into residences via the sanitary sewer system.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. “Applicant” means a property owner, a property owner’s representative, or a tenant (with property owner permission) who submits an application.
- 1.2. “Backwater Valve” means a mechanical device installed on a Sanitary Sewer Service that automatically closes when the sanitary sewer system surcharges.
- 1.3. “Eligible Costs” means the cost of the Backwater Valve or the Manual Valve and the labour associated with its installation.
- 1.4. “Grant” means a transfer of monies from the Municipality to a Recipient for a project or purpose according to the requirements outlined in the Sanitary Sewer Backwater Prevention Program Administrative Procedure OPE-050-P01.

- 1.5. "Manual Valve" means a mechanical device installed on the Sanitary Sewer Service that can be manually closed and opened to hydraulically disconnect the Sanitary Sewer Service from the rest of the sanitary sewer system.
- 1.6. "Municipality" means the Regional Municipality of Wood Buffalo.
- 1.7. "Property" means a lot or parcel of land together with all the building structures located thereon.
- 1.8. "Recipient" means an Applicant that is approved by the Municipality to receive a Grant.
- 1.9. "Residential" means a building that is regularly used by its occupants as a permanent place of abode, which is made of one's home as opposed to one's place of business, and which has housekeeping and cooking facilities for its occupants only.
- 1.10. "Sanitary Sewer Service" means those pipes used to remove sanitary sewer from the building to the sewer mains.
- 1.11. "Maps" means the maps provided in Appendix A: Waterways, Appendix B: Lower Town Site, and Appendix C: Fort Chipewyan.

2. Responsibilities:

2.1. Council to:

- 2.1.1. approve this Policy;
- 2.1.2. approve any amendments to this Policy.

2.2. Chief Administrative Officer (CAO) to:

- 2.2.1. recommend any amendments to this Policy;
- 2.2.2. support the implementation of this Policy; and
- 2.2.3. review and support any amendments to the Grant Program or Education Program.

3. Residential Backwater Valve Grant Program

3.1. Grant Program Area:

- 3.1.1. The Grant Program applies to eligible Applicants and building types within the Municipality.

3.2. Grant Program Duration:

- 3.2.1. The Municipality will accept complete applications starting on March 01, 2021.
- 3.2.2. Funding will be provided on a first-come, first-service basis, for successful Recipients until the budget for the Grant Program has been exhausted.

However, priority will be given to those residents that are located within Zone 2, as identified on the Maps.

3.3. Grants:

3.3.1. The Grant Program provides the following Grants:

3.3.1.1. Backwater Valve Grant; and

3.3.1.2. Manual Valve Grant.

3.3.2. Funding will be provided in the form of a reimbursement Grant up to the values identified in sections 3.7.1 and 3.8.1 whereby funds are paid to Recipients upon the successful completion of the work and confirmation by the Municipality.

3.4. Municipal Control:

3.4.1. The Municipality may close the Grant Program to new Applications at any time without notice.

3.4.2. The Municipality reserves the right to determine Applicant participation in the Grant Program on a case-by-case basis.

3.4.3. The Municipality may terminate the Grant Program at any time without notice.

3.5. Application:

3.5.1. The Applicant may complete a self assessment for eligibility for the Grant Program based on the criteria posted on the Municipality's website.

3.5.2. Applicants must submit applications to the Environmental Services Department no later than three months after a successful final inspection (unless the work was completed between May 01, 2020 and March 01, 2021).

3.5.3. The Environmental Services Department will administer the program in accordance with the requirements outlined in the Sanitary Sewer Backwater Prevention Program Administrative Procedure OPE-050-P01. Incomplete applications will be referred back to the Applicant for revision.

3.6. General Eligibility Criteria:

3.6.1. The Recipient must be the property owner(s), a property owner's legal representative, or a tenant with written permission from the property owner(s).

3.6.2. The Applicant has obtained all required permits and approvals prior to completing the work and applicable inspections are completed by the Municipality.

3.6.3. The installation of the Backwater Valve or Manual Valve must have occurred after May 01, 2020.

3.6.4. The following are ineligible for the Grant Program:

- 3.6.4.1. Non-Residential buildings;
- 3.6.4.2. Residential units whose Sanitary Sewer Service is not located on or below the ground floor of the building;
- 3.6.4.3. Sanitary Sewer Services that service to more than one Residential unit;
- 3.6.4.4. Residential buildings that were constructed after 2000; and
- 3.6.4.5. Residential units that already have a Backwater Valve installed.
- 3.6.5. The following must be satisfied and will be verified by the Municipality at the time the Recipients request reimbursement:
 - 3.6.5.1. Property taxes must be current and paid or in tax repayment plan in good standing;
 - 3.6.5.2. Utility bills must be current and paid;
 - 3.6.5.3. Properties must not have an unresolved order to comply with the Land Use Bylaw, Building Code, Fire Code, Nuisance Bylaw, or other regulation; and
 - 3.6.5.4. Applicant is not a party to a legal dispute with the Municipality.

3.7. Backwater Valve Grant:

3.7.1. Grant Value:

- 3.7.1.1. The Municipality will provide a Grant of \$1,500 or the cost to complete the eligible work, which ever is less.
- 3.7.1.2. If the property is within Zone 2 on the Maps, the Municipality will provide a Grant of \$3,000 or the cost to complete the eligible work, whichever is less.

3.7.2. Additional Eligibility Criteria:

- 3.7.2.1. In addition to section 3.6, the following shall also be met to be eligible:
 - a. For applications received in 2021, priority will be given to Properties located within Zone 2.
 - b. The Applicant has installed a new Backwater Valve on their Sanitary Sewer Service.

3.8. Manual Valve Grant:

3.8.1. Grant Value:

- 3.8.1.1. The Municipality will provide a Grant of \$150 or the cost to complete the eligible work, which ever is less.

3.8.3. Additional Eligibility Criteria:

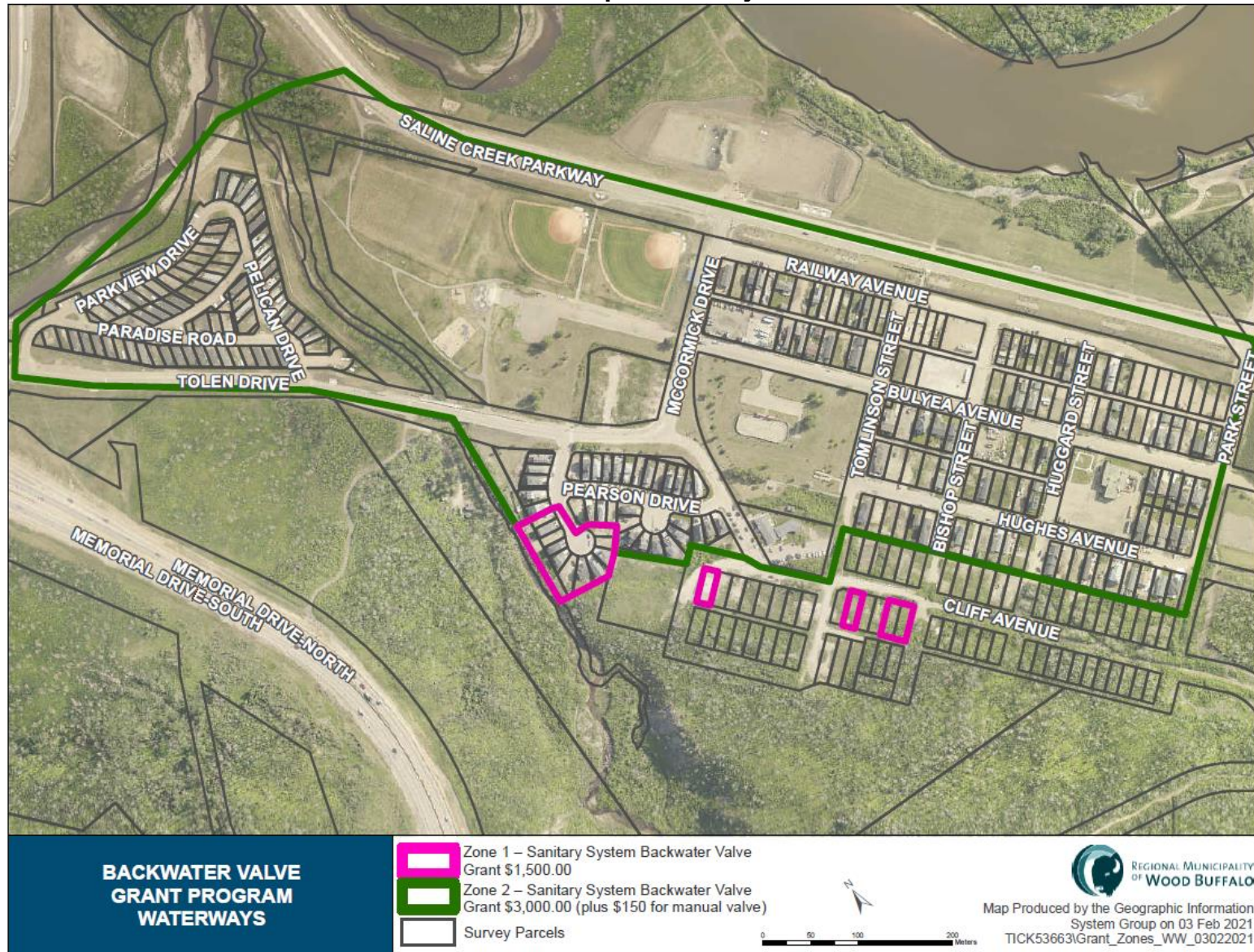
- 3.8.3.1. In addition to section 3.6, the following shall also be met to be eligible:
- a. The Property is located within Zone 2.
 - b. The Applicant has installed a new Manual Valve on their Sanitary Sewer Service.
 - c. The Applicant is eligible for and has received the Backwater Valve Grant in section 3.7 or the Applicant's Sanitary Sewer Service has an existing Backwater Valve.

4. Basement Flooding Prevention Education Program

- 4.1. The Municipality shall develop and provide informational resources for residents outlining measures they may take on their Property to help protect against basement flooding and to protect the Municipal sanitary system in general.
- 4.2. This information will be made publicly available and reflect current best practices.

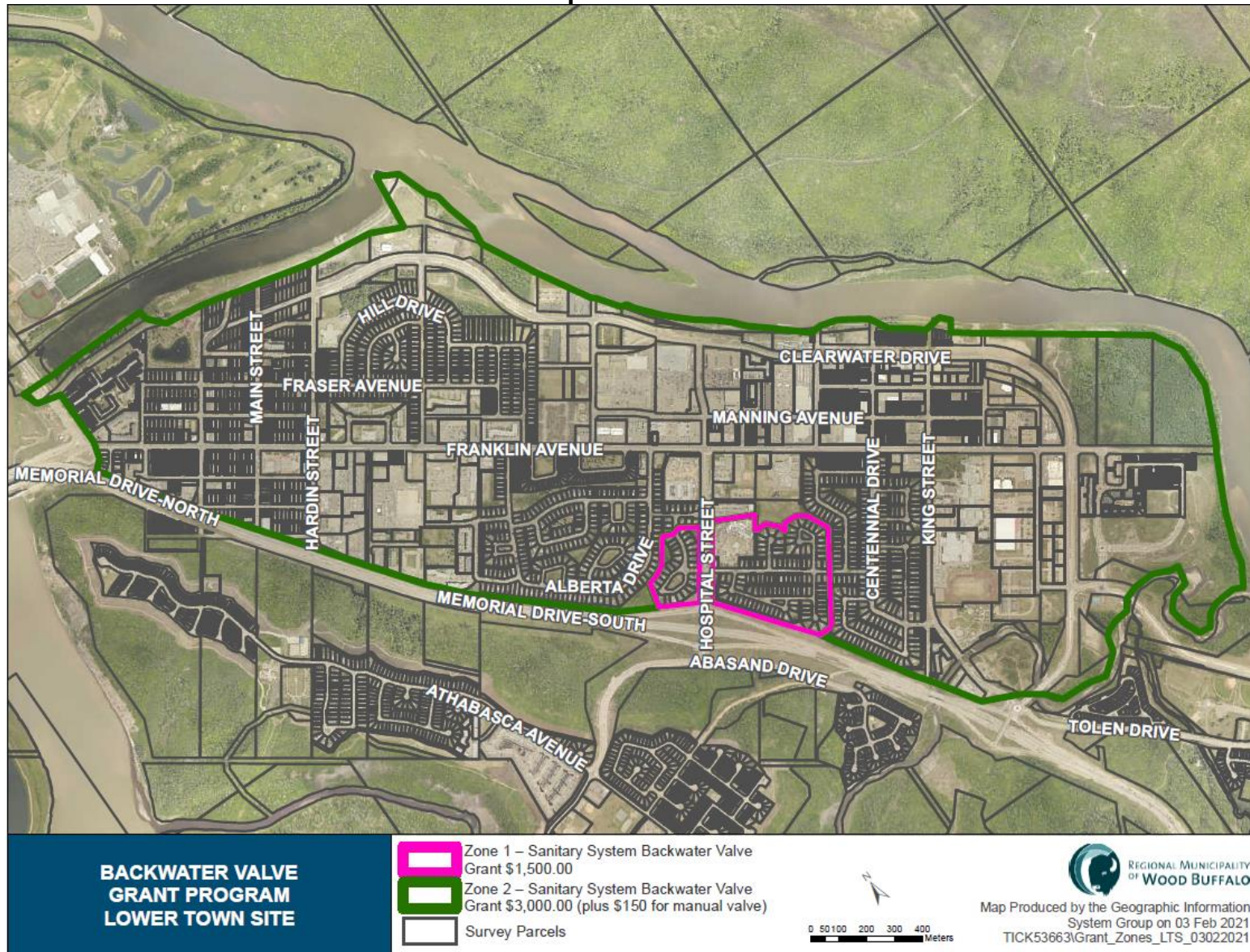
Appendix A

Zone Map: Waterways



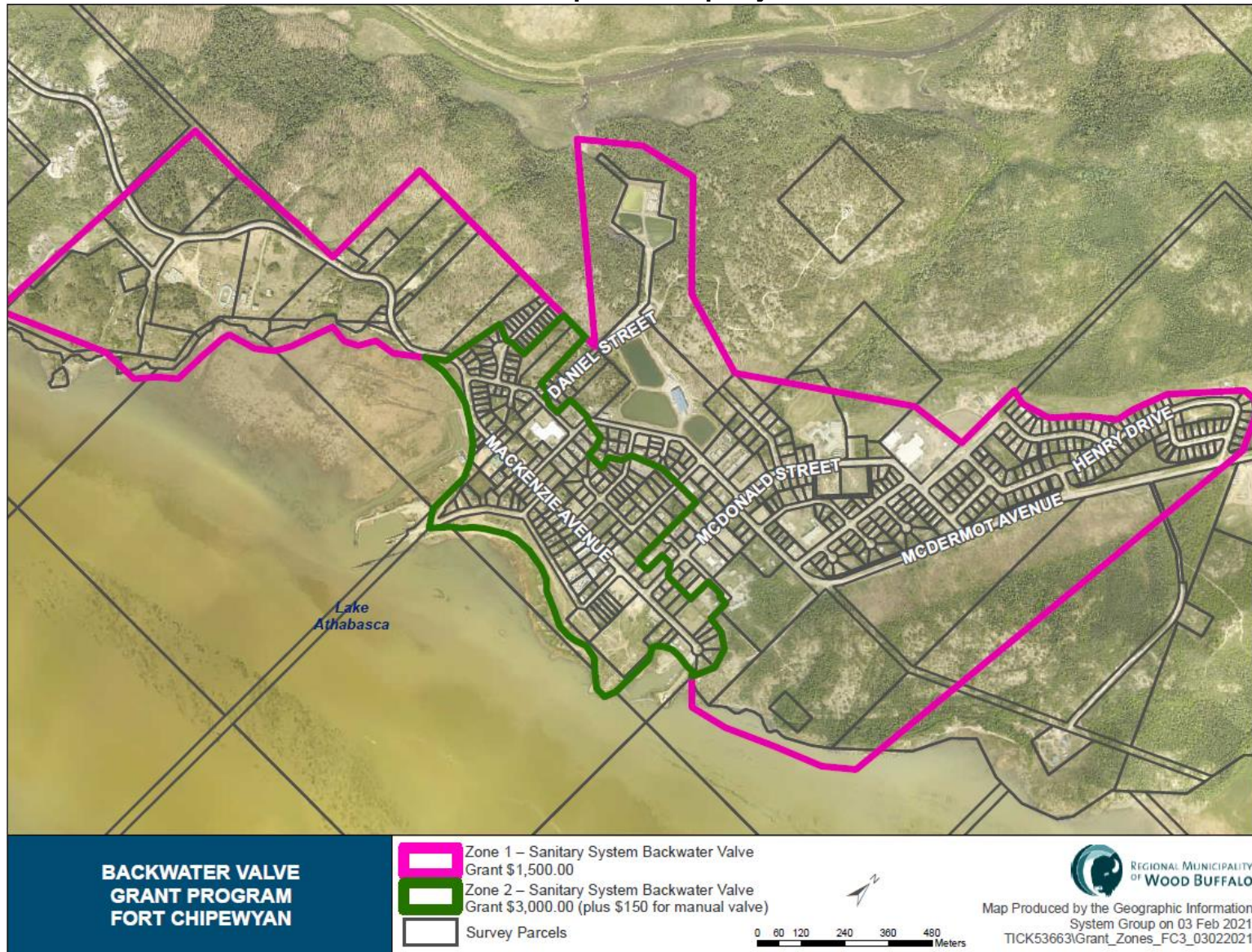
Appendix B

Zone Map: Lower Town Site



Appendix C

Zone Map: Fort Chipewyan



APPROVAL

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

Don Scott, Mayor

Jade Brown, Chief Legislative Officer

Date

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

- Cross References:
- Bylaw No 85/51 – Municipal Sanitary Sewer Utilities
 - Sanitary Sewer Backwater Prevention Program Administrative Procedure OPE-050-P01

Position Responsible: Director, Environmental Services

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
March 01, 2021	Establishment	Establishment of program

COUNCIL POLICY



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Document Name: Sanitary Sewer Backwater Prevention Program

Department Name: Environmental Services

Document Number: OPE-050

Effective Date: March 01, 2021

Next Revision Date: March 01, 2024

STRATEGIC PLAN LINKAGE

Strategic Priority 1 – Responsible Government

PURPOSE AND OBJECTIVE

The purpose of the Sanitary Sewer Backwater Prevention Program Policy (“Policy”) is to:

1. establish a Residential Backwater Valve Grant Program (“the Grant Program”);
2. outline value of the Grants;
3. determine Grant eligibility under the Policy; and
4. establish a Basement Flooding Prevention Education Program (“the Education Program”).

The objective of this Policy is to increase community resilience to flooding events due to surcharging in the sanitary sewer system. The Grant Program aims to reduce the overall impact to residential basements due to flooding by the installation of Backwater Valves, and the Education Program aims to reduce the likelihood of sanitary sewer surcharge events by providing residential property owners with information and actionable steps to reduce the risk of backwater flow into residences via the sanitary sewer system.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. “Applicant” means a property owner, a property owner’s representative, or a tenant (with property owner permission) who submits an application.
- 1.2. “Backwater Valve” means a mechanical device installed on a Sanitary Sewer Service that automatically closes when the sanitary sewer system surcharges.
- 1.3. “Eligible Costs” means the cost of the Backwater Valve or the Manual Valve and the labour associated with its installation.
- 1.4. “Grant” means a transfer of monies from the Municipality to a Recipient for a project or purpose according to the requirements outlined in the Sanitary Sewer Backwater Prevention Program Administrative Procedure OPE-050-P01.

- 1.5. “Manual Valve” means a mechanical device installed on the Sanitary Sewer Service that can be manually closed and opened to hydraulically disconnect the Sanitary Sewer Service from the rest of the sanitary sewer system.
- 1.6. “Municipality” means the Regional Municipality of Wood Buffalo.
- 1.7. “Property” means a lot or parcel of land together with all the building structures located thereon.
- 1.8. “Recipient” means an Applicant that is approved by the Municipality to receive a Grant.
- 1.9. “Residential” means a building that is regularly used by its occupants as a permanent place of abode, which is made of one’s home as opposed to one’s place of business, and which has housekeeping and cooking facilities for its occupants only.
- 1.10. “Sanitary Sewer Service” means those pipes used to remove sanitary sewer from the building to the sewer mains.
- 1.11. “Maps” means the maps provided in Appendix A: Waterways, Appendix B: Lower Town Site, and Appendix C: Fort Chipewyan.

2. Responsibilities:

2.1. Council to:

- 2.1.1. approve this Policy;
- 2.1.2. approve any amendments to this Policy.

2.2. Chief Administrative Officer (CAO) to:

- 2.2.1. recommend any amendments to this Policy;
- 2.2.2. support the implementation of this Policy; and
- 2.2.3. review and support any amendments to the Grant Program or Education Program.

3. Residential Backwater Valve Grant Program

3.1. Grant Program Area:

- 3.1.1. The Grant Program applies to eligible Applicants and building types within the Municipality.

3.2. Grant Program Duration:

- 3.2.1. The Municipality will accept complete applications starting on March 01, 2021.
- 3.2.2. Funding will be provided on a first-come, first-service basis, for successful Recipients until the budget for the Grant Program has been exhausted.

However, priority will be given to those residents that are located within Zone 2, as identified on the Maps.

3.3. Grants:

3.3.1. The Grant Program provides the following Grants:

3.3.1.1. Backwater Valve Grant; and

3.3.1.2. Manual Valve Grant.

3.3.2. Funding will be provided in the form of a reimbursement Grant up to the values identified in sections 3.7.1 and 3.8.1 whereby funds are paid to Recipients upon the successful completion of the work and confirmation by the Municipality.

3.4. Municipal Control:

3.4.1. The Municipality may close the Grant Program to new Applications at any time without notice.

3.4.2. The Municipality reserves the right to determine Applicant participation in the Grant Program on a case-by-case basis.

3.4.3. The Municipality may terminate the Grant Program at any time without notice.

3.5. Application:

3.5.1. The Applicant may complete a self assessment for eligibility for the Grant Program based on the criteria posted on the Municipality's website.

3.5.2. Applicants must submit applications to the Environmental Services Department no later than three months after a successful final inspection (unless the work was completed between May 01, 2020 and March 01, 2021).

3.5.3. The Environmental Services Department will administer the program in accordance with the requirements outlined in the Sanitary Sewer Backwater Prevention Program Administrative Procedure OPE-050-P01. Incomplete applications will be referred back to the Applicant for revision.

3.6. General Eligibility Criteria:

3.6.1. The Recipient must be the property owner(s), a property owner's legal representative, or a tenant with written permission from the property owner(s).

3.6.2. The Applicant has obtained all required permits and approvals prior to completing the work and applicable inspections are completed by the Municipality.

3.6.3. The installation of the Backwater Valve or Manual Valve must have occurred after May 01, 2020.

3.6.4. The following are ineligible for the Grant Program:

- 3.6.4.1. Non-Residential buildings;
- 3.6.4.2. Residential units whose Sanitary Sewer Service is not located on or below the ground floor of the building;
- 3.6.4.3. Sanitary Sewer Services that service to more than one Residential unit;
- 3.6.4.4. Residential buildings that were constructed after 2000; and
- 3.6.4.5. Residential units that already have a Backwater Valve installed.
- 3.6.5. The following must be satisfied and will be verified by the Municipality at the time the Recipients request reimbursement:
 - 3.6.5.1. Property taxes must be current and paid, **or in tax repayment plan in good standing**;
 - 3.6.5.2. Utility bills must be current and paid;
 - 3.6.5.3. Properties must not have an unresolved order to comply with the Land Use Bylaw, Building Code, Fire Code, Nuisance Bylaw, or other regulation; and
 - 3.6.5.4. Applicant is not a party to a legal dispute with the Municipality.

3.7. Backwater Valve Grant:

3.7.1. Grant Value:

- 3.7.1.1. The Municipality will provide a Grant of \$1,500 or the cost to complete the eligible work, which ever is less.
- 3.7.1.2. If the property is within Zone 2 on the Maps, the Municipality will provide a Grant of \$3,000 or the cost to complete the eligible work, whichever is less.

3.7.2. Additional Eligibility Criteria:

- 3.7.2.1. In addition to section 3.6, the following shall also be met to be eligible:
 - a. For applications received in 2021, priority will be given to Properties located within Zone 2.
 - b. The Applicant has installed a new Backwater Valve on their Sanitary Sewer Service.

3.8. Manual Valve Grant:

3.8.1. Grant Value:

- 3.8.1.1. The Municipality will provide a Grant of \$150 or the cost to complete the eligible work, which ever is less.

3.8.3. Additional Eligibility Criteria:

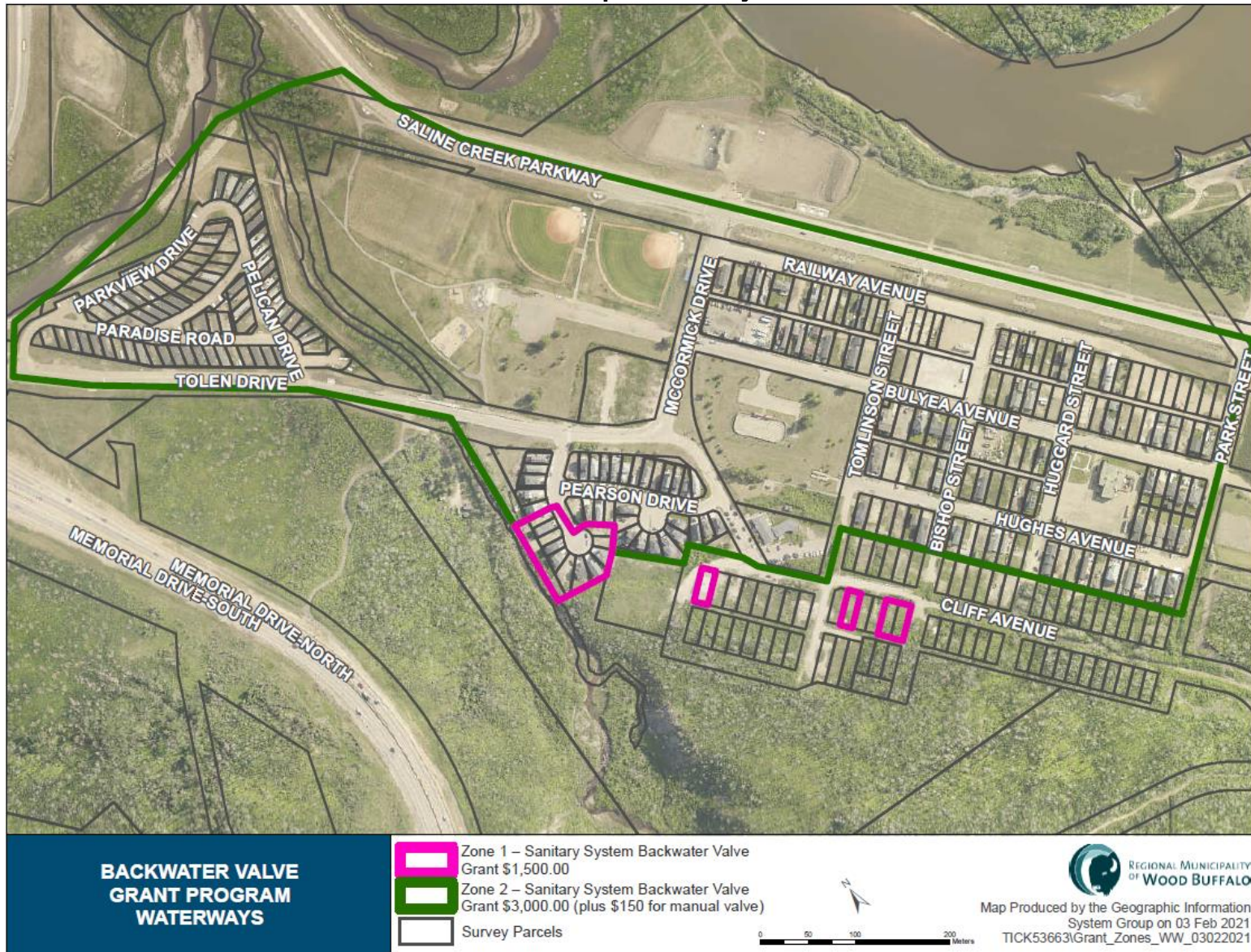
- 3.8.3.1. In addition to section 3.6, the following shall also be met to be eligible:
- a. The Property is located within Zone 2.
 - b. The Applicant has installed a new Manual Valve on their Sanitary Sewer Service.
 - c. The Applicant is eligible for and has received the Backwater Valve Grant in section 3.7 or the Applicant's Sanitary Sewer Service has an existing Backwater Valve.

4. Basement Flooding Prevention Education Program

- 4.1. The Municipality shall develop and provide informational resources for residents outlining measures they may take on their Property to help protect against basement flooding and to protect the Municipal sanitary system in general.
- 4.2. This information will be made publicly available and reflect current best practices.

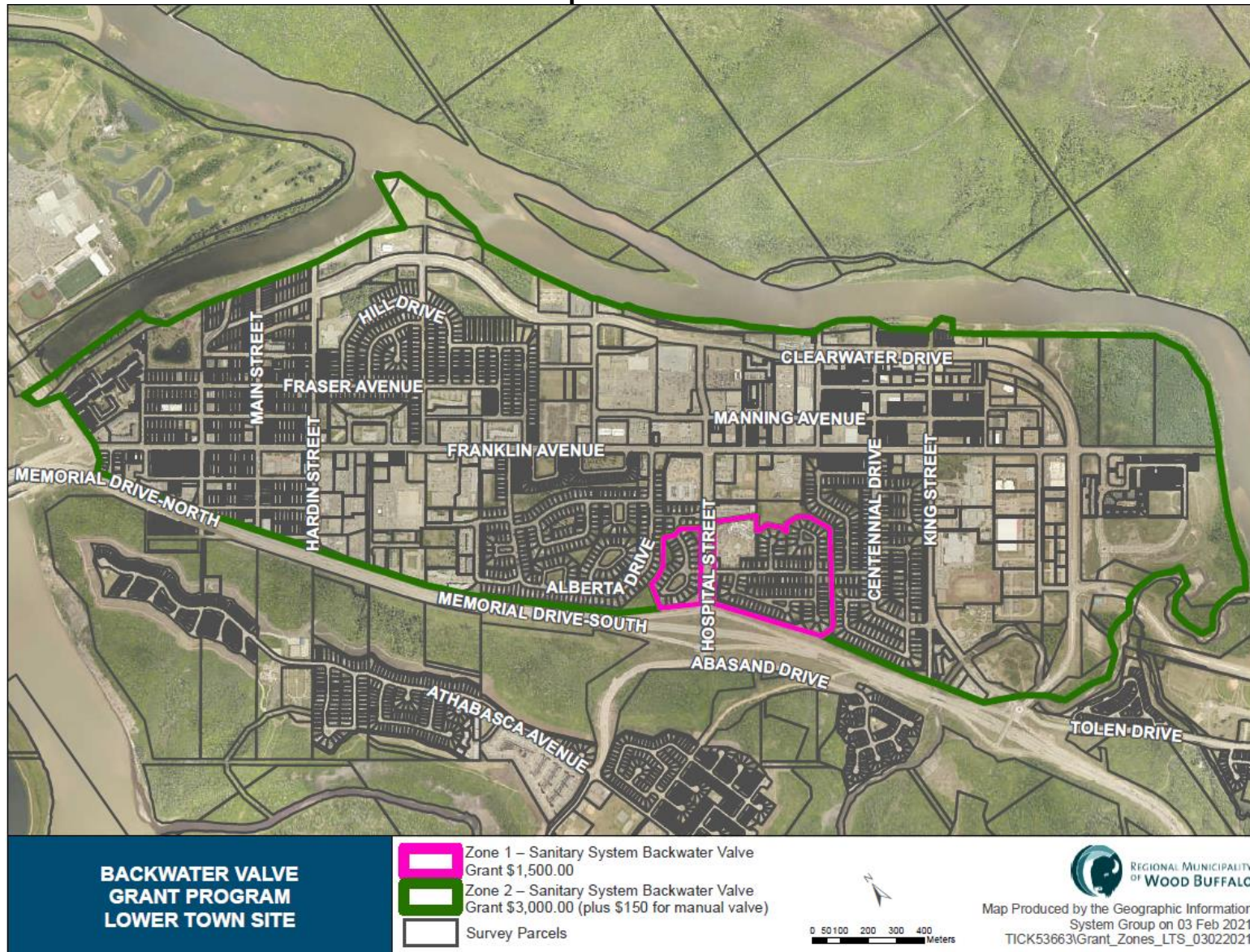
Appendix A

Zone Map: Waterways



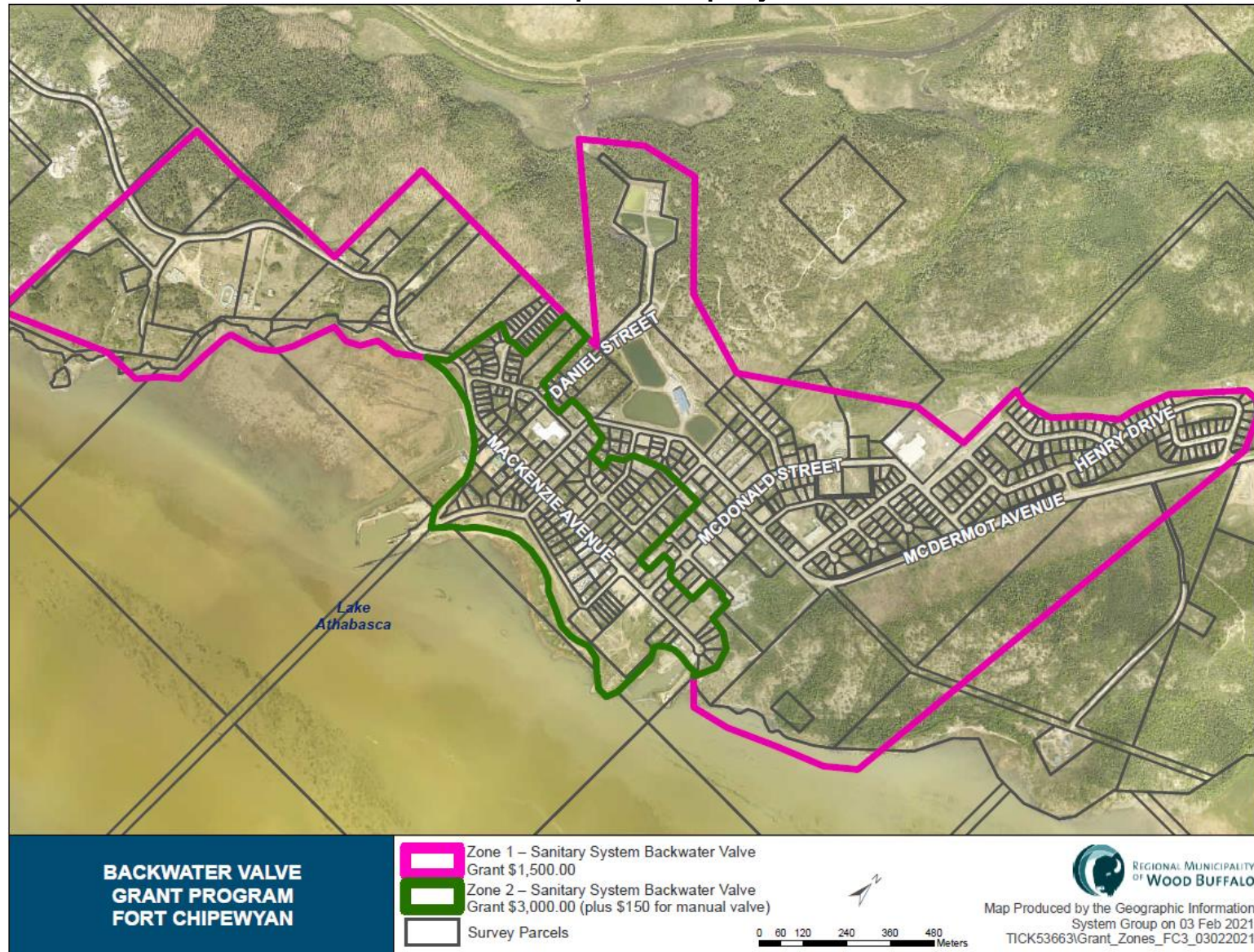
Appendix B

Zone Map: Lower Town Site



Appendix C

Zone Map: Fort Chipewyan



APPROVAL

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

Don Scott, Mayor

Jade Brown, Chief Legislative Officer

Date

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

- Cross References:
- Bylaw No 85/51 – Municipal Sanitary Sewer Utilities
 - Sanitary Sewer Backwater Prevention Program Administrative Procedure OPE-050-P01

Position Responsible: Director, Environmental Services

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
March 01, 2021	Establishment	Establishment of program



COUNCIL REPORT

Meeting Date: May 11, 2021

Subject: Land Acquisition and Disposal Framework

APPROVALS:

Director

Chief Administrative Officer

Recommended Motion:

THAT the Land Acquisition Policy ADM-250 be repealed; and

THAT the Acquisition and Disposal of Interests in Real Property Policy LDI-030 be approved.

Summary:

This report provides an overview of how the Regional Municipality of Wood Buffalo (Municipality) acquires and disposes of Real Property. Approval of the proposed "Acquisition and Disposal of Interests in Real Property Policy LDI-030" will formalize the Land Acquisition and Disposal process by providing clear direction for Administration.

Background:

On April 13, 2021 Council passed the following motion:

"THAT Administration develop a Land Disposition Policy (and accompanying Administrative Procedure) to clarify and provide a framework for the management of disposing of land by the Municipality. This policy is to be returned to Council for consideration with an accompanying report on or before the Council meeting of Tuesday, May 11, 2021."

In response, Administration has prepared the proposed Acquisition and Disposal of Interests in Real Property Policy LDI-030 (Attachment 1) which incorporates provisions from both the existing Land Acquisition Policy ADM-250 and new disposal provisions. Accompanying Administrative Procedures have also been created.

The Municipality's current Land Acquisition Policy ADM-250 was recommended for review at the end of this year. Council's motion prompted this review and the current policy will be replaced by the new Acquisition and Disposal of Interests in Real Property Policy LDI-030 (Policy), if approved.

Applicability

For this Policy, Real Property includes any right, interest, or benefit in land, real or equitable, which includes improvements on, above or below the surface of the land. Ownership entails the right to use, control and disposition of land, buildings, and structures thereon or any other interest in land.

The Policy does not apply to goods, services, assets, property leasing, property licensing or interests arising from land dedications from subdivision or development applications, nor does it apply to real property acquired through vesting by reason of tax arrears.

Real Property Acquisitions

The Land Administration Branch of the Planning and Development Department receives internal requests for Real Property acquisitions for both capital and operational needs (e.g., Engineering and Public Works projects). These acquisitions are currently processed in accordance with Land Administration Branch's Standard Operating Procedures (SOP), Land Acquisition Policy ADM-250, the Chief Administrative Officer Bylaw, and the *Expropriation Act* (when the latter is applicable).

Real Property Disposals

Real Property disposals are currently processed in accordance with Land Administration Branch's Standard Operating Procedure (SOP), the Chief Administrative Officer Bylaw, and Section 70 - Disposal of Land of the *Municipal Government Act (MGA)*.

Methods for disposal include public offerings (posted on the open market for bid), restricted offerings (more than one contributory value), and direct sales. Disposal of “land for less than its market value” or “a public park or recreation or exhibition grounds” (other than to a non-profit organization) must be advertised in accordance with Section 70 of the *MGA*.

Should Land Administration Branch receive a request to purchase municipal Real Property at Fair Market Value (FMV), a thorough evaluation is conducted between the Land Administration and Community Development Planning branches to determine if the proposed use is supported under the Land Use Bylaw. Should the use be deemed appropriate, a circulation to all Municipal Departments is conducted to receive feedback on the proposal and determine if there is an operational need to retain ownership. Should no operational need be confirmed, Land Administration Branch will procure an appraisal and discuss the appraisal parameters with the proponent. Should the value of the Real Property, as determined by the initial appraisal be disputed, the proponent may procure their own qualified appraiser to prepare their own appraisal for the Municipality's consideration. Once FMV is agreed to, a Council date is requested from Legislative Services for presentation to Council for consideration.

Until recently, it has not been the practice of Administration to process nominal Real Property sales to either non-profits or for commercial (for profit) enterprises. There have

been several examples recently where Council directed that Real Property be sold at less than FMV to non-profits. These Real Properties were acquired by the RMWB at the time of amalgamation. Land Administration Branch followed the same processes in disposing these Real Properties as it would for a FMV sale. As per Section 70 (2) of the *MGA*, a proposed disposal does not have to be advertised if the estate or interest is to be used by non-profit organization as defined by the *MGA* (s. 241(f)).

Where a private business, group, or individual is interested in purchasing municipal Real Property, they may not approach Council directly (*per section 03.03(a) of the Council Presentation Request Policy LEG-130*). Any party interested in purchasing municipal Real Property must approach the Municipality through Administration. Such requests will be reviewed in accordance with the proposed new Policy LDI-030, if approved, and brought to Council for final determination.

Rationale for Recommendation:

Land Administration Branch supports the approval of the proposed Acquisition and Disposal of Interests in Real Property Policy LDI-030 as it responds to Council's request of April 13, 2021, aligns with Council's objectives, and is in accordance with applicable statutes, regulations, Municipal Bylaws, Council Policies, and Administrative Procedures.

Approval of the Policy will provide a clear and concise framework for Real Property acquisition and disposition of municipal property. Additionally, establishing a policy for both Real Property acquisition and disposition will ensure that property transactions are carried out in a more consistent, transparent, and accountable way.

Strategic Priorities:

Downtown Revitalization

Attachments:

1. Acquisition and Disposal of Interests in Real Property Policy LID-030

Power Point Presentation - Land Acquisition & Disposal Framework

COUNCIL POLICY



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Document Name: Acquisition and Disposal of Interests in Real Property

Department Name: Planning and Development

Document Number: LDI-030

Effective Date: May 11, 2021

Next Revision Date: May 11, 2024

STRATEGIC PLAN LINKAGE

- Strategic Priority 1 – Responsible Government
- Strategic Priority & Initiative 2B – Establish Municipal Land Inventory

PURPOSE AND OBJECTIVE

The Regional Municipality of Wood Buffalo (the “Municipality”) will administer its authority for the acquisition and disposal of Real Property interests through:

- consistent, transparent, and equitable processes in accordance with all applicable statutes, regulations, or legislation;
- decisions which are in the best interests of the Municipality and citizens;
- alignment with either a current or future municipal need to support Council-approved projects, programs, and services;
- transactions undertaken in an open manner that maximizes social, economic, environmental, and cultural returns to the Municipality; and
- the annual evaluation of reserve and non-reserve Real Property to determine if there are properties that are Surplus to current or future needs.

GENERAL PRINCIPLES

1. Definitions:

The terms in this Policy have the same meaning as given to them in the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended (“MGA”), unless noted otherwise for the purposes of this Acquisition and Disposal of Interests in Real Property Policy (referenced as the “Real Estate Policy” in this document).

- 1.1. “Acquisition” means a transaction that adds Real Property to the Municipal Land Inventory by purchase, lease, licence, exchange, gift, easement, or transfer of administration from the public sector or an agent Crown corporation.
- 1.2. “Annual Budgets” means the operating budget and the capital budget adopted by Council in accordance with the MGA.
- 1.3. “Appraisal” means a written analysis and assessment of the Fair Market Value of Real Property, prepared within the last six (6) months, by a qualified and

- independent appraiser duly registered in the Province of Alberta and who is familiar with the Municipality's real estate market.
- 1.4. "Disposal" means a transaction that removes Real Property from the Municipal Land Inventory by sale, lease, licence, exchange, gift, easement or other means to a third party, or transfer of administration of Real Property to the public sector or an agent Crown corporation.
 - 1.5. "Expropriation" means an Acquisition of Real Property that is initiated by proceedings under the *Expropriation Act*, R.S.A. 2000, c. E-13, as amended.
 - 1.6. "Fair Market Value" or "FMV" means an assessment of the market value of Real Property or an interest in Real Property, prepared through an Appraisal.
 - 1.7. "Municipal", "Municipality" or "RMWB" means the Regional Municipality of Wood Buffalo.
 - 1.8. "Municipal Land Inventory" means the comprehensive inventory of properties or interests in Real Property administered or occupied by the Municipality as administered by the Planning and Development Department's Land Administration Branch.
 - 1.9. "Real Property" means any right, interest, or benefit in land, real or equitable, which includes improvements on, above or below the surface of the land. The ownership of such real property entails the right of use, control and Disposal of land and all buildings and structures constructed thereon or any other interest in land.
 - 1.10. "Surplus" means Municipal Real Property that has been reviewed by the Municipality for operational needs and identified as no longer required for Municipal purposes.

2. Responsibilities:

2.1. Council to:

- 2.1.1. approve this Acquisition and Disposal of Interests in Real Property Policy;
- 2.1.2. approve any amendments to this Policy;
- 2.1.3. approve Annual Budgets and corporate plans that align with the governance established in this Policy;
- 2.1.4. approve the Acquisition or Disposal of Real Property where the total cost of the Acquisition or Disposal exceeds the threshold of delegated authority of the Chief Administrative Officer; and
- 2.1.5. authorize the Chief Administrative Officer to approve the final terms and conditions of any Acquisition or Disposal of Real Property interests, provided they are consistent with the CAO Bylaw and any other applicable statute, regulation, legislation or this Policy.

2.2. Chief Administrative Officer (CAO) to:

- 2.2.1. make recommendations for amendments to this Policy;

- 2.2.2. support the implementation of the Acquisition and Disposal of Interests in Real Property Policy;
- 2.2.3. where Council authority is required, recommend to Council all Real Property Acquisitions or Disposals for review, consideration, approval or rejection; and
- 2.2.4. ensure the appropriate administrative procedures are in place to achieve compliance with all applicable legislative requirements and this Policy.

3. Governing Legislation:

- 3.1. The Municipality's authority for municipal planning, subdivision, and development control is established in Part 17 "Planning and Development" of the MGA.
- 3.2. The manner in which the Municipality carries out Real Property Acquisitions and Disposals must be consistent with all applicable statutes, regulations, legislation or municipal policies, as applicable, and is not open to review.

4. Applicability:

- 4.1. This Policy is limited to the Municipality's Acquisition and Disposal of Real Property interests, not otherwise governed by the land development process pursuant to the MGA, as described in this Acquisition and Disposal of Interests in Real Property Policy.
- 4.2. This Policy applies to:
 - 4.2.1. the Municipality's interests in Real Property includes, but is not limited to both fee simple and equitable interests in land; consents to enter; permanent or temporary easements; utility or access rights-of-way; restrictions on use (restrictive covenants) and other limited interests such as joint-use agreements or temporary working easements; and
 - 4.2.2. all Municipal employees, any agent or assigns acting on behalf of the Municipality, and consultants authorized to acquire or dispose of Real Property on behalf of the Municipality.
- 4.3. This Policy is does not apply to:
 - 4.3.1. the procurement and sale of any other non-Real Property goods, services or assets;
 - 4.3.2. Real Property lease or license agreements between the Municipality and any third party;
 - 4.3.3. Real Property interests arising from land dedications to the Municipality arising from subdivision or development applications pursuant to the MGA, including but not limited to reserves, road or other dedications and easements which will continue to be dealt with in accordance with the MGA and any regulations under the MGA; and
 - 4.3.4. Real Property acquired by the Municipality through vesting by reason of tax arrears and subsequently sold pursuant to the MGA.

5. General Requirements:

5.1. Appraisal:

- 5.1.1. As appropriate to the transaction, Real Property Acquisitions or Disposals of fee simple title will be supported with an Appraisal.
- 5.1.2. An Appraisal may be obtained for interests in Real Property other than the fee simple.

5.2. Assessment:

- 5.2.1. Before acquiring any Real Property, the Planning and Development Department will consult with other municipal departments and, in addition to an Appraisal, may coordinate an assessment by appropriate staff or an external consultant as to the property's physical, structural and environmental condition; cultural heritage; existing restrictions or encumbrances; liabilities; tax implications; or any other important characteristic which may impact value or use.

6. Acquisition:

- 6.1. The Municipality will acquire, retain, maintain, renovate, and improve Municipally owned Real Property when those interests align with the goals and corporate objectives of Council's strategic plan, Annual Budgets, and approved departmental business plans for program and service delivery. Municipally mandated programs are the services, products or facilities which are owned, operated or purchased in fulfilment of Municipal corporate objectives and delivered to the public.

6.2. Methods:

Real Property interests may be acquired through any of the following methods:

6.2.1. Negotiation

- 6.2.1.1. The Municipality's preferred method of acquiring Real Property is through a negotiated Purchase Agreement with the property owner. These agreements endeavor to use leading real estate practices to determine the fair market value of the Real Property interest.

6.2.2. Expropriation

- 6.2.2.1. Expropriation proceedings may be initiated by the Municipality only following the conclusion of reasonable efforts by the Municipality to acquire such land interests by negotiation, based on FMV.
- 6.2.2.2. Where reasonable efforts for an Acquisition through negotiation are unsuccessful or Municipal project requirements must be met in a timely manner which preclude further negotiation, initiation of proceedings under the *Expropriation Act* may be considered by the Municipality.

6.2.3. Transfer from Other Jurisdictions

6.2.3.1. The Municipality may acquire Real Property as the result of a transfer of jurisdiction from one level of government to another (e.g., highways, parks, reserves or other government-owned land interests).

6.2.4. Land Exchange

6.2.4.1. When an Acquisition is contemplated in support of a project or program, and it is deemed that an exchange of Municipally-owned Surplus Real Property is in the best interests of the Municipality, negotiation will be initiated based on the FMV of the respective Real Properties.

6.2.5. Charitable Donations

6.2.5.1. The Municipality may acquire Real Property through gifts or donations, as outlined in the Donation Management Policy FIN-310.

6.2.6. Tax Sales

6.2.6.1. While not included within the application of this Policy per clause 4.3.4., the Municipality may acquire Real Property pursuant to the *MGA* when the property owner has tax debts owing to the Municipality.

6.2.7. Public-Private Partnerships

6.2.7.1. The Municipality may acquire an interest in Real Property as a part of a public-private partnership to provide infrastructure, community facilities, and related services that would benefit the Municipality, the private sector, or municipal residents.

7. **Disposal:**

7.1. Real Property may be available for Disposal where identified as Surplus.

7.2. **Methods:**

7.2.1. Disposal methods include:

7.2.1.1. unsolicited offer to purchase;

7.2.1.2. public offering;

7.2.1.3. restricted offering; and

7.2.1.4. direct sale.

7.2.2. Disposal for less than FMV, other than to a non-profit organization, must be advertised and otherwise carried out in accordance with the provisions of section 70 of the *MGA*.

7.2.3. Disposal of a public park, recreation or exhibition grounds must be carried out in accordance with the provisions of section 70 of the *MGA*. Where

Municipal Real Property is designated "reserve" land, Disposal of such Real Property must comply with the requirements of Division 9 of Part 17 of the MGA.

7.3. Non-Profit Organization Requests:

- 7.3.1. To help guide Council's discretionary authority to transfer or grant an estate or interest in Real Property for less than FMV to a non-profit organization pursuant to Section 70 of the MGA, the non-profit organization is required to provide supporting materials to the Planning and Development Department.

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References:

- *Expropriation Act*, R.S.A., 2000, c. E-13, as amended
- *Income Tax Act*, R.S.C., 1985, c. 1 (5th supplement)
- *Land Titles Act*, R.S.A., 2000, c. L-4, as amended
- *Municipal Government Act*, R.S.A., 2000, c. M-26, as amended
- *Surveys Act*, R.S.A., 2000, c. S-26, as amended

Cross References:

- Chief Administrative Officer Bylaw No. 17/021 (or any successor bylaw or enactment)
- Code of Conduct Administrative Procedure (HRM-600)
- Conflict of Interest Disclosure Administrative Procedure (HRM-610)
- Donation Management Policy (FIN-310)
- Land Use Bylaw No. 99/059 (or any successor bylaw or enactment)
- Real Property Acquisition Administrative Procedure (LDI-030-P01)
- Real Property Disposal Administrative Procedure (LDI-030-P02)

Position Responsible for Procedure: Director, Planning and Development

APPROVAL

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

Don Scott, Mayor

Jade Brown, Chief Legislative Officer

Date

Land Acquisition and Disposal Framework

Presenter: Michael Ircandia, Manager, Land Administration

Department: Planning and Development Department

Meeting Date: May 11, 2021

Council Motion April 13, 2021

THAT Administration develop a Land Disposition Policy (and accompanying Administrative Procedure) to clarify and provide a framework for the management of disposing of land by the Municipality. This policy is to be returned to Council for consideration with an accompanying report on or before the Council meeting of Tuesday, May 11, 2021.

Real Property Acquisitions and Disposals

- The acquisition and disposal of interests in real property are guided by and processed in accordance with the:
 - *Municipal Government Act*;
 - *Expropriation Act*;
 - Chief Administrative Officer Bylaw No. 17/021;
 - existing Council Land Acquisition Policy ADM-250; and
 - Land Administration Branch's Standard Operating Procedures.

Municipal Government Act

- The *Municipal Government Act* (Section 70) legislates how a municipality may dispose of land by transferring or granting an estate or interest in lands and the circumstances under which this transaction must be advertised. Specifically where:
 - the land is being disposed of for less than its fair market value; or if the land is a public park, recreation or exhibition grounds; or
 - the proposal is used for supplying a public utility, recovery of taxes in arrears, or for use by a non-profit organization.

Expropriation Act

- The *Expropriation Act* legislates the process and principles of compensation that a municipality must follow when expropriating land privately owned under certain Alberta statutes.
- Considered a last resort, expropriation is the legal process by which a municipality is permitted to take private interests in land for a public benefit or purpose (i.e., construction of highways or other infrastructure projects) when a private party is unwilling to voluntarily sell their land.

Chief Administrative Officer Bylaw

- The Chief Administrative Officer (CAO) Bylaw identifies the circumstances in which Council approval is required for both acquisition and disposal of interests in Real Property.

CAO Bylaw – Acquisition of Real Property

- Council approval is required for all acquisitions except for Real Property acquired for the development of a public utility lot on which municipal infrastructure will be placed.

CAO Bylaw – Disposal of Real Property

- Council approval is required for all sales in excess of \$1 million.
- The CAO may approve sales:
 - that do not exceed \$1 million; and
 - in cases where the CAO deems a parcel to be too small or irregularly shaped to be useful for municipal purposes, in order to assist with a third party land assembly in support economic development.

Land Management Branch – Standard Operating Procedures

- The Land Management Branch has Standard Operating Procedures (SOP) for both Real Property acquisition and disposal which include a variety of processes prior to making a recommendation to the appropriate authority – Council or the CAO – for final approval.

Land Management Branch SOP - Acquisition

- Acquisition requests are processed in accordance with Section 1.7 of the Branch's SOP which includes the receipt, review, and assessment of the request to determine its applicability.
- If applicable, the seller is engaged, applicable reports such as land appraisals, surveys, geotechnical and environmental reports are ordered.
- Negotiation of the terms and conditions of the agreement are based on report findings and an agreement is drafted for consideration by the approval authority.

Land Management Branch SOP - Disposal

- Disposal requests are processed in accordance the Branch's SOP (Section 1.8) which includes the receipt, review, and assessment of the request to determine its applicability.
- If applicable, the request is circulated to internal and external stakeholders to identify issues, concerns or objections.
- Should the circulation outcome be favourable, an appraisal is completed and negotiation of the terms and conditions of the agreement are based on report findings and an agreement is drafted for consideration by the approval authority.

Real Property Acquisitions and Disposals

Acquisition

- Requests for Real Property acquisitions are traditionally made for both the capital and operational needs of the Municipality.

Disposal

- Requests for the disposal of the Municipality's interest in Real Property is based on regional growth and maximizing the return to taxpayers, taking into consideration factors such as viability, interest expressed, market conditions and availability of resources.

Linkage to the 2018-2021 Strategic Plan

- The Municipality endeavours to acquire and dispose of interests in Real Property in an open and transparent process to ensure that the consideration of such transactions is fair, reasonable, and in the best interest and welfare of the public.
- The Acquisition and Disposal of Interests in Real Property Policy LDI-030 supports the strategic priorities of:
 - Responsible Government; and
 - Establish Municipal Land Inventory.

Recommended Motions

THAT the Land Acquisition Policy ADM-250 be repealed; and

THAT the Acquisition and Disposal of Interests in Real Property Policy LDI-030 be approved.



COUNCIL REPORT

Meeting Date: May 11, 2021

Subject: For-Profit Leasing Report

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

THAT the For-Profit Leasing Report be accepted as information.

Summary:

This report provides an overview of how the Regional Municipality of Wood Buffalo (Municipality) currently leases municipal Real Property to "for profit" entities or persons. This report is for information only.

Background:

On April 13, 2021 Council passed the following motion:

"THAT Administration review and bring forward a report on May 11, 2021 that addresses the current Municipal for-profit leases and for-profit leasing procedures with a recommendation or options that can be considered by Council. Such report to consider the option of selling facilities to remove the Municipality from landlord-lessee relationships."

In response, Administration has prepared this Council Report which provides a high-level overview of the Municipality's operations with respect to for-profit leasing activities and the context within which it operates.

Why is the RMWB a For Profit Landlord?

The Municipality has come to own real property and interests in real property through various mechanisms. Much of the Municipality's land inventory was "gifted" as a result of the Amalgamation of Improvement District No. 143 and the City of Fort McMurray in 1995. In addition, land that might be available for leasing may be added or subtracted in the following ways:

Purchase: Municipal Departments require land for operational needs. In some instances, buildings or facilities are acquired that are not immediately necessary but

have come as part of a land assembly. Rather than have a building sit vacant, it may be prudent to lease such property to recover costs.

Project Motivation: Lands such as the Snye Point Park building or Syncrude Athletic Park have been assembled and buildings constructed for sporting, exhibition, or other public purposes. Where a contemplated use no longer exists or there has been a change in intended use, leasing the facility could be an appropriate interim use.

Land Assembly: Over the last 20 years, the Municipality has undertaken ambitious land assemblages "for valid municipal purposes" as directed by the Council of the day. Such land assemblies often come with viable commercial buildings or structures that can generate rent while the proposed project is otherwise in abeyance. Examples include the buildings currently occupied by the Red Cross and the A&W Restaurant along Franklin Avenue.

How does the RMWB Lease Property?

Lease Agreements are prepared in accordance with the Land Administration Standard Operating Procedures (SOP) and the Chief Administrative Officer Bylaw (CAO Bylaw).

The Municipality can solicit offers of interest to lease property or a party may approach the Municipality with the request to lease a property. In both cases, a Lease Agreement will be considered following a review process as per the Municipality's Land Administration Branch's SOP.

The processing steps include receiving, reviewing, and assessing the request to determine if a Lease Agreement is warranted and feasible. If there are no municipal purposes for which the real estate is currently required, Land Administration Branch will verify all information submitted by the applicant and draft a circulation notice for review by internal and external stakeholders.

Although the CAO Bylaw states that the Chief Administrative Officer may approve the terms of a contract if its term is less than 20 years, it has been standard practice to follow Land Administration Branch's SOP. The SOP states that, if the lease request is for a term greater than 5 years, Council approval is required.

In the event the request is for a term shorter than 5 years, as per the SOP, Land Administration Branch would process the lease without Council approval.

In either case, Land Administration Branch would request a draft Lease Agreement from the Legal Services Department. Once the draft Lease Agreement is received, it is reviewed internally by the applicable stakeholders and sent to the requester for review and comments. Once both parties agree to the terms and conditions, the Lease Agreement is executed.

CAO Bylaw

In accordance with section 20 of the CAO Bylaw No. 17/021, "the Chief Administrative

Officer must not approve the terms of a Contract or execute a Contract Document that commits the Municipality to acquire or dispose of a fee simple interest in land or to grant a leasehold interest for a term longer than 20 years until the Council has been informed of the essential terms of the intended transaction and the rationale for it.” As noted above, Administration's current practice is to take any lease for a term greater than 5 years to Council for approval.

Early termination

While early termination of any Lease Agreement by the Municipality is possible, unless the tenant has breached a fundamental term of the lease, termination prior to the end of a contractual lease term may expose the Municipality, as landlord, to a claim for damages by the tenant. Depending on the balance of the term remaining in the Lease Agreement, the profitability of the tenant's use, and the cost of relocating the use, the damages could be significant to the organization.

How Would the RMWB Discontinue Leasing Properties?

Should Council determine that real estate assets leased to "for profit" entities are to be sold or otherwise disposed of or simply not re-let, the existing tenancies will need to either expire or be terminated prematurely. Where a tenant is forced to either close their business or relocate because of early termination, the current lease documents do not exempt the Municipality, as landlord, from an action for damages for breach of the contractual expectation of "quiet possession". As noted previously, the potential damages claimed may be significant as the tenant may see lost profits on the premises for the balance of the lease term.

Rationale for Recommendation:

Land Administration Branch provides this report for Council's information. No action is recommended at this time.

Strategic Priorities:

Responsible Government



COUNCIL REPORT

Meeting Date: May 11, 2021

Subject: 2021 Capital Budget Amendments

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

THAT the 2021 Capital Budget Amendment as summarized on Attachment 1 (2021 Capital Budget Amendment – New and Cancelled Projects, dated May 11, 2021) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2021 Capital Budget Amendment – New and Cancelled Projects – Cash Flow Summary, dated May 11, 2021) be approved.

Summary:

Administration has identified two (2) capital projects to be submitted for Capital Budget amendment consideration. Council is the approving authority for the Capital Budget, subject to the provisions of the Fiscal Responsibility Policy (FIN-160).

This Capital Budget amendment will result in a net decrease of \$75,000 to the 2021 and thereafter Capital Budget, as outlined in the Budget Net Change Summary.

Background:

There are two (2) projects being presented for consideration:

- Abasand Emergency Egress Road - Construction

This project aims to convert the temporary construction access road to an emergency egress road with an asphalt blacktop. This project will ensure alternative access for the residents of Abasand in case of emergency.

- Landfill - Storm Pond #1 Modifications - Cancellation

Due to being unable to complete procurement of construction services in 2020, repairs were completed by landfill staff at a lower cost than was quoted by the consultant. This project is therefore being cancelled.

Budget/Financial Implications:

The net decrease in funding of \$75,000 is from the 2021 and thereafter Capital Budget.

The full budget impact of this amendment will be incorporated in the 2021 Budget upon Council approval; Attachments 1 - 3 illustrate this impact.

Attachment 1 shows the net budget impact of this amendment. The original approved budget and the revised budget is presented with the net budget impact by project and funding source.

Attachment 2 shows the cash flow changes by funding sources. Since multi-year projects are pre-approved over the life of project development, amendments in cash flows of these projects also require pre-budget approval.

Attachment 3 summarizes the impact of cash flows and the source of funding from this proposed amendment for 2021 and thereafter. This is reflected below in the Budget Net Change Summary.

Budget Net Change Summary

	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves	Other Sources	Debenture
2020 & Prior	\$ (375,000)	\$ -	\$ -	\$ (375,000)	\$ -	\$ -
2021 & Thereafter	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -
Reconciled net change	\$ (75,000)	\$ -	\$ -	\$ (75,000)	\$ -	\$ -

Rationale for Recommendation:

The rationale for these projects are included in the attached individual Capital Budget Amendment Forms (Attachments 4 and 5).

Strategic Priorities:

Responsible Government

Attachments:

1 - 3 - Capital Amendment Worksheets

4 - 5 - Capital Budget Amendment Forms

Regional Municipality of Wood Buffalo
2021 Capital Budget Amendment - New and Cancelled Projects
 May 11, 2021

Attachment 1

Legend:

First year of a multi year project
Other than first year of a multi year project
Single year project

S/N	Project Description	Type	Sponsor Department	Year of original approval	Total Project Cost	Federal Grants	Provincial Grants	Reserves	Other Sources*	Debenture	Att.
ORIGINAL PROJECT BUDGET											
1	Abasand Emergency Egress Road - Construction	New	Engineering	2021	-	-	-	-	-	-	4
2	Landfill - Storm Pond #1 Modifications	Cancellation	Public Works	2020	375,000	-	-	375,000	-	-	5
Total Original Capital Project Budget					\$ 375,000	\$ -	\$ -	\$ 375,000	\$ -	\$ -	
REVISED PROJECT BUDGET											
1	Abasand Emergency Egress Road - Construction	New	Engineering	2021	300,000	-	-	300,000	-	-	4
2	Landfill - Storm Pond #1 Modifications	Cancellation	Public Works	2020	-	-	-	-	-	-	5
Total Revised Capital Project Budget					\$ 300,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -	
NET BUDGET IMPACT											
1	Abasand Emergency Egress Road - Construction	New	Engineering	2020	300,000	-	-	300,000	-	-	4
2	Landfill - Storm Pond #1 Modifications	Cancellation	Public Works	2020	(375,000)	-	-	(375,000)	-	-	5
Net Increase/(Decrease) Required on Existing Projects					\$ (75,000)	\$ -	\$ -	\$ (75,000)	\$ -	\$ -	

Attachment: 1 - 3 - Capital Amendment Worksheets (2021 Capital Budget Amendments)

Regional Municipality of Wood Buffalo

2021 Capital Budget Amendment - New and Cancelled Projects - Project Cash Flow Summary

May 11, 2021

Attachment 2


Legend:	First year of a multi year project
	Other than first year of a multi year project
	Single year project


					Cash flow				
S/N	Project Description	Original Approval Year	Funding Source	Total Budget (Accumulative)	2020 & Prior	2021	2022	Thereafter	Att
ORIGINAL PROJECT BUDGET									
1	Abasand Emergency Egress Road - Construction	2021	Reserve	-	-	-	-	-	4 5
2	Landfill - Storm Pond #1 Modifications	2020	Reserve	375,000	375,000	-	-	-	
Total Original Capital Project Budget (a)				\$ 375,000	\$ 375,000	\$ -	\$ -	\$ -	
REVISED PROJECT BUDGET									
1	Abasand Emergency Egress Road - Construction	2021	Reserve	300,000	-	300,000		-	4 5
2	Landfill - Storm Pond #1 Modifications	2020	Reserve	-		-		-	
Total Revised Project Budget (b)				\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	
NET BUDGET IMPACT									
1	Abasand Emergency Egress Road - Construction	2021	Reserve	300,000	-	300,000	-	-	4 5
2	Landfill - Storm Pond #1 Modifications		Reserve	(375,000)	(375,000)	-	-	-	
Net Increase/(Decrease) Required on Existing Projects				\$ (75,000)	\$ (375,000)	\$ 300,000	\$ -	\$ -	

Regional Municipality of Wood Buffalo
Cash Flow by Funding Sources, by Year
May 11, 2021

Attachment 3

	Funding Sources					
	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources*	Debentures
Original Funding Sources						
2020 and prior	375,000	-	-	375,000	-	-
2021	-	-	-	-	-	-
2022	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
Original Funding Sources Total (a)	\$ 375,000	\$ -	\$ -	\$ 375,000	\$ -	\$ -
Revised Funding Sources						
2020 and prior	-	-	-	-	-	-
2021	300,000	-	-	300,000	-	-
2022	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
Revised Funding Sources Total (b)	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -
Revision / Difference (b) - (a)	\$ (75,000)	\$ -	\$ -	\$ (75,000)	\$ -	\$ -
Net Change by year						
2019 and prior	(375,000)	-	-	(375,000)	-	-
2020	300,000	-	-	300,000	-	-
2021	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
Reconciled net change	\$ (75,000)	\$ -	\$ -	\$ (75,000)	\$ -	\$ -

	REGIONAL MUNICIPALITY OF WOOD BUFFALO	CAPITAL BUDGET AMENDMENT Council				
CURRENT PROJECT NAME: Abasand Emergency Egress Road - Construction						
AMENDED PROJECT NAME:						
	Group I/O	Revenue I/O				
	Expense I/O	New Project				
ORDER CODES (if assigned):						
	New	New				
	New					
CURRENT PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2020 & Prior	\$ -	\$ -	\$ -		\$ -	\$ -
2021	-	-	-		-	-
2022	-	-	-	-	-	-
2023	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CURRENT COST AND COMMITMENT						
As at	Current Budget	Actual to Date	Commitments	Available		
4/8/2021	\$ -	\$ -	\$ -	\$ -		
DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT						
<p>The Abasand emergency egress road is an extension of Abbotts Wood Drive from Adrian Crescent to Abasand Drive. This project aims to convert the temporary construction access road to an emergency egress road with an asphalt blacktop. The work consists of:</p> <ol style="list-style-type: none"> 1. Removing the temporary runaway ramp. 2. Raising the sanitary manholes to meet the newly paved surface. 3. Shaping the road to an even cross-section suitable for paving. 4. Paving a 5.0-meter-wide surface and installing gates on the uphill and downhill access points. <p>This project will ensure alternative access for the residents in case of emergency.</p>						
THIS IS A REQUEST TO USE CONTINGENCY FUNDS - <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
AMENDED PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2020 & Prior	\$ -	\$ -	\$ -		\$ -	\$ -
2021	300,000	-	-	300,000	-	-
2022	-	-	-	-	-	-
2023	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -
Budget Change						
TOTAL	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -
FISCAL RESPONSIBILITY POLICY CRITERIA:						
Will the change result in an efficient administrative and project delivery process?						Yes
Will the change result in an addition or cancellation of a capital project?						Yes
Will the underlying scope change alter the nature and type of capital project?						n/a
Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?						Yes
Will the change result in Council set debt and debt service limits being exceeded?						No
<i>In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.</i>						

	REGIONAL MUNICIPALITY OF WOOD BUFFALO	CAPITAL BUDGET AMENDMENT Council				
CURRENT PROJECT NAME: Landfill - Storm Pond #1 Modifications						
AMENDED PROJECT NAME:						
	Group I/O	Revenue I/O				
	Expense I/O	Project Cancellation				
ORDER CODES (if assigned):	0362020	701193 602020				
CURRENT PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2020 & Prior	\$ 375,000	-	-	\$ 375,000	-	-
2021	-	-	-	-	-	-
2022	-	-	-	-	-	-
2023	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 375,000	-	-	\$ 375,000	-	-
CURRENT COST AND COMMITMENT						
As at	Current Budget	Actual to Date	Commitments	Available		
4/27/2021	\$ 375,000	-	-	\$ 375,000		
DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT						
<p>Engineering was unable to complete the procurement of construction services in 2020. Repairs could not wait due to regulatory requirements, so landfill staff completed the repairs on overtime to get the work complete. The overtime was less than the cost estimated by the consultant to complete work using a contractor.</p>						
THIS IS A REQUEST TO USE CONTINGENCY FUNDS - <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 						
AMENDED PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2020 & Prior	-	-	-	-	-	-
2021	-	-	-	-	-	-
2022	-	-	-	-	-	-
2023	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-
Budget Change						
TOTAL	\$ (375,000)	-	-	\$ (375,000)	-	-
FISCAL RESPONSIBILITY POLICY CRITERIA:						
Will the change result in an efficient administrative and project delivery process?						Yes
Will the change result in an addition or cancellation of a capital project?						Yes
Will the underlying scope change alter the nature and type of capital project?						Yes
Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?						n/a
Will the change result in Council set debt and debt service limits being exceeded?						No
<i>In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.</i>						



COUNCIL REPORT

Meeting Date: May 11, 2021

Subject: Saprae Creek Hamlet Boundary Expansion

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

1. THAT in accordance with Order in Council 817/94, which established that Ministerial Orders made pre-amalgamation are considered resolutions or bylaws by council, Ministerial Order 178/93 establishing the boundaries of the Hamlet of Saprae Creek, be repealed.
2. THAT, pursuant to the power to designate an unincorporated community as a hamlet granted to council by section 59 of the *Municipal Government Act*, the area set out in Attachment A be designated as the Hamlet of Saprae Creek.

Summary:

The current Saprae Creek Hamlet Boundary (Hamlet Boundary) does not account for recent expansions to the south of the community and a future expansion area to the east. Planning and Development is recommending that Council amend the Hamlet Boundary to include these new areas.

Background:

Saprae Creek was established in 1987. Since the initial Saprae Creek Hamlet Boundary was designated in the Saprae Creek Area Structure Plan, two subdivisions have been completed adjacent to the established Hamlet Boundary. The subdivision that occurred in 2011 along Janke Lane includes 19 residential lots and the subdivision along Sommer Way and Weiss Drive that occurred in 2005 had 71 residential lots. There is also one large unsubdivided lot to the east of the current Hamlet Boundary that may be subdivided in the future. These newly subdivided areas are shown in Attachment A.

The Municipality currently treats these subdivisions as if they were within the hamlet, with departments like Financial Services' Assessment and Taxation Branch and Public Works providing services in a manner consistent with properties inside the Hamlet Boundary. The Engineering Department has taken a similar approach when implementing the Rural Water and Sewer Service project. However, the boundary

occasionally causes confusion for residents and provincial ministries, requiring the Municipality to provide needed clarification.

All properties proposed to be added to the Sapræ Creek Hamlet are residential lots and are designated SE - Suburban Estate Residential District under the Land Use Bylaw No. 99/059. Development in these new subdivisions is therefore consistent with the residential lots in the Hamlet.

Rationale for Recommendation:

Redefining the Hamlet Boundary is an important and proactive step before introducing a new Land Use Bylaw. This will ensure consistency in how the Hamlet is delineated in not only the new Land Use Bylaw, but applicable area structure plans. The Highway 69/Clearwater River Valley Area Structure Plan (which replaced the Sapræ Creek Area Structure Plan) currently identifies these new subdivisions as part of the Hamlet.

Section 59(1) of the *Municipal Government Act* allows for the council of a specialized municipality to designate a community within its boundaries to be a hamlet. A community can be a hamlet if it has five or more dwellings, has a generally accepted boundary and name, and includes land for non-residential purposes. As Sapræ Creek is already defined as a hamlet, Council is required to pass a motion to redefine the boundary. Administration supports the expansion of the Sapræ Creek Hamlet Boundary to include these new expansion areas.

Strategic Priorities:

Rural and Indigenous Communities and Partnerships

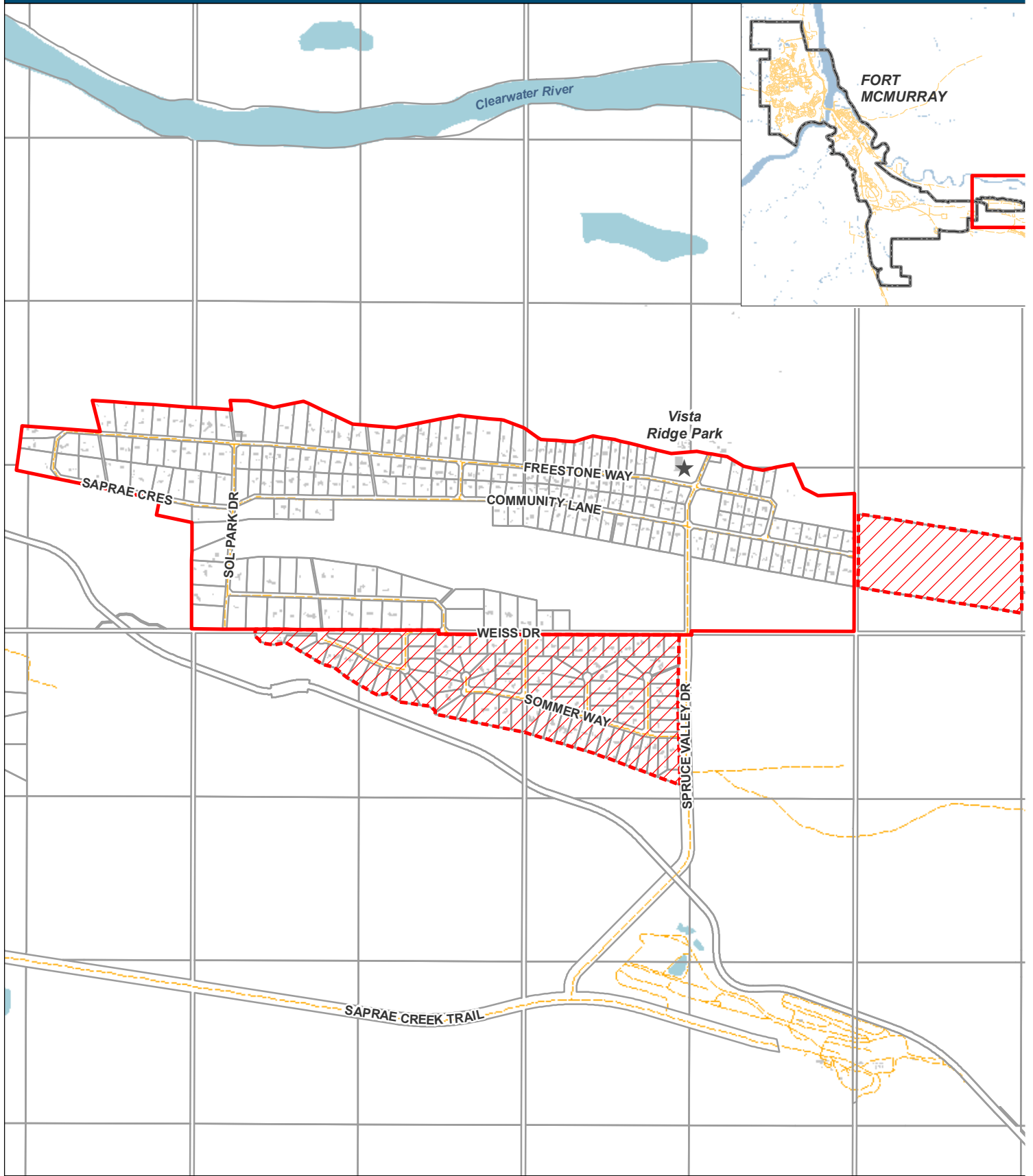
Attachments:

1. Attachment A - Sapræ Creek Hamlet Boundary Expansion Subject Area Map

SUBJECT AREA MAP

Saprae Creek Estates - Proposed Boundary Expansion

Attachment A



- Proposed Expansion
- Existing Boundary
- Survey Parcels

- Building Outlines
- Water Bodies
- Roadways

★ Landmarks



1 cm = 255 meters



Map Produced by the Geographic Information
System Group on 20 Nov 2020

Packet Pg. 205

Attachment: 1. Attachment A - Saprae Creek Hamlet Boundary Expansion Subject Area Map (Saprae Creek Hamlet Boundary Expansion)



COUNCIL REPORT

Meeting Date: May 11, 2021

**Subject: Amendment to the Backyard Hen Bylaw No. 21/006
(Councillor J. Stroud)**

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

THAT Administration bring forward for Council's consideration, an amendment to the Backyard Hen Bylaw No. 21/006, to allow for more than four (4) Hens in all the rural hamlets, with the number of Hens on a Parcel to be capped at a ratio of one (1) Hen per 100 square meters of Parcel area, to a maximum of ten (10) Hens.

Summary:

At the April 27, 2021 Council Meeting, Councillor J. Stroud served notice of her intention to bring forward the following motion for consideration at the May 11, 2021 Council Meeting:

THAT Administration bring forward for Council's consideration, an amendment to the Backyard Hen Bylaw No. 21/006, to allow for more than four (4) Hens in all the rural hamlets, with the number of Hens on a Parcel to be capped at a ratio of one (1) Hen per 100 square meters of Parcel area, to a maximum of ten (10) Hens.

Rationale for Recommendation:

Pursuant to Procedure Bylaw No. 18/020, the motion is now before Council for consideration.

Strategic Priorities:

Responsible Government
Rural and Indigenous Communities and Partnerships



COUNCIL REPORT

Meeting Date: May 11, 2021

Subject: Keyera Project at Quigley (Councillor J. Stroud)

APPROVALS:

Jamie Doyle

Director

Chief Administrative Officer

Recommended Motion:

THAT the Mayor be authorized on behalf of Council to send a letter to Honourable Ric Mclver, Minister of Transportation, and the Region's MLA's Laila Goodridge and Tany Yao, requesting that a meeting be held by June 2021 with Alberta Transportation, Industry and the Municipality to discuss the impacts of the Keyera Project on Highway 881.

Summary:

At the April 27, 2021 Council Meeting, Councillor J. Stroud served notice of her intention to bring forward the following motion for consideration at the May 11, 2021 Council Meeting:

THAT the Mayor be authorized on behalf of Council to send a letter to Honourable Ric Mclver, Minister of Transportation, and the Region's MLA's Laila Goodridge and Tany Yao, requesting that a meeting be held by June 2021 with Alberta Transportation, Industry and the Municipality to discuss the impacts of the Keyera Project on Highway 881.

Rationale for Recommendation:

Pursuant to Procedure Bylaw No. 18/020, the motion is now before Council for consideration.

Strategic Priorities:

Responsible Government
Rural and Indigenous Communities and Partnerships

Attachments:

Written Submissions - WCLA and CRDAC

6.2 Keyera Project at Quigley

Written Submissions

- Jeffery O'Donnell, Chief Executive Officer, Conklin Resource Development Advisory Committee (CRDAC)
- Darryl Woytkiw, President, Willow Lake Community Association



WILLOW LAKE COMMUNITY ASSOCIATION

7-232 STONY MOUNTAIN ROAD, ANZAC, AB TOP 1J0

Willowlake1@outlook.com / Section 17 (1) FOIP

May 5/2021

Attention AER:

Statement of Concern:

The WLCA Board is sending this statement of Concern in regards to the Keyera Energy Ltd Project, South Cheecham Sulphur Handling Facility.

Our concern is due to the project being 35km away from our Rural Community. We have just recently received information that the amount of trucks for this project on 881 has increased to 200 vehicles per day.

We are greatly concerned with the safety of our community when traveling on 881 with this high increase of traffic. 881 is the only way for residents to access business and services in Fort McMurray. Many residents travel daily to and from Fort McMurray for their employment. We also have school buses and residents driving children to school traveling on 881 on a daily basis.

A concern with the increase of traffic is also due to the condition and width of 881. Lack of shoulders and passing opportunities pose an increase in safety concerns moving forward.

We would like you to notify and have our WLCA board, that represents the rural community and residents, part of the conversation. We would like notification and/or representation from Keyera Energy Ltd at board meetings in regards to any present and future projects so our board can be informed and provide up to date information to the rural communities in the area.

We are opposed to this project proceeding without proper consultation with WLCA, representing the community of Anzac. Safety concerns at this time have not been addressed.

We request to be involved throughout the progress, implementation, completion and operations of this project.

Contact Information:

WLCA – Willow Lake Community Association

7-232 Stony Mountain Road

Anzac, Alberta TOP 1J0

Thank you on behalf of the WLCA

Darryl Woytkiw / President

Attachment: Written Submissions - WCLA and CRDAC (NOM - Keyera Project at Quigley)



May 11, 2021

VIA EMAIL (Legislative.Assistants@rmwb.ca)

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

Attention: Mayor and Council

RE: CONCERNS RELATED TO KEYERA PROJECT AT QUIGLEY

Please accept this correspondence as our written delegation to Council agenda item 6.2. Keyera Project at Quigley, (referred to as the "Project" herein).

The Conklin Resource Development Advisory Committee ("CRDAC") has serious concerns related to the impacts of increased traffic on Highway 881. The CRDAC believes Highway 881 is increasingly becoming busy with transport/hauling trucks and wide loads due to the industrial activity in the region. Highway 881 is the only route in which members of the community travel to and from on a daily basis. The shoulders off the road are narrow, visibility is already reduced due the road having more uphill and snaky bends, animal traffic is far more evident on this highway than Highway 63, and the fact that it is not twinned – are just some of the reasons why the communities alongside this corridor are sincerely troubled. The passing lanes are also areas where drivers are excessively speeding in an attempt to make it passed the traffic. The fear, and a quite reasonable one, is that Highway 881 is inching to become one of the most dangerous roads in Northern Alberta. A familiar situation where Highway 63 once stood not that long ago.

As it stands, the CRDAC is currently against this Project due to safety issues and unresolved impacts to the railway going through the community of Conklin and traffic on Highway 881. The CRDAC is in full support of Councillor Jane Stroud to facilitate a deeper and meaningful conversation with Honourable Ric McIver, Minister of Transportation, MLA Laila Goodridge and MLA Tany Yao. Further, the CRDAC would like to partake and be involved in this conversation that is tentatively scheduled to be held in June 2021 to thoroughly discuss the impacts of the Project.

Please accept our thanks for taking the time to hear our concerns related to this Project.

For ongoing communication related to this correspondence, please contact:

Jeffrey O'Donnell
Chief Executive Officer
Conklin Resource Development Advisory Committee (CRDAC)
114 Father Mercredi's Trail
Conklin, AB T0P 1H1
(780) 742-4552
Email: jeffreyo@crdac.ca

Sincerely,

Section 17 (1) FOIP

Jeffrey O'Donnell
Chief Executive Officer, CRDAC

cc. Councillor Jane Stroud (Jane.Stroud@rmwb.ca)
CRDAC Board of Directors

Attachment: Written Submissions - WCLA and CRDAC (NOM - Keyera Project at Quigley)