



## Council

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

Tuesday, February 14, 2023  
6:00 PM

## Agenda

1. **Call to Order**

2. **Adoption of Agenda**

3. **Consent Agenda**

3.1. Minutes of Special Council Meeting - January 23, 2023

3.2. Minutes of Council Meeting - January 24, 2023

3.3. Minutes of Special Council Meeting - February 7, 2023

3.4. Bylaw No. 23/003 - Land Use Bylaw No. 99/059 and Timberlea Area Structure Plan Bylaw No. 01/020 Amendments - 110 Prospect Drive, Lot 25, Block 20, Plan 152 4140

THAT Bylaw No. 23/003, being an amendment to the Land Use Bylaw No. 99/059 and the Timberlea Area Structure Plan Bylaw No. 01/020, specific to 110 Prospect Drive, Lot 25, Block 20, Plan 152 4140 be read a first time; and

THAT the required public hearing be held on March 14, 2023.

4. **Presentations**

4.1. Owen Erskine, Chair, and Jean-Marc Guillamot, Former Vice-Chair, Wood Buffalo Downtown Revitalization Advisory Committee, re: Annual Report

5. **New Business**

5.1. Community Identification Committee Recommendation - Naming the Park behind Ecole Dickinsfield and Sister Mary Phillips School as "Lauren Stemmann Children's Park"

THAT the Park located behind Ecole Dickinsfield and Sister Mary Phillips School, as shown in Attachment 1, be named "Lauren Stemmann Children's Park".

#### 5.2. 2023 Proposed Community Capital Grant

THAT a Community Capital Grant of \$115,050 be allocated to McMurray Sno-Drifters Snowmobile Association for the purchase of a groomer and be funded from the insurance proceeds provided to the Municipality.

#### 5.3. Reflections Lookout Budget Amendment

THAT the Capital Budget Amendment, as summarized on Attachment 4, requesting an additional \$2,015,057 to commence the procurement for the construction of Phase 2 of Reflections Lookout be approved.

#### 5.4. 2023 Capital Budget Amendments

THAT the 2023 Capital Budget Amendments as summarized on Attachment 1 (2023 Capital Budget Amendment – Project Amendment and Cancellation, dated February 14, 2023) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2023 Capital Budget Amendment – Project Amendment and Cancellation – Project Cash Flow Summary, dated February 14, 2023) be approved.

#### 5.5. Internal Audit Charter and 2023 to 2024 Internal Audit Plan

THAT the Internal Audit Charter and the 2023 – 2024 Internal Audit Plan be approved.

### **Adjournment**

**Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Monday, January 23, 2023, commencing at 6:00 PM.**

**Present:**

Sandy Bowman, Mayor  
 Ken Ball, Councillor  
 Funky Banjoko, Councillor  
 Shafiq Dogar, Councillor  
 Jane Stroud, Councillor  
 Loretta Waquan, Councillor (via Microsoft Teams)  
 Stu Wigle, Councillor

**Absent:**

Lance Bussieres, Councillor  
 Kendrick Cardinal, Councillor  
 Allan Grandison, Councillor  
 Keith McGrath, Councillor

**Administration:**

Paul Thorkelsson, Chief Administrative Officer  
 Jade Brown, Chief Legislative Officer  
 Jody Butz, Regional Fire Chief  
 Laurie Farquharson, Chief Financial Officer  
 Kelly Hansen, Director, Strategic Planning and Program Management  
 Matthew Harrison, Director, Communications and Engagement  
 Brad McMurdo, Director, Planning and Development  
 Nasir Qureshi, Acting Director, Engineering  
 Susan Trylinski, Director, Legal Services  
 Chris Davis, Senior Manager, Legal Services  
 Maureen Nakonechny, Program Manager, Flood Mitigation  
 Nadia Power, Manager, Public Engagements  
 Greg Wolf, Chief Building Safety Codes Officer  
 Anita Hawkins, Legislative Officer

**1. Call to Order**

Mayor S. Bowman called the meeting to order at 6:04 p.m.

## **2. New Business**

### **2.1. Draper Flood Mitigation**

Chief Administrative Officer Paul Thorkelsson provided opening remarks noting that a number of items related to Draper, however, secondary to flood mitigation, have been identified by Draper residents and through community engagements, which Administration is committed to reviewing separate from the flood mitigation matter.

Kelly Hansen, Director, Strategic Planning and Program Management, and Brad McMurdo, Director, Planning and Development, presented the Draper Flood Mitigation Report, and spoke to the recommendations brought forward by Administration that Flood Accommodation be approved as the flood mitigation option for the community of Draper and that Administration bring forward a Household Flood Risk Reduction Grant Program for eligible properties within the community of Draper by March 14, 2023.

#### Entrance

Councillor L. Waquan joined the meeting at 6:12 p.m.

#### Exit

Councillor S. Dogar exited the meeting at 7:10 p.m.

#### Recess and Return

A recess occurred from 7:15 p.m. until 7:27 p.m., at which time Councillor S. Dogar returned to the meeting.

#### Delegations

Brandon Howse, resident, raised questions of Administration and offered to provide Council with information, which a number of residents have pulled together, related to property assessment information for the last five years.

#### Return

Councillor L. Waquan rejoined the meeting at 7:35 p.m.

Tina Joseph and Tony Piche, residents, requested that voluntary buyout options be made available to Draper residents.

Brianne Shacklady, resident, spoke in support of voluntary buyout options.

Dino DeMartin, resident, raised concern with proposed mandatory buyouts and spoke in support of voluntary buyout options.

Brad Friesen, resident, supported the voluntary buyout option rather than the mandatory buyout option.

Shane Kidd, resident, raised concern with respect to mandatory buyout and potential impacts on new land use regulations on future development.



**MOTION:**

THAT Flood Accommodation be approved as the flood mitigation option for the community of Draper; and

THAT Administration bring forward a Household Flood Risk Reduction Grant Program for eligible properties within the community of Draper by March 14, 2023; and.

THAT Administration bring forward possible voluntary buyout option(s) for properties in Draper below the 1-in-200-year flood elevation level for Council's consideration by March 14, 2023.

Paul Thorkelsson, Chief Administrative Officer, confirmed that for the March 14 meeting, Administration would bring forward possible options for a voluntary buyout program outlining what a program could look like. At that time, further direction will be required from Council prior to a fully formed program being brought back for Council consideration.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                          |
| <b>MOVER:</b>    | Stu Wigle, Councillor                               |
| <b>SECONDER:</b> | Funky Banjoko, Councillor                           |
| <b>FOR:</b>      | Bowman, Ball, Banjoko, Dogar, Stroud, Waquan, Wigle |
| <b>ABSENT:</b>   | Bussieres, Cardinal, Grandison, McGrath             |

**Adjournment**

The meeting adjourned at 7:50 p.m.

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Mayor

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Chief Legislative Officer



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

OFFICE OF THE MAYOR

December 21, 2022

**NOTICE OF SPECIAL MEETING**

Pursuant to Section 194 of the *Municipal Government Act*, RSA. 2000 c.M-26, a Special Council Meeting is hereby scheduled to take place at 6:00 p.m. on the 23<sup>rd</sup> day of January 2023, in in the Jubilee Centre Council Chamber, to consider the following:

1. Draper Community Flood Mitigation

Sandy Bowman  
Mayor  
Regional Municipality of Wood Buffalo

Minutes Acceptance: Minutes of Jan 23, 2023 6:00 PM (Consent Agenda)

**Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, January 24, 2023, commencing at 6:00 PM.**

**Present:**

Sandy Bowman, Mayor  
 Ken Ball, Councillor  
 Funky Banjoko, Councillor  
 Lance Bussieres, Councillor  
 Kendrick Cardinal, Councillor  
 Shafiq Dogar, Councillor  
 Allan Grandison, Councillor (via MS Teams)  
 Keith McGrath, Councillor  
 Jane Stroud, Councillor  
 Loretta Waquan, Councillor  
 Stu Wigle, Councillor

**Administration:**

Paul Thorkelsson, Chief Administrative Officer  
 Jade Brown, Chief Legislative Officer  
 Deanne Bergey, Director, Community and Protective Services  
 Laurie Farquharson, Chief Financial Officer  
 Matthew Harrison, Director, Communications and Engagement  
 Susan Trylinski, Director, Legal Services  
 Heather Fredeen, Legislative Officer

**1. Call to Order**

Mayor S. Bowman called the meeting to order at 2:34 p.m.

**2. In-Camera Session**

**MOTION:**

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

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|------------------|---|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                    |
| <b>MOVER:</b>    | Funky Banjoko, Councillor                     |
| <b>SECONDER:</b> | Jane Stroud, Councillor                       |
| <b>FOR:</b>      | Bowman, Ball, Banjoko, McGrath, Stroud, Wigle |
| <b>ABSENT:</b>   | Bussieres, Cardinal, Dogar, Grandison, Waquan |

## 2.1. Advice from Officials/Privileged Information – Integrity Commissioner Report for Action

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

| Name               | Reason for Attending         |
|--------------------|------------------------------|
| Paul Thorkelsson   | Chief Administrative Officer |
| Jade Brown         | Legislative Advice/Clerk     |
| Don Lidstone, K.C. | External Legal Counsel       |

### MOTION:

That the meeting reconvene in public.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Jane Stroud, Councillor  
**SECONDER:** Keith McGrath, Councillor  
**FOR:** Bowman, Ball, Banjoko, McGrath, Stroud, Wigle  
**ABSENT:** Bussieres, Cardinal, Dogar, Grandison, Waquan

### MOTION:

THAT the Integrity Commissioner Report for Action, be deferred to a Special Meeting to be held on February 15, 2023, or an alternate Special Meeting date called by the Chair based on quorum of Council; and

THAT Administration provide formal notice to the respondent accordingly.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Jane Stroud, Councillor  
**SECONDER:** Funky Banjoko, Councillor  
**FOR:** Bowman, Ball, Banjoko, McGrath, Stroud, Wigle  
**ABSENT:** Bussieres, Cardinal, Dogar, Grandison, Waquan

### Recess

A recess occurred between 2:50 p.m. and 6:00 p.m. at which time the meeting was reconvened in public in the Council Chamber, and at which time Councillors L. Bussieres, S. Dogar, A. Grandison and L. Waquan were in attendance.

## 3. Adoption of Agenda

### MOTION:

THAT the Agenda be adopted as presented

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Funky Banjoko, Councillor  
**SECONDER:** Jane Stroud, Councillor  
**FOR:** Bowman, Ball, Banjoko, Bussieres, Dogar, Grandison, McGrath,  
Stroud, Waquan, Wigle  
**ABSENT:** Cardinal

#### **4. Consent Agenda**

##### **MOTION:**

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

##### **4.1. Minutes of Council Meeting - January 10, 2023**

THAT the Minutes of the Council Meeting held on January 10, 2023, be approved as presented.

##### **4.2. Minutes of Special In Camera Council Meeting - January 17, 2023**

THAT the Minutes of the Special In Camera Council Meeting held on January 17, 2023, be approved as presented.

##### **4.3. Council Appointed Advisory Board/Committee Meeting Minutes**

THAT the Minutes from Council Appointed Advisory Board/Committee meetings, as outlined in Attachments 1 - 5, be accepted as information.

##### **4.4. Bylaw No. 23/002 – Land Use Bylaw Amendment – Text amendment to the “C1 - Community Commercial District” specific to Lot 4, Block 65, Plan 782 2691 and to Section 93B.1 (c) of the Land Use Bylaw 99/059**

THAT Bylaw No. 23/002, being both a Land Use Bylaw amendment specific to Lot 4, Block 65, Plan 782 2691; and a general amendment to Section 93B.1(c) of the Land Use Bylaw, be read a first time; and

THAT the required Public Hearing be held on Tuesday February 28, 2023.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Stu Wigle, Councillor  
**SECONDER:** Jane Stroud, Councillor  
**FOR:** Bowman, Ball, Banjoko, Bussieres, Dogar, Grandison, McGrath,  
Stroud, Waquan, Wigle  
**ABSENT:** Cardinal

**5. Recognition****5.1. Proclamation - Family Literacy Day**

Mayor S. Bowman declared January 27, 2023, as Family Literacy Day.

**6. Unfinished Business****6.1. Public Hearing - Bylaw No. 22/013 - Reserve Designation Removal From Lot 4MR, Block 11, Plan 7920314**

Mayor S. Bowman declared the Public Hearing open at 6:02 p.m.

Brad McMurdo, Director, Planning and Development and Brynn Armstrong, Manager, Land Administration, introduced the proposed Municipal Reserve designation removal, indicating that the designation removal is a proactive approach to support the transfer of a portion of land to the Anzac Recreation and Social Society for a new community hall.

There were no written or verbal submissions.

Mayor S. Bowman declared the Public Hearing closed at 6:15 p.m.

**Bylaw No. 22/013 - Reserve Designation Removal From Lot 4MR, Block 11, Plan 7920314 (Anzac)****MOTION:**

THAT Bylaw No. 22/013, being a bylaw to remove the reserve designation within Lot 4MR, Block 11, Plan 7920314, be read a second time.

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| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Jane Stroud, Councillor   |
| <b>SECONDER:</b> | Loretta Waquan, Councillor  |
| <b>FOR:</b>      | Bowman, Ball, Banjoko, Bussieres, Dogar, Grandison, McGrath,<br>Stroud, Waquan, Wigle |
| <b>ABSENT:</b>   | Cardinal  |

**MOTION:**

THAT Bylaw No. 22/013 be read a third and final time.

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| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>   |
| <b>MOVER:</b>    | Ken Ball, Councillor   |
| <b>SECONDER:</b> | Jane Stroud, Councillor  |
| <b>FOR:</b>      | Bowman, Ball, Banjoko, Bussieres, Dogar, Grandison, McGrath, Stroud, Waquan, Wigle |
| <b>ABSENT:</b>   | Cardinal   |

Entrance

Councillor K. Cardinal entered the meeting at 6:17 p.m.

**7. New Business****7.1. Heritage Resources Management Plan**

Deanne Bergey, Director, Community and Protective Services, Brad McMurdo, Director, Planning and Development, and Michael Dougherty, Consultant, introduced the Heritage Resources Management Plan noting that it is to be used as a guiding document to support heritage in the region.

Exit and Return

Councillor K. McGrath exited the meeting at 6:44 p.m. and returned at 6:51 p.m.

**MOTION:**

THAT the Regional Municipality of Wood Buffalo Heritage Resources Management Plan (HRMP), dated September 2022, be adopted as a guiding document to support stewardship of heritage in the Regional Municipality of Wood Buffalo.

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| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>   |
| <b>MOVER:</b>    | Ken Ball, Councillor   |
| <b>SECONDER:</b> | Funky Banjoko, Councillor  |
| <b>FOR:</b>      | Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Waquan, Wigle |

**7.2. Request for Presentation to Council Policy GOV-110**

Jade Brown, Chief Legislative Officer, introduced the proposed Request for Presentation to Council Policy No. GOV-110 noting the purpose of the Policy is to update changes to language and definitions in the current Policy, and to accommodate proposed Procedure Bylaw amendments outlined in Bylaw No. 23/001.

**MOTION:**

THAT Request for Presentation to Council Policy (GOV-110), dated January 24, 2023, as outlined in Attachment 1, be approved.

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| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>   |
| <b>MOVER:</b>    | Funky Banjoko, Councillor  |
| <b>SECONDER:</b> | Stu Wigle, Councillor  |
| <b>FOR:</b>      | Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Waquan, Wigle |

**7.3. Bylaw No. 23/001 - Procedure Bylaw Amendment**

Jade Brown, Chief Legislative Officer, presented the proposed amendment to Procedure Bylaw No. 18/020 which would align with Council's Request for Presentation to Council Policy No. GOV-110 and accommodate a change to Council's agenda package publishing schedule.

**MOTION:**

THAT Bylaw No. 23/001, being a bylaw to amend the Procedure Bylaw No. 18/020, be read a first time.

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| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>   |
| <b>MOVER:</b>    | Ken Ball, Councillor   |
| <b>SECONDER:</b> | Jane Stroud, Councillor  |
| <b>FOR:</b>      | Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Waquan, Wigle |

**MOTION:**

THAT Bylaw No. 23/001 be read a second time.

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| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>   |
| <b>MOVER:</b>    | Loretta Waquan, Councillor   |
| <b>SECONDER:</b> | Stu Wigle, Councillor  |
| <b>FOR:</b>      | Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Waquan, Wigle |

**MOTION:**

THAT Bylaw No. 23/001 be considered for third reading.



**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Ken Ball, Councillor  
**SECONDER:** Loretta Waquan, Councillor  
**FOR:** Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Waquan, Wigle

**MOTION:**

THAT Bylaw No. 23/001 be read a third and final time.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Funky Banjoko, Councillor  
**SECONDER:** Stu Wigle, Councillor  
**FOR:** Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Waquan, Wigle

**Adjournment**

The meeting adjourned at 7:21 p.m.

\_\_\_\_\_  
Mayor

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

**Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, February 7, 2023, commencing at 4:00 PM.**

**Present:**

Sandy Bowman, Mayor  
 Ken Ball, Councillor  
 Funky Banjoko, Councillor  
 Lance Bussieres, Councillor  
 Shafiq Dogar, Councillor (via MS Teams)  
 Allan Grandison, Councillor (via MS Teams)  
 Keith McGrath, Councillor (via MS Teams)  
 Jane Stroud, Councillor  
 Stu Wigle, Councillor

**Absent:**

Kendrick Cardinal, Councillor  
 Loretta Waquan, Councillor

**Administration:**

Paul Thorkelsson, Chief Administrative Officer  
 Jade Brown, Chief Legislative Officer  
 Chris Davis, Senior Manager, Legal Services  
 Laurie Farquharson, Chief Financial Officer  
 Dennis Fraser, Director, Indigenous and Rural Relations  
 Matthew Harrison, Director, Communications and Engagement  
 Antoine Rempp, Director, Environmental Services  
 Keith Smith, Director, Public Works  
 Heather Fredeen, Legislative Officer

**1. Call to Order**

Mayor S. Bowman called the meeting to order at 4:16 p.m.

**2. In-Camera Session**

**MOTION:**

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

Minutes Acceptance: Minutes of Feb 7, 2023 4:00 PM (Consent Agenda)

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Jane Stroud, Councillor  
**SECONDER:** Stu Wigle, Councillor  
**FOR:** Bowman, Ball, Banjoko, Bussieres, Dogar, Grandison, McGrath, Stroud, Wigle  
**ABSENT:** Cardinal, Waquan

## 2.1 Privileged Information – Legal Briefing

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

| Name             | Reason for Attending                   |
|------------------|--|
| Paul Thorkelsson | Chief Administrative Officer           |
| Jade Brown       | Clerk/Legislative Advice               |
| Rachel Orser     | Director, Supply Chain Management      |
| Caitlin Hanly    | Municipal Legal Counsel                |
| Sean Ward        | Reynolds Mirth Richards and Farmer LLP |

### Recess

A recess occurred from 5:02 p.m. to 6:05 p.m. at which time the meeting reconvened in public and Councillor S. Dogar was absent from the meeting.

### **MOTION:**

THAT the meeting reconvene in public.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Ken Ball, Councillor  
**SECONDER:** Funky Banjoko, Councillor  
**FOR:** Bowman, Ball, Banjoko, Bussieres, Grandison, McGrath, Stroud, Wigle  
**ABSENT:** Cardinal, Dogar, Waquan

## 3. New Business

### 3.1. Athabasca Chipewyan First Nation Municipal Services Agreement (Acden Lot)

Janine Kruse, Manager, Indigenous and Rural Relations and Chris Davis, Senior Manager, Legal Services provided an overview of the report indicating that the Municipal Services Agreement with the Athabasca Chipewyan First Nation would be the first modern services agreement for an addition to reserve in the Regional Municipality of Wood Buffalo.

Jay Telegdi, Athabasca Chipewyan First Nation, spoke in support of the Municipal Services Agreement.

Entrance

Councillor S. Dogar returned to the meeting at 6:20 p.m.

**MOTION:**

THAT the Mayor and Chief Administrative Officer be authorized, on behalf of Council, to sign the Municipal Services Agreement with the Athabasca Chipewyan First Nation for 2020 Taiganova Crescent in Fort McMurray, AB, Plan 1021463, Block 1, Lot 7A (the "Acden Lot").

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| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>   |
| <b>MOVER:</b>    | Funky Banjoko, Councillor  |
| <b>SECONDER:</b> | Stu Wigle, Councillor  |
| <b>FOR:</b>      | Bowman, Ball, Banjoko, Bussieres, Dogar, Grandison, McGrath, Stroud, Wigle |
| <b>ABSENT:</b>   | Cardinal, Waquan   |

### 3.2. Responding to the Truth and Reconciliation Commission's Calls to Action: Principles for a Collaborative Pathway Forward in Wood Buffalo - 2022 Annual Update

Janine Kruse, Manager, Indigenous and Rural Relations, and Lauren Golosky, Advisor, Reconciliation, Indigenous and Rural Relations provided an update on the efforts undertaken to date by the Regional Municipality of Wood Buffalo in responding to the Truth and Reconciliation Commission's Calls to Action.

**MOTION:**

THAT the attached report *Responding to the Truth and Reconciliation Commission's Calls to Action; Principles for a Collaborative Pathway Forward in Wood Buffalo – 2022 Annual Update* be accepted as information; and

THAT Council formally adopt Call to Action 91, which calls upon officials and host countries of international sporting events, such as the Olympics, Pan Am, and Commonwealth games, to ensure that local Indigenous Peoples' territorial protocols are respected, and local Indigenous communities are engaged in all aspects of planning and participating in such events.

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| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>   |
| <b>MOVER:</b>    | Stu Wigle, Councillor  |
| <b>SECONDER:</b> | Ken Ball, Councillor   |
| <b>FOR:</b>      | Bowman, Ball, Banjoko, Bussieres, Dogar, Grandison, McGrath, Stroud, Wigle |
| <b>ABSENT:</b>   | Cardinal, Waquan   |

## Adjournment

The meeting adjourned at 6:40 p.m.

\_\_\_\_\_  
Mayor

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

Minutes Acceptance: Minutes of Feb 7, 2023 4:00 PM (Consent Agenda)



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

OFFICE OF THE MAYOR

January 31, 2023

### **NOTICE OF SPECIAL MEETING**

Pursuant to Section 194 of the *Municipal Government Act*, RSA. 2000 c.M-26, a Special Council Meeting is hereby scheduled to take place at 4:00 p.m. on the 7<sup>th</sup> day of February 2023, in in the Jubilee Centre Council Chamber, to consider the following:

#### **In-Camera Session (Commencing at 4:00 p.m.)**

1. Privileged Information – Legal Briefing  
(in camera pursuant to section 27(1) of the Freedom of Information and Protection of Privacy Act)

#### **New Business (Public Session at 6:00 p.m.)**

2. Athabasca Chipewyan First Nation Municipal Services Agreement (Acden Lot)
3. Responding to the Truth and Reconciliation Commission's Calls to Action: Principles for a Collaborative Pathway Forward in Wood Buffalo - 2022 Annual Update

Sandy Bowman  
Mayor

Regional Municipality of Wood Buffalo



## COUNCIL REPORT

Meeting Date: February 14, 2023

**Subject: Bylaw No. 23/003 - Land Use Bylaw No. 99/059 and Timberlea Area Structure Plan Bylaw No. 01/020 Amendments - 110 Prospect Drive, Lot 25, Block 20, Plan 152 4140**

**APPROVALS:**

**Paul Thorkelsson**

\_\_\_\_\_  
Director

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

**Recommended Motion:**

THAT Bylaw No. 23/003, being an amendment to the Land Use Bylaw No. 99/059 and the Timberlea Area Structure Plan Bylaw No. 01/020, specific to 110 Prospect Drive, Lot 25, Block 20, Plan 152 4140 be read a first time; and

THAT the required public hearing be held on March 14, 2023.

**Summary:**

Planning and Development has received an application for a Land Use Bylaw amendment to redistrict 110 Prospect Drive, formally known as Lot 25, Block 20, Plan 152 4140. The property is currently vacant and districted R3 - Medium Density Residential District. The intent is to re-district the site C1 - Community Commercial District to accommodate neighbourhood-scale commercial development including community-orientated retail and commercial services. To ensure consistency with relevant statutory documents, an amendment to the Timberlea Area Structure Plan Map is also required.

This is the Applicant's second attempt to re-district this site to facilitate development, and neighbourhood concerns from the prior 2016 application have now been addressed in the current proposal. Previously contentious land uses such as Gas Bar and Liquor Store have been removed from the proposed amendment, therefore, Planning and Development is recommending approval of the application.

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

**Background:**

The subject property is located within the Stonecreek neighbourhood and is bordered by a multi-family apartment building to the North, Stoneycreek Village shopping plaza to

the East, single family residential homes to the South and park space to the West. The site was subdivided from the multi-family property in 2015 and sold to a new property owner. The subject property has never been developed and currently lies vacant.

The property owner first applied for a Land Use Bylaw amendment in 2016 to re-district the parcel from R3 - Medium Density Residential District to C2 - Mixed/Transitional Commercial District. Following first reading at Council on November 22, 2016, the amendment was withdrawn due to neighbourhood concerns with respect to volume of traffic, safety, and potential loss of enjoyment of personal property.

To address these concerns, the property owner hired a consultant, Urban Systems, to facilitate a new amendment application which included extensive engagement with the community. A postcard was mailed to 39 properties notifying surrounding residents of the proposed amendment and identifying engagement opportunities. Following the mail-out, the Applicant visited each of the 39 properties in-person to provide an opportunity to discuss the proposal, and 21 residents provided feedback.

Due to restrictions to prevent the spread of Covid-19, signs were erected on the fence of the property to advertise virtual open houses on November 15 and 16, 2021. No concerns were raised by residents at either session, but the Applicant still addressed past concerns by bringing forward a modified version of the C1- Community Commercial District. C1 is a lower intensity commercial district than C2, and the amendment proposes to contain site-specific restrictions prohibiting the use Gas Bar and Liquor Store on the subject site so as to ensure neighbour concerns are mitigated.

Planning and Development also mailed a notice of application for rezoning to neighbouring properties within a 60-meter radius. Two residents reached out in response to the mailout, and staff have followed up to describe the modified steps being taken to address past concerns.

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

The proposed re-districting of the subject parcel effectively balances the property owner's desire to develop, and the concerns of nearby residents. The modified C1 - Community Commercial District will provide for more appropriate neighbourhood-scale development that is primarily oriented to addressing the needs of nearby residents and does not include land uses that are of concern to residents.

Through the circulation process there were no concerns raised on the proposed amendment by any internal or external reviewing agencies. The applicant submitted a Transportation Impact Assessment which confirmed no road improvements would be required to facilitate development, but it should be noted that potential upgrades will be assessed in greater detail at the Development Permit stage. The development permit stage also affords Planning and Development the ability to perform additional detailed review and apply the appropriate rigor to ensure the site is developed in a manner that respects nearby residential development.



The Municipal Development Plan (MDP) promotes responsible development by making efficient use of available land. Policy 1.1.1 in particular states that the Municipality will promote higher densities in established neighbourhoods through infill and redevelopment opportunities. Policy 4.1.1 encourages a mix of land uses by integrating housing, retail, business, institution, and recreation to create a more dynamic environment where residents only need to travel short distances for daily services. The amendment would fulfill the intent of these policies.

The Timberlea Area Structure Plan (ASP) directs commercial development to be grouped together where possible to minimize conflicts with residential areas. The Timberlea ASP was amended in 2007 (Bylaw No. 07/023) by identifying commercial and mixed uses along the Prospect Drive corridor to facilitate development of the Stoneycreek Village shopping centre. However, the 2007 amendment did not include the subject property, and so the current proposed amendment to the Timberlea ASP would therefore ensure the subject property is aligned with relevant policy direction.

Administration supports the proposed Land Use Bylaw and Timberlea Area Structure Plan amendments and recommends that the Bylaw No. 23/003 be given first reading to allow for a public hearing to be scheduled.

#### **Strategic Plan Values:**

Local Economy

#### **Attachments:**

**Bylaw No. 23/003 - Land Use Bylaw No. 99/059 and Timberlea Area Structure Plan Bylaw No. 01/020 Amendments - 110 Prospect Drive**

**BYLAW NO. 23/003****A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND LAND USE BYLAW NO. 99/059 AND TIMBERLEA AREA STRUCTURE PLAN BYLAW NO. 01/020**

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

**AND WHEREAS** Section 640 of the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting a Land Use Bylaw;

**AND WHEREAS** Section 191(1) of the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a Land Use Bylaw.

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

1. That the Timberlea Area Structure Plan Bylaw No. 01/020 (Figure 4, as amended) is hereby further amended by re-districting the parcel legally described as Lot 25, Block 20, Plan 152 4140 from Medium Density Residential to Commercial, as depicted on attached Schedule "A".
2. That Land Use Bylaw No. 99/059 is hereby amended by re-districting the parcel legally described as Lot 25, Block 20, Plan 152 4140 from R3 – Medium Density Residential District, to C1 – Community Commercial District as depicted on attached Schedule "B".
3. That Land Use Bylaw No. 99/059 be further amended by deleting Section 105.2 in its entirety and replacing it with the following:

105.2 Permitted Uses (BL 16/020)

The following are permitted uses:

- (a) Accessory Building
- (b) Animal Service Facility, Minor
- (c) Child Care Facility
- (d) Financial Institution
- (e) Gas Bar (BL 04/012) (not permitted on Lot 25, Block 20, Plan 152 4140)
- (f) DELETED (BL 08/001)
- (g) Liquor Store (not permitted on Lot 25, Block 20, Plan 152 4140)
- (h) Office
- (i) Personal Service Facility
- (j) Retail Store, Convenience
- (k) Satellite Dish Antenna

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

READ a first time this this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

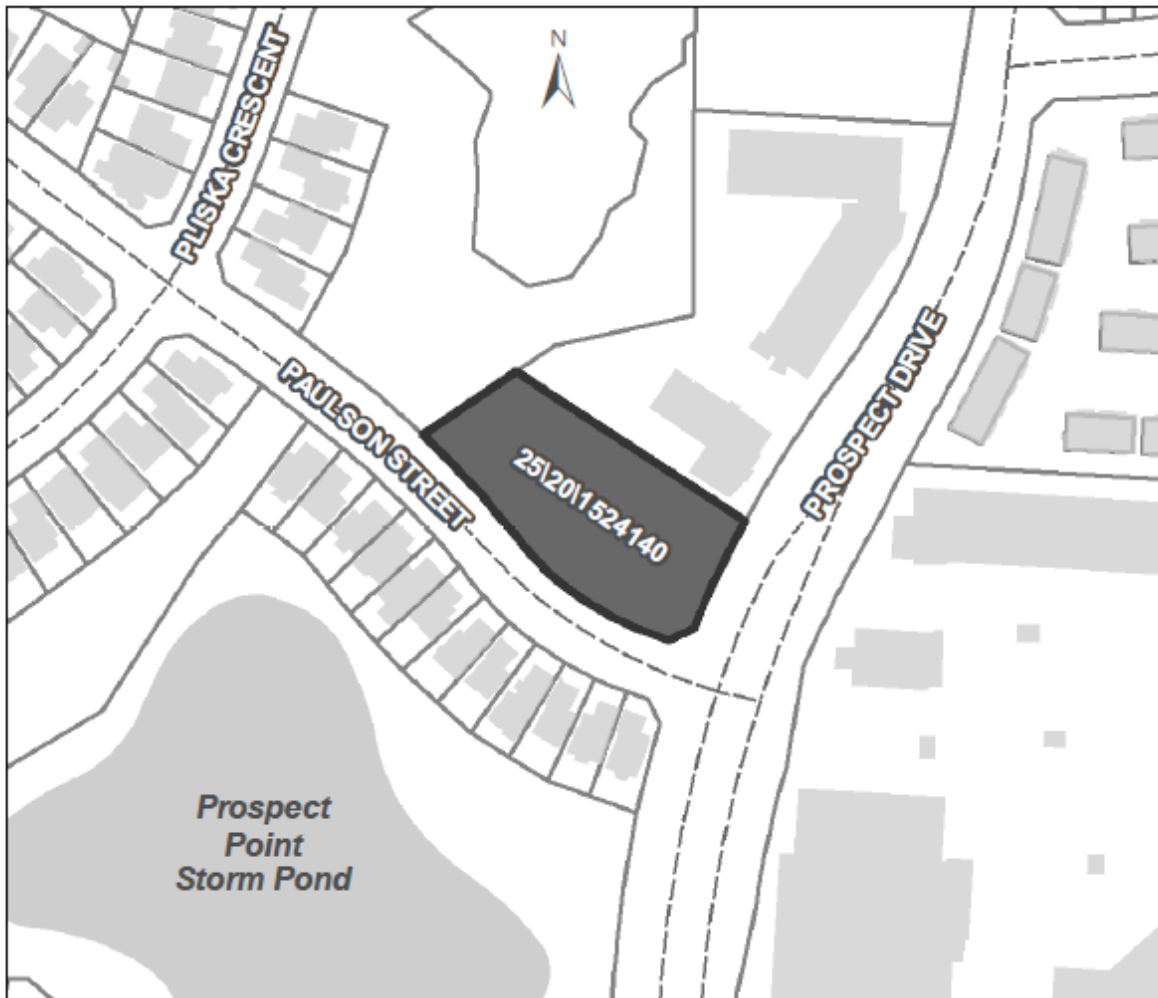
SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

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

## BYLAW NO. 23/003

## SCHEDULE "A"

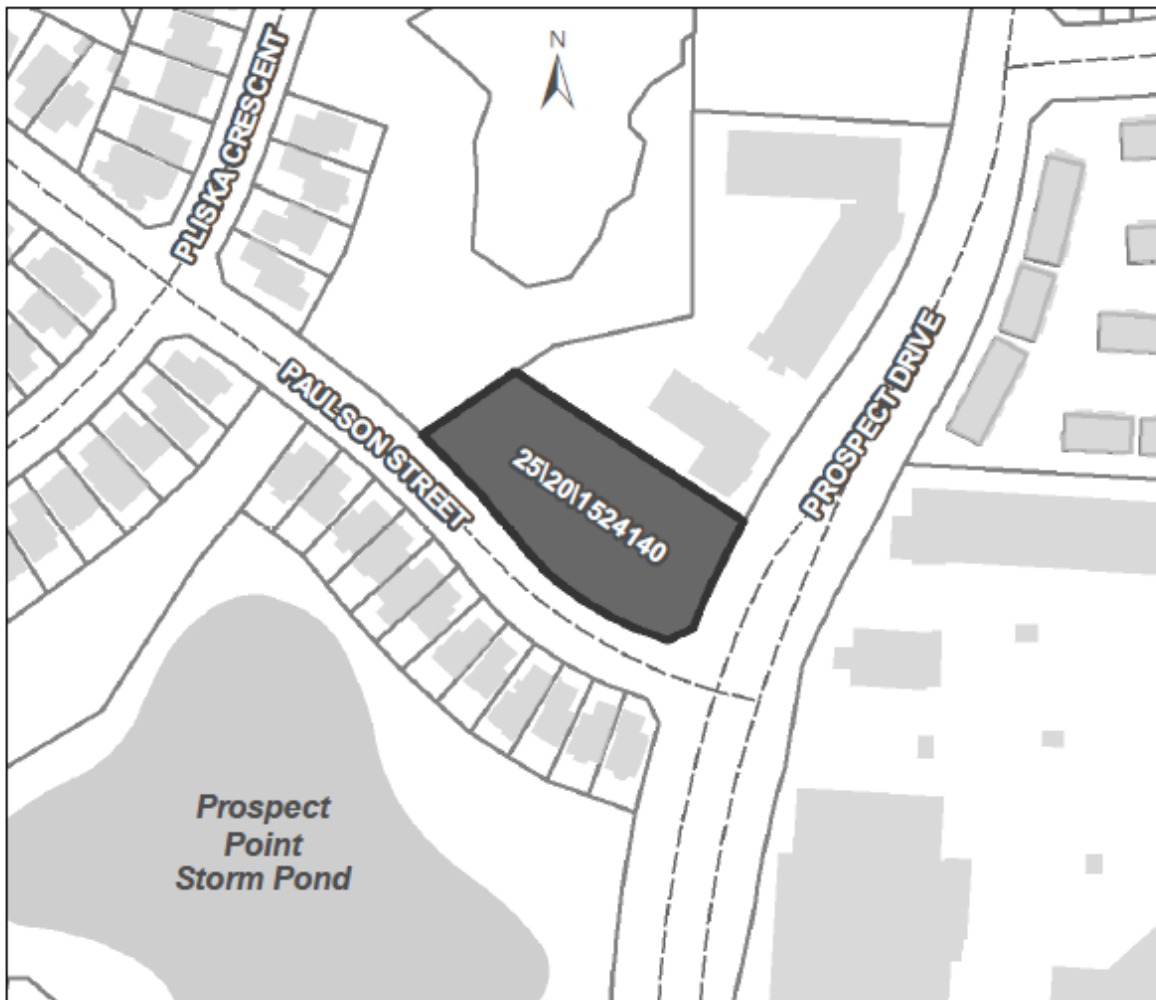


**SUBJECT AREA**

**ASP AMENDMENT FROM MEDIUM DENSITY RESIDENTIAL  
(R3) TO COMMUNITY COMMERCIAL (C1)**

## BYLAW NO. 23/003

## SCHEDULE "B"

**SUBJECT AREA**

**LUB AMENDMENT FROM MEDIUM DENSITY RESIDENTIAL  
(R3) TO COMMUNITY COMMERCIAL (C1)**



## Council Meeting Presentation Request

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

| Presentation Information  |  |
|---|--|
| Preferred Date of Presentation  | February 14, 2023  |
| Name of Presenter(s)  | Owen Erskine and Jean-Marc Guillamot. Note: Owen will be virtual and Jean-Marc will be in person in Council Chambers   |
| Organization Represented  | Wood Buffalo Downtown Revitalization Advisory Committee  |
| Topic   | Wood Buffalo Wood Buffalo Downtown Revitalization Advisory Committee Annual Progress Report.   |
| Please List Specific Points/Concerns  | In alignment with the Consolidated Version of the Committees Bylaw No. 17/024. The Committee is required to report to Council annually summarizing its progress. |
| Action Being Requested of Council   | THAT the Wood Buffalo Downtown Revitalization Advisory Committee annual progress report be accepted as information.  |
| <p><b>Are you providing any supporting documentation (ie: Powerpoint)?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, the documentation <u>must</u> accompany this request, as handouts will not be distributed at the meeting. To ensure that your documents meet minimum standards, please see presentation guidelines on the next page.</p> <p>Supporting documents may be e-mailed to <a href="mailto:Legislative.Assistants@rmwb.ca">Legislative.Assistants@rmwb.ca</a>.</p> |  |

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

# Wood Buffalo Downtown Revitalization Advisory Committee Annual Progress Report

Presenter: Owen Erskine, Chair, and Jean-Marc Guillamot, former Vice-Chair

Department: Wood Buffalo Downtown Revitalization Advisory Committee

Meeting Date: February 14, 2023



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

# Committee Mandate

- To make recommendations to Council on matters pertaining to downtown revitalization.
- To provide a timely and considered response to Council to all downtown revitalization matters referred to the Wood Buffalo Downtown Revitalization Advisory Committee (WBDRAC) by Council.





# Committee Progress Overview

In March 2022, Council approved the WBD Rac's 2022-2026 Priorities, Infrastructure and Enhancement Actions.

In 2022, the Committee concentrated on supporting the implementation and monitoring of 15 approved priorities, infrastructure and enhancement actions focused within the downtown boundary and along key corridor roadways connected to downtown and the waterfront. All are in alignment with the Committee's four priorities:

**Beautification**

**Placemaking**

**Neighbourhood  
Safety**

**Pedestrian  
Friendliness**



# Committee Highlights

The Committee's 2022 highlights reflect ongoing teamwork between the Committee and Administration. Some highlights include supporting the:

- Completion of Kiyām Community Park construction
- Opening of the Downtown Community Policing Office
- Continued implementation of the Downtown Revitalization Incentive Program
- Development of the Wayfinding Strategy and Downtown Plan



# Kiyām Community Park



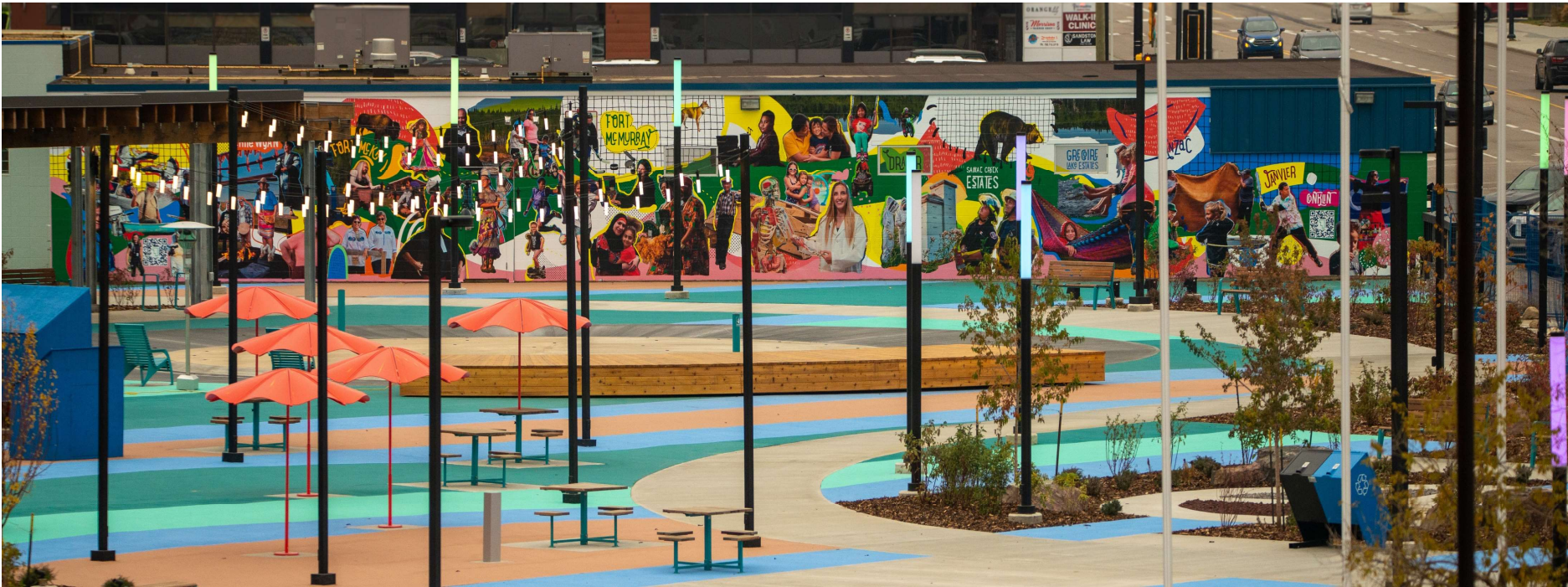
**BEFORE**

WBD Rac Annual Progress Report





# Kiyām Community Park



AFTER



# Kiyām Community Park



**AFTER**



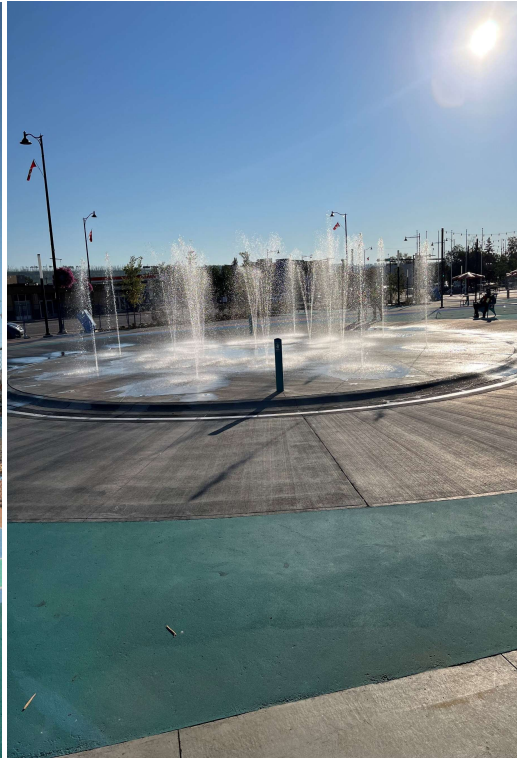
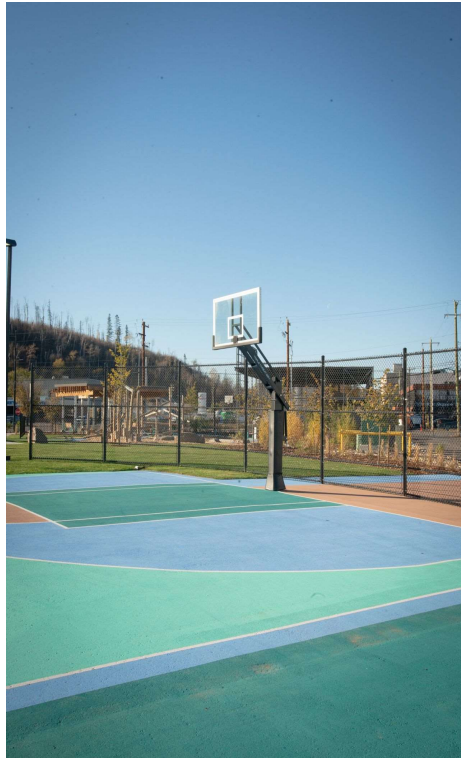


# Kiyām Community Park



**AFTER**

WBDRAC Annual Progress Report



# Downtown Community Policing Office





# Downtown Revitalization Incentive Program



**BEFORE**

WBDRA Annual Progress Report



**AFTER**





# Downtown Revitalization Incentive Program



**AFTER**

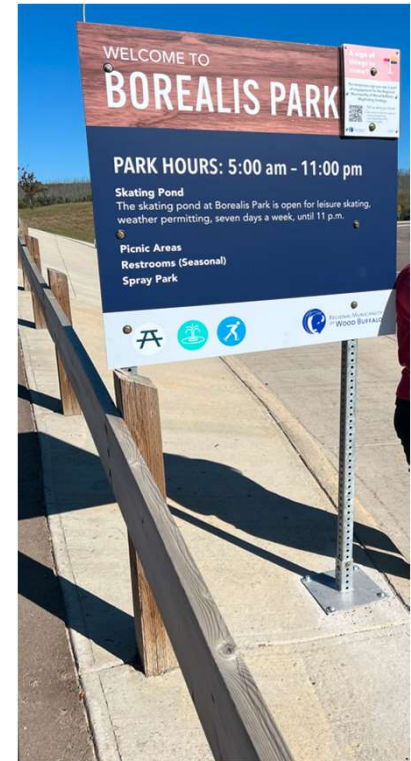


**AFTER**





# Wayfinding Strategy and Downtown Plan



# Committee Progress

Committee Members also received presentation information from Administration about the following and provided feedback and comments.

- Public Art and the Public Art Plan
- Downtown Gateway Signage Project
- Accessibility Audit Project
- Main and King Streetscape Design
- Spring Street Sweeping and Graffiti Removal
- Snow Removal and Winter Maintenance



# Committee Progress

(continued)

Committee Members also received presentation information from Administration about the following and provided feedback and comments.

- Downtown Policing Priorities
- Downtown Area Redevelopment Plan
- Municipal Development Plan
- Urban Forestry Strategy
- Fort McMurray Wood Buffalo Economic Development and Tourism Strategic Plan and Commercial & Retail Development Program



# Support for Municipal Initiatives

The Committee sent a letter supportive of the Arts Council Wood Buffalo's intent to create an arts incubator within the downtown core and their municipal capital grant request for funding to remodel an empty property on Manning Avenue into a space that can support arts, culture, business, and the community at large.



On June 28, 2022, Council approved \$5M in funding to the Arts Council Wood Buffalo to advance their arts incubator initiative.





# Collaboration



**Royal Canadian  
Mounted Police**



## Next Steps

- Continue working towards the 2022-2026 Priorities, Infrastructure and Enhancement Actions that have been identified and already started.
- Specifically, the Committee looks forward to continued progress towards:
  - Main and King Street Streetscape design
  - Completion of the Wayfinding Strategy and working towards implementation
  - Continued support for accessibility and walkability in the downtown
  - Continued support for the DRIP program and Communities in Bloom



# Thank You



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO



# Wood Buffalo Downtown Revitalization Advisory Committee 2022-2026 Priorities, Infrastructure and Enhancement Actions



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## Wood Buffalo Downtown Revitalization Advisory Committee 2022-2026 Priorities, Infrastructure and Enhancement Actions

Priorities, infrastructure and enhancement actions are focused within the downtown boundary and along key corridor roadways connected to downtown and the waterfront.

### Priorities

1. Beautification
2. Placemaking
3. Neighborhood Safety
4. Pedestrian Friendliness

### Short Term (0-1 year)

- Review existing bylaws, policies, plans, standards, administrative directives and update as required to support proactive and further enhanced year-round maintenance and cleaning standards of government, private sector assets/lands and existing areas of beautification and placemaking including but not limited:
  - Enforce mandatory snow removal with consideration of costs plus safety and community cleanliness (i.e. clearing sidewalks, removal of snow piles in public and private sector parking lots).
  - Priority street sweeping during the earliest possible time in spring.
  - Expediated graffiti removal.

Implement enhanced standards, bylaws and policies consistently and review outcomes via audits and inspections.

- Continue to explore ideas for enhanced low maintenance and high impact beautification; (i.e. continue to identify synergies with Council appointed committees such as the Public Art Committee, the Mayors Advisory Committee on Youth and others) where possible.
- Identify and recommend ways to update existing placemaking and beautification through continued focus on visual and physical design alignment with the Fort McMurray Wood Buffalo Economic Development and Tourism Regional Place Brand. Ensure a coherent and consistent look and feel downtown.
- Monitor the results of the current Downtown Revitalization Incentives Program and consider opportunities to review and support program enhancements that align with Municipal priorities (i.e. Phase III of the Downtown Revitalization Incentives Program). Where possible, encourage opportunities for business incentives that support neighborhood safety.

### Short Term (0-1 year) Continued

- Seek opportunities to partner with the businesses, community organizations, municipal administration and Council committees and the Government of Alberta to support revitalization of provincially owned assets such as:
  - Graffiti abatement mural(s) on roadway underpasses
  - Floral beautification along Highway 63
  - Removal of unused barricades along Highway 63
  - Early and ongoing clean-up of Highway 63 (i.e. along the boundary of downtown)
- Initiate and complete a wayfinding strategy and plan that includes consideration of regional connections to and from downtown, pedestrian friendliness and connections to and from the waterfront. Begin plan implementation:
  - Initiate design and construction of a downtown sign(s) at key entry points.
  - Support alignments between the waterfront development and downtown initiatives; and align where possible with economic development and tourism initiatives that support revitalization efforts.
- Maintain a focus on updating the Downtown Area Redevelopment Plan and support progress monitoring through the Wood Buffalo Downtown Revitalization Committee or designate.
- Continue to identify requirements that align with pedestrian and safety priorities at the forefront. In key locations:
  - Modify, enhance or add lighting;
  - Make crosswalk improvements (i.e. Main Street, areas around Keyano College along King Street at Franklin Avenue and corridors to and from the waterfront).
  - Consider current standards and existing lighting designs (i.e. lights are often one sided) through ongoing work with ATCO.
- Design and construct pedestrian friendly and safety related improvements between Downtown and the waterfront. Continue to focus on all corridor streets in the short, medium and long term. For example:
  - Complete design(s) and initiate construction improvements along Main Street and King Street (i.e. area(s) surrounding Keyano College).
- Support completion of a Municipal accessibility audit and support barrier free design. Continue to seek alignment opportunities with Council appointed committees (i.e. Advisory Committee on Aging).

### Short - Term (0-1 year) Continued

- Support year-round community policing presence within the downtown core including seasonal bike and/or foot patrols.
- Encourage and/or support ongoing coordinated efforts among businesses and, where possible, seek to support organizations and committees that monitor and track safety related improvements.
- Support ongoing investment in flood mitigation.
- Initiate planning and implement development of a long-term public communication and engagement plan that highlights a wide range of focused and consistent year-round messaging to encourage maximized use of public spaces (i.e. parks) within the downtown core. Initial topics to begin communication include but should not be limited to what's currently happening (i.e. highlight priorities, progress, programs and safety related improvements) and what's planned.
- Identify and implement ways to support maximized use of public spaces with the core, through Municipal administration and community partnerships (i.e. expedited permit and Planning and Development related approvals, delivery of municipal events/programs and encourage and support community event hosting etc.).
- Consistently implement and improve Crime Prevention Through Environmental Design (CPTED) standards and best practices as part of designing and constructing downtown. Require this type of design within construction and/or service standards where they are not already included.
- Explore ways to support groups, organizations, corporations, Indigenous partners and committees that are contributing to revitalization by working to bring new business to the downtown or drive initiatives that support businesses (i.e. housing developments).

#### Notes:

- Some multi-year initiatives that start in the short-term may carry over to the medium-term for completion.
- Many initiatives that may be started in the short-term could and should also remain relevant in the medium and long terms too. Ongoing monitoring and identification of short-term actions that should be carried forward is recommended.

**Medium -Term (2-3 years)**

- Enforce ongoing maintenance of Municipal and private sector vacant land year-round as an ongoing annual standard.
- Initiate and create a parking plan for downtown.
- Encourage connections and alignments between downtown planning, transit master planning and infrastructure development.
- Encourage pedestrian friendliness, active transportation and neighborhood safety as ongoing priorities within all downtown municipal projects and plans.
- Revisit and evaluate implementation and improvements of Crime Prevention Through Environmental Design (CPTED) standards and practices downtown.

**Long -Term (4-5 years)**

- Consistently implement Downtown Area Redevelopment Plan(s).
- Explore and make suggestions for the next (future) Downtown Area Redevelopment Plan to proactively identify and improve opportunities that support growth initiatives downtown (i.e. develop design guidelines and support initiatives that encourage development).

Minutes of a Meeting of the Wood Buffalo Downtown Revitalization Advisory Committee held via electronic communications in Fort McMurray, Alberta, on Wednesday, January 5, 2022, commencing at 5:00 PM.

**Present:**

Brianne English, Oil and Gas Industry  
 Owen Erskine, Recreation, Culture and Heritage Representative  
 Carolyn Evancio, Seniors Resource Committee Representative  
 Jean-Marc Guillamot, Business Community  
 Todd Hillier, Safety and Security Sector  
 Henry Hunter, Education Sector  
 Renee Moulard, Public-At-Large  
 Sheri Pidhirney, Business Community  
 Melanie Walsh, Community Development Sector  
 Roy Williams, Land Development Industry  
 Lance Bussieres, Councillor

**Absent:**

Funky Banjoko, Councillor

**Administration:**

Jade Brown, Chief Legislative Officer  
 Dennis Fraser, Director, Indigenous and Rural Relations  
 Kelly Hansen, Director, Strategic Planning and Program Management  
 Dennis Warr, Director, Engineering  
 Monica Lance, Manager, Special Projects  
 Darlene Soucy, Clerk, Legislative Services

**1. Call to Order**

Darlene Soucy, Legislative Services Clerk, called the meeting to order at 5:05 p.m.

Entrance

Todd Hillier, Member, entered the meeting at 5:09 p.m.

**2. Adoption of Agenda**

**MOTION:**

THAT the Agenda be approved as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Brianne English  
**SECONDER:** Owen Erskine  
**FOR:** English, Erskine, Evancio, Golosky, Guillamot, Hillier, Hunter, Moulard, Pidhirney, Walsh, Williams

### 3. Minutes of Previous Meetings

#### 3.1. Wood Buffalo Downtown Revitalization Advisory Committee Meeting - December 1, 2021

##### MOTION:

THAT the Minutes of the Wood Buffalo Downtown Revitalization Advisory Committee Meeting held on December 1, 2021 be approved as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Carolyn Evancio  
**SECONDER:** Cheryl Golosky  
**FOR:** English, Erskine, Evancio, Golosky, Guillamot, Hillier, Hunter, Moulard, Pidhirney, Walsh, Williams

### 4. New and Unfinished Business

#### 4.1. Appointment of Committee Chair and Vice Chair

Sheri Pidhirney nominated Owen Erskine for the position of Chair. Owen Erskine was elected Chair by acclamation as no other nominations were made.

##### MOTION:

THAT Owen Erskine be appointed to the position of Chair.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Roy Williams  
**SECONDER:** Henry Hunter  
**FOR:** English, Erskine, Evancio, Golosky, Guillamot, Hillier, Hunter, Moulard, Pidhirney, Walsh, Williams

Jean-Marc Guillamot self-nominated for the position of Vice-Chair. Cheryl Golosky nominated Carolyn Evancio for the position of Vice-Chair. Carolyn did not accept the nomination but noted that she was willing to step in during any absences of the Vice-

Chair. As there were no further nominations, Jean-Marc Guillamot was elected Vice Chair by acclamation.

**MOTION:**

THAT Jean-Marc Guillamot be appointed to the position of Vice-Chair.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Cheryl Golosky  |
| <b>SECONDER:</b> | Renee Mouland   |
| <b>FOR:</b>      | English, Erskine, Evancio, Golosky, Guillamot, Hillier, Hunter, Mouland, Pidhirney, Walsh, Williams |

#### 4.2. 2022 Kiyām Community Park Maintenance Plan

Stephen Fudge, Parks Manager, provided an overview of the Kiyām Community Park maintenance plan, noting that the Park will be maintained to Parks Service Level Standards, including daily clean up and regular monitoring to determine if enhanced service levels are required. The plan includes seasonal displays and event support as required.

#### 4.3. Committee Annual Progress Report Presentation to Council

Monica Lance, Manager, Special Projects provided an overview of the draft Annual Report presentation to Council, which provides information on the Committee's priorities, 2021 progress highlights and the 2022 to 2026 recommendations to Council.

**MOTION:**

THAT the Committee support the 2022 - 2026 recommendations and a request to Council to fund implementation of the recommendations; and

THAT the Chair and Vice Chair be authorized to present the Annual Report and the 2022 to 2026 recommendations to Council.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Henry Hunter  |
| <b>SECONDER:</b> | Renee Mouland   |
| <b>FOR:</b>      | English, Erskine, Evancio, Golosky, Guillamot, Hillier, Hunter, Mouland, Pidhirney, Walsh, Williams |



#### 4.4. 2022 Committee Meeting Schedule

The Committee discussed 2022 Committee meeting schedule. With consensus of the Committee, it was agreed that Administration would seek further input from the Committee Members on their preferences for the regular meeting to occur on the first Wednesday or the first Thursday of the month, including the preferred start time. The meeting schedule will be set at the next regular Committee meeting.

#### MOTION:

THAT the February Committee meeting be scheduled to occur on February 10, 2022 at 5:00 p.m.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Jean-Marc Guillamot   |
| <b>SECONDER:</b> | Todd Hillier  |
| <b>FOR:</b>      | English, Erskine, Evancio, Golosky, Guillamot, Hillier, Hunter, Moulard, Pidhirney, Walsh, Williams |

#### Adjournment

The meeting adjourned at 6:08 p.m.

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Chair



## COUNCIL REPORT

Meeting Date: February 14, 2023

**Subject: Community Identification Committee Recommendation - Naming the Park behind Ecole Dickinsfield and Sister Mary Phillips School as "Lauren Stemmann Children's Park"**

**APPROVALS:**

**Paul Thorkelsson**

\_\_\_\_\_  
Director

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

**Recommended Motion:**

THAT the Park located behind Ecole Dickinsfield and Sister Mary Phillips School, as shown in Attachment 1, be named "Lauren Stemmann Children's Park".

**Summary:**

The Community Identification Committee recommends that the park located behind Ecole Dickinsfield and Sister Mary Phillips School be named "Lauren Stemmann Children's Park" and that the proposed name be forwarded to Council for approval.

In accordance with the Community Identification System Policy (LDI-010), Council approval is required for the naming of municipal facilities in the Regional Municipality of Wood Buffalo.

**Background:**

On October 20, 2022, the Community Identification Committee received a naming request to assign the name "Lauren Stemmann Children's Park" to the park located behind Ecole Dickinsfield and Sister Mary Phillips School (legally described as Lot 11MR, Block 96, Plan 802 2551, shown in Attachment 1). This name request was supported by over 75 members of the community.

The name was proposed in memory of Lauren Stemmann, who passed away at the young age of 12 from cancer on April 26, 2022. The park already has significance to the Stemmann family since Lauren attended Sister Mary Phillips School and played in this park during and after school hours. Her siblings are currently attending the same school.

The Committee discussed the naming request and, after deliberation, recommended that the proposed name, "Lauren Stemmann Children's Park", be forwarded to Council for approval.

COUNCIL REPORT – Community Identification Committee Recommendation - Naming the Park behind Ecole Dickinsfield and Sister Mary Phillips School as "Lauren Stemmann Children's Park"

---

A complete description of Lauren's significance in the community is available in Attachment 2 of this report.

**Rationale for Recommendation:**

Lauren Stemmann was born and raised in Fort McMurray. She was very active in the community, and remained so even during her long and courageous struggle with cancer. Throughout her life Lauren made deep and lasting impacts on countless individuals and local organizations through her fighting spirit. She inspired others to search for a cure and gave hope to those diagnosed with cancer and other serious medical conditions. The proposed naming of this park would honor Lauren's legacy and provide a place to remember and reflect upon her courageous life.

The proposed name is in accordance with section 3.2 of the Council-approved Community Identification System Policy (LDI-010).

**Strategic Plan Values:**

Building Partnerships

**Attachments:**

**1. Subject Area Map**

**2. Description of Proposed Name - Lauren Stemmann**



# SUBJECT AREA MAP

## Lot 11MR, Block 96, Plan 8022551

Attachment



Attachment: 1. Subject Area Map (Community Identification Committee Recommendation - Lauren Stemmann Children's Park)

Subject Area
  Urban\_Boundary
  Survey Parcels

N  
  
 1 cm = 20 m



Map Produced by the Geographic Information System

Packet Pg. 56



## Attachment 2

|                         |  |
|-------------------------|--|
| <b>STEMMANN, Lauren</b> | <p>Lauren Ava Stemmann was born in Fort McMurray on October 14th, 2009. At the age of 4, she was diagnosed with stage 4 neuroblastoma.</p> <p>Lauren loved animals and would regularly visit the SPCA to cuddle cats and walk dogs. She also contributed financially to the SPCA, including donating all of the money raised during her birthday party in 2019.</p> <p>Lauren attended Sister Mary Phillips School from EP to Grade 6 and Father Patrick Mercredi High School for Grade 7 until her passing in 2022. She inspired Sister Mary Phillips School to hold special fundraisers on Terry Fox Day, where students dyed and shaved their heads and raised thousands of dollars towards the Terry Fox Foundation. Through this event, Lauren got to meet Fred Fox, Terry's brother. She also inspired many adults to shave their heads and donate their hair to raise money for the Canadian Cancer Foundation. She participated in the Santa's Anonymous program at Father Patrick Mercredi High School, raising money and donations to go towards families, children, and teenagers that would have otherwise gone without a Christmas.</p> <p>Lauren also worked with the Unravel Pediatric Cancer program and raised money to help research a cure. Lauren fought hard in her battle with cancer, and inspired our local Oil Barons to fight as hard as she did during their 2021-2022 season. During that season, the Oil Barons goalie placed a gold ribbon sticker on his helmet featuring Lauren's name.</p> <p>Lauren was involved at St. Thomas Anglican Church, and attended many summer camps at Fort McMurray Family Christian Center and McDonald Island, where she would mentor other children.</p> <p>She was an active participant in Norfort Gymnastics Club, Fort McMurray Youth Soccer Association, Knights Mini-Rugby Club, and Santa's Anonymous.</p> |
|-------------------------|--|



## COUNCIL REPORT

Meeting Date: February 14, 2023

**Subject: 2023 Proposed Community Capital Grant**

**APPROVALS:**

**Paul Thorkelsson**

\_\_\_\_\_  
Director

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

**Recommended Motion:**

THAT a Community Capital Grant of \$115,050 be allocated to McMurray Sno-Drifters Snowmobile Association for the purchase of a groomer and be funded from the insurance proceeds provided to the Municipality.

**Summary:**

The Community Capital Grant provides funding to registered non-profit organizations to support the enhancement, development or renovation of public use facilities that are accessible, affordable and inclusive, providing broad opportunity for community members; including planning, construction, land or equipment purchase, where the capital asset will belong to the Applicant. These capital projects allow organizations to better meet community needs and priorities that align with the goals identified in Council's Strategic Plan 2022-2025.

**Background:**

The McMurray Sno-Drifters Snowmobile Association submitted a Community Capital Grant request on January 19, 2023, after pre-application meetings with Community & Protective Services staff for eligibility and grant process.

The McMurray Sno-Drifters Snowmobile Association is identified as a Strategic Partner that has been receiving municipal grants since 2009 for supporting grooming of winter trails within the RMWB. This capital request is to purchase replacement equipment that is required to perform this service. The original equipment was owned by the RMWB but insured by the organization as the user (the insurance policy and premiums were paid by the organization). The groomer was damaged when it fell through ice while grooming and was written off by the insurance adjuster in December 2022. As the insurer, the Sno-Drifters Snowmobile Association received a payment of \$115,050 from the insurance proceeds, which in turn was provided to the RMWB as the equipment owner.

The total cost of the replacement groomer is estimated at \$130,750 which includes

shipping charges of \$10,000. The McMurray Sno-Drifters Snowmobile Association will fund the additional cost of \$15,500 for the new machine, they placed a deposit on the unit January 9, 2023.

The Community Investment Policy FIN-220, Section 5.3 - Community Capital Grants allows for up to 50 per cent of eligible expenses for Community Capital Grants. The Administrative recommendation is to fund the cost up to \$115,050, as this is the amount of the insurance proceeds. The new groomer will be owned and insured by the Sno-Drifters Snowmobile Association.

**Rationale for Recommendation:**

The application was reviewed by Administration and screened for compliance with the Community Investment Policy FIN-220 and Community Capital Grant Guidelines (Attachment 2). Administration deemed it appropriate to provide the full amount of insurance proceeds to the organization given the insurance policy and premiums were paid for by the organization.

**Strategic Plan Values:**

Building Partnerships  
Rural and Indigenous Communities and Relationships

**Attachments:**

- 1. McMurray Sno-Drifters Snowmobile Association - Recommendation**
- 2. McMurray Sno-Drifters Snowmobile Association Application**
- 3. 2023-Community Capital Grant Guidelines**

## McMurray Sno-Drifters Snowmobile Association

## 2023 Community Capital Grant

## Community Capital Grant Stream Analysis

## Recommended

## FIN 220-5.3 / Community Capital Grant

**Guidelines:** The Grant provides funding to registered non-profit organizations to support the enhancement, development or renovation of public use facilities that are accessible, affordable and inclusive, providing broad opportunity for community members; includes planning, construction, land or equipment purchase; where the capital asset will belong to the Applicant.

## CIP Grant Summary:

| 2020 Approved | 2021 Approved | 2022 Approved | 2023 Request | 2023 Recommended by CIP | Variance Recommended vs. Requested |
|---------------|---------------|---------------|--------------|-------------------------|------------------------------------|
| -             | -             | -             | 115,050      | 115,050                 | -                                  |

| Approved Carryforward |      | Fiscal Year End   | Total Expenses | Unrestricted Net Assets | 2023 Grant Request All Streams |
|-----------------------|------|-------------------|----------------|-------------------------|--------------------------------|
| 2022                  | 2023 |                   |                |                         |                                |
| -                     | -    | December 31, 2021 | \$17(1)        | 105,278                 | 310,810                        |

## Notes:

**Secured Revenue:** \$15,700 See below Budget Table

**In Progress Revenue:** \$0  
\$0

**2023 Grant Request:** To purchase equipment to support grooming of winter trails within the RMWB.

Community Impacts/Outcomes: Safe trails, groomed trails

| Budget Table                   | 2023 Total Budget | 2023 Budget Request | 2023 Recommended |
|--------------------------------|-------------------|---------------------|------------------|
| <b>Revenues</b>                |                   |                     |                  |
| RMWB Community Capital Grant   | 115,050           | 115,050             | 115,050          |
| McMurray Sno-Drifters          | 15,700            | -                   | -                |
| <b>Total Revenues</b>          | <b>130,750</b>    | <b>115,050</b>      | <b>115,050</b>   |
| <b>Expenses</b>                |                   |                     |                  |
| Groomer                        | 120,750           | 115,050             | 115,050          |
| Shipping                       | 10,000            | -                   | -                |
| <b>Total Expenses</b>          | <b>130,750</b>    | <b>115,050</b>      | <b>115,050</b>   |
| <b>Total Surplus (Deficit)</b> | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ -</b>      |



2023 Proposed Community Capital Grant  
McMurray Sno-Drifters Snowmobile Association

Redacted Application Package



## Application ID

2023 - 2664 - Community Capital Grant

## Applicant Information

### Organization Information

McMurray Sno-Drifters Snowmobile Association  
P.O. Box 4937 Stn M  
Fort McMurray, AB, T9H 3G2

### Primary Contact

Karen Downey

Phone: s.17(1)

Email: mcmurray.snodrifters@hotmail.com

## Board Questionnaire

**How often does the Board review the financial position of the organization?**

Financials are reviewed at monthly board meetings

**What efforts have been made in the past fiscal year to increase the financial support for your organization?**

Increased engagement with local businesses to participate in our sponsorship program.

**Organization's most recent Fiscal Year End date**

Please click Save Draft to update the following two questions with this date.

12/31/2021

### Unrestricted Net Assets

Unrestricted Net Assets (accumulated surplus that the Board has not set aside for a particular purpose) from your Financial Statements ending: 12/31/2021

\$105,278.00

### Total Expenses

Total Expenses from your Financial Statements Ending: 12/31/2021

\$130,588.00

**Does your organization have unrestricted net assets greater than the last fiscal year's operating expenses?**

No

**Please note any restrictions on becoming a member of your organization.**

None

Please note any restrictions on participating in your organization's programs or services.

None

Minimum number of board members according to bylaws.

5

Number of board members currently.

5

Number of board members last year.

5

Number of board members 2 years ago.

5

How often does the Board of Directors meet?

Board of Directors meet monthly

## Board of Directors

| Name              | Board Position                | Years on Board |
|-------------------|-------------------------------|----------------|
| Daniel Belanger   | President                     | 4              |
| Louie Del Ben     | Vice President                | 1              |
| Brent Christensen | Member at Large               | 2              |
| Keith Davis       | Trail Development Coordinator | 1              |
| Barb Curry        | Treasurer                     | 1              |

Are any Board members being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board?

No

## Board Funding

## Application Summary: 2023 - 2664 - Community Capital Grant

**Describe measures being undertaken to fill vacant spots if minimum board members are not met.**

Engagement with members soliciting new members to join our team.

## Application Summary: 2023 - 2664 - Community Capital Grant

### Overview

#### Project Name

SnowCat

#### Project Category

Other

#### Type of Project

Capital Grant

#### Project Location

Muni Wide

#### Ward

Choose the ward where the project is located. Choose 5 if it is municipal-wide, choose 9 if the project is located in more than one rural ward.

5 - Muni-Wide

#### Municipal Function

00 - Other

#### Please summarize the scope of the project.

Sno-Drifters is purchasing a new groomer to replace our 2010 Prinoth Husky that was written off by Insurance December 2022. Payment of \$115,050.00 was given to Sno-Drifters as the insurer, Sno-Drifters forwarded payment to the RMWB as the equipment owner. Sno-Drifters is now applying for the \$115,050.00 to replace unit. The estimated total cost is \$130,750 which includes shipping of \$10,000. The McMurray Sno-Drifters has placed a deposit on a unit.



## Application Summary: 2023 - 2664 - Community Capital Grant

### What is the community need that this project will address?

Clearly demonstrate the community need for this project through community engagement and needs assessment.

Sno-Drifters is the only established OHV recreational club in the RMWB. We provide 300km of groomed snowmobile trails to local residents.

### What will be the positive outcomes of the project?

With the purchase of a new Sno-Cat we will be able to groom local snowmobile trails.

### Is the project intended to replace existing facilities or equipment?

Yes

### Please detail whether the project is existing currently and if there have been any changes to the project.

Sno-Drifters is currently operating in their 29 season.

### Summarize the probable impact on the environment.

n/a

### Please give specifics of the duration of the project from predesign to completion.

n/a

### Detail any major constraints or risks involved with the project and how you propose to mitigate those risks.

n/a

### Indicate the consequences and impact of not doing the project on a financial and operational level.

Without a groomer, we will not be able to provide groomed trail for the community.

## Application Summary: 2023 - 2664 - Community Capital Grant

### Project Details

#### RMWB Strategic Plan

The Regional Municipality of Wood Buffalo Strategic Plan focuses on the vision of a vibrant, sustainable region we are proud to call home. It identifies four key strategic priorities to achieve this goal: Responsible Government, Downtown Revitalization, Regional Economic Development, and Rural and Indigenous Communities and Partnerships. The Community Investment Program aims to assist nonprofit agencies to achieve the goals and objectives outlined in the Municipal Strategic Plan. The Community Capital Grant is available to support facilities that contribute to the key strategic priorities identified below and are either owned by the Municipality and operated by a community group or nonprofit organization (asset implications for the Municipality); or are owned and operated by community groups and organizations directly (no asset implications for the Municipality). Please indicate which category is applicable to this application:

##### 1. Responsible Government

i. Partnerships with Social Profits

##### 2. Downtown Revitalization

##### 3. Regional Economic Development

##### 4. Rural and Indigenous Communities and Partnerships

**Describe how the project aligns with the Municipality's Strategic Plan.**

Providing the residents with an outdoor recreational sport

### Implementation

## Estimated Schedules

| Project Planning | Predesign | Design | Construction | Completion |
|------------------|-----------|--------|--------------|------------|
| Q1               |           |        |              | Q1         |

## Total Cost of Ownership

### Estimated Life of Asset (in years)

10

### What will be the operational implication to the Municipality if this Capital Grant is approved.

Sno-Drifters will be operator/maintaining of Snow Cat. Maintenance/Insurance costs will be covered through the CIP Grant currently in place.

### Please outline your sustainability plan upon completion of this project.

Has the lifetime cost of operating and maintaining the asset been considered.

Yes. This is 29 season of operation.

## Finances

### Budget Information

#### Annual Project Cash Flow

|                               | Q1           | Q2     | Q3     | Q4     | Total        |
|-------------------------------|--------------|--------|--------|--------|--------------|
| Consultant Fees               | \$0.00       | \$0.00 | \$0.00 | \$0.00 | \$0.00       |
| Contract Administration Fees  | \$0.00       | \$0.00 | \$0.00 | \$0.00 | \$0.00       |
| General Services - Contracted | \$0.00       | \$0.00 | \$0.00 | \$0.00 | \$0.00       |
| Equipment & Furnishing        | \$120,750.00 | \$0.00 | \$0.00 | \$0.00 | \$120,750.00 |
| Contingency                   | \$0.00       | \$0.00 | \$0.00 | \$0.00 | \$0.00       |
| Other                         | \$10,000.00  | \$0.00 | \$0.00 | \$0.00 | \$10,000.00  |
| Total Cost of the Project     | \$130,750.00 | \$0.00 | \$0.00 | \$0.00 | \$130,750.00 |

#### Source of Increased Revenue

#### Source of Increased Expenses

#### Total

#### Total Cost of Investment

##### One-Time Capital Grant

\$115,050.00

#### Total Grant Request

\$115,050.00

## Application Summary: 2023 - 2664 - Community Capital Grant

### Attachments

#### Financial statements for the most recent fiscal year end

Note: Year end date must fall between July 1st of last year and June 30th of this year.

[2021\\_Year\\_End\\_Report.pdf](#)

4 MB - 01/11/2023 4:08PM

Total Files: 1

#### Please attach documentation relevant to this application.

For example, maps, diagrams, feasibility studies, quotes, detailed costing spreadsheets/backup, other relevant information.

[CIP\\_grant\\_portal\\_info.pdf](#)

1.8 MB - 01/24/2023 10:15AM

Total Files: 1

## Declaration

Declaration of Board Members – In making this application, I , the undersigned, confirm:

- that I have read the appropriate Grant Guidelines;
- that I understand that this application form and all attachments shall be part of the public Council agenda and accessible through all methods that the Council agenda is available;
- that I understand that this application form and all required attachments must be completed in full and received before 2023-01-20 16:30 MT;
- that I understand the term of the Grant is January 1 to December 31, 2023 and that all expenditures must happen during this term; and
- that I am authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.
- that I understand the personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Partnerships and Initiatives, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780)799-2741.

## Acknowledgement

I do hereby certify that to the best of my knowledge, this application contains a full and correct account of all matters stated herein.

## Applicant Name

Karen Downey

## Position/Title

Executive Assistant

**Date:** 01/24/2023





**ÉQUIPEMENTS PLANNORD LTÉE**  
**CONTRAT DE VENTE DE VÉHICULE**

☒ 70, RUE D'ANVERS  
ST-AUGUSTIN-DE-DESM. (QUEBEC)  
G3A 1S4  
TELECOPIEUR : 418 878-5550  
**TÉLÉPHONE : 418 878-4007**

☐ 1100, RUE LOUIS-MARCHAND  
BELOEIL (QUEBEC)  
J3G 6S3  
TELECOPIEUR : 450 464-0600  
**TÉLÉPHONE : 450 464-8000**

|  |              |  |
|--|--------------|--|
| Je/Nous (ci-après appelé acheteur) (CLIENT # ) | Téléphone :  | Courriel :                                 |
| McMurray sno-drifters                          | 780-792-7603 | PRESIDENT.mcmurray.snodrifters@hotmail.com |
| Adresse:                                       |              |  |
| po box 4937 Fort McMurray, Alberta, T9H 3G2    |              |  |

conviens / convenons d'acheter l'équipement suivant aux conditions ci-après:

| DESCRIPTION DE L'ÉQUIPEMENT: |       |         |        |           |           |           |             |
|------------------------------|-------|---------|--------|-----------|-----------|-----------|-------------|
| Neuf/usagé                   | Année | Marque  | Modèle | Cylindres | Couleur   |           | No de série |
|                              |       |         |        |           | Intérieur | Extérieur |             |
| usagé                        | 2011  | prinoth | husky  | 4         | noir      | gris      | HU01215     |

Toutefois, dans le cas d'un véhicule usagé, le vendeur ne garantit ni l'année, ni le numéro de série, ni le millage réel du véhicule usagé vendu; les déclarations faites ci-haut sont exactes au meilleur de la connaissance du vendeur.

Description de l'équipement:

HUSKY TG 2011

LAME 2.8M

CHENILLES ACIER 2.8M

RESERVOIR AUXILIARE

VITRE AVANT CHAUFFANTE

## PLATEFORME ARRIERE

## SORTIE HYDRAULIQUES ARRIERES

CONDUITE AVEC VOLANT

AUCUNE GARANTIE, PAIEMENT COMPLET REQUIS 48 HEURES AVANT LIVRAISON

**Prix de vente du véhicule:**

|                        |               |
|------------------------|---------------|
| A Prix du véhicule     | 115,000.00 \$ |
| B Accessoires          |               |
| C Droits sur les pneus | 0.00 \$       |
| D Total (A+B+C)        | 115,000.00 \$ |
| E TPS applicable       | 5,750.00 \$   |
| F                      |               |
| G Sous-total (G+E+F)   | 120,750.00 \$ |

**TRANSPORT DE L'ÉQUIPEMENT AUX  
FRAIS DU CLIENT**

| DESCRIPTION DU VÉHICULE D'ÉCHANGE |       |        |           |              |                      |             |
|-----------------------------------|-------|--------|-----------|--------------|----------------------|-------------|
| Marque                            | Année | Modèle | Cylindres | Gaz / Diesel | Heures d'utilisation | No de série |
|                                   |       |        |           |              |                      |             |

Description de l'équipement:

|  |   |                      |         |
|--|---|----------------------|---------|
|  | I | TPS applicable       | 0.00 \$ |
|  | J | TVQ applicable       | 0.00 \$ |
|  | K | Sous-total (H+I+J)   | 0.00 \$ |
|  |   |                      |         |
|  | L | Droits sur les pneus | 0.00 \$ |
|  | M | TPS applicable       | 0.00 \$ |
|  | N | TVQ applicable       | 0.00 \$ |

L'acheteur convient de donner au vendeur, à titre de paiement partiel et de dépôt, le véhicule décrit ci-dessus sous le nom de "véhicule d'échange". L'acheteur déclare que le véhicule d'échange est conforme à la description qui en est faite précédemment, qu'elle n'est pas susceptible d'être assujettie à des droits en vertu de la Loi sur les douanes et qu'elle ne comporte aucun défaut ou vice, caché ou apparent, à l'exception de ce qui a été décrit dans le rapport d'évaluation ainsi que dans la déclaration écrite, s'il y a lieu: lesdits documents sont joints aux présentes pour en faire partie intégrante. L'acheteur déclare de plus qu'il est le propriétaire unique et absolu de ce véhicule d'échange, qui est libre de tout lien, charge, hypothèque, droit de rétion ou autre priorité, ainsi que de toute autre droit, sauf ce qui est indiqué ci-dessous à la rubrique Q.

**Livraison:**

Prise de possession de l'équipement SEMAINE DU 16 JANVIER 2023

ou aussitôt que possible après cette date. Cependant, le vendeur n'est pas responsable d'un retard dans la livraison de l'équipement acheté résultant d'une force majeure, problèmes de transport, incendie, conflits ouvriers, ou toutes circonstances hors du contrôle du vendeur.

L'acheteur convient de prendre livraison de l'équipement acheté dans les 48 heures suivant l'avis qui lui aura été donné à l'effet que l'équipement est prêt pour livraison.

Si toutes les clauses du contrat d'achat ont été respectées et que l'acheteur refuse de prendre livraison de l'équipement dans le délai indiqué ci-haut, il se rendra passible de dommages immédiatement liquidés au cinquième du prix de l'équipement vendu.

**Garantie:**

a) Dans le cas d'un équipement neuf:

L'équipement décrit aux présentes n'est sujet à aucune garantie de la part du vendeur soussigné ou du fabricant, autre que la garantie de la compagnie manufacturière, l'acheteur déclarant connaître le contenu de cette garantie et l'adresse où la garantie peut être exercée sera remis à l'acheteur lors de la livraison de l'équipement.

b) Dans le cas d'un équipement usagé:

Cette vente est faite sans garantie aucune de la part du vendeur et aux risques et périls de l'acheteur. L'acheteur reconnaît avoir examiné l'équipement acheté et s'en déclare pleinement satisfait.

Nonobstant les chiffres indiqués ci-haut, toute augmentation du prix de vente de l'équipement ci-haut décrit par le manufacturier, de même que de toute taxe indirecte pouvant affecter le coût de revient de l'équipement ci-haut décrit, sera ajoutée au prix du présent contrat et sera à la charge de l'acheteur

L'acheteur convient que si le véhicule usage accepte en échange comme paiement partiel n'est pas remis au vendeur lors de la signature des présentes, le vendeur pourra, lors de sa livraison, en faire une nouvelle évaluation; dans ce cas, le montant de cette nouvelle évaluation remplacera celui indiqué ci-contre et l'acheteur devra alors payer la différence, si elle existe, entre le montant de cette dernière évaluation et le montant alloué par la signature des présentes.

**Cas spéciaux:**

Das Spektrum:

VOIR VERSO

UNITÉ #

DEFR750

RUN DATE: JAN 09,2023

BANK OF MONTREAL

SERVICE  
MCMURRAY SNO-DRIFTERS  
MCMUR0002C  
DEFT

PAGE: 1

DIRECT ELECTRONIC FUNDS TRANSFER

CLIENT RELEASED PAYMENT FACILITY  
PAYMENT TRANSACTIONS RELEASED TO

FILE CREATION NO.: 0001

| REC.<br>TYPE | VALUE<br>DATE  | TRN<br>TYPE | DEST.<br>INST. | PAYEE/PAYOR<br>ACCOUNT NO. | CROSS REFERENCE NO. |
|--------------|----------------|-------------|----------------|----------------------------|---------------------|
| C            | JAN 09,2023    | 460         | 0815-20083     | 12125-8                    | Snow Cat            |
|              |                |             |                | 15,000.00                  |                     |
|              | JAN 09,2023    | 460         | 0899-43319     | 605009469427               | Invoice # 0031      |
|              | Riverworks Ltd |             |                | 2,236.50                   |                     |

REC. TYPE "C" #: 2 \$: 17,236.50

TOTALS FOR

TOTAL \*\*\*\*\* #: 2

\*\*\*\*\* FILE

**MCMURRAY SNO-DRIFTERS SNOWMOBILE ASSOCIATION**

**Financial Information**

**Year Ended December 31, 2021**

**Attachment: 2. McMurray Sno-Drifters Snowmobile Association Application (2023 Proposed Community Capital Grant)**

**MCMURRAY SNO-DRIFTERS SNOWMOBILE ASSOCIATION****Index to Financial Information****Year Ended December 31, 2021**

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|  | Page |
|--|------|
| COMPILATION ENGAGEMENT REPORT          | 1    |
| FINANCIAL INFORMATION                  |      |
| Statement of Financial Position        | 2    |
| Statement of Revenues and Expenditures | 3    |
| Statement of Changes in Net Assets     | 4    |
| Notes to Financial Information         | 5    |



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## COMPILATION ENGAGEMENT REPORT

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To the Members of McMurray Sno-Drifters Snowmobile Association

On the basis of information provided by management, we have compiled the statement of financial position of McMurray Sno-Drifters Snowmobile Association as at December 31, 2021, and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

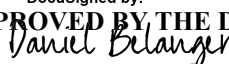
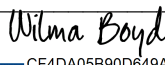
*Stetic CPAs*

Edmonton, Alberta  
April 28, 2022

DAVID M. STETIC PROFESSIONAL CORPORATION  
CHARTERED PROFESSIONAL ACCOUNTANTS

**MCMURRAY SNO-DRIFTERS SNOWMOBILE ASSOCIATION****Statement of Financial Position****December 31, 2021**

|   | 2021              | 2020              |
|---|-------------------|-------------------|
| <b>ASSETS</b>   |                   |                   |
| Current   |                   |                   |
| Cash  | \$ 91,250         | \$ 156,460        |
| Accounts receivable   | 60,525            | -                 |
| Goods and services tax recoverable                              | 11,751            | 7,588             |
| Inventory   | 2,284             | 150               |
| Prepaid expenses  | 4,155             | 6,413             |
|   | <u>169,965</u>    | <u>170,611</u>    |
| PROPERTY AND EQUIPMENT <i>(Net of accumulated amortization)</i> | <u>74,264</u>     | <u>29,542</u>     |
|   | <u>\$ 244,229</u> | <u>\$ 200,153</u> |
| <b>LIABILITIES AND NET ASSETS</b>                               |                   |                   |
| Current   |                   |                   |
| Accounts payable and accrued liabilities                        | \$ 32,101         | \$ 45,640         |
| Deferred income   | 2,586             | -                 |
|   | <u>34,687</u>     | <u>45,640</u>     |
| Net Assets  | <u>209,542</u>    | <u>154,513</u>    |
|   | <u>\$ 244,229</u> | <u>\$ 200,153</u> |

DocuSigned by:  
**APPROVED BY THE DIRECTORS**  
  
54A7E836D8FD48E... DocuSigned by: *Director*  
  
CF4DA05B90D649A... *Director*

See notes to financial statements



**MCMURRAY SNO-DRIFTERS SNOWMOBILE ASSOCIATION****Statement of Revenues and Expenditures****Year Ended December 31, 2021**

|  | 2021           | 2020<br>(4 months) |
|--|----------------|--------------------|
| <b>REVENUES</b>                                      |                |                    |
| Grants   | \$ 97,460      | \$ 25,852          |
| Raffle and rally                                     | 43,852         | -                  |
| Memberships  | 21,970         | 1,240              |
| Other earnings                                       | 20,932         | 6,015              |
| Merchandise  | 1,403          | 1,225              |
|  | <u>185,617</u> | <u>34,332</u>      |
| <b>EXPENSES</b>                                      |                |                    |
| Repairs and maintenance                              | 68,470         | 21,832             |
| Sub-contracts  | 23,300         | -                  |
| Utilities  | 8,416          | 1,381              |
| Amortization   | 6,707          | 2,217              |
| Advertising and promotion                            | 5,746          | 7,084              |
| Office   | 6,243          | 7,411              |
| Insurance  | 4,778          | 1,638              |
| Wages and benefits                                   | s.17(1)        |                    |
| Professional fees                                    | 2,655          | -                  |
| Property taxes                                       | 852            | -                  |
| Interest and bank charges                            | 20             | 148                |
| Supplies   | -              | 1,269              |
|  | <u>s.17(1)</u> | <u></u>            |
| <b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b> | <b>\$</b>      |                    |

Attachment: 2. McMurray Sno-Drifters Snowmobile Association Application (2023 Proposed Community Capital Grant)

See notes to financial statements

MCMURRAY SNO-DRIFTERS SNOWMOBILE ASSOCIATION

5.2.c

Statement of Changes in Net Assets  
Year Ended December 31, 2021

|                                  | 2021       | 2020 |
|----------------------------------|------------|------|
| NET ASSETS - BEGINNING OF YEAR   | \$ s.17(1) |      |
| Excess of revenues over expenses |            |      |
| NET ASSETS - END OF YEAR         | \$         |      |

Attachment: 2. McMurray Sno-Drifters Snowmobile Association Application (2023 Proposed Community Capital Grant)

**MCMURRAY SNO-DRIFTERS SNOWMOBILE ASSOCIATION****Notes to Financial Information****Year Ended December 31, 2021**

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**1. BASIS OF ACCOUNTING**

The basis of accounting applied in the preparation of the statement of financial position of McMurray Sno-Drifters Snowmobile Association as at December 31, 2021, and the statements of revenues and expenditures and changes in net assets for the year then ended is on the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts
  - inventory valued at cost
  - property and equipment amortized on the same basis as for income tax
  - accounts payable and accrued liabilities
-

**COMMUNITY  
INVESTMENT** PROGRAM

# Community Capital Grant

2023 Guidelines



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

# Community Capital Grant

## COMMUNITY INVESTMENT PROGRAM

### Purpose of the Grant

The Community Capital Grant provides funding to registered non-profit organizations to support the enhancement, development or renovation of public use facilities that are accessible, affordable and inclusive, providing broad opportunity for community members; includes planning, construction, land or equipment purchase; where the capital asset will belong to the Applicant.

### Pre-Application Meetings and Support

Upon request, Community Investment Program (CIP) staff are available to answer any questions.

A pre-application meeting is required for new applicants or any applicant looking for more information. During a pre-application meeting, CIP staff will review eligibility, how the grant process works, accessing and completing applications in the CIP Grant Portal, and other key information.

To schedule a pre-application meeting, you may send a request to [CIP@rmwb.ca](mailto:CIP@rmwb.ca). If possible, please provide:

- organization name
- a brief description of what you plan to apply for
- your availability for a virtual meeting

### Application Process

#### Stage 1

1. Review the guidelines to ensure your organization is eligible for grant funding.
2. Organizations are required to contact [CIP@rmwb.ca](mailto:CIP@rmwb.ca) to arrange a pre-application meeting to discuss the proposed project.
3. 2023 Grant Applications will be submitted through the CIP Grant Portal. CIP will provide your organization with further instructions on how to access the Portal.
4. Submit the application along with relevant supporting documents and Financial Statements of the most recent fiscal year end (Year-end date must fall between July 1, 2021, and June 30, 2022). The CIP Grant Portal will accept applications until 4:30 p.m. on September 16, 2022.

#### Stage 2

1. If clarification on the submitted application is required, you will receive an email notifying you that revisions have been requested. Please log in to the CIP Grant Portal to provide clarifications.
2. Administration will review the application and supporting documents in alignment with the evaluation criteria to ensure eligibility and make recommendations to Council. Organizations will be notified of Administration's recommendation to Council prior to the Council meeting.
3. Organizations which are recommended to receive funding must be prepared to deliver a presentation to Council as the final stage of the application process. A presentation template and further details will be provided prior to the Council meeting. The final decision will be made by Council during the Council meeting.
4. Applicants will be notified of Council's decision following the Council meeting.

# Community Capital Grant

## COMMUNITY INVESTMENT PROGRAM

### Contact Information

If you have any questions or would like clarification, please contact [CIP@rmwb.ca](mailto:CIP@rmwb.ca) or Pulse at **780-743-7000** or toll-free at **1-800-973-9663**.

### Eligibility

The Applicant must:

- be a registered non-profit organization
- have resided or has documented history of operating within the Regional Boundary for at least one year prior to applying
- have less than one year's worth of operating expenses in their unrestricted net assets, as reflected in the financial statements of the most recent fiscal period prior to application or the total unrestricted net assets held by the Applicant is less than \$50,000
- offer programs/services within the Regional Boundary
- have submitted all required reports, financial statements, or uncommitted grant proceeds from any previous Community Investment Program Grant

The Community Investment Program will not fund:

- programs or facilities for activities which are mandated or responsibility of the Federal or Provincial governments, including but not limited to programs and facilities of health care, education, religious activities, housing and childcare
- retroactive payments for activities or costs incurred before Grants are approved

### Expected Deliverables

A successful Applicant will be required to:

- demonstrate how the proposed project meets community needs and goals as identified by the Municipality through the Community Investment Program and the Regional Municipality Wood Buffalo Strategic Plan
- complete and/or upload the following in the Online Grant Portal:
  - Certificate of Insurance within 30 calendar days of execution of grant agreement
  - Status Reports
  - Capital Project Costing Report
  - Financial Statements. Specific financial reporting requirements are determined by the following grant thresholds:
    - < \$100,000 – Summary of Revenue and Expenditures
    - \$100,000 – \$499,999 – Review Engagement Financial Statements
    - >\$500,000 – Audited Financial Statements
- recognize the Municipality as a funding partner in any official communications. Refer to [Logos](#) and the [Logo Standards Guide](#) for usage
- display a commemorative plaque or sign at the facility, site or on the equipment, acknowledging the support from the Municipality



# Community Capital Grant

**COMMUNITY**  
INVESTMENT PROGRAM

## Funding Amounts

Community Capital Grants may provide funding for the capital project, up to 50% of:

- total planning and design costs
- total construction costs
- total land or equipment purchase costs

The actual amount of the Grants is subject to the availability of funds.

## Disclosure of Information

Information contained in the submitted application will be part of the public Council agenda and accessible through all methods that the Council agenda is available.

A condition of accepting funding is that the Municipality has the authority to examine Recipients' records at any time to ensure funds are being used in the manner originally agreed upon. Any funds not used as described in the agreement may have to be returned.

Council reserves the right to allocate Community Investment Program Grants in such a manner as deemed to be in the best interest of the Municipality (Community Investment Program Policy FIN-220, Section 2.1.2).

## Key Dates

|  |   |
|--|---|
| Upon Request   | Pre-Application Meeting with CIP<br>(contact <a href="mailto:CIP@rmwb.ca">CIP@rmwb.ca</a> ) |
| September 16, 2022   | Deadline to submit your application is 4:30 p.m. MST.                                       |
| TBD  | Clarification and Correspondence with CIP staff   |
| TBD  | Applicant Presentation Preparation  |
| TBD  | Council Meeting and Final Decisions   |
| TBD  | Decision Letters and further information provided   |
| Within 30 days of CIP receiving signed Grant Agreement     | Grant Distribution  |
| Within 30 days of execution of Grant Agreement             | Certificate of Insurance submitted by Applicant   |
| 30 days following the end of the calendar quarter          | Recipient submits Quarterly Status Reports  |
| April 30, 2024   | Recipient submits Capital Costing Report  |
| 120 days following the fiscal year end of the organization | Recipient submits Financial Statements  |

Details of the Council Meeting will be provided at a later date.

# Community Capital Grant

**COMMUNITY**  
INVESTMENT PROGRAM

## Definitions

**Applicant** – Any group, club, individual or organization incorporated as a non-profit, charitable or Part IX Corporation, or registered as a society under the Alberta Societies Act and is in good standing under its relevant constating legislation.

**Audited Financial Statements** – means a review of the Organization's financial statements by an independent Chartered Professional Accountant (CPA), including but not limited to the Grant. The Financial statements are to be prepared in accordance with generally accepted accounting principles for not-for-profit organizations. In accordance with section 200 of the CPA Canada Handbook – Assurance an audit provides is an "expression of an opinion by the auditor on whether the financial statements are prepared, in all material respects, in accordance with an applicable financial reporting framework." The audit of the financial statements must be approved by the Board of Directors and signed by the chair and treasurer. The Organization must retain all supporting agreements, invoices, and receipts. The Organization must provide the audited financial statements upon finalization, accompanied by the CPA's audit engagement report where the value of the Grant is \$500,000 or more.

**Capital Project Costing Report** – a report detailing all costs spent by the Organization for the Project, consisting of a summary of all costs for the Project by expense category, details of all costs for the Project and copies of all invoices and receipts for those costs.

**Certificate of Insurance** – For details on the level of insurance required, please contact CIP.

**Council** – Mayor and Councilors of the Regional Municipality of Wood Buffalo.

**Grant** – A transfer of monies from the Municipality to an applicant, group or organization for a project that meets the specific grant program requirements.

**Grant Programs** – A funding program created to directly administer grants under specific guidelines (i.e., Community Impact Grant, Games Legacy Fund, Community Plan on Homelessness Funding).

**Municipality** – The Regional Municipality of Wood Buffalo.

**Recipient** – Successful grant applicant who receives funding from the Municipality.

**Regional Boundary** – The physical area of the Municipality that includes any lands comprising of First Nation Reserve located within the Municipality's geographical boundaries.

**Review Engagement Financial Statements** – a review of the Organization's financial statements by an independent Chartered Professional Accountant (CPA), including but not limited to the Grant. The Financial statements are to be prepared in accordance with generally accepted accounting principles for not-for-profit organizations. In accordance with section 8100 of the CPA Canada Handbook – Assurance (as amended): "Reviews are distinguishable from audits in that the scope of a review is less than that of an audit and therefore the level of assurance provided is lower." The review of the financial statements must be approved by the Board of Directors and signed by the chair and treasurer. The Organization must retain all supporting agreements, invoices, and receipts. The Organization must provide the reviewed financial statements upon finalization, accompanied by the CPA's review engagement report where the value of the Grant is more than \$100,000, but less than \$500,000.

**Societies Act** – A society may be incorporated under this Act to promote any benevolent, philanthropic, patriotic, religious, charitable, artistic, literary, educational, social, professional, recreational, sporting or any other useful object, but not for the purpose of carrying on any trade or business.

# Community Capital Grant

## COMMUNITY INVESTMENT PROGRAM

**Status Report** – A quarterly report which includes the percentage of project completion, funds expended, committed and estimated costs to completion and highlights of the project to date.

**Term** – The effective date and duration of the agreement.

**Unrestricted Net Assets** – Accumulated surplus that the board has not set aside for a particular purpose, as reflected on the organization's financial statements and/or board meeting minutes.

For more information, please visit the Community Investment Program website at [www.rmwb.ca/CIP](http://www.rmwb.ca/CIP).

Community Investment Program  
Community and Protective Services  
Regional Municipality of Wood Buffalo  
9909 Franklin Avenue  
Fort McMurray, AB T9H 2K4  
[CIP@rmwb.ca](mailto:CIP@rmwb.ca)



## COUNCIL REPORT

Meeting Date: February 14, 2023

### **Subject: Reflections Lookout Budget Amendment**

#### **APPROVALS:**

**Paul Thorkelsson**

\_\_\_\_\_  
Director

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

#### **Recommended Motion:**

THAT the Capital Budget Amendment, as summarized on Attachment 4, requesting an additional \$2,015,057 to commence the procurement for the construction of Phase 2 of Reflections Lookout be approved.

#### **Summary:**

The Reflections Lookout project (formerly entitled “Memorial Park” project) was originally approved in 2018 with a construction budget of \$1,500,000. Phase 1 of the project was completed in 2021 and the allocated budget (\$500,000) was expended.

Due to increased industry and material costs, the bid pricing received for Phase 2 of this project exceeds the remaining budget. The Parks Branch of Public Works is requesting additional funding of \$2,015,057 to complete construction for Phase 2 of the project.

#### **Background:**

Initially, the construction budget was approved in three (3) separate phases; however, Phases 2 and 3 have been combined.

The Phase 2 construction tender was published in April 2022; however, the bids received significantly exceeded the project budget and the procurement was cancelled to determine the next steps. The project team reviewed current market pricing, project scope and public engagement results.

#### **Alternatives:**

Alternative options have been provided for consideration as follows:

- Alternative Option 1: Proceed with a ‘best value design’ which includes a reduction and/or removal of some elements. This option reduces the scope by 50% and would require additional funding in the amount of \$700,000 to complete.
- Alternative Option 2: Proceed with a ‘reduced design’ to accommodate the

allocated budget. This option reduces the scope by 70% to remain within the allocated budget (\$1,000,000) and does not require additional funding.

The scope of work for each option noted above is illustrated in the attached presentation.

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

Should Council approve the recommended motion, funding of \$2,015,057 would be provided from the Capital Infrastructure Reserve (CIR). However, Administration is in the process of applying for a grant under the *Investing in Canada Infrastructure Program* (ICIP). If approved a federal grant of up to 80% of the full value of Phase 2 (approximately \$2.3M) could be provided.

Should Council proceed with Alternative Option 1, CIR funding of \$700,000 would be used and the CIP grant funding of up to 80% of the value of Phase 2 may also apply; however, the funding would be at a reduced value.

Should Council proceed with Alternative Option 2, additional funding is not required.

### **Rationale for Recommendation:**

The neighbourhood of Beacon Hill was identified in the Parks Master Plan (section 3.3.2) as one of the most underserved neighbourhoods in the Municipality. Recommendations identified in section 5.3.6 include “establishing an interpretive walk with educational nodes, picnic areas, lookout/bird observation tower and parking area”. By developing Reflections Lookout, Public Works will deliver multiple recommendations noted in the Parks Master Plan and improve service levels for Beacon Hill neighbourhood.

### **Strategic Plan Values:**

Building Partnerships

### **Attachments:**

**1-3 Reflections Lookout Amendment**

**4. Capital Amendment Form**

**Reflections Lookout Presentation**

Regional Municipality of Wood Buffalo  
 2022 Capital Budget Amendment - Project Amendment and Cancellation  
 14/2/2023

## 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. |
|-----|--|-------------------|--------------------|---------------------------|---------------------|----------------|-------------------|---------------------|------------------|-------------|------|
| 1   | <b>ORIGINAL PROJECT BUDGET</b>                               |                   |                    |                           |                     |                |                   |                     |                  |             | 4    |
|     | Memorial Park - Construction                                 | Project Amendment | Public Works       | 2019                      | 1,550,000           | -              | -                 | 1,500,000           | 50,000           | -           |      |
|     | <b>Total Original Capital Project Budget</b>                 |                   |                    |                           | <b>\$ 1,550,000</b> | <b>\$ -</b>    | <b>\$ -</b>       | <b>\$ 1,500,000</b> | <b>\$ 50,000</b> | <b>\$ -</b> |      |
| 1   | <b>REVISED PROJECT BUDGET</b>                                |                   |                    |                           |                     |                |                   |                     |                  |             | 4    |
|     | Memorial Park - Construction                                 | Project Amendment | Public Works       | 2019                      | 3,565,657           | -              | -                 | 3,515,657           | 50,000           | -           |      |
|     | <b>Total Revised Capital Project Budget</b>                  |                   |                    |                           | <b>\$ 3,565,657</b> | <b>\$ -</b>    | <b>\$ -</b>       | <b>\$ 3,515,657</b> | <b>\$ 50,000</b> | <b>\$ -</b> |      |
| 1   | <b>NET BUDGET IMPACT</b>                                     |                   |                    |                           |                     |                |                   |                     |                  |             | 4    |
|     | Memorial Park - Construction                                 | Project Amendment | Public Works       | 2019                      | 2,015,657           | -              | -                 | 2,015,657           | -                | -           |      |
|     | <b>Net Increase/(Decrease) Required on Existing Projects</b> |                   |                    |                           | <b>\$ 2,015,657</b> | <b>\$ -</b>    | <b>\$ -</b>       | <b>\$ 2,015,657</b> | <b>\$ -</b>      | <b>\$ -</b> |      |



## Regional Municipality of Wood Buffalo

## 2022 Capital Budget Amendment - Project Amendment and Cancellation - Project Cash Flow Summary

14/2/2023

Attachment 2

Legend:

First year of a multi year project

Other than first year of a multi year project

Single year project

| S/N   | Project Description          | Original Approval Year | Funding Source   | Total Budget (Accumulative) | Cash flow    |           |              |            | Att |
|---|------------------------------|------------------------|------------------|-----------------------------|--------------|-----------|--------------|------------|-----|
|   |                              |                        |                  |                             | 2021 & Prior | 2022      | 2023         | Thereafter |     |
| ORIGINAL PROJECT BUDGET                               |                              |                        |                  |                             |              |           |              |            |     |
| 1   | Memorial Park - Construction | 2019                   | Reserve/Donation | 1,550,000                   | 1,500,000    | 50,000    | -            | -          | 4   |
| Total Original Capital Project Budget (a)             |                              |                        |                  | \$ 1,550,000                | \$ 1,500,000 | \$ 50,000 | \$ -         | \$ -       |     |
|   |                              |                        |                  |                             |              |           |              |            |     |
| REVISED PROJECT BUDGET                                |                              |                        |                  |                             |              |           |              |            |     |
| 1   | Memorial Park - Construction | 2019                   | Reserve/Donation | 3,565,657                   | 1,500,000.00 | 50,000    | 2,015,657    | -          | 4   |
| Total Revised Project Budget (b)                      |                              |                        |                  | \$ 3,565,657                | \$ 1,500,000 | \$ 50,000 | \$ 2,015,657 | \$ -       |     |
|   |                              |                        |                  |                             |              |           |              |            |     |
| NET BUDGET IMPACT                                     |                              |                        |                  |                             |              |           |              |            |     |
| 1   | Memorial Park - Construction | 2019                   | Reserve/Donation | 2,015,657                   | -            | -         | 2,015,657    | -          | 4   |
| Net Increase/(Decrease) Required on Existing Projects |                              |                        |                  | \$ 2,015,657                | \$ -         | \$ -      | \$ 2,015,657 | \$ -       |     |

Regional Municipality of Wood Buffalo  
Cash Flow by Funding Sources, by Year  
14/2/2023

Attachment 3

|                                    | Funding Sources                      |                |                   |                |                |            |
|------------------------------------|--------------------------------------|----------------|-------------------|----------------|----------------|------------|
|                                    | Total Project Cost<br>(Accumulative) | Federal Grants | Provincial Grants | Reserves (CIR) | Other Sources* | Debentures |
| <b>Original Funding Sources</b>    |                                      |                |                   |                |                |            |
| 2021 and prior                     | 1,500,000                            | -              | -                 | 1,500,000      | -              | -          |
| 2022                               | 50,000                               | -              | -                 | -              | 50,000         | -          |
| 2023                               | -                                    | -              | -                 | -              | -              | -          |
| Thereafter                         | -                                    | -              | -                 | -              | -              | -          |
| Original Funding Sources Total (a) | \$ 1,550,000                         | \$ -           | \$ -              | \$ 1,500,000   | \$ 50,000      | \$ -       |
| <b>Revised Funding Sources</b>     |                                      |                |                   |                |                |            |
| 2021 and prior                     | 1,500,000                            | -              | -                 | 1,500,000      | -              | -          |
| 2022                               | 50,000                               | -              | -                 | -              | 50,000         | -          |
| 2023                               | 2,015,657                            | -              | -                 | 2,015,657      | -              | -          |
| Thereafter                         | -                                    | -              | -                 | -              | -              | -          |
| Revised Funding Sources Total (b)  | \$ 3,565,657                         | \$ -           | \$ -              | \$ 3,515,657   | \$ 50,000      | \$ -       |
| Revision / Difference (b) - (a)    | \$ 2,015,657                         | \$ -           | \$ -              | \$ 2,015,657   | \$ -           | \$ -       |
| <b>Net Change by year</b>          |                                      |                |                   |                |                |            |
| 2021 and prior                     | -                                    | -              | -                 | -              | -              | -          |
| 2022                               | -                                    | -              | -                 | -              | -              | -          |
| 2023                               | 2,015,657                            | -              | -                 | 2,015,657      | -              | -          |
| Thereafter                         | -                                    | -              | -                 | -              | -              | -          |
| Reconciled net change              | \$ 2,015,657                         | \$ -           | \$ -              | \$ 2,015,657   | \$ -           | \$ -       |



## CAPITAL BUDGET AMENDMENT

Council

CURRENT PROJECT NAME: Memorial Park - Construction

AMENDED PROJECT NAME:

|                            |           |             |             |                   |
|----------------------------|-----------|-------------|-------------|-------------------|
|                            | Group I/O | Revenue I/O | Expense I/O | Project Amendment |
| ORDER CODES (if assigned): | 0422019   | 701100      | 601878      |                   |

## CURRENT PROJECT BUDGET

| Year         | Annual Cost  | Fed Grants | Prov Grants | Reserves     | Other Sources | Debtenture Financed |
|--------------|--------------|------------|-------------|--------------|---------------|---------------------|
| 2022 & Prior | \$ 1,550,000 | \$ -       | \$ -        | \$ 1,500,000 | \$ 50,000     | \$ -                |
| 2023         | -            | -          | -           | -            | -             | -                   |
| 2024         | -            | -          | -           | -            | -             | -                   |
| 2025         | -            | -          | -           | -            | -             | -                   |
| 2026         | -            | -          | -           | -            | -             | -                   |
| 2027         | -            | -          | -           | -            | -             | -                   |
| 2028         | -            | -          | -           | -            | -             | -                   |
| Thereafter   | -            | -          | -           | -            | -             | -                   |
| TOTAL        | \$ 1,550,000 | \$ -       | \$ -        | \$ 1,500,000 | \$ 50,000     | \$ -                |

## CURRENT COST AND COMMITMENT

| As at      | Current Budget | Actual to Date | Commitments  | Available |
|------------|----------------|----------------|--------------|-----------|
| 10/28/2022 | \$ 1,550,000   | \$ 490,487     | \$ 1,004,600 | \$ 54,914 |

## DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

The budget for this park was originally approved in 2018; since then, industry and material costs have seen increases which were unpredictable when estimating initial project costs. Project delivery was split into two phases. Phase 1 of the project was completed in 2021 and the budget was spent (\$500K). The construction tender for phase 2 was published in April 2022; however, the bids received were over budget and the tender was cancelled to determine the next steps. The project team worked with the consultant to review current market pricing, project scope and next steps for the project. As a result of this review, additional funding is required to cover higher-cost deliverables such as the parking lot, lighting, outlook, and asphalt trail.

This amendment is to request additional funds to commence the procurement process. We have drafted a grant application under the "ICIP (Investing in Canada Infrastructure Program) COVID-19 Resilience Stream." If approved, RMWB could receive up to 80% of the phase 2 project costs.

THIS IS A REQUEST TO USE CONTINGENCY FUNDS - ☐ Yes ☒ No

0

## AMENDED PROJECT BUDGET

| Year         | Annual Cost  | Fed Grants | Prov Grants | Reserves     | Other Sources | Debtenture Financed |
|--------------|--------------|------------|-------------|--------------|---------------|---------------------|
| 2022 & Prior | \$ 1,550,000 | \$ -       | \$ -        | \$ 1,500,000 | \$ 50,000     | \$ -                |
| 2023         | 2,015,057    | -          | -           | 2,015,057    | -             | -                   |
| 2024         | -            | -          | -           | -            | -             | -                   |
| 2025         | -            | -          | -           | -            | -             | -                   |
| 2026         | -            | -          | -           | -            | -             | -                   |
| 2027         | -            | -          | -           | -            | -             | -                   |
| 2028         | -            | -          | -           | -            | -             | -                   |
| Thereafter   | -            | -          | -           | -            | -             | -                   |
| TOTAL        | \$ 3,565,057 | \$ -       | \$ -        | \$ 3,515,057 | \$ 50,000     | \$ -                |

## Budget Change

|       |              |      |      |              |      |      |
|-------|--------------|------|------|--------------|------|------|
| TOTAL | \$ 2,015,057 | \$ - | \$ - | \$ 2,015,057 | \$ - | \$ - |
|-------|--------------|------|------|--------------|------|------|

## 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?

No

Will the underlying scope change alter the nature and type of capital project?

No

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?

In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.

# Reflections Lookout Options

Presenter: Keith Smith

Department: Public Works

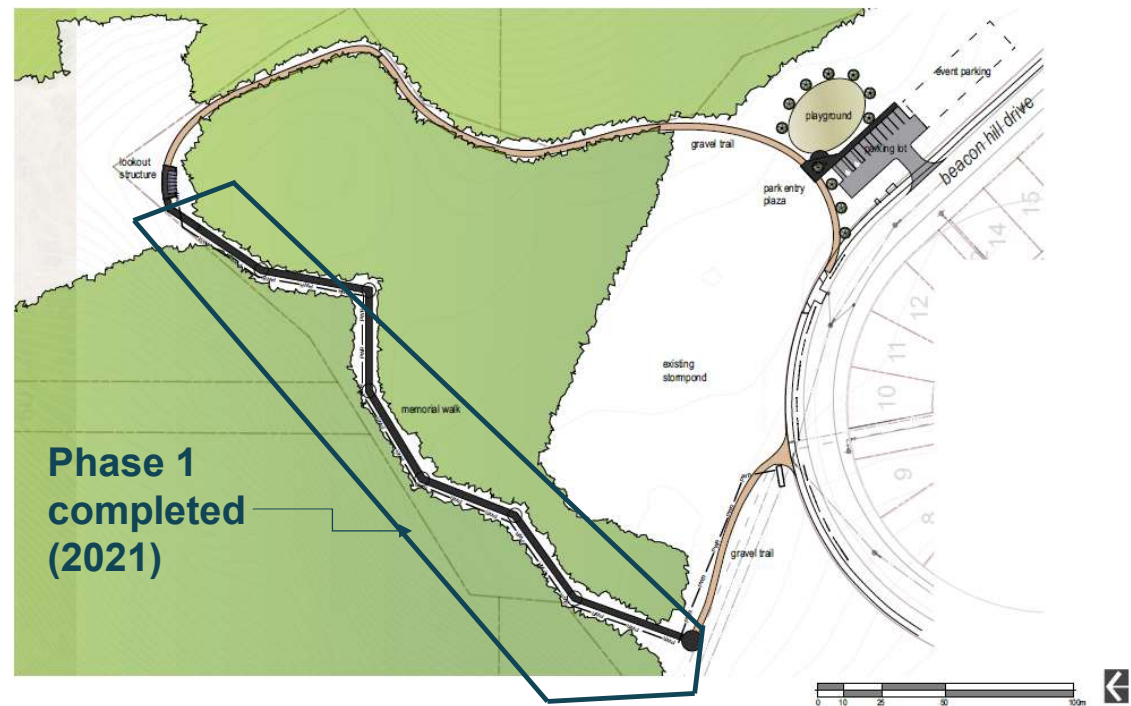
Meeting Date: February 14, 2023

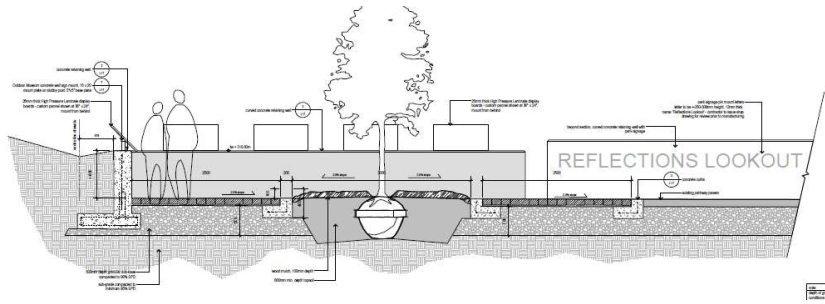


REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

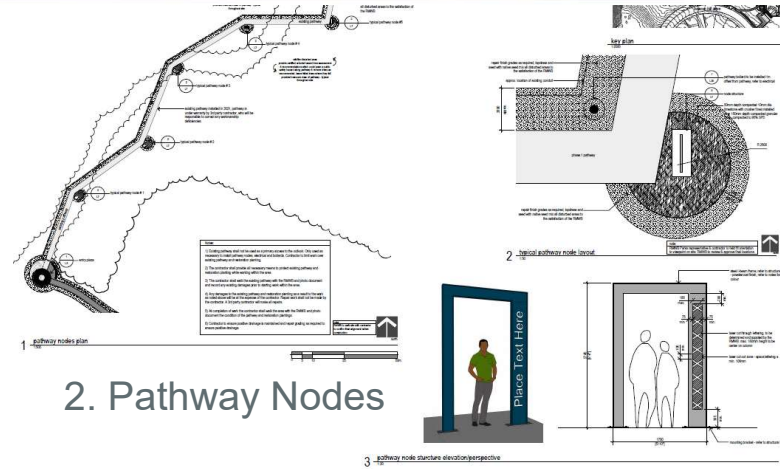
## Recommendation: Original Scope

- Entry plaza (including park name)
- Nodes along pathway
- Lookout pergola with viewing area
- Asphalt trail to playground
- Gathering plaza (including playground name)
- Natural playground
- Parking lot
- Lighting
- Landscaping

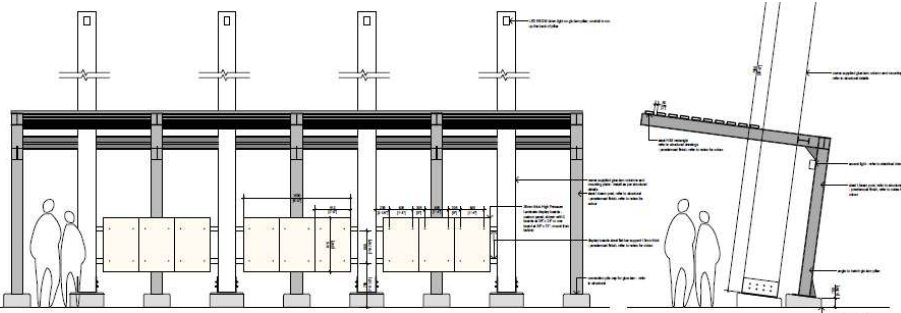




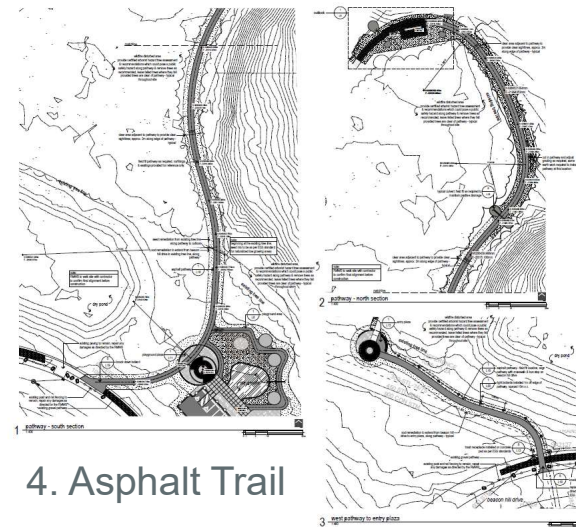
1. Entry Plaza



2. Pathway Nodes



3. Lookout Pergola

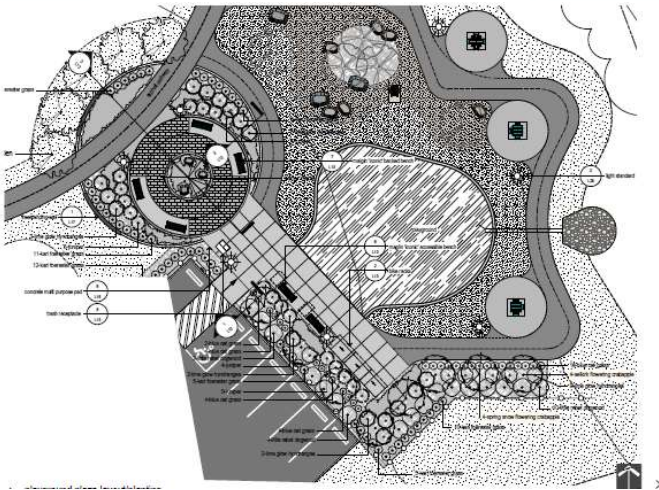


4. Asphalt Trail

Reflections Lookout Options



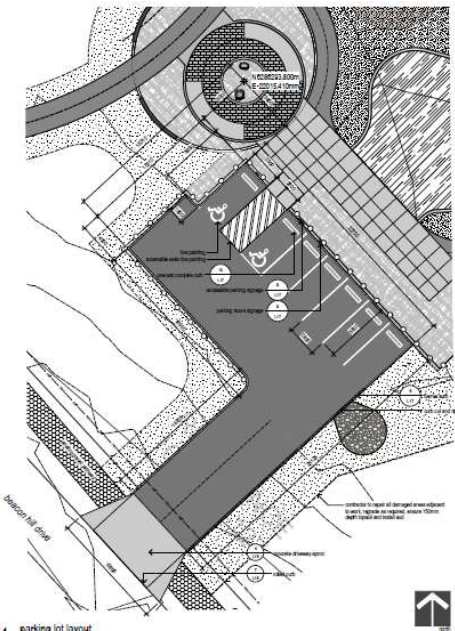




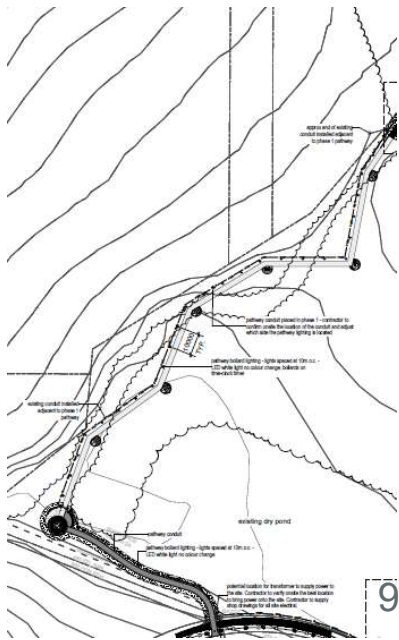
5. Gathering Plaza



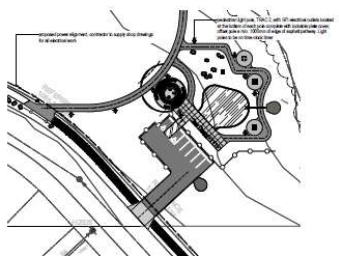
6. Natural Playground  
Reflections Lookout Options



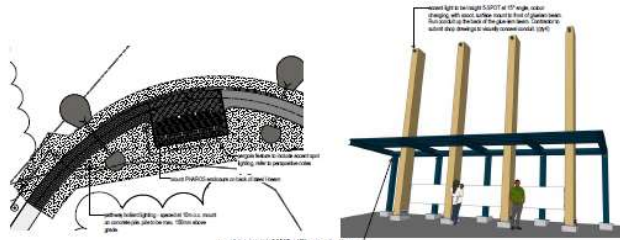
7. Parking Lot



8. Lighting: Playground



9. Lighting: Trail



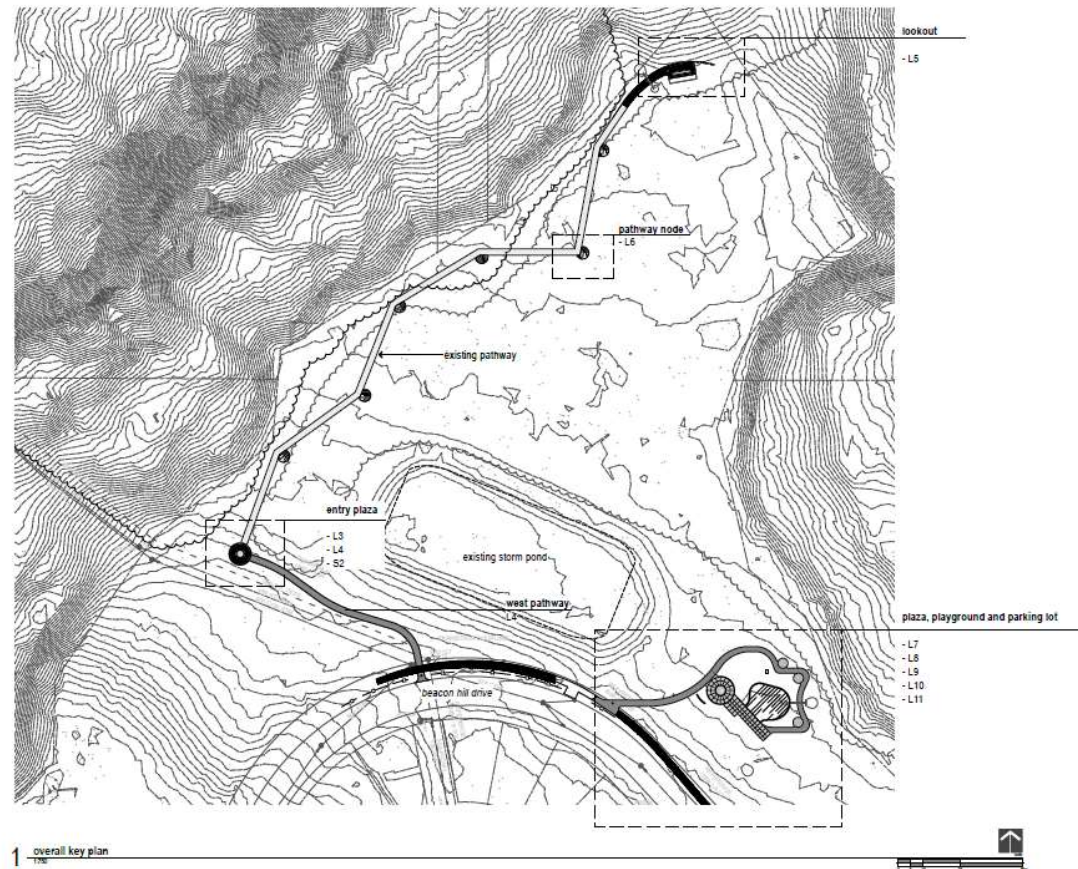
10. Lighting: lookout pergola





## Alternative Option 1: 50% Scope Reduction

- Best value design
- Resizing entry plaza
- Asphalt trail to playground
- Outlook Pergola structure
- Lighting
- Parking lot
- Asphalt trail to playground

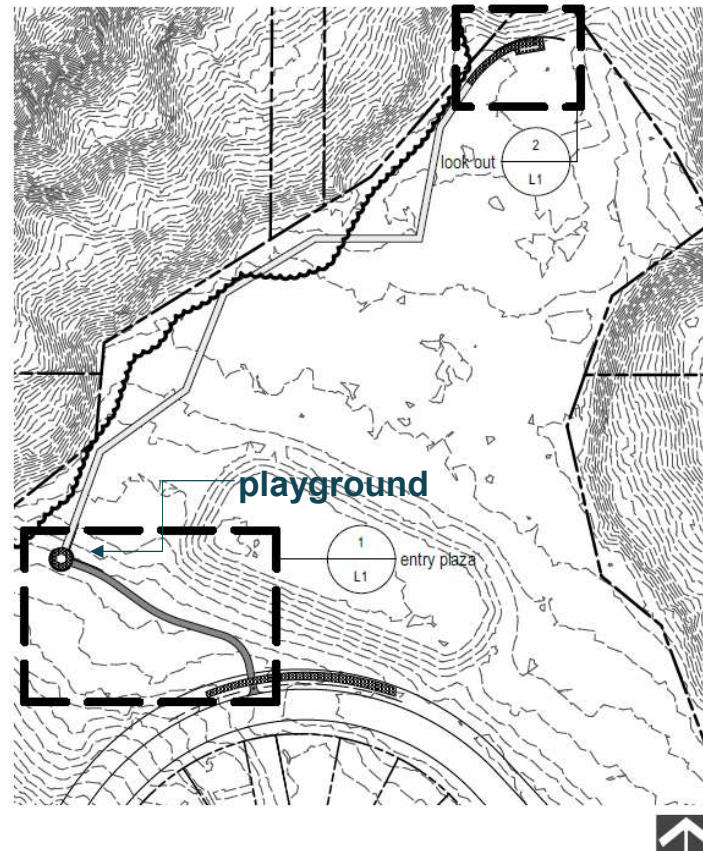


Budget request for additional \$700K to complete the above.



## Alternative Option 2: 70% Scope Reduction

- Reduced design
- Nodes along pathway
- Asphalt trail to playground
- Gathering plaza
- Parking lot
- Lighting
- Landscaping



To accommodate allocated available budget.



# Various Deliverables & Impacts of Price Changes

| Item No. | Description   | May 2022 Bid Percentage Over |
|----------|---|------------------------------|
| 1        | Mobilization / demobilization                         | 24%                          |
| 2        | Demolition / rehabilitation (including tree clearing) | 541%                         |
| 3        | Site preparation and earthworks                       | 107%                         |
| 4        | Lighting  | 160%                         |
| 5        | Hardscape and parking lot                             | 61%                          |
| 6        | Features nodes and outlook                            | 180%                         |
| 7        | Playground  | 54%                          |



# Fly Through Video

[Reflections Lookout Park | Participate Wood Buffalo \(rmwb.ca\)](https://rmwb.ca)

Please note this video was a preliminary concept and some park features have changed through detailed design development.

Reflections Lookout Options



# Thank You



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO



# COUNCIL REPORT

Meeting Date: February 14, 2023

## Subject: 2023 Capital Budget Amendments

### APPROVALS:

**Paul Thorkelsson**

\_\_\_\_\_  
Director

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

### Recommended Motion:

THAT the 2023 Capital Budget Amendments as summarized on Attachment 1 (2023 Capital Budget Amendment – Project Amendment and Cancellation, dated February 14, 2023) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2023 Capital Budget Amendment – Project Amendment and Cancellation – Project Cash Flow Summary, dated February 14, 2023) 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).

The Capital Budget amendments will result in a net increase of approximately \$840,000 to the 2023 & thereafter Capital Budget, as outlined in the Budget Net Change Summary.

### Background:

#### Project Amendment

- Fort Chipewyan Replacement Pumper Truck
  - o While responding to a fire call on August 25, 2022, Fort Chipewyan Fire Department Pump 322 was involved in a vehicle rollover incident.
  - o The truck was heavily damaged; insurance subsequently wrote-off the vehicle and the need for a replacement truck was identified.
  - o Write-off resulted in \$420,000 payout to offset anticipated replacement cost.
  - o Global supply chain pressures are contributing shortages, delays, and price



increases of 2-3% month-over-month.

### Project Cancellation

- MERSIVE System Upgrade for Emergency Management/Hall 5
  - o Due to anticipated challenges surrounding the wiring of technology within the existing structure of the fire hall, as well as difficulties in sourcing the appropriate technology, the request is for this project to be cancelled.

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

The net increase in funding of \$840,000 is comprised of the impacts of two amendments - a project cancellation which returns \$20,000 to the reserve, and a new project request of \$860,000. The new project requires \$440,000 from reserves, as \$420,000 is available from the insurance payout.

The full budget impact of these amendments will be incorporated within the Capital Infrastructure Reserve upon Council approval; Attachments 1 - 3 illustrate this impact.

**Attachment 1** shows the net budget impact of the amendments. 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 to the cash flows of these projects also require pre-budget approval.

**Attachment 3** summarizes the impact of cash flows and the source of funding from the proposed amendments for 2022 and thereafter. This is reflected below in the Budget Net Change Summary.

| Budget Net Change Summary |   |                   |                      |             |                  |           |
|---------------------------|---|-------------------|----------------------|-------------|------------------|-----------|
|                           | Total<br>Project Cost<br>(Accumulative) | Federal<br>Grants | Provincial<br>Grants | Reserves    | Other<br>Sources | Debenture |
| 2022 & Prior              | \$ (20,000)                             | \$ -              | \$ -                 | \$ (20,000) | \$ -             | \$ -      |
| 2023 & Thereafter         | \$ 860,000                              | \$ -              | \$ -                 | \$ 440,000  | \$ 420,000       | \$ -      |
| Reconciled net change     | \$ 840,000                              | \$ -              | \$ -                 | \$ 420,000  | \$ 420,000       | \$ -      |

### **Rationale for Recommendation:**

The rationale for the amendment or cancellation of each project is included in the attached individual Capital Budget Amendment Forms (Attachments 4 and 5).

### **Strategic Plan Values:**



## Fiscal Management

### **Attachments:**

- 1. Capital Budget Amendment – Project Amendment and Cancellation**
- 2. Capital Budget Amendment – Project Cash Flow Summary**
- 3. Cash Flow by Funding Sources**
- 4 - 5. Capital Budget Amendment Forms**

Regional Municipality of Wood Buffalo  
 2023 Capital Budget Amendment - Project Amendment and Cancellation  
 February 14, 2023

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. |
|--|--|--------------|-----------------------------|---------------------------|--------------------|----------------|-------------------|-------------------|-------------------|-------------|------|
| <b>ORIGINAL PROJECT BUDGET</b>                               |  |              |                             |                           |                    |                |                   |                   |                   |             |      |
| 1  | Fort Chipewyan Replacement Pumper Truck                | New Project  | Regional Emergency Services | New                       | -                  | -              | -                 | -                 | -                 | -           | 4    |
| 2  | MERSIVE System Upgrade for Emergency Management/Hall 5 | Cancellation | Regional Emergency Services | 2022                      | 20,000             | -              | -                 | 20,000            | -                 | -           | 5    |
| <b>Total Original Capital Project Budget</b>                 |  |              |                             |                           | <b>\$ 20,000</b>   | <b>\$ -</b>    | <b>\$ -</b>       | <b>\$ 20,000</b>  | <b>\$ -</b>       | <b>\$ -</b> |      |
| <b>REVISED PROJECT BUDGET</b>                                |  |              |                             |                           |                    |                |                   |                   |                   |             |      |
| 1  | Fort Chipewyan Replacement Pumper Truck                | New Project  | Regional Emergency Services | New                       | 860,000            | -              | -                 | 440,000           | 420,000           | -           | 4    |
| 2  | MERSIVE System Upgrade for Emergency Management/Hall 5 | Cancellation | Regional Emergency Services | 2022                      | -                  | -              | -                 | -                 | -                 | -           | 5    |
| <b>Total Revised Capital Project Budget</b>                  |  |              |                             |                           | <b>\$ 860,000</b>  | <b>\$ -</b>    | <b>\$ -</b>       | <b>\$ 440,000</b> | <b>\$ 420,000</b> | <b>\$ -</b> |      |
| <b>NET BUDGET IMPACT</b>                                     |  |              |                             |                           |                    |                |                   |                   |                   |             |      |
| 1  | Fort Chipewyan Replacement Pumper Truck                | New Project  | Regional Emergency Services | New                       | 860,000            | -              | -                 | 440,000           | 420,000           | -           | 4    |
| 2  | MERSIVE System Upgrade for Emergency Management/Hall 5 | Cancellation | Regional Emergency Services | 2022                      | (20,000)           | -              | -                 | (20,000)          | -                 | -           | 5    |
| <b>Net Increase/(Decrease) Required on Existing Projects</b> |  |              |                             |                           | <b>\$ 840,000</b>  | <b>\$ -</b>    | <b>\$ -</b>       | <b>\$ 420,000</b> | <b>\$ 420,000</b> | <b>\$ -</b> |      |

## Regional Municipality of Wood Buffalo

## 2022 Capital Budget Amendment - Project Amendment and Cancellation - Project Cash Flow Summary

February 14, 2023

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) | 2021 & Prior | 2022        | 2023       | Thereafter | Att |
| ORIGINAL PROJECT BUDGET                               |  |                        |                   |                             |              |             |            |            |     |
| 1   | Fort Chipewyan Replacement Pumper Truck                | New                    | Reserve/Insurance | -                           | -            | -           | -          | -          | 4   |
| 2   | MERSIVE System Upgrade for Emergency Management/Hall 5 | 2022                   | Reserve           | 20,000                      | -            | 20,000      | -          | -          | 5   |
| Total Original Capital Project Budget (a)             |  |                        |                   | \$ 20,000                   | \$ -         | \$ 20,000   | \$ -       | \$ -       |     |
|   |  |                        |                   |                             |              |             |            |            |     |
| REVISED PROJECT BUDGET                                |  |                        |                   |                             |              |             |            |            |     |
| 1   | Fort Chipewyan Replacement Pumper Truck                | New                    | Reserve/Insurance | 860,000                     | -            | -           | 860,000    | -          | 4   |
| 2   | MERSIVE System Upgrade for Emergency Management/Hall 5 | 2022                   | Reserve           | -                           | -            |             |            | -          | 5   |
| Total Revised Project Budget (b)                      |  |                        |                   | \$ 860,000                  | \$ -         | \$ -        | \$ 860,000 | \$ -       |     |
|   |  |                        |                   |                             |              |             |            |            |     |
| NET BUDGET IMPACT                                     |  |                        |                   |                             |              |             |            |            |     |
| 1   | Fort Chipewyan Replacement Pumper Truck                | New                    | Reserve/Insurance | 860,000                     | -            | -           | 860,000    | -          | 4   |
| 2   | MERSIVE System Upgrade for Emergency Management/Hall 5 | 2022                   | Reserve           | (20,000)                    | -            | (20,000)    | -          | -          | 5   |
| Net Increase/(Decrease) Required on Existing Projects |  |                        |                   | \$ 840,000                  | \$ -         | \$ (20,000) | \$ 860,000 | \$ -       |     |


Regional Municipality of Wood Buffalo  
Cash Flow by Funding Sources, by Year  
February 14, 2023

Attachment 3

|                                    | Funding Sources                      |                |                   |                |                |            |
|------------------------------------|--------------------------------------|----------------|-------------------|----------------|----------------|------------|
|                                    | Total Project Cost<br>(Accumulative) | Federal Grants | Provincial Grants | Reserves (CIR) | Other Sources* | Debentures |
| <b>Original Funding Sources</b>    |                                      |                |                   |                |                |            |
| 2021 and prior                     | -                                    | -              | -                 | -              | -              | -          |
| 2022                               | 20,000                               | -              | -                 | 20,000         | -              | -          |
| 2023                               | -                                    | -              | -                 | -              | -              | -          |
| Thereafter                         | -                                    | -              | -                 | -              | -              | -          |
| Original Funding Sources Total (a) | \$ 20,000                            | \$ -           | \$ -              | \$ 20,000      | \$ -           | \$ -       |
| <b>Revised Funding Sources</b>     |                                      |                |                   |                |                |            |
| 2021 and prior                     | -                                    | -              | -                 | -              | -              | -          |
| 2022                               | -                                    | -              | -                 | -              | -              | -          |
| 2023                               | 860,000                              | -              | -                 | 440,000        | 420,000        | -          |
| Thereafter                         | -                                    | -              | -                 | -              | -              | -          |
| Revised Funding Sources Total (b)  | \$ 860,000                           | \$ -           | \$ -              | \$ 440,000     | \$ 420,000     | \$ -       |
| Revision / Difference (b) - (a)    | \$ 840,000                           | \$ -           | \$ -              | \$ 420,000     | \$ 420,000     | \$ -       |
| <b>Net Change by year</b>          |                                      |                |                   |                |                |            |
| 2021 and prior                     | -                                    | -              | -                 | -              | -              | -          |
| 2022                               | (20,000)                             | -              | -                 | (20,000)       | -              | -          |
| 2023                               | 860,000                              | -              | -                 | 440,000        | 420,000        | -          |
| Thereafter                         | -                                    | -              | -                 | -              | -              | -          |
| Reconciled net change              | \$ 840,000                           | \$ -           | \$ -              | \$ 420,000     | \$ 420,000     | \$ -       |


Attachment: 3. Cash Flow by Funding Sources (2023 Capital Budget Amendments)

## Attachment 4

|  |  |   |             |            |               |                     |
|--|--|---|-------------|------------|---------------|---------------------|
|   | <b>REGIONAL MUNICIPALITY<br/>OF WOOD BUFFALO</b> | <b>CAPITAL BUDGET AMENDMENT</b><br><b>Council</b> |             |            |               |                     |
| <b>CURRENT PROJECT NAME:</b> Fort Chipewyan Replacement Pumper Truck<br><b>AMENDED PROJECT NAME:</b>   |  |   |             |            |               |                     |
| Group I/O  | Revenue I/O                                      | Expense I/O                                       |             |            |               |                     |
| New Project  |  |   |             |            |               |                     |
| <b>ORDER CODES (if assigned):</b>  |  |   |             |            |               |                     |
| <b>CURRENT PROJECT BUDGET</b>  |  |   |             |            |               |                     |
| Year   | Annual Cost                                      | Fed Grants  | Prov Grants | Reserves   | Other Sources | Debtenture Financed |
| 2022 & Prior   | \$ -   | \$ -  | \$ -        | \$ -       | \$ -          | \$ -                |
| 2023   | -  | -   | -           | -          | -             | -                   |
| 2024   | -  | -   | -           | -          | -             | -                   |
| 2025   | -  | -   | -           | -          | -             | -                   |
| 2026   | -  | -   | -           | -          | -             | -                   |
| 2027   | -  | -   | -           | -          | -             | -                   |
| 2028   | -  | -   | -           | -          | -             | -                   |
| Thereafter   | -  | -   | -           | -          | -             | -                   |
| <b>TOTAL</b>   | \$ -   | \$ -  | \$ -        | \$ -       | \$ -          | \$ -                |
| <b>CURRENT COST AND COMMITMENT</b>   |  |   |             |            |               |                     |
| As at  | Current Budget                                   | Actual to Date                                    | Commitments | Available  |               |                     |
|  | \$ -   |   |             | \$ -       |               |                     |
| <b>DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT</b>  |  |   |             |            |               |                     |
| <p>While responding to a fire call on August 25, 2022, Fort Chipewyan Fire Department Pump 322 was involved in a vehicle rollover incident which left the truck heavily damaged. Insurance has subsequently written off the truck and will provide a payout of \$420,000 to the Municipality for its replacement. As such, a replacement truck will have to be built. Current world consumer supply chain shortages and delays are contributing to month over month price increases of 2-3%, continuing to push the replacement cost of the pump truck upwards. This request is to replace the truck; \$420,000 will be funded through insurance proceeds, with the remainder to be funded through the capital infrastructure reserve.</p> |  |   |             |            |               |                     |
| <b>THIS IS A REQUEST TO USE CONTINGENCY FUNDS</b> - <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <div style="float: right; border: 1px solid black; width: 50px; text-align: center;">0</div>   |  |   |             |            |               |                     |
| <b>AMENDED PROJECT BUDGET</b>  |  |   |             |            |               |                     |
| Year   | Annual Cost                                      | Fed Grants  | Prov Grants | Reserves   | Other Sources | Debtenture Financed |
| 2022 & Prior   | \$ -   | \$ -  | \$ -        |            | \$ -          | \$ -                |
| 2023   | 860,000  | -   | -           | 440,000    | 420,000       | -                   |
| 2024   | -  | -   | -           | -          | -             | -                   |
| 2025   | -  | -   | -           | -          | -             | -                   |
| 2026   | -  | -   | -           | -          | -             | -                   |
| 2027   | -  | -   | -           | -          | -             | -                   |
| 2028   | -  | -   | -           | -          | -             | -                   |
| Thereafter   | -  | -   | -           | -          | -             | -                   |
| <b>TOTAL</b>   | \$ 860,000                                       | \$ -  | \$ -        | \$ 440,000 | \$ 420,000    | \$ -                |
| <b>Budget Change</b>   |  |   |             |            |               |                     |
| TOTAL  | \$ 860,000                                       | \$ -  | \$ -        | \$ 440,000 | \$ 420,000    | \$ -                |
| <b>FISCAL RESPONSIBILITY POLICY CRITERIA:</b>  |  |   |             |            |               |                     |
| 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?   |  |   |             |            |               | 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 or N/A, No, respectively.</i>  |  |   |             |            |               |                     |
| <b>PROJECT ACCOUNTABILITY</b>  |  |   |             |            |               |                     |
| PROJECT MANAGER ASSIGNED   | Darren Clarke                                    |   |             |            |               | Date: _____         |
| DELIVERY DEPARTMENT MANAGER  | Rob Van Hecke                                    |   |             |            |               | Date: _____         |
| DELIVERY DEPARTMENT DIRECTOR   | Jody Butz  |   |             |            |               | Date: _____         |
| SPONSOR DEPARTMENT DIRECTOR  | Jody Butz  |   |             |            |               | Date: _____         |
| CPSC CHAIR   | Laurie Farquharson                               |   |             |            |               | Date: _____         |

Last updated: January 2022

## Attachment 5

|   |  |   |             |                      |               |                     |
|---|--|---|-------------|----------------------|---------------|---------------------|
|    | <b>REGIONAL MUNICIPALITY<br/>OF WOOD BUFFALO</b> | <b>CAPITAL BUDGET AMENDMENT</b><br><b>Council</b> |             |                      |               |                     |
| <b>CURRENT PROJECT NAME:</b> MERSIVE System Upgrade for Emergency Management/Hall 5<br><b>AMENDED PROJECT NAME:</b>   |  |   |             |                      |               |                     |
|   | Group I/O  | Revenue I/O                                       | Expense I/O | Project Cancellation |               |                     |
| <b>ORDER CODES (if assigned):</b>   | 0312022  | 701387  | 602417      |                      |               |                     |
| <b>CURRENT PROJECT BUDGET</b>   |  |   |             |                      |               |                     |
| Year  | Annual Cost                                      | Fed Grants  | Prov Grants | Reserves             | Other Sources | Debtenture Financed |
| 2022 & Prior  | \$ 20,000  | \$ -  | \$ -        | \$ 20,000            | \$ -          | \$ -                |
| 2023  | -  | -   | -           | -                    | -             | -                   |
| 2024  | -  | -   | -           | -                    | -             | -                   |
| 2025  | -  | -   | -           | -                    | -             | -                   |
| 2026  | -  | -   | -           | -                    | -             | -                   |
| 2027  | -  | -   | -           | -                    | -             | -                   |
| 2028  | -  | -   | -           | -                    | -             | -                   |
| Thereafter  | -  | -   | -           | -                    | -             | -                   |
| <b>TOTAL</b>  | <b>\$ 20,000</b>                                 | <b>\$ -</b>                                       | <b>\$ -</b> | <b>\$ 20,000</b>     | <b>\$ -</b>   | <b>\$ -</b>         |
| <b>CURRENT COST AND COMMITMENT</b>  |  |   |             |                      |               |                     |
| As at   | Current Budget                                   | Actual to Date                                    | Commitments | Available            |               |                     |
| 11/3/2022   | \$ 20,000  | \$ -  | \$ -        | \$ 20,000            |               |                     |
| <b>DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT</b>   |  |   |             |                      |               |                     |
| <p>Understanding that this is not a normal circumstance, we also experienced some challenges with the existing structure and wiring of technology in the fire hall area, as well as some obstacles with sourcing the proper technology through vendors. Within discussion at Senior Leadership level, as well as consultation with the CFO; seeing no movement on the project since the budget dollars were approved, we request the cancellation of the project.</p> |  |   |             |                      |               |                     |
| <b>THIS IS A REQUEST TO USE CONTINGENCY FUNDS</b> - <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |   |             |                      |               | 0                   |
| <b>AMENDED PROJECT BUDGET</b>   |  |   |             |                      |               |                     |
| Year  | Annual Cost                                      | Fed Grants  | Prov Grants | Reserves             | Other Sources | Debtenture Financed |
| 2022 & Prior  | \$ -   | \$ -  | \$ -        | \$ -                 | \$ -          | \$ -                |
| 2023  | -  | -   | -           | -                    | -             | -                   |
| 2024  | -  | -   | -           | -                    | -             | -                   |
| 2025  | -  | -   | -           | -                    | -             | -                   |
| 2026  | -  | -   | -           | -                    | -             | -                   |
| 2027  | -  | -   | -           | -                    | -             | -                   |
| 2028  | -  | -   | -           | -                    | -             | -                   |
| Thereafter  | -  | -   | -           | -                    | -             | -                   |
| <b>TOTAL</b>  | <b>\$ -</b>                                      | <b>\$ -</b>                                       | <b>\$ -</b> | <b>\$ -</b>          | <b>\$ -</b>   | <b>\$ -</b>         |
| <b>Budget Change</b>  |  |   |             |                      |               |                     |
| TOTAL   | \$ (20,000)                                      | \$ -  | \$ -        | \$ (20,000)          | \$ -          | \$ -                |
| <b>FISCAL RESPONSIBILITY POLICY CRITERIA:</b>   |  |   |             |                      |               |                     |
| 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                  |
| In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes or N/A, No, respectively.  |  |   |             |                      |               |                     |
| <b>PROJECT ACCOUNTABILITY</b>   |  |   |             |                      |               |                     |
| PROJECT MANAGER ASSIGNED  |  |   |             |                      |               | Date:               |
| DELIVERY DEPARTMENT MANAGER   |  |   |             |                      |               | Date:               |
| DELIVERY DEPARTMENT DIRECTOR  |  |   |             |                      |               | Date:               |
| SPONSOR DEPARTMENT DIRECTOR   | Jody Butz  |   |             |                      |               | Date: 4-Nov-22      |
| CPSC CHAIR  | Laurie Farquharson                               |   |             |                      |               | Date:               |

Last updated: January 2022



## COUNCIL REPORT

Meeting Date: February 14, 2023

**Subject: Internal Audit Charter and 2023 to 2024 Internal Audit Plan**

**APPROVALS:**

**Paul Thorkelsson**

\_\_\_\_\_  
Director

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

### **Recommended Motion:**

THAT the Internal Audit Charter and the 2023 – 2024 Internal Audit Plan be approved.

### **Summary:**

An Internal Audit Charter is a formal document that defines Internal Audit's purpose, authority, responsibility and position within an organization. Endorsement must be obtained by Council annually to ensure that internal audits align with Council's Strategic Plan.

The Internal Audit Plan is a requirement under the Internal Audit Charter which provides a disciplined approach to the identification and approval of internal audit projects on an annual basis. Seven (7) internal audits have been identified for 2023 and seven (7) have been identified for 2024.

### **Background:**

The Internal Audit Plan is extracted from the Audit Universe, which represents the identified potential range of internal audit activities within the Municipality. The Audit Universe is risk ranked based on the likelihood and consequence of specific audit objective events. The Financial Services Department updates the Internal Audit Plan annually and seeks endorsement from Council each year.

The previously approved audit plan from 2021 was not carried out as a result of vacancies in the audit role. As such, the 2023 to 2024 plan focuses on previously identified areas for audit which were Council approved.

### **Rationale for Recommendation:**

Council is the approving authority for the internal Audit Charter and Audit Plan. Endorsement for the Internal Audit Charter and the Internal Audit Plan allows for approval and direction of audit projects.



**Strategic Plan Values:**

Fiscal Management

**Attachments:**

**1. Internal Audit Charter**

**2. 2023 to 2024 Internal Audit Plan**

# Internal Audit Charter

## Introduction

Internal auditing is an independent, objective assurance, and consulting activity that is guided by a philosophy of adding value to improve the operations of the Regional Municipality of Wood Buffalo (RMWB). It assists the RMWB in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's governance, risk management, and internal control.

## Purpose

The purpose of this Charter is to outline the role, authority and responsibilities of the internal audit function, the Organization and Administration. This Charter outlines the authority of the internal audit function and the reporting relationship with the Senior Leadership Team (SLT) and Council.

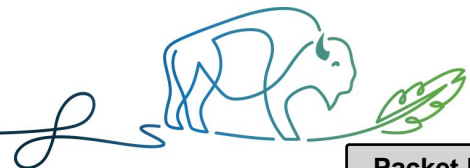
## Role

The internal audit responsibilities are defined or endorsed by Council as part of their oversight role.

## Professionalism

The Internal Audit Activity will govern itself by adherence to The Institute of Internal Auditors' mandatory guidance including the Definition of Internal Auditing, the Code of Ethics, and the *International Standards for the Professional Practice of Internal Auditing (Standards)*. This mandatory guidance constitutes core principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the Internal Audit Activity's performance.

The Institute of Internal Auditors' Practice Advisories, Practice Guides, and Position Papers will also be adhered to as applicable to guide operations. In addition, the Internal Audit Activity will adhere to the RMWB relevant policies and procedures and the Internal Audit Activity's standard operating procedures manual.



## Authority

The Internal Audit Activity, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of the RMWB records, physical properties, and personnel relevant to carrying out any engagement. All employees are required to assist the Internal Audit Activity in fulfilling its roles and responsibilities when required. The Internal Audit Activity will also have free and unrestricted access to Council.

## Organization

The Chief Financial Officer (CFO) through the Internal Audit Activity will report functionally to Council, and administratively (i.e. day to day operations) to the Chief Administrative Officer (CAO).

Council will:

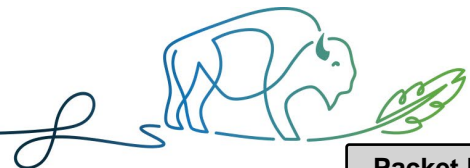
1. Approve the Internal Audit Charter.
2. Approve the risk based internal audit plan.
3. Receive communications from the CFO performance relative to the internal audit plan and other internal audit matters.
4. Make appropriate inquiries of management and the CFO to determine whether there is inappropriate scope or resource limitations.

The CFO will communicate and interact directly with Council, including in executive sessions and between Council meetings as appropriate.

## Independence and Objectivity

The Internal Audit Activity will remain free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair the internal auditor's judgement.



The Internal Audit Activity will exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information. Internal auditors will make a balanced assessment of all the relevant circumstances and be free from their own interest or by others in forming judgements.

The CFO will confirm to Council, at least annually, the organizational independence of the Internal Audit Activity.

## Responsibility

The scope of internal auditing encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of the organization's governance, risk management, and internal controls as well as the quality of performance in carrying out assigned responsibilities to achieve the organization's stated goals and objectives. This includes:

1. Performance Audits: Independent objective review and evaluation of Municipal operations, programs, processes and systems, such as:
  - .1 Compliance Audits – Review the systems established to ensure compliance with policies, plans, procedures, ethical, best practices, contracts, laws and regulations.
  - .2 Operational Audits – Review operations, services, processes and systems to determine whether they are effective and working as intended. Operational audits may include value-for-money assessments.
  - .3 Follow-up Audits – Review the effectiveness of the corrective action recommended in audits.
2. Financial Audits
3. Consulting Services – Requests received directly from departments within the RMWB when an independent and objective assurance opinion is required. These requests are undertaken at the discretion of the audit function.

The Internal Audit Activity will determine the appropriate methodologies, project scope, and service delivery options necessary to carry out the above responsibilities.



## Internal Audit Plan

Annually, the CFO will submit to SLT and Council an internal audit plan for review and approval. The internal audit plan will consist of a work schedule for the next calendar year designed to focus on risks that could potentially affect the Municipality's ability to achieve its objectives. The CFO will communicate the impact of resource limitations and significant interim changes to SLT and Council.

The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of SLT and Council. The CFO will review and adjust the plan, as necessary, in response to changes in the organization's business, risk, operations, programs, systems, and controls. Any significant deviation from the approved internal audit plan will be communicated to SLT and Council through periodic activity reports.

## Reporting and Monitoring

A written report will be prepared and issued by the CFO or designee following the conclusion of each internal audit engagement and will be distributed as appropriate. Internal audit results will also be communicated to Council.

The internal audit report may include management's response and corrective action taken or to be taken in regard to the specific findings and recommendations. Management's response, whether included with the original audit report or provided thereafter by management of the audited area should include a timetable for anticipated completion of action to be taken and an explanation for any corrective action that will not be implemented.

The Internal Audit Activity will be responsible for appropriate follow-up on engagement findings and recommendations. All significant findings will remain in an open issues file until cleared.

The CFO will periodically report to SLT and Council on the Internal Audit Activity's purpose, authority, and responsibility, as well as performance relative to its plan. Reporting will also include significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by SLT and Council.

## Internal Audit Performance

The Internal Audit Activity will undergo periodic review of internal audit performance. The review will include an evaluation of the Internal Audit Activity's conformance with



the Definition of Internal Auditing and the Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the Internal Audit Activity and identifies opportunities for improvement.

The CFO will communicate to SLT and Council on the Internal Audit Activity's performance, including results of ongoing internal assessments and external assessments conducted at least every five years.

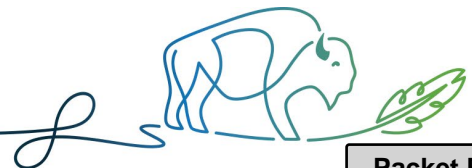
### INTERNAL AUDIT CHARTER

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Mayor

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



# 2023 - 2024 Internal Audit Plan

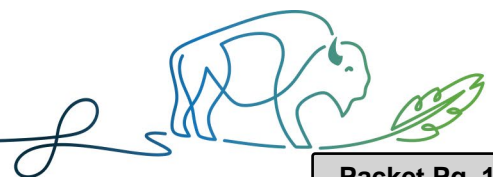


REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**



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# Internal Audit Plan Development

## PURPOSE OF AN INTERNAL AUDIT PLAN

A formal Internal Audit Plan is to provide a disciplined approach to the identification of potential internal audit projects. Formal planning has benefits, such as:

- Creating a focus on high-risk and/or high-priority areas.
- Provides the basis for the involvement of clients and stakeholders in the Internal Audit planning process.
- Ensures all departments and branches are considered for internal audit attention during the planning process.
- Serves as a standard against which to measure the performance of the internal audit function within the Municipality.

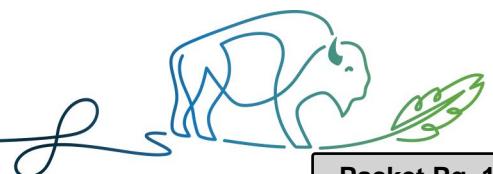
## INTERNAL AUDIT PLANNING PROCESS

1. Internal Audit function creates the Audit Universe which represents the potential range of all internal audit activities within the Municipality.
2. The Audit Universe is risk ranked based on likelihood and consequence of specific audit objective events.
3. Financial Services (FS) department proposes the Internal Audit Plan to the Chief Administrative Officer (CAO) for consideration.
4. CFO to present the proposed Internal Audit Plan to Council for consideration.
5. Obtain endorsement from Council.

The plan is based on risks and priorities that exist as of January 25, 2023. The FS department will update the Internal Audit Plan annually and report changes to Council each year.

## BACKGROUND

The Municipality houses the internal audit function within the FS department. Factors affected the internal audit function in 2020 (COVID 19, internal auditor leave from the organization) which resulted in no internal audit activity. Presently, one internal auditor was recently hired to support the audit function in the Municipality. Internal Audit tasks which require subject matter experts or additional auditors will be outsourced through the internal audit contractor, Meyers Norris Penny (MNP) Edmonton firm.



In addition to the annual internal audits planned, when an independent and objective assurance opinion is required, the internal audit function may accept consulting engagements which are requested directly from departments within the Municipality. These requests are undertaken at the discretion of the Internal Audit function.

## 2023 PROPOSED AUDIT OBJECTIVES

### Procurement Card Program (File #15 08 and #19 09 Follow up)

To determine if the recommendations proposed on Procurement Card Audit (file # 15 08 and # 19 09) have been implemented. COVID 19 had an impact operationally, revision of program is necessary to identify potential new risks as a byproduct of global pandemic.

Status: Follow-up recommended.

### Vendor Master File (File # 18 15 Follow up)

To determine if the recommendations suggested in the Vendor Master File Audit (file #: 18 15) have been implemented or if the underlying risks have been mitigated.

The objective of the Vendor Master File audit was to determine whether key controls were adequately designed, implemented, and operating as intended; including a review of the changes to vendor payment information (including through cyber means) and if segregation of duties exist.

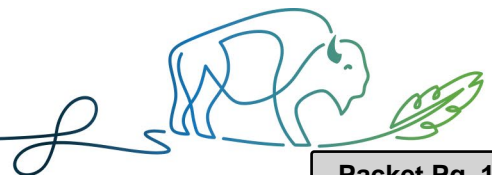
Upgrade to ERP system (S4 Hannah) will have an impact on vendor master file data migration that needs to be considered for future operational function.

Status: Follow-up recommended

### Facility Rental

To review facilities leased by the Municipality to customers to determine if rent and utilities have been collected according to the terms and conditions of the lease agreements.

Status: Objective approved by Council in the 2020-2021 Internal Audit Plan.



Audit function delayed due to vacancy in Auditor position from end of 2020 through end of 2022

## Part 9 Company Operations – Cash Controls & Cybersecurity

To review the operational processes and controls of Part 9 Companies which are under the care and control of the Municipality. The audit will include a review of cash handling practices and cybersecurity measures in place.

Status: Objective approved by Council in the 2020-2021 Internal Audit Plan.  
Audit function delay due to vacancy in Auditor position during end of 2020 through end of 2022

## Frank Lacroix Municipal Agreements

To assess compliance of arena facility operating and lease agreements, and the support provided by the Municipality via operating and lease agreements. Secondly, to provide a comparison of the arena facility operating and lease agreements and reporting provided to the Municipality by the tenants.

Status: Objective approved by Council in the 2020-2021 Internal Audit Plan.  
Audit function delayed due to vacancy in Auditor position from end of 2020 through end of 2022

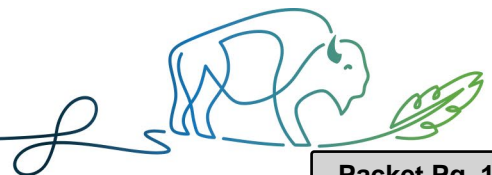
## Utilities

To review the utility accounts paid for by the Municipality, including but not limited to electricity, natural gas, and internet services. The existence and occupancy of the corresponding infrastructure will be assessed. Included in the audit scope will be Part 9 Companies use of Municipal rates.

Status: Objective approved by Council in the 2020-2021 Internal Audit Plan.  
Audit function delayed due to vacancy in Auditor position from end of 2020 through end of 2022

## Roads Snow and Ice Control

To assess the snow removal and ice control processes within both urban and rural communities. The timeliness of addressing winter road condition resident complaints will be reviewed. The scope will include a review of both in-house and outsourced work, and the removal and disposal of street sand. The Fort Chipewyan Winter Road will be excluded from the scope of this audit.



Status: Objective approved by Council in the 2020-2021 Internal Audit Plan  
Audit function delayed due to vacancy in Auditor position from end of 2020 through end of 2022

## 2024 PROPOSED AUDIT OBJECTIVES

*Subject to alterations in the 2023 to 2024 Audit Plan*

### Animal Services

To assess the animal control program processes and services offered in-house by Bylaw Services and whether external services by the SPCA are in compliance with municipal agreements. The scope will include facility upkeep, retrieval and release of animals, veterinarian care, and animal licensing. Inclusive in the review will be a cost per animal analysis, and cost in house versus outsourced analysis.

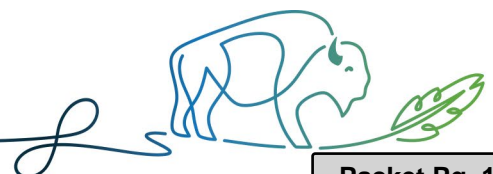
Status: Objective approved by Council in the 2018-2019 Internal Audit Plan.  
Carried forward to 2021 at the request of the department.  
Audit function delayed due to vacancy in Auditor position from end of 2020 through end of 2022

### Municipal Cash Handling (#17 06 Follow-Up)

To determine if the recommendations suggested in the Municipal Cash Handling Audit (file #: 17 06) have been implemented or if the underlying risks have been mitigated, and that the implemented controls are working as intended.

The objective of the Municipal Cash Handling Audit was to ensure that all funds received by the Regional Municipality of Wood Buffalo (Municipality) are appropriately controlled, deposited and accounted for, in an accurate and timely manner. Specifically, the audit assessed if policy and procedures are followed during cash handling activities and if management controls are well designed, implemented, and operating as intended.

Status: Follow-up approved by Council in the 2020-2021 Internal Audit Plan.  
Audit function delayed due to vacancy in Auditor position from end of 2020 through end of 2022



## Fort Chipewyan Operations (#19 07 Follow-Up)

To determine if the recommendations in the Fort Chipewyan Operations Audit (file #19 07) have been implemented or if the underlying risks have been mitigated.

The objective of the Fort Chipewyan Operations was to assess the internal controls within fuel, cash handling, inventory, parks and recreation processes.

Status: Follow-up proposed

## Municipal Fleet Maintenance (File #19 02 Follow-Up)

To determine if the recommendations in the Municipal Fleet Maintenance Audit (file #19 02) have been implemented or if the underlying risks have been mitigated.

The objective of the Municipal Fleet Maintenance Audit (file #19 02) was to assess the processes and controls governing the Fleet Services Branch, and Regional Emergency Services fleet operating activities. The audit focused on system implementation and use, vehicle and equipment maintenance, and if systems are sufficient for business needs.

Status: Follow-up proposed

## Fleet Fuel (#17 04 Follow-Up)

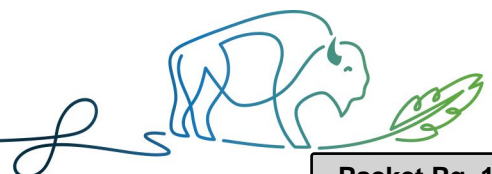
To determine if the recommendations suggested in the Fleet Fuel Audit (file #: 17 04) have been implemented or if the underlying risks have been mitigated, and that the implemented controls are working as intended.

The Fleet Fuel Audit assessed the controls governing the receipt, distribution, and use of fleet gasoline and diesel.

Status: Follow-up proposed

## Recycling and Garbage Collection Program

To evaluate the effectiveness of the Municipality's recycling efforts, curbside recycling, and garbage collection program. The audit will include an analysis of the equipment used to carry out the day to day operations.



Status: Objective approved by Council in the 2018-2019 Internal Audit Plan.  
Carried forward to 2020 at the request of the department.  
Audit function delayed due to vacancy in Auditor position from end of 2020 through end of 2022

## Future Follow-Up Engagements

Roads – Asset Protection (Follow-Up)

Development Permits (#19 10 Follow-Up)

Petro Pass (#19 11 Follow-Up)

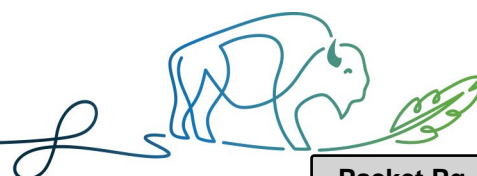
Social Media (File #18 12 Follow-Up)

Human Resource Records Management (#19 01 Follow-Up)

## RISK MATRIX

The 2023 Audit Plan was developed based on a risk ranking of the Audit Universe in combination with the immediate needs of the Municipality. The Audit Universe consists of all identified potential audits within the Municipality based on the information available. The Audit Universe was updated as of January 25, 2023

| Risk Matrix        |                      |  |                 |              |                |
|--------------------|----------------------|--|-----------------|--------------|----------------|
| <i>Likelihood</i>  | <i>Consequence</i>   |  |                 |              |                |
|                    | (1)<br>Insignificant | (2)<br>Minor   | (3)<br>Moderate | (4)<br>Major | (5)<br>Extreme |
| (5) Almost Certain | 5                    | 10   | 15              | 20           | 25             |
| (4) Likely         | 4                    | 8  | 12              | 16           | 20             |
| (3) Unlikely       | 3                    | 6  | 9               | 12           | 15             |
| (2) Rare           | 2                    | 4  | 6               | 8            | 10             |
| (1) Extremely Rare | 1                    | 2  | 3               | 4            | 5              |
| Risk Rating        |                      | Description  |                 |              |                |
| 1 to 4             | Low Risk             | Manage by routine procedures and operations                              |                 |              |                |
| 5 to 7             | Moderate Risk        | Manage by specific monitoring or response procedures                     |                 |              |                |
| 8 to 11            | High Risk            | Management responsibility should be specific & appropriate actions taken |                 |              |                |
| 12 to 25           | Extreme Risk         | Immediate action required with senior management involved                |                 |              |                |



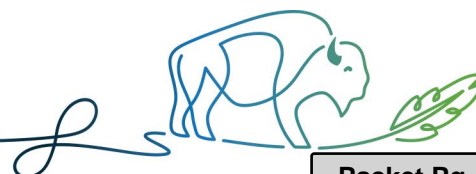


| Likelihood Rating Table |                |   |
|-------------------------|----------------|---|
| Likelihood Rating       | Description    | Likelihood of Occurrence                                |
| 5                       | Almost Certain | Event is already occurring or expected to occur         |
| 4                       | Likely         | Event will likely occur within one or two years         |
| 3                       | Unlikely       | Event is fairly likely to happen sometime in the future |
| 2                       | Rare           | Event has a remote possibility of occurrence            |
| 1                       | Extremely Rare | Event is extremely unlikely to happen                   |

| Consequence Rating Table |        |   |
|--------------------------|--------|---|
| Consequence              | Rating | Criteria  |
| Extreme                  | 5      | <ul style="list-style-type: none"> <li>- Viability of the Municipality in question</li> <li>- Significant damage to the Municipality's credibility or integrity</li> <li>- Business interruption for more than one month</li> <li>- Loss of a whole business unit</li> </ul>            |
| Major                    | 4      | <ul style="list-style-type: none"> <li>- Event that requires major realignment of resources</li> <li>- National media or public inquiry</li> <li>- Loss of a member of senior leadership</li> <li>- Business interruption up to one month</li> </ul>                                    |
| Moderate                 | 3      | <ul style="list-style-type: none"> <li>- Wide spread media</li> <li>- \$2,000,000+ potential loss</li> <li>- Organization wide</li> </ul>   |
| Minor                    | 2      | <ul style="list-style-type: none"> <li>- Can be dealt with at a department level, however, some senior management notification is required</li> <li>- Business interruption at a project level</li> <li>- Loss of a staff member</li> <li>- Up to \$2,000,000 potential loss</li> </ul> |
| Insignificant            | 1      | <ul style="list-style-type: none"> <li>- No media attention</li> <li>- Can be dealt with at a department level, no senior management notification or involvement</li> </ul>   |

## AUDIT ACTIVITY STATUS (AS OF JANUARY 25, 2023)

| File # | Audits Completed in 2020             | Status                | Action Plan (1) |
|--------|--------------------------------------|-----------------------|-----------------|
| 18 14  | Aggregate (Non-Standard) Inventory   | Issued June 26/20     | ✓               |
| 19 08  | RES Land Mobile Radio Consulting     | Issued January 22/20  | ✓               |
| 19 09  | Procurement Cards (#15 08 Follow-Up) | Issued January 7/20   | ✓               |
| 19 11  | Fuel Card Program                    | Issued February 24/20 | ✓               |



|        |   |                    |                 |
|--------|---|--------------------|-----------------|
| 20 02  | Vendor Master File Testing – COVID19 Mitigation           | Risk Mitigation    | ✓               |
| 20 03  | Wood Buffalo Recreation Society Financial Statements      | Issued March 10/20 |                 |
| 20 05  | Fleet AVL Review – Flood Mitigation                       | Risk Mitigation    |                 |
| 20 06  | Cyber Security Review – COVID19 Mitigation                | Risk Mitigation    |                 |
| 20 07  | Roads – Asset Protection                                  | POSTPONED          | ✓               |
| 20 08  | Parks & Recreation (#18 09 Follow-Up)                     | ISSUED             | ✓               |
| 20 09  | Transit Advertising (#18 04 Follow-Up)                    | CANCELLED          | ✓               |
| 20 10  | Vista Ridge   | ISSUED             | ✓               |
| 20 11  | Ambulance Collections (#17 12 Follow-Up)                  | Issued July 24/20  | ✓               |
| File # | Planned 2020 Audits Deferred to Future Years or Cancelled | Status             | Action Plan (1) |
|        | Recycling and Garbage Collection Program                  | Deferred (1)       |                 |
|        | Frank Lacroix Municipal Agreements                        | Deferred (2)       |                 |
|        | Municipal Fleet Maintenance (Follow-Up)                   | Deferred (3)       |                 |
|        | Fort Chipewyan Operations (Follow-Up)                     | Deferred (4)       |                 |
|        | Fleet Fuel (Follow-Up)                                    | Deferred (3)       |                 |
|        | Facility Rental   | Deferred (5)       |                 |
|        | Part 9 Company Operations                                 | Deferred (2)       |                 |

- (1) Recycling and Garbage Collection Programs were not operating under normal circumstances during COVID19 and as a result the audit has been postponed until operations are operating under normal circumstances to assess.
- (2) Deferred due to restricted operations during COVID19.
- (3) Fleet Services Branch plans to engage an external consultant during Q3 / Q4 of 2020 to implement policies, procedures, guidelines, and controls as identified in the recent fleet audits. Controls have not yet been implemented and cannot be assessed until that time.
- (4) Access to Fort Chipewyan Hamlet restricted due to COVID19 community precautions.
- (5) Deferred due to other high-risk areas emerging.

