



Council

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

Tuesday, May 10, 2022
6:00 PM

Agenda

1. **Call to Order**
2. **In-Camera Session (commencing at 4:00 p.m.)**
 - 2.1. Advice from Officials/Privileged Information – Legal Matter
(in camera pursuant to sections 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)
3. **Adoption of Agenda (Public Session at 6:00 p.m.)**
4. **Consent Agenda**
 - 4.1. Minutes of Council Meeting - April 26, 2022
 - 4.2. Minutes Special In-Camera Council Meeting - April 27, 2022
 - 4.3. Bylaw No. 22/005 Road Closure of Undeveloped Laneway within Block 2, Plan 198 AS
 1. THAT Bylaw No. 22/005, being a bylaw to close the remainder of an undeveloped laneway within Block 2, Plan 198 AS be read a first time.
 2. THAT the required Public Hearing be held on Tuesday, June 14, 2022.
 - 4.4. Bylaw No. 22/006 - Vehicle For Hire Bylaw and Bylaw No. 22/007 - Fees Rates and Charges Bylaw No. 21/019 Amendment
 1. THAT Bylaw No. 22/006, being the Vehicle for Hire Bylaw, be read a first time, and a non-statutory Public Hearing for Bylaw No. 22/06 be held on Tuesday, June 14, 2022.
 2. THAT Bylaw No. 22/007, being a bylaw to amend the Fees, Rates and Charges Bylaw No. 21/019, be read a first time.

5. **New Business**

5.1. Social Media Policy - PRC 140

THAT Social Media Policy PRC-140, dated May 10, 2022, as outlined in Attachment 1 be approved.

5.2. Public Engagement Policy - PRC-130

THAT the Public Engagement Policy PRC-130, dated May 10, 2022, as outlined in Attachment 1 be approved.

5.3. Intervenor Status - Designated Industrial Property Assessment Complaints

Be it resolved that the Council for the Regional Municipality of Wood Buffalo, in finding that the interest of the public in the Municipality or in a major part of the Municipality are sufficiently concerned, hereby authorizes the Municipality to become an intervenor in the nine (9) current Land and Property Rights Tribunal (LPRT) cases from 2020 and 2021, and also in any further similar complaints filed in 2022, all in accordance with section 508 of the *Municipal Government Act*.

5.4. Capital Budget Amendments

THAT the 2022 Capital Budget Amendment as summarized on Attachment 1 (2022 Capital Budget Amendment – New Project, dated May 10, 2022) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2022 Capital Budget Amendment – New Project – Project Cash Flow Summary, dated May 10, 2022) be approved.

6. **In-Camera Session**

6.1. Advice from Officials/Personnel Matter

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

6.2. Privileged Information - Legal Matter

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

6.3. Disclosure Harmful to Personal Privacy/Confidential Evaluations - Board and Committee Appointments

(in camera pursuant to sections 17(1) and 19(1) of the *Freedom of Information and Protection of Privacy Act*)

Adjournment

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, April 26, 2022, 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
 Keith McGrath, Councillor
 Jane Stroud, Councillor
 Loretta Waquan, Councillor
 Stu Wagle, Councillor

Administration:

Jamie Doyle, Chief Administrative Officer
 Jade Brown, Chief Legislative Officer
 Deanne Bergey, Director, Community and Protective Services
 Kari Donnelly, Director, Human Resources
 Dennis Fraser, Director, Indigenous and Rural Relations
 Matthew Harrison, Director, Communications and Engagement
 Brad McMurdo, Director, Planning and Development
 Linda Ollivier, Director, Financial Services
 Antoine Rempp, Director, Environmental Services
 Dennis Warr, Director, Engineering
 Chris Davis, Senior Manager, Legal Services
 Caitlin Sheaves, Legislative Coordinator

1. Call to Order

Mayor S. Bowman called the meeting to order at 4:04 p.m.

2. In-Camera Session

MOTION:

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

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

2.1 Advice from Officials/Privileged Information - Land Matter-

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

Name	Reason for Attending
Jamie Doyle	Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Matthew Harrison	Director, Communications and Engagement
Brad McMurdo	Director, Planning and Development
Dennis Warr (via MS Teams)	Director, Engineering
Chris Davis	Senior Manager, Legal Services
Greg Wolf	Chief Building Safety Codes Officer
James Semple	Supervisor, Strategic Planning and Program Management
Maureen Nakonechny	Project Manager, Engineering

Entrances

Councillor L. Waquan entered the meeting at 4:15 p.m.
 Councillor S. Dogar entered the meeting at 4:28 p.m.
 Councillor K. McGrath entered the meeting at 4:30 p.m.

Recess

Council recessed the meeting at 5:17 p.m. to 6:04 p.m. at which time the meeting was reconvened in public.

MOTION:

THAT the meeting reconvene in public

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

Minutes Acceptance: Minutes of Apr 26, 2022 6:00 PM (Consent Agenda)

3. Adoption of Agenda

MOTION:

THAT the Agenda be amended to remove item 6.3 Draper Flood Mitigation Update, and that the presentation be deferred to the June 14, 2022, Council meeting and,

THAT the Agenda be adopted as amended.

RESULT:	CARRIED [10 TO 1]
MOVER:	Keith McGrath, Councillor
SECONDER:	Loretta Waquan, Councillor
FOR:	Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Waquan
AGAINST:	Wigle

4. Consent Agenda

MOTION:

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

4.1. Council - Meeting - April 12, 2022

THAT the Minutes of the Council Meeting held on April 12, 2022, be approved as presented.

4.2. Council Appointed Advisory Board/Committee Meeting Minutes

THAT the Minutes from Council Appointed Advisory Board/Committee meetings, as outlined in Attachments 1-6, be accepted as information.

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

Minutes Acceptance: Minutes of Apr 26, 2022 6:00 PM (Consent Agenda)

5. **Recognition**

5.1. **Proclamations**

Mayor S. Bowman proclaimed the month of May 2022 as Sexual Violence Awareness Month and May 5, 2022, as National Day of Awareness for Missing and Murdered Indigenous Women, Girls and Two-Spirit People.

6. **Presentations**

6.1. **Helen Meyer, Chair, Destiny Jefferies, Vice-Chair, Communities in Bloom Committee re: Annual Report**

Helen Meyer, Chair, and Destiny Jefferies, Vice-Chair, Communities in Bloom provided an overview of the Communities in Bloom Committee Annual Report, noting the Committees achievements in 2021, and goals and initiatives for 2022. It was further noted that the Regional Municipality of Woof Buffalo will host the 2023 Notional Communities in Bloom Symposium.

Exit and Return

Councillor S. Wigle exited the meeting at 6:21 p.m. and returned at 6:28 p.m.

6.2. **Phil Osborne, Philtech Enterprises re: Solid Waste Collection and Disposal Bylaw No. 07/043**

Due to technical issues, presenter Phil Osborne, Philtech Enterprises, was unable to connect electronically to the meeting. With consent of Council, the meeting proceeded to item 6.4.

6.4. **Jamie Doyle, Chief Administrative Officer re: Local Business Advisory Committee Framework**

Jamie Doyle, Chief Administrative Officer, provided a brief update on the Local Business Advisory Committee Framework, noting that an ad hoc committee will be formed, and next steps will include drafting terms of reference and identifying a reporting structure. It was further noted that a further update will be provided at the May 24, 2022, regular Council meeting.

Exit and Return

Councillor K. McGrath exited the meeting at 6:32 p.m. and returned at 6:33 p.m.

7. **Unfinished Business**

7.1. **2022-2023 Community Plan on Homelessness Grant Allocation**

Deanne Bergey, Director, Community and Protective Services, provided an overview of the 2022-2023 Community Plan on Homelessness Grant Allocation, noting that grant

funds will be distributed to non-profit organizations whose goals align with the Municipal, Provincial, and Federal objectives to end homelessness.

Edna Olsen-Moman, Executive Director, The Salvation Army, spoke in support of the 2022-2023 Community Plan on Homelessness grant allocation and express gratitude for the allocation of the funds.

Joy Fett, Chair, Homelessness Initiative Strategic Committee, spoke in support of the 2022-2023 Community Plan on Homelessness grant allocation.

Linda Thompson-Brown, Program Manager, Community and Housing Initiatives, YMCA of Northern Alberta, spoke in support of the 2022-2023 Community Plan on Homelessness grant allocation and the collaboration between agencies to working towards decreasing homelessness.

Rosie Keating, Executive Director, Fort McMurray Centre of Hope, spoke in support of the 2022-2023 Community Plan on Homelessness grant allocation.

MOTION:

THAT \$5,071,945 be allocated to the 2022-2023 Community Plan on Homelessness grants as outlined in Attachment 1, dated April 26, 2022

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

6.2. Phil Osborne, Philtech Enterprises re: Solid Waste Collection and Disposal Bylaw No. 07/043

With unanimous consent of Council, Phil Osborne, Philtech Enterprises was permitted to present prior to item 7.2.

Exit and Return

Councillor K. McGrath exited the meeting at 7:25 p.m. and returned at 7:31 p.m.

Phil Osborne, Philtech Enterprises, presented proposed amendments to Bylaw No. 07/043 Solid Waste Collection and Disposal Bylaw, which would allow residents the opportunity to opt out of, or modify, their participation in the residential solid waste collection program, based on household necessity.

Exit and Return

Councillor S. Wigle exited the meeting at 7:32 p.m. and returned at 7:39 p.m.

Councillor K. Ball exited the meeting at 7:38 p.m. and returned at 7:40 p.m.

Minutes Acceptance: Minutes of Apr 26, 2022 6:00 PM (Consent Agenda)

Point of Order

Councillor K. McGrath called a Point of Order against comments made by Councillor S. Dogar regarding gifting of Municipal Employees. The Point of Order was upheld by Mayor S. Bowman.

7.2. Bylaw No. 22/004 - 2022 Property Tax Rate Bylaw

Linda Ollivier, Chief Financial Officer, and Keivan, Navidi, Manager Assessment, provided an overview of the 2022 Tax Rate Bylaw, noting that property taxes remain the Municipality’s main source of revenue. A further update was provided on the 2021 assessment for the 2022 tax year, including the assessment and taxation changes for property owners in the region.

Exit and Return

Councillor S. Dogar exited the meeting at 8:11 p.m. and returned at 8:13 p.m.

MOTION:

THAT Bylaw No. 22/004, being the 2022 Property Tax Rate Bylaw, be read a second time.

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

MOTION:

THAT Bylaw No. 22/004 be read a third and final time.

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

Recess

A recess occurred from 8:25 p.m. to 8:43 p.m.

Minutes Acceptance: Minutes of Apr 26, 2022 6:00 PM (Consent Agenda)

8. New Business

8.1. Fort McKay First Nation - Addition to Reserve

Chris Davis, Senior Manager, Legal Services, provided an overview of the report, noting that a letter of non-objection is being requested regarding the transfer of Lot 6 and Lot 7 from the Northland School Division, and Lot 5 from Alberta Municipal Affairs, to Fort McKay First Nation.

Return

Councillor K. McGrath returned to the meeting at 8:48 p.m.

Mike Evans, Senior Manager, Government Relations, Fort McKay First Nation, spoke in support of the Fort McKay First Nation Addition to Reserve.

Exit and Return

Councillor S. Wigle exited the meeting at 9:00 p.m. and returned at 9:04 p.m.

MOTION:

1. THAT the Council resolution dated December 13, 2011, authorizing the Regional Municipality of Wood Buffalo (the Municipality) to purchase six (6) parcels of Provincial Crown land for a nominal sum in Fort McKay be rescinded.
2. THAT the Municipality issue a letter of non-objection to the Fort McKay First Nation for their proposed Additions to Reserve inclusion of Lot 5, Plan McKay Settlement (as legally described on title; see Attachment 2), subject to the conditions that:
 - a. the Municipality has satisfactorily relocated the decommissioned municipal firehall operations from Lot 5 to a new location; and
 - b. the Province of Alberta either assume site remediation for Lot 5 or require the transferee party to indemnify and release the Municipality from any and all liability and costs associated with the decommissioned municipal firehall structure on Lot 5.
3. THAT the Municipality issue a letter of non-objection to the Fort McKay First Nation for the Fort McKay First Nation's proposed Additions to Reserve for inclusion of portions of Lot 6 and Lot 7, Plan Fort McKay Post at Athabasca River (as legally described on title; see Attachment 4), subject to the condition that the Municipality agree to discharge any registered interest in the Municipality's name on title and that Indigenous Services Canada include any municipal utility easement on Lot 6 or Lot 7 under the existing federal blanket utility permit registered for the Fort McKay First Nation reserve.

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

8.2. Downtown Revitalization Incentives Program 2022 - 2023

Exit and Return

Councillor K. McGrath exited the meeting at 9:04 p.m. and returned at 9:40 p.m.

Councillor K. Cardinal exited the meeting at 9:06 p.m. and returned at 9:19 p.m.

Pecuniary Interest

Councillor S. Wigle declared a pecuniary interest due to an involvement in the program and exited the meeting at 9:07 p.m.

Brad McMurdo, Director and Jennifer Wardle, Planner, Planning and Development, provided an overview of the Downtown Revitalization Incentives Program, noting that to date 221 applications have been received, and if all applications are approved there will be a funding shortfall of approximately 3.7 million dollars. It was further noted that the request for extension, will be to offer a continuation of the current program.

Michael Durocher, Mr. Mikes Steakhouse, spoke in support of the Downtown Revitalization Incentives Program.

Jason Vargo, Vargo Investments Ltd., spoke in support of the Downtown Revitalization Incentives Program

Magda Marais, M Triple M – Commercial Property Owners, spoke in support of the Downtown Revitalization Incentives Program.

MOTION:

THAT Council approve the allocation of up to \$3,710,000 from the Emerging Issues Reserve to fund outstanding Phase 2 applications to the Downtown Revitalization Incentives Program (Policy - FIN-320); and

THAT Council approve the amended Downtown Revitalization Incentives Program Policy - FIN 320, as outlined in Attachment 1, and extend the Program to new applications, commencing May 16, 2022 through to April 30, 2023.

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

Return

Councillor S. Wigle returned to the meeting at 10:00 p.m.

8.3. Municipal Census 2021 Results

Brad McMurdo, Director, and Kodjo Efu, Supervisor, Planning and Development, provided an overview of the 2021 Municipal Census Results. It was noted that the regions permanent population has increased by approximately one percent.

Exit and Return

Councillor K. Ball exited the meeting at 10:02 p.m. and returned at 10:04 p.m.

Councillor S. Dogar exited the meeting at 10:06 p.m. and returned at 10:10 p.m.

Councillor L. Waquan exited the meeting at 10:17 p.m. and returned at 10:20 p.m.

MOTION:

THAT the Municipal Census 2021 Results be accepted as information.

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

9. Councillor Reporting/Information Updates

Council Members provided updates on various topics of personal interest and initiatives in the Region.

Exit and Return

Councillor F. Banjoko exited the meeting at 10:37 p.m. and returned at 10:39 p.m.

Councillor L. Bussieres exited the meeting at 10:47 p.m.

Due to the lateness of the meeting, with unanimous consent of Council the remaining in camera items will be dealt with via electronic communication.

Minutes Acceptance: Minutes of Apr 26, 2022 6:00 PM (Consent Agenda)

Adjournment

The meeting adjourned at 10:48 p.m.

Mayor

Chief Legislative Officer

Minutes Acceptance: Minutes of Apr 26, 2022 6:00 PM (Consent Agenda)

Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held via a combination of in-person and electronic communications in the 7th Floor Boardroom, at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, April 27, 2022, commencing at 1:30 PM.

Present:

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

Administration:

Jade Brown, Chief Legislative Officer

1. Call to Order

Mayor S. Bowman called the meeting to order at 1:45 p.m.

2. In Camera Session

MOTION:

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

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

Minutes Acceptance: Minutes of Apr 27, 2022 1:30 PM (Consent Agenda)

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

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

Name	Reason for Attending
Jade Brown	Legislative Advice/Clerk

Exits and Return

Councillor K. Cardinal exited the meeting at 1:54 p.m.

Councillor K. McGrath disconnected from the meeting at 2:19 p.m.

Jade Brown, Chief Legislative Officer, exited the meeting at 2:49 p.m. and returned at 2:55 p.m.

Entrance

Linda Ollivier, Chief Financial Officer, entered the meeting at 2:55 p.m.

MOTION:

THAT the meeting reconvene in public.

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

MOTION:

THAT Council accept the resignation of Jamie Doyle effective immediately; and

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

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

Minutes Acceptance: Minutes of Apr 27, 2022 1:30 PM (Consent Agenda)

Adjournment

The meeting adjourned at 3:05 p.m.

Mayor

Chief Legislative Officer

Minutes Acceptance: Minutes of Apr 27, 2022 1:30 PM (Consent Agenda)

April 27, 2022

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


Pursuant to *Municipal Government Act* Section 194(4) - Special Council Meetings and Section 199 – Meeting through electronic communications, we, Council, hereby agree to hold an In-Camera Special Meeting of Council, by way of a combination of in-person and electronic communications, on the 27th day of April 2022, commencing at 1:30 p.m., in the Jubilee Centre 7th Floor Boardroom.


Business to be discussed will be:

1. Disclosure Harmful to Personal Privacy / Advice from Officials - Personnel/Labour Matter

(in camera pursuant to section 17(1) and 24(1) of the Freedom of Information and Protection of Privacy Act)

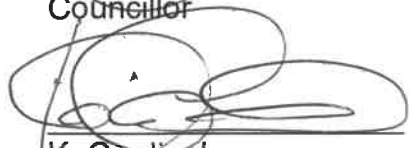
Sincerely,



S. Bowman
Mayor

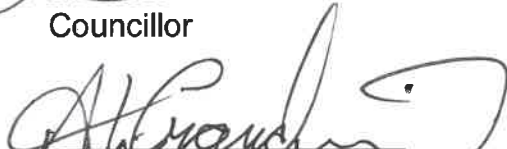

K. Ball
Councillor

(see attached)
F. Banjoko
Councillor


L. Bussières
Councillor


K. Cardinal
Councillor



S. Dogar
Councillor


A. Grandison
Councillor

(see attached)
K. McGrath
Councillor

(see attached)
J. Stroud
Councillor

(see attached)
L. Waquan
Councillor


S. Wigle
Councillor

Minutes Acceptance: Minutes of Apr 27, 2022 1:30 PM (Consent Agenda)

From: [Councillor Funky Banjoko](#)
To: [Jade Brown](#)
Cc: [Mayor and Council 2021](#)
Subject: Re: RESPONSE REQUIRED - Notice of Special Meeting & Waiving Notice Provisions
Date: Wednesday, April 27, 2022 12:49:13 PM
Attachments: [image001.png](#)
[image001.png](#)
[2022-04-27 Notice of Special Meeting signed.pdf](#)

Hello Jade.

Please send teams meeting invite. I wave the notice provisions under the act.

I will attend virtually.

Thanks.

Funky Banjoko
Councillor RMWB
5876440224

On Apr 27, 2022, at 12:33 PM, Jade Brown <Jade.Brown@rmwb.ca> wrote:

Hi everyone,

Further to Mayor Bowman's email previously, please see attached Notice of Special Meeting signed by Mayor Bowman. Under the act we require 2/3 of Council to waive the notice provisions in order to have this meeting at **1:30 p.m.** As outlined in the attached, we will hold the meeting in a combination of electronic (MS Teams) and physical participation.

Because the Chamber is booked this afternoon for the waterfront project drop in event, we will host the meeting from 7th Floor Boardroom.

I will follow up by phone to each of you.

Please respond to this email ASAP **waiving your notice provisions under the act**

-

Thank you
Jade

Jade Brown [she/her/hers]

Minutes Acceptance: Minutes of Apr 27, 2022 1:30 PM (Consent Agenda)

Chief Legislative Officer
Legislative Services

T: 780-588-4720 | **M:** 780-714-0179 | rmwb.ca
Fort McMurray | ᓂᓐᑕᓴᓐᓂᓐ | Nistawâyâw | Efidlj Kué
Alberta T9H 2K4

I humbly acknowledge that the land on which we live, learn, work and play is Treaty 8 Territory, the traditional lands of the Cree, Dene, and the unceded territory of the Métis.

STATEMENT OF CONFIDENTIALITY: The information contained in this email message and any attachments may be confidential and legally privileged and is for the use of the intended recipient(s) only. If you are not an intended recipient, please: (1) notify me immediately by replying to this message; (2) do not use, disseminate, distribute or reproduce any part of the message or any attachment; and (3) destroy all copies of this message and any attachments. Thank you.

From: [keith](#)
To: [Sonia Soutter](#)
Subject: RE: FW: RESPONSE REQUIRED - Notice of Special Meeting & Waiving Notice Provisions
Date: Wednesday, April 27, 2022 1:39:36 PM
Attachments: [signature_image001 \(4\).png](#)

External Message - Please be cautious when opening links or attachments in email

Agree wave



Keith McGrath

CEO NOHA Group
 keith@nohagroup.ca
 780 531 5998
 9914 Main Street
 Suite 208
 Fort McMurray, AB

If not intended recipient please disregard or notify.

----- Original message -----

From: Sonia Soutter <Sonia.Soutter@rmwb.ca>
Date: 2022-04-27 12:28 p.m. (GMT-08:00)
To: Keith McGrath <keith@nohagroup.ca>
Subject: FW: RESPONSE REQUIRED - Notice of Special Meeting & Waiving Notice Provisions

Hi everyone,

Further to Mayor Bowman's email previously, please see attached Notice of Special Meeting signed by Mayor Bowman. Under the act we require 2/3 of Council to waive the notice provisions in order to have this meeting at **1:30 p.m.** As outlined in the attached, we will hold the meeting in a combination of electronic (MS Teams) and physical participation.

Because the Chamber is booked this afternoon for the waterfront project drop in event, we will host the meeting from 7th Floor Boardroom.

Minutes Acceptance: Minutes of Apr 27, 2022 1:30 PM (Consent Agenda)

I will follow up by phone to each of you.

Please respond to this email ASAP **waiving your notice provisions under the act**

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Thank you



On behalf of Jade Brown [she/her/hers]

Chief Legislative Officer

Legislative Services

T: 780-588-4720 | **M:** 780-714-0179 | rmwb.ca

Fort McMurray | ᓄᓐᑕᓐᓴᓐᓴᓐ | Ništawâyâw | Ełıdlı Kué

Alberta T9H 2K4

I humbly acknowledge that the land on which we live, learn, work and play is Treaty 8 Territory, the traditional lands of the Cree, Dene, and the unceded territory of the Métis.

STATEMENT OF CONFIDENTIALITY: The information contained in this email message and any attachments may be confidential and legally privileged and is for the use of the intended recipient(s) only. If you are not an intended recipient, please: (1) notify me immediately by replying to this message; (2) do not use, disseminate, distribute or reproduce any part of the message or any attachment; and (3) destroy all copies of this message and any attachments. Thank you.

From: [Councillor Jane Stroud](#)
To: [Jade Brown](#); [Mayor and Council 2021](#)
Subject: RE: RESPONSE REQUIRED - Notice of Special Meeting & Waiving Notice Provisions
Date: Wednesday, April 27, 2022 12:57:27 PM
Attachments: [image001.png](#)

Good afternoon, Jade

I waive the notice provisions according to the act.

Thank you
 Cheers
 Cr. Stroud

From: Jade Brown <Jade.Brown@rmwb.ca>
Sent: Wednesday, April 27, 2022 12:34 PM
To: Mayor and Council 2021 <council2021@rmwb.ca>
Subject: RESPONSE REQUIRED - Notice of Special Meeting & Waiving Notice Provisions
Importance: High

Hi everyone,

Further to Mayor Bowman's email previously, please see attached Notice of Special Meeting signed by Mayor Bowman. Under the act we require 2/3 of Council to waive the notice provisions in order to have this meeting at **1:30 p.m.** As outlined in the attached, we will hold the meeting in a combination of electronic (MS Teams) and physical participation.

Because the Chamber is booked this afternoon for the waterfront project drop in event, we will host the meeting from 7th Floor Boardroom.

I will follow up by phone to each of you.

Please respond to this email ASAP **waiving your notice provisions under the act**

-
 Thank you
 Jade



Jade Brown [she/her/hers]
 Chief Legislative Officer
 Legislative Services

T: 780-588-4720 | **M:** 780-714-0179 | rmwb.ca
 Fort McMurray | ᓄᓐᑕᓐᓴᓐᓴᓐ | Nistawâyâw | Etídlj Kué
 Alberta T9H 2K4

I humbly acknowledge that the land on which we live, learn, work and play is Treaty 8 Territory, the traditional

lands of the Cree, Dene, and the unceded territory of the Métis.

STATEMENT OF CONFIDENTIALITY: The information contained in this email message and any attachments may be confidential and legally privileged and is for the use of the intended recipient(s) only. If you are not an intended recipient, please: (1) notify me immediately by replying to this message; (2) do not use, disseminate, distribute or reproduce any part of the message or any attachment; and (3) destroy all copies of this message and any attachments. Thank you.

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Subject: Bylaw No. 22/005 Road Closure of Undeveloped Laneway within Block 2, Plan 198 AS

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 22/005, being a bylaw to close the remainder of an undeveloped laneway within Block 2, Plan 198 AS be read a first time.
2. THAT the required Public Hearing be held on Tuesday, June 14, 2022.

Summary:

Noral Toyota Dealership and Land Administration have been negotiating Noral Toyota's request to close and purchase the undeveloped laneway as shown on the subject area map attached to the proposed Bylaw No. 22/005. The undeveloped laneway closure requires an approved bylaw from Council to proceed with the land transaction.

Background:

Noral Toyota has requested to purchase portions of Municipal Land near their dealership in downtown Fort McMurray. To successfully process this request, the closure of the undeveloped laneway will require an approved bylaw by Council.

The undeveloped laneway and lots being requested are irregularly shaped and only hold contributory value. The sale will be processed utilizing the Chief Administrative Officer Bylaw No. 17/021 that identifies a disposition of a lot or parcel that the Chief Administrative Officer (CAO) considers too small or irregularly shaped can be approved by the CAO.

If the proposed undeveloped laneway closure is approved, the proponent will legally be able to purchase and develop the project area. This supports and aligns with Council's Strategic Plan priority of Downtown Revitalization.

In accordance with the *Municipal Government Act*, a laneway closure must be affected by a bylaw, which requires Council approval, and a public hearing must also be held after the bylaw is given first reading in order to provide an opportunity for individuals

who may be affected by the road closure to be heard by Council.

Budget/Financial Implications:

There is no book value assigned to the laneway; therefore, there will be no financial loss or gain realized by the Municipality as a result of the closure.

Rationale for Recommendation:

Administration supports the proposed undeveloped laneway closure as it will facilitate the purchase of Municipal Land as requested by Noral Toyota. The laneway will be consolidated into the existing Noral Toyota lot once the purchase and sale agreement is complete.

Strategic Priorities:

Downtown Revitalization

Attachments:

1. Bylaw No. 22/005 - Road Closure of Undeveloped Laneway with Block 2 Plan 198 AS

BYLAW NO. 22/005

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO FOR THE PURPOSE OF CLOSING AND CREATING TITLE TO UNDEVELOPED LANEWAY

WHEREAS application has been made to the Council of the Regional Municipality of Wood Buffalo to close an undeveloped laneway pursuant to the requirements of Section 22 of the *Municipal Government Act*, c.M-26, RSA 2000, as amended;

WHEREAS the Council of the Regional Municipality of Wood Buffalo deems it expedient to provide for the purpose of closing certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same;

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*;

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw; and

NOW THEREFORE BE IT RESOLVED that the Council of the Regional Municipality of Wood Buffalo in the Province of Alberta hereby enact as follows:

- 1. The following described laneway is hereby partially closed for the purpose of creating title subject to the right of access granted by other legislation:

Remainder of Lane within Block 2, Plan 198AS within River Lot 6, McMurray Settlement (Theoretic Township 89, Range 9, West of 4th Meridian)

Generally, as outline in red and identified as Lane Way Closure on the attached Subject Area Map.

- 2. This Bylaw shall become effective when passed.

READ a first time this ____ day of _____, 2022.

Mayor

Chief Legislative Officer

APPROVED this _____ day of _____, 2022.

Attachment: 1. Bylaw No. 22/005 - Road Closure of Undeveloped Laneway with Block 2 Plan 198 AS [Revision 1] (Bylaw No. 22/005 Road

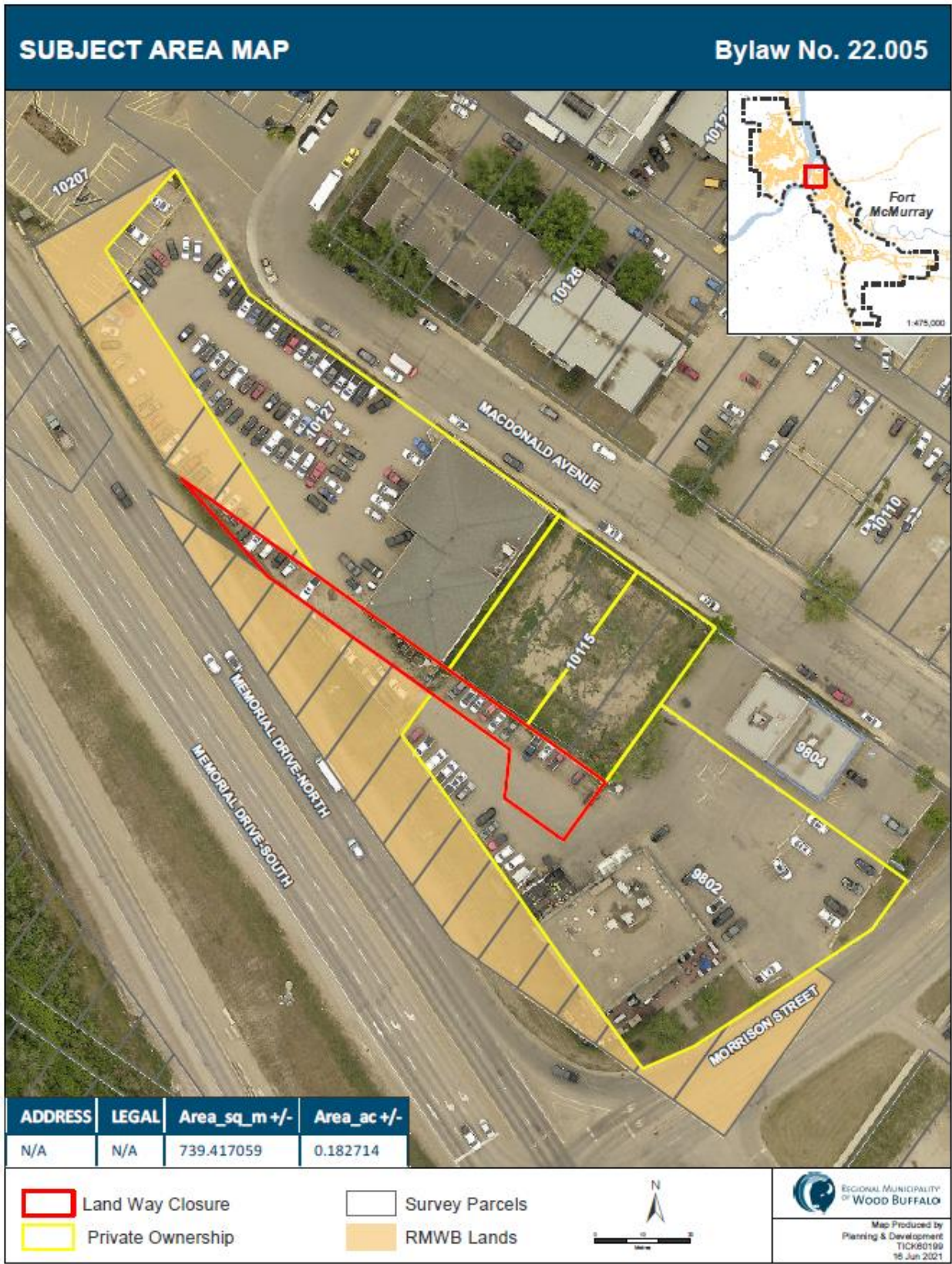
READ a second time this _____ day of _____, 2022.

READ a third and final time this _____ day of _____, 2022.

SIGNED and PASSED this _____ day of _____, 2022.

Mayor

Chief Legislative Officer



Attachment: 1. Bylaw No. 22/005 - Road Closure of Undeveloped Laneway with Block 2 Plan 198 AS [Revision 1] (Bylaw No. 22/005 Road



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: May 10, 2022

Subject: Bylaw No. 22/006 - Vehicle For Hire Bylaw and Bylaw No. 22/007 - Fees Rates and Charges Bylaw No. 21/019 Amendment

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 22/006, being the Vehicle for Hire Bylaw, be read a first time, and a non-statutory Public Hearing for Bylaw No. 22/06 be held on Tuesday, June 14, 2022.
2. THAT Bylaw No. 22/007, being a bylaw to amend the Fees, Rates and Charges Bylaw No. 21/019, be read a first time.

Summary:

Administration is committed to providing a safe, efficient, and customer focused vehicle for hire regulatory system in the Regional Municipality of Wood Buffalo (the Municipality). The current Vehicle for Hire Bylaw was drafted in 2013 and was last amended in 2014. The Vehicle for Hire Bylaw No. 13/001 was developed to support public safety, customer service and enhance driver skills. Administration recognized that the Vehicle for Hire Bylaw No. 13/001 required updating to reflect changes within the industry, technology, and the economy.

Background:

On March 8, 2022, the following resolution was passed by Council:

“THAT, by May 10, 2022, Administration be directed to conduct a review of taxi rates taking into consideration any changes to the cost of operating taxi services in the rural and urban service areas.

THAT Administration conduct a review of the Vehicle for Hire Bylaw No. 13/001, and host stakeholder engagement sessions that include the Public, the taxi industry, Tourism and the Chamber of Commerce, and that feedback be considered for inclusion in any amendments to the Vehicle for Hire Bylaw.”

In 2019, an extensive public engagement campaign was conducted with feedback compiled from the public, licensed brokerages in the Municipality, vehicle for hire drivers, Fort McMurray International Airport, municipal and private insurance services, and the Markaz-UI-Islam Imam. Key findings from interviews and an online survey included trust and safety, fares and fees passed onto the consumer, communication, training and education, ridesharing, enforcement, and reporting requirements.

Re-engagement will occur to ensure the needs of the community and industry are met with the changes that are being proposed in the Vehicle for Hire Bylaw 22/006 (Attachment 1). Engagement tactics include in-person and online opportunities to share feedback, a brief survey, one-to-one input workshops, and printed material available for rural community members through the support of Indigenous and Rural Relations.

With the economic downturn in 2015, the 2016 Wildfire, the 2020 Flood, and the ongoing COVID-19 Pandemic, Administration recognizes that both the Vehicle for Hire (VFH) industry and citizens are facing economic challenges. The biggest concern brought forward by the VFH industry is the fares which have not changed since 2014. The VFH industry views the fares as being too low for economic sustainability of the operators. Fares are reviewed by Administration regularly with consideration toward the needs of both the industry and its patrons. Fares are benchmarked with other communities in the province, and they are consistently the highest in Alberta.

Administration reviewed the VFH bylaws for Calgary, Edmonton, Grande Prairie, and Red Deer. Vehicle for Hire Bylaw 22/006 will promote public safety, customer service, driver skills and is aligned with other communities in Alberta. Regulation changes incorporated in the proposed bylaw include:

1. Deregulation of fares where the Municipality will set a maximum metered rate and allow brokerages to determine their rates and drivers to negotiate flat rates with the passenger
2. Introducing Transportation Network Companies (TNC) or rideshare like services that are regulated by both the Alberta Government and the Municipality. This allows privately owned vehicles associated with a TNC to operate as a rideshare if they are licensed under the proposed Vehicle for Hire Bylaw 22/006.
3. Introducing Designated Driver Services which would be regulated by the proposed Vehicle for Hire Bylaw 22/006, allowing users of this service to have someone drive you and your car home for a fee.
4. Enhancing criminal record standards to focus on serious criminal convictions within the 10-years preceding the date of application. This would focus on specific offences that would be concerning for users of a VFH including, but not limited to: sexual assault, murder, assault causing bodily harm, human trafficking, and drug related offences.
5. Penalty for passengers who evade payment in the amount of \$500, allowing RCMP

and Bylaw Officers to issue a municipal fine to the passenger.

6. Cleaning surcharge for biohazard cleanup inside the vehicle in the amount of \$250. This would be for the cleanup of vomit, urine, feces, or blood.

With the development of the proposed Vehicle for Hire Bylaw No. 22/006, an amendment to Schedule J of the Fees, Rates and Charges Bylaw No. 21/019 is required to reflect changes to the fee structure. This amendment is included for consideration of Council (Attachment 2).

Administration has reviewed the history associated to the passing of the current Vehicle for Hire Bylaw 13/001. At that time, a public hearing was held -- even though it was not required under the *Municipal Government Act* -- to ensure that anyone who had a view about the bylaw was able to attend Council and be heard.

Under the *Municipal Government Act*, when amending a bylaw or replacing it with a new one, Section 191(2) requires that Council follow the same process used to pass the original bylaw. Given that a non-statutory public hearing was held for the Vehicle for Hire Bylaw 13/001, Administration is recommending that Council hold a non-statutory public hearing for the Vehicle for Hire Bylaw 22/006 that will be introduced on May 10, 2022. Following the same process ensures that the Municipality is complying with Section 191(2) and will have the added benefit of increasing transparency by providing additional notice to the public and industry. Unfortunately, because of the required timeline's for setting and advertising a public hearing, this means that the public hearing will not happen until the June 14 Council meeting, delaying second reading from May 24 until June 14, 2022.

Rationale for Recommendation:

The proposed Vehicle for Hire Bylaw 22/006 promotes industry sustainability, increased clarity, strengthens enforceability of regulations and driver expectations through consistency across the vehicle for hire sectors.

Administration will work closely with the taxi industry to ensure that implementation of the Vehicle for Hire Bylaw 22/006 has a transition that is reasonable and consistent.

Strategic Priorities:

Responsible Government

Attachments:

1. Bylaw No. 22/006 - Vehicle for Hire Bylaw
2. Bylaw No. 22/007 - Fees Rates and Charges 2021 Bylaw No. 21/019 Amendment

Vehicle For Hire Bylaw No. 22/006

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Attachment: 1. Bylaw No. 22/006 - Vehicle for Hire Bylaw [Revision 2] (BL 22/006 & 007 - Vehicle for Hire Bylaw & Amend Fees Rates Charges

BYLAW NO. 22/006**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO PROVIDE FOR THE REGULATION AND CONTROL OF VEHICLE FOR HIRE SERVICES IN THE REGIONAL MUNICIPALITY OF WOOD BUFFALO.**

WHEREAS, pursuant to Section 7 and Section 8 of the *Municipal Government Act*, RSA 2000, Chapter M-26, Council may pass bylaws for municipal purposes respecting:

- the safety, health and welfare of people and the protection of people and property;
- transport and transportation systems;
- businesses, business activities, and persons engaged in business;
- the regulation of businesses, activities, and industries;
- licenses, permits, and approvals; and
- enforcement of bylaws.

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

PART 1. DEFINITIONS, INTERPRETATIONS AND APPLICATION**Short Title**

1. This Bylaw may be cited as the “Vehicle for Hire Bylaw”.

Definitions

2. In this Bylaw, unless the context otherwise requires:
 - (a) “Accessible Taxi” means a Taxi that is equipped to provide transportation services to persons using a mobility aid that has been issued an accessible taxi endorsement by the Municipality;
 - (b) “App” means a software program residing on a mobile phone or other digital electronic device which allows or performs one or more of the following functions:
 - (i) allows a person to identify the location of available Vehicles for Hire and allows a Driver to identify the location of a person who is seeking services of a Vehicle for Hire;

- (ii) allows a person to request a Vehicle for Hire with a mobile phone or other electronic device;
 - (iii) allows a Driver to receive a request for service from a person;
 - (iv) allows a person to pay for Vehicle for Hire services through Electronic Payment System;
 - (v) issues a receipt upon payment.
- (c) “Apprenticeship and Industry Training Act” means the *Apprenticeship and Industry Training Act*, RSA 2000, c A-42, as amended or replaced;
- (d) “Brokerage” means a person or company named on a valid Brokerage License.
- (e) “Brokerage License” means a Brokerage License issued pursuant to this Bylaw authorizing the Licensee to conduct Brokerage Operations;
- (f) “Brokerage Operations” include:
- (i) administering Taxi, Limousine, Shuttle, Independent Owner Operator or Transportation Network Company fleets;
 - (ii) employing or contracting with one or more Drivers;
 - (iii) the Dispatch of Vehicles for Hire;
 - (iv) accepting calls for contracts for services of Limousines; and
 - (v) arranging for the provision of a Designated Driver Service.
- (g) “Bylaw Enforcement Officer” means a Peace Officer as defined in the Provincial Offences Procedure Act and includes but is not limited to an RCMP officer and any person appointed by the Municipality pursuant to Section 55 of the Municipal Government Act;
- (h) “Cannabis Act” means the *Cannabis Act*, SC 2018, c. 16, as amended or replaced;
- (i) “Chauffeur’s Permit” means a License issued to a person to operate a Vehicle for Hire;
- (j) “Chief Bylaw Officer” means the person appointed into this position under the authority of the Chief Administrative Officer and includes anyone acting or delegated all or partial responsibilities of this position;
- (k) “Chief Taxi Inspector” means the person appointed into the position of Chief Taxi Inspector under the authority of the Chief Administrative Officer and

includes anyone acting or delegated all or partial responsibilities of this position;

- (l) “Commercial Vehicle” means a Vehicle that is
 - (i) a commercial vehicle as defined in the Transportation Safety Act; and
 - (ii) has a manufactured seating capacity of 11 or more persons including the driver.
- (m) “Commercial Vehicle Certificate and Insurance Regulation” means the *Commercial Vehicle Certificate and Insurance Regulation*, AR 314/2002, as amended or replaced;
- (n) “Controlled Drug and Substances Act” means the *Controlled Drugs and Substances Act*, SC 1996, c. 19, as amended or replaced;
- (o) “Criminal Code” means the *Criminal Code of Canada*, R.S.C. 1985, c. C-46, as amended or replaced;
- (p) “Designated Driving Service” means the transportation of an Owner in the Owner’s Vehicle by a Designated Driver from any place in the Municipality to any other place in return for compensation;
- (q) “Designated Driver” means a person who operates a Vehicle owned by another person for compensation;
- (r) “Dispatch” or “Dispatched” means the sending of a Vehicle for Hire to a location for the purpose of offering or providing transportation to a passenger, and includes but is not limited to:
 - (i) receiving calls from prospective passengers and directing a person operating a Vehicle for Hire to attend at the passenger's requested location;
 - (ii) offering or operating any part of a mobile Application, Transportation Company Network, or other electronic service that receives requests for transportation services from prospective passengers and connects such requests to a person operating a Vehicle for Hire; or
 - (iii) any other action that results in a passenger and Vehicle for Hire being in the same place at the same time for the purpose of providing the passenger with Vehicle for Hire services, regardless of whether the Vehicle for Hire services are actually provided to the passenger;

- (s) “Driver” means a person who holds a valid Chauffeur’s Permit to operate a Vehicle for Hire;
- (t) “Electronic Payment System” means a system by which a passenger may pay a fare by an immediate electronic withdrawal from a bank account or charge to a credit card;
- (u) “Fees, Rates and Charges Bylaw” means the Municipality’s *Fees, Rates and Charges 2021 Bylaw No. 21/019*, as amended or replaced;
- (v) “Independent Owner Operator” means a person named on both a Chauffeur’s Permit and a Vehicle for Hire License who owns and operates a Vehicle for Hire that is not affiliated with or Dispatched by a Brokerage;
- (w) “Insurance Act” means the *Insurance Act*, RSA 2000, c I-3, as amended or replaced;
- (x) “License” means a Chauffeur Permit, a Vehicle for Hire License, or a Brokerage License;
- (y) “Licensed Mechanic” means a person holding
 - (i) a valid Alberta journeyman certificate as an automotive service technician or heavy-duty mechanic issued pursuant to the Apprenticeship and Industry Training Act or an interprovincial red seal certification recognized by the Province of Alberta; and
 - (ii) a valid technician license issued pursuant to the Vehicle Inspection Regulation;
- (z) “Licensee” means a person or company named on a License issued pursuant to this Bylaw;
- (aa) “Limousine” means a luxury Vehicle for Hire that provides Pre-Arranged Service and for which a limousine endorsement has been issued by the Municipality;
- (bb) “Livery Registration Certificate” means a Class 1-55 Vehicle registration issued by the Province of Alberta;
- (cc) “Mechanical Inspection Certificate” means an out of province inspection certificate and a record of inspection issued pursuant to the Vehicle Inspection Regulation and certifying that a Vehicle meets the safety and Vehicle equipment standards of the Province of Alberta;
- (dd) “Meter Accuracy Certificate” means a Meter Accuracy Certificate issued in writing pursuant to this Bylaw certifying the accuracy of a Taxi Meter installed in a Taxi or Accessible Taxi;

- (ee) “Municipal Government Act” means *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or replaced;
- (ff) “Municipality” means the Regional Municipality of Wood Buffalo;
- (gg) “Municipal Tag” means a document prepared by the Municipality alleging an offence issued pursuant to this Bylaw;
- (hh) “Owner” means the registered owner of a Vehicle;
- (ii) “Pre-Arranged Service” means transportation services provided by a Vehicle for Hire that are arranged, booked, scheduled, or requested by the passenger in advance of the Vehicle for Hire arriving at the passenger’s location;
- (jj) “Provincial Offences Procedures Act” means the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34, as amended or replaced;
- (kk) “RCMP” means the Royal Canadian Mounted Police;
- (ll) “Safety Fitness Certificate” means a safety fitness certificate issued by the Province of Alberta pursuant to the *Commercial Vehicle Certificate and Insurance Regulation*, Alta Reg 314/2002;
- (mm) “Shuttle” means a Vehicle for Hire that provides pre-arranged service to passengers based on a pre-determined schedule and for which a shuttle endorsement has been issued by the Municipality;
- (nn) “Street Hailing” means offering, soliciting, or accepting offers to provide transportation service, or providing transportation service, to passengers that is not Pre-Arranged Service;
- (oo) “Support Vehicle” means a Vehicle used to transport a Designated Driver to a person soliciting Designated Driver Services;
- (pp) “Taxi” means a Vehicle for Hire that provides transportation service to a passenger based on time and distance travelled for which a Taxi endorsement has been issued by the Municipality;
- (qq) “Taxi Meter” means a device which is used to compute and display the fare payable for services provided by a Taxi or Accessible Taxi;
- (rr) “Traffic Safety Act” means the *Traffic Safety Act*, RSA 2000, c. T-6, as amended or replaced;
- (ss) “Transportation Network Companies Regulation” means the *Transportation Network Companies Regulation*, AR 100/2016, as amended or replaced;

- (tt) “Transportation Network Company” means a Brokerage that has approval to operate as a Transportation Network Company pursuant to the Transportation Network Companies Regulation and for which a Transportation Network Company endorsement has been issued by the Municipality;
- (uu) “Transportation Network Vehicle” means a Vehicle for Hire which is used to provide Pre-Arranged Service for compensation and for which service is exclusively arranged through an App administered or promoted by a Transportation Network Company and for which a Transportation Network Vehicle endorsement has been issued by the Municipality;
- (vv) “Trip” means the distance and time travelled or the distance and time to be travelled, measured from the time, and point at which the passenger first enters a Vehicle for Hire to the point and time at which the passenger leaves the Vehicle for Hire;
- (ww) “Trip Sheet” means the written record of the details of each Trip, in a form prescribed by the Chief Taxi Inspector;
- (xx) “Vehicle” means motor vehicle as defined in the Traffic Safety Act;
- (yy) “Vehicle for Hire” means:
 - (i) a Vehicle used or offered for the transportation of at least one passenger in return for compensation and includes but is not limited to:
 - (A) an Accessible Taxi;
 - (B) a Limousine;
 - (C) a Shuttle;
 - (D) a Taxi;
 - (E) a Transportation Network Vehicle; or
 - (F) a Vehicle operated by a Designated Driver;
 - (ii) without limiting the generality of Section 2(yy)(i), if the transportation of a passenger is provided as part of a package of additional goods or services for which there is compensation, then the transportation of the passenger is considered to be in return for compensation unless the transportation is shown, on a balance of probabilities, to be merely ancillary to the goods or services;

- (zz) “Vehicle for Hire License” means a Vehicle for Hire License issued pursuant to this Bylaw authorizing a Vehicle to be operated as a Vehicle for Hire;
- (aaa) “Vehicle Inspection Regulation” means the *Vehicle Inspection Regulation*, AR 211/2006, as amended or replaced;
- (bbb) “Violation Ticket” means a Violation Ticket as defined in the Provincial Offences Procedures Act.

Application

- 3. This Bylaw applies to the operation of Vehicles offered for the transportation of at least one passenger in return for compensation from any place within the Municipality to any destination.
- 4. The fares, rates, charges, and surcharges that may be charged for services provided by means of a Vehicle for Hire are set out in Schedule “A” to this Bylaw.

Exemptions

- 5. This Bylaw does not apply to:
 - (a) a Vehicle used as part of a transit system operated by the Municipality;
 - (b) a Vehicles licensed and used as part of an inter-municipal or inter-provincial bus service;
 - (c) a Vehicle used in providing care to clients who require personal assistance with activities of daily living where:
 - (i) the arrangement and provision of that transportation is not the primary business of the person or company providing the service;
 - (ii) no compensation is charged or collected for the provision of the transportation portion of the service being provided;
 - (d) courtesy Vehicles; or
 - (e) an emergency Vehicle.

PART 2. VEHICLE FOR HIRE OPERATIONS

Required Permits and Licenses

- 6. No person shall operate, cause or permit the operation of a Vehicle for Hire unless the person holds:
 - (a) a valid provincial class 1, 2, or 4 operator’s license; and

- (b) a valid Chauffeur Permit.
7. No person shall operate, cause or permit the operation of a Vehicle for Hire unless a valid Vehicle for Hire License has been issued for the Vehicle, except a Designated Driver providing Designated Driving Services.
 8. No person shall Dispatch or participate in the Dispatch of a Vehicle for Hire unless the person holds a valid Brokerage License.
 9. No person shall operate, cause or permit the operation of a Vehicle for Hire unless a Livery Registration Certificate has been issued for the Vehicle, except a Designated Driver providing a Designated Driving Service.
 10. No person shall operate, cause or permit the operation of a Vehicle for Hire unless the person can provide proof of valid insurance that meets the requirements of Section 60.

Display of Information

11. No person shall operate, cause or permit the operation of a Vehicle for Hire unless the following information is displayed so that it is visible to all passengers:
 - (a) the Brokerage name and contact information;
 - (b) contact information for the Municipality, as prescribed by the Chief Tax Inspector; and
 - (c) a valid Chauffeur Permit issued to the Driver of the Vehicle for Hire.
12. The information in Section 11 (a) must be displayed clearly and prominently on both the interior and the exterior of the Vehicle for Hire in a location that is visible to all passengers.

Documents for Inspection

13. Upon request of a Bylaw Enforcement Officer, any person operating a Vehicle for Hire or Street Hailing must produce the following:
 - (a) a valid provincial Class 1, 2 or 4 operator's license;
 - (b) a valid Chauffeur's Permit;
 - (c) a valid Vehicle for Hire License for the Vehicle, except for a Designated Driver providing Designated Driving Service;
 - (d) a valid Mechanical Inspection Certificate for the Vehicle issued within the preceding 6-month period or a valid Safety Fitness Certificate for the Vehicle;

- (e) proof of valid insurance that meets the requirements of Section 60;
- (f) a valid Livery Registration Certificate for the Vehicle;
- (g) any other information pertaining to the operation of the Vehicle for Hire and requested by the Bylaw Enforcement Officer.

Meter Accuracy

14. Every Taxi Meter installed in a Vehicle for Hire shall be tested and inspected for accuracy in recording the correct fare and must have the accuracy of the meter certified by a Bylaw Enforcement Officer under the direction of the Chief Taxi Inspector:
 - (a) prior to issuance of a Vehicle for Hire License for the Vehicle in which the Taxi Meter is installed, and once per year thereafter; and
 - (b) any time the Taxi Meter's rate pricing is changed.
15. The Chief Taxi Inspector may require or cause a Taxi Meter to be inspected at any time notwithstanding that an inspection has been performed within the previous year.

Mechanical Inspections

16. A Vehicle for Hire must be inspected a minimum of once every 6 months by a Licensed Mechanic, except for
 - (a) a Vehicle for Hire that operates exclusively in Fort Chipewyan which must be inspected a minimum of once every 12 months by a Licensed Mechanic; and
 - (b) a Commercial Vehicle with a valid Safety Fitness Certificate.
17. No person shall operate, cause or permit the operation of a Vehicle for Hire unless a Mechanical Inspection Certificate has been issued for the Vehicle for Hire within the preceding 6-month period, except
 - (a) in the hamlet of Fort Chipewyan where no person shall operate, cause, or permit the operation of a Vehicle for Hire unless a Mechanical Inspection Certificate has been issued within the preceding 12-month period; or
 - (b) where the Vehicle for Hire is a Commercial Vehicle with a valid Safety Fitness Certificate.
18. The Chief Taxi Inspector may suspend or cancel a Vehicle for Hire License for a Vehicle for Hire that does not possess a valid Mechanical Inspection Certificate or a valid Safety Fitness Certificate.

19. All costs associated with a mechanical inspection and obtaining a Mechanical Inspection Certificate or Safety Fitness Certificate shall be borne by the Owner of the Vehicle.
20. A Licensed Mechanic shall not issue a Mechanical Inspection Certificate or a Safety Fitness Certificate unless satisfied that a Vehicle meets the safety and Vehicle equipment standards of the Province of Alberta.
21. The Owner of a Vehicle for Hire must produce the Vehicle for inspection upon the request of the Chief Taxi Inspector at a time and location specified by the Chief Taxi Inspector.
22. The Owner of a Vehicle for Hire must undertake any repairs or maintenance directed by the Chief Taxi Inspector.

Driver Conduct

23. A person operating a Vehicle for Hire must:
 - (a) take the most economical route to the passenger's destination unless otherwise directed by the passenger;
 - (b) be professional and courteous at all times and provide reasonable assistance to any passenger as requested or required in the circumstances;
 - (c) not hold, view, manipulate or otherwise use a cellular telephone or other hand-held electronic device or wireless electronic device whether in hands-free mode or not, while transporting a passenger except in an emergency;
 - (d) charge a fare that complies with the requirements of Schedule "A"; and,
 - (e) at the conclusion of each trip, check the Vehicle for any personal property left behind by a passenger and make any such property available for retrieval by the passenger, unless otherwise directed by the Chief Taxi Inspector.

Passenger Conduct

24. No person shall fail to pay any fare lawfully charged for the hire of a Vehicle for Hire.
25. A Driver may charge a \$250 cleaning surcharge to any person who causes, by action or lack thereof, a Vehicle for Hire to require cleanup of vomit, urine, feces, or blood in or on a Vehicle for Hire.

Street Hailing

26. No person shall engage in Street Hailing except a person operating a Taxi or Accessible Taxi.
27. A person operating a Limousine, Shuttle or Transportation Network Vehicle shall not engage in Street Hailing and shall only provide Pre-Arranged Service that has been Dispatched.

Seizure of License

28. If a Bylaw Enforcement Officer has reasonable grounds to believe that a Vehicle for Hire is being operated in a manner contrary to this Bylaw, the Bylaw Enforcement Officer may seize and take possession of a Vehicle for Hire License and Chauffeur Permit for the Driver of the Vehicle for Hire.
29. A Bylaw Enforcement Officer that has seized a License pursuant to Section 28 shall return the seized License to the Chief Taxi Inspector and within 5 days of its seizure, the Chief Taxi Inspector must either return the License to the Licensee or provide notice of their intent to suspend, cancel or impose terms and conditions on the License in accordance with Section 79.

PART 3. OPERATION OF CERTAIN VEHICLES FOR HIRE**Vehicle for Hire Requirements**

30. A person that operates, causes or permits the operation of a Vehicle for Hire must ensure the following:
 - (a) the exterior and interior of the Vehicle must be kept
 - (i) clean;
 - (ii) free of damage;
 - (iii) free of hazards that may stain or tear the clothing or possessions of a passenger;
 - (iv) free of garbage;
 - (v) free of noxious odours;
 - (vi) free of materials that may impair the Driver's vision; and
 - (vii) free of materials that give the impression of an unkept appearance.
 - (b) where the Vehicle for Hire is a Taxi or Accessible Taxi, that it is equipped with an operating Taxi Meter and top light, except in Fort Chipewyan;

- (c) where the Vehicle for Hire is a Taxi or Accessible Taxi, that it is equipped with a fully functional digital recording system that
- (i) is of a make and model approved by the Chief Taxi Inspector;
 - (ii) is in operation at all times;
 - (iii) is capable of recording video of the entire interior of the Vehicle for Hire;
 - (iv) is capable of recording audio, including all conversations occurring in the Vehicle for Hire; and
- under no circumstances shall the view or the sound reception of the digital recording system be partially or wholly obstructed or obscured;
- (d) where the Vehicle for Hire is a Taxi or Accessible Taxi, that the video and audio footage required at Section 30(c) is not altered, is retained for a minimum period of 7 days and is provided to the Chief Taxi Inspector immediately upon request;
- (e) that the Vehicle for Hire is equipped with a global positioning system approved by the Chief Taxi Inspector;
- (f) that the Vehicle for Hire is not more than 10 years old, except for a Limousine that is a stretch sedan or stretch sports utility Vehicle which shall not be more than 15 years old;
- (g) that the colors and markings of a Taxi, Accessible Taxi, Limousine or Shuttle comply with the requirements prescribed by the Chief Taxi Inspector;
- (h) where the Vehicle for Hire is a Taxi or Accessible Taxi with a Taxi Meter, that the meter rate pricing is displayed in the Vehicle in a form and location prescribed by the Chief Taxi Inspector;
- (i) where the Vehicle for Hire is a Taxi, Accessible Taxi or Shuttle, that a unit number is displayed on the exterior of the Vehicle;
- (j) that a Trip Sheet is maintained for every Trip and provide the Trip Sheet to the Brokerage within 24 hours; and
- (k) that the Vehicle for Hire is equipped with tires manufactured for winter use from November 1 to April 30; and
- (l) where a fare is not paid through an App or in advance to the Brokerage, a Driver must accept payment through an Electronic Payment System or cash payment at the Passenger's election and provide a receipt of payment.

Designated Driver Requirements

31. A Designated Driver providing a Designated Driver Service must ensure the following:
 - (a) the Designated Driver has a valid Chauffeur's Permit;
 - (b) the Designated Driver has an agreement with a Brokerage to provide Designated Driver Service for the Brokerage; and
 - (c) the Designated Driver must, immediately prior to providing the Designated Driver Service:
 - (i) review a certificate of insurance and registration for the Vehicle and ensure compliance with Section 60;
 - (ii) secure the Owner's consent to operate the Vehicle;
 - (iii) ensure that the number of individuals to be transported in the Vehicle does not exceed the number of available seatbelts
 - (iv) ensure operation of the Vehicle to provide a Designated Driver Service will comply with any applicable safety and traffic laws; and
 - (v) enter into an Agreement with the Owner respecting the fee to be charged for the Designated Driver Service in accordance with Schedule "A" or confirm that the Brokerage has entered into such an Agreement with the Owner.
32. A Designated Driver must ensure that the Owner and any passengers enter the Vehicle at the same time and location.
33. A Designated Driver must ensure that the Owner and any passengers exit the Vehicle at the same time and location.
34. A Designated Driver must ensure that the Vehicle does not make any stops throughout the Trip.
35. Upon request of a Bylaw Enforcement Officer, a Designated Driver providing a Designated Driver Service shall provide proof of insurance required by Section 60.

Transportation Network Vehicle Markings

36. A person that operates, causes or permits the operation of a Transportation Network Vehicle must ensure that:
- (a) the name of its affiliated Transportation Network Company is displayed on the side and rear of the Vehicle, with the marking at least 8 cm x 8 cm in size and no greater than 20 cm x 20 cm in size;
 - (b) there are no markings or fixtures on the Vehicle identifying it as a Taxi or Accessible Taxi, including but not limited to:
 - (i) the words “Taxi”, “cab” or “Accessible Taxi”;
 - (ii) a top light or Taxi Meter; or
 - (iii) a Brokerage name other than that required by Section 36(a).
37. Nothing in Section 36 restricts a Transportation Network Vehicle from displaying the international symbol of access, provided it does not exceed 20 cm x 20 cm and does not contain any words.

Service Refusal

38. A Driver that operates, causes or permits the operation of a Vehicle for Hire shall not refuse to transport a person unless:
- (a) the Taxi or Accessible Taxi is not in service and the top light is not illuminated;
 - (b) the person is indebted to the Driver, or the Brokerage affiliated with the Vehicle for Hire;
 - (c) the person requires the transport of an animal that is not in a kennel, except for a service dog;
 - (d) the person requires the transport of items which would be detrimental to the repair, cleanliness, or sanitary condition of the Vehicle for Hire;
 - (e) the person requires the transport of passengers or baggage which the Vehicle for Hire is incapable of carrying;
 - (f) the person insists on smoking in the Vehicle for Hire;
 - (g) the person insists on undertaking or participating in any illegal activity in the Vehicle for Hire; or

- (h) if based on the circumstances, the Driver reasonably believes that:
 - (i) there is a danger to their personal safety;
 - (ii) there is a danger of serious damage to property; or
 - (iii) the service would contravene this Bylaw.
39. If a request for service is refused pursuant to Section 38, the Driver refusing to provide service must:
- (a) immediately provide verbal notice of refusal to the Brokerage that either arranged the refused request or is otherwise providing Dispatch for the Vehicle for Hire at the time of the refusal; and
 - (b) within 24 hours of the refusal, provide a signed written report of the circumstances of the refusal to the Brokerage and the Chief Taxi Inspector.
40. The written report required pursuant to Section 39 must include:
- (a) date, time, and location of the refusal;
 - (b) the Driver's Chauffeur Permit number;
 - (c) the Vehicle for Hire License number;
 - (d) a complete description of the circumstances and the reason for refusing the request for service; and
 - (e) any other information requested by the Chief Taxi Inspector.

Shuttle Restriction

41. A person that operates, causes or permits the operation of a Shuttle must:
- (a) provide a copy of the Shuttle's schedule for the day, upon request of a Bylaw Enforcement Officer;
 - (b) only load and unload passengers at pre-determined times and locations specified in the schedule; and
 - (c) charge a fare that is a flat rate based solely on the destination regardless of the number of passengers.

PART 4. BROKERAGE OPERATIONS

Requirements

42. A Brokerage must not Dispatch a Vehicle for Hire unless:
- (a) a valid Vehicle for Hire License has been issued for the Vehicle, except where a Driver is providing a Designated Driver Service;
 - (b) the Driver holds a valid Chauffeur Permit;
 - (c) a valid Livery Registration Certificate has been issued for the Vehicle;
 - (d) the insurance requirements at section 60 are met; and
 - (e) the person operating the Vehicle holds a valid provincial Class 1, 2, or 4 operator's license.
43. In addition to the requirements at Section 42, a Transportation Network Company must not Dispatch a Vehicle for Hire unless:
- (a) the Vehicle is a Transportation Network Vehicle; and
 - (b) in compliance with the requirements of the Transportation Network Companies Regulation.

Brokerage Records

44. A Brokerage must keep records related to all Vehicles for Hire for which it provides Brokerage services, including:
- (a) an account of all Trips, in the form prescribed by the Chief Taxi Inspector;
 - (b) a complete list of all Drivers and Vehicles for Hire associated with the Brokerage;
 - (c) the Vehicle for Hire assigned to, owned by, or operated by a Driver;
 - (d) any contracts or agreements related to the supply of Vehicle for Hire services;
 - (e) all reports of refusal to provide service required pursuant to Section 39; and
 - (f) any other information required by the Chief Taxi Inspector.
45. All records required by Section 44 must be kept for a minimum of 1 year of the date of record.

46. Upon request of the Chief Tax Inspector, a Brokerage must provide copies of all records required by Section 44 within 2 days and where such records are stored in an electronic database, must provide the Chief Tax Inspector access to the electronic database within 2 days.

Independent Brokerage

47. If, when applying for a Vehicle for Hire License, a person makes a declaration pursuant to Section 55 that a Vehicle for Hire will be driven exclusively by the person applying for the License:
- (a) no person other than the person making the declaration may provide Brokerage services for the Vehicle for Hire;
 - (b) the person making the declaration is deemed a Brokerage for the purpose of this Bylaw; and
 - (c) a person may revoke a declaration pursuant to Section 55 at any time by providing the Chief Tax Inspector with proof of a valid agreement with a Brokerage to provide Brokerage services for the Vehicle for Hire.

Transportation Network Company

48. In addition to the Records required by Section 44, a Transportation Network Company must provide the following records at the request of the Chief Tax Inspector:
- (a) an approval to operate as a transportation network company issued by the province of Alberta pursuant to the Transportation Network Companies Regulation;
 - (b) a list of all Drivers that are authorized to use the Transportation Network Company App;
 - (c) evidence that all Drivers authorized to use the Transportation Network Company App have been issued a valid Chauffeur's Permit; and
 - (d) anything else that may be requested by the Chief Tax Inspector.

PART 5. VEHICLE FOR HIRE LICENSING

Types of Licenses

49. Subject to the requirements of this Bylaw, the Chief Tax Inspector may issue the following Licenses:
- (a) Chauffeur Permit;
 - (b) Vehicle for Hire License, which shall include a Taxi endorsement, Accessible Taxi endorsement, Shuttle endorsement, Limousine endorsement or Transportation Network Vehicle endorsement; and
 - (c) Brokerage License.

Property of the Municipality

50. Every License issued pursuant to this Bylaw remains at all times the sole property of the Municipality.
51. A Licensee or other person in possession of a License must surrender the License to the Chief Tax Inspector immediately upon the suspension, cancellation, or expiry of the License.

Replacement

52. The Chief Tax Inspector may issue a replacement License upon payment of the fee for replacement prescribed by the Fees, Rates and Charges Bylaw where;
- (a) the License is damaged, and it has been returned to the Chief Tax Inspector; or
 - (b) the License has been lost or stolen, and a report has been filed with the RCMP.

Transferability

53. All Licenses are non-transferable, and all License fees are non-refundable.
54. A person that operates, causes or permits the operation of a Vehicle for Hire must not display a Vehicle for Hire License or a provincial license plate that has not been issued for the Vehicle.

Vehicle License Requirements

55. A person applying for a Vehicle for Hire License for a Vehicle must provide the following to the Chief Taxi Inspector:
- (a) a complete application, in the form prescribed by the Chief Taxi Inspector;
 - (b) the fees prescribed in the Fees, Rates and Charges Bylaw;
 - (c) proof in a form satisfactory to the Chief Taxi Inspector that the applicant has sufficient ownership interest in the Vehicle;
 - (d) proof in a form satisfactory to the Chief Taxi Inspector that the Vehicle has a valid Livery Registration Certificate;
 - (e) proof in a form satisfactory to the Chief Taxi Inspector that the Vehicle and all persons who may drive the Vehicle are covered by valid insurance that meets the requirements of Section 60;
 - (f) proof in a form satisfactory to the Chief Taxi Inspector that the applicant has a valid agreement with a Brokerage or a declaration that the Vehicle is owned and will be driven exclusively by the person applying for the License; and
 - (g) any other information that may be required by the Chief Taxi Inspector.
56. A person applying for a Vehicle for Hire License with a Limousine endorsement must provide proof in a form satisfactory to the Chief Taxi Inspector, that the Vehicle for which the endorsement will be issued is:
- (a) a stretch sedan or stretch sport utility Vehicle containing a limousine package interior;
 - (b) a specialized Vehicle containing a limousine package interior;
 - (c) a bus or motor coach containing limousine package interior;
 - (d) any other Vehicle approved by the Chief Taxi Inspector.

License Expiry

57. Unless suspended or cancelled pursuant to this Bylaw or as otherwise specified by the conditions contained on the License, every License is valid for a period of 1 year from the date it was issued.

Duty to Inform

58. If at any time during the term of a Vehicle for Hire License the Vehicle's registration or insurance policy, or the agreement with a Brokerage required in Section 55, is

suspended, cancelled, or expired, the Licensee must immediately notify the Chief Taxi Inspector.

Automatic Suspension

59. If at any time during the term of a Vehicle for Hire License, the Vehicle's registration or insurance policy, or the agreement with a Brokerage required in Section 55, is suspended, cancelled, or expired, the Vehicle for Hire License is deemed to be immediately suspended without prior notice to the Licensee.

Insurance Requirements

60. Every Driver and every Vehicle must be covered at all times by either:
- (a) a Vehicle liability policy that complies with the Insurance Act and provides coverage of not less than the limits prescribed in the Commercial Vehicle Certificate and Insurance Regulation; or
 - (b) a Vehicle liability policy or a transportation network automobile insurance policy that complies with the Insurance Act and the Transportation Network Companies Regulation and provides coverage of not less than the limits prescribed in the Transportation Network Companies Regulation.
61. The insurance required by Section 60 may be satisfied by a valid insurance policy held by:
- (a) a Brokerage that holds a valid Brokerage License, provided that the Brokerage is named insured on the policy;
 - (b) the Driver of a Vehicle for Hire;
 - (c) the owner of a Vehicle for Hire; or
 - (d) any combination of the persons listed in Section 61(a) through Section 61(c).
62. If the insurance required by this Bylaw expires, is suspended, or is cancelled, the policy holder must immediately notify the Chief Taxi Inspector.
63. Upon request of the Chief Taxi Inspector, a person listed in Section 63 must provide a complete copy of the insurance policy.
64. In a prosecution for a contravention of this Bylaw pertaining to insurance required by Section 60 and Section 61, the onus on proving that a valid insurance policy exists is on the person alleging the sufficiency of the insurance policy on a balance of probabilities.

Chauffeur Permit Application

65. A person applying for a Chauffeur permit must provide the following to the Chief Taxi Inspector:
- (a) a complete application, in the form prescribed by the Chief Taxi Inspector;
 - (b) the fees prescribed in the Fees, Rates and Charges Bylaw;
 - (c) proof in a form satisfactory to the Chief Taxi Inspector that the applicant holds a valid class 1, 2 or 4 provincial operator's license;
 - (d) the applicant's Alberta driver's abstract dated within a period of 30 days preceding the date of application and having less than 9 demerit points;
 - (e) a criminal record check, police information check and a vulnerable sector search dated within a period of 90 days preceding the date of the application and that complies with the requirements of Section 71;
 - (f) confirmation in writing from a Brokerage that the Applicant is affiliated with the Brokerage, unless the applicant is applying as an Independent Owner Operator; and
 - (g) any other information required by the Chief Taxi Inspector.

Duty to Inform

66. If, at any time during the term of the Chauffeur Permit, the Licensee's provincial operator's license expires, is suspended, or cancelled, the Licensee must immediately notify the Chief Taxi Inspector.
67. If, at any time during the term of the Chauffeur Permit, the Licensee is convicted of an offence under the Traffic Safety Act, the Licensee must immediately notify the Chief Taxi Inspector and provide an Alberta Driver's abstract dated after the conviction within a period of 30 days.
68. If at any time during the term of the Chauffeur Permit, the Licensee has a change of address, the Licensee must immediately notify the Chief Taxi Inspector.
69. If at any time during the term of the Chauffeur Permit, the Licensee is charged or convicted of an offence under the Criminal Code, Controlled Drug and Substances Act or the Cannabis Act, the Licensee must immediately notify the Chief Taxi Inspector.

Automatic Suspension

70. If, at any time during the term of the Chauffeur Permit, a Licensee's provincial operator's license expires, is suspended, or cancelled, the Chauffeur's Permit is

deemed to be immediately suspended without prior notice to the Licensee and must be returned to the Chief Taxi Inspector.

Convictions

71. No person may drive a Vehicle for Hire if, within the past 10 years, that person was convicted of any of the following offences under the Criminal Code, the Controlled Drug and Substances Act, or the Cannabis Act:
- (a) any offence of a violent nature, including firearms and weapons offences;
 - (b) any offence involving sexual assault, sexual exploitation, sexual interference, procuring or invitation to sexual touching;
 - (c) trafficking;
 - (d) any offence involving fraud or fraudulent transactions, conspiracy to defraud, the use of false pretenses, bribery, extortion, or theft; or
 - (e) any offence relating to the operation of a Vehicle.
72. If, when applying or renewing a Chauffeur's Permit, an applicant's police information check reveals a pending charge for any of the offences listed in Section 71 the Chief Taxi Inspector must refuse to issue a Chauffeur Permit until the charge is withdrawn or the matter is otherwise dealt with in a manner which does not result in a conviction.
73. If a Licensee is charged with any of the offences listed in Section 71, the Licensee's Chauffeur Permit is deemed to be immediately suspended without prior notice to the Licensee and must be returned to the Chief Taxi Inspector.

Brokerage License Application

74. A person applying for a Brokerage License must provide the following to the Chief Taxi Inspector:
- (a) a complete application, in the form prescribed by the Chief Taxi Inspector;
 - (b) proof in a form satisfactory to the Chief Taxi Inspector that the applicant has an agreement or agreements with Drivers to provide Dispatch services;
 - (c) the fees prescribed in the Fees, Rates and Charges Bylaw;

- (d) where the applicant is applying to Dispatch Transportation Network Vehicles,
 - (i) proof in a form satisfactory to the Chief Taxi Inspector that the applicant is approved as a transportation network company pursuant to the Transportation Network Companies Regulation; and
 - (ii) proof in a form satisfactory to the Chief Taxi Inspector of the total number of Transportation Network Vehicles that may be Dispatched by the applicant during the term of the License; and
- (e) any other information reasonable required by the Chief Taxi Inspector.

Transitional

- 75. This Bylaw will apply to a Chauffeur Permit, Vehicle for Hire License or Brokerage License issued pursuant to the *Vehicle for Hire Bylaw* No. 13/001 and it shall be deemed valid under this Bylaw until its expiry, suspension, or cancellation pursuant to this Bylaw.
- 76. If a License deemed valid by the operation of Section 75 was subject to terms and conditions prior to the coming into force of this Bylaw, those same terms and conditions are deemed to be applicable to the License pursuant to this Bylaw.

PART 6. ROLE OF THE CHIEF TAXI INSPECTOR

License Review

- 77. The Chief Taxi Inspector may suspend, cancel, or refuse to issue a License and may impose any terms and conditions on a License for the following reasons:
 - (a) the applicant or Licensee does not or no longer meets the requirements of this Bylaw;
 - (b) the applicant or Licensee has been convicted of a federal or provincial offence not listed in Section 71, including but not limited to the Criminal Code, Controlled Drug and Substances Act and Cannabis Act;
 - (c) the applicant, Licensee or any of its officers, employees, agents, or affiliates where the Licensee is a company:
 - (i) furnishes false information or misrepresents any fact or circumstance to a Bylaw Enforcement Officer or the Chief Taxi Inspector;

- (ii) has, in the opinion of the Chief Taxi Inspector based on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted;
 - (iii) fails to pay a fine or obey any order issued by a court for a contravention of this Bylaw;
 - (iv) fails to pay any fee required by this Bylaw;
- (d) in the opinion of the Chief Taxi Inspector, based on reasonable grounds it is in the public interest to do so.

Notice to Licensee

78. Upon suspension, cancellation, or refusal to issue a License, the Chief Taxi Inspector must provide the applicant or Licensee with:
- (a) notice in writing of the proposed refusal, suspension, or cancellation; and
 - (b) reasons for the proposed refusal, suspension, or cancellation.
79. Upon issuing a License subject to conditions or otherwise imposing conditions on a License, the Chief Taxi Inspector must provide the applicant or Licensee with:
- (a) notice in writing of the conditions; and
 - (b) reasons for the conditions.

Review

80. Within 14 days of the Chief Taxi Inspector's written notice under Section 78 or Section 79, the applicant or Licensee may request that the Chief Bylaw Officer review the Chief Taxi Inspector's decision to suspend, cancel or refuse to issue a License or to impose conditions, in the manner prescribed by the Chief Taxi Inspector.
81. Where the Chief Bylaw Officer receives a request to review pursuant to Section 80:
- (a) the Chief Bylaw Officer must review the Chief Taxi Inspector's decision;
 - (b) the Chief Bylaw Officer may uphold the decision of the Chief Taxi Inspector or vary it by issuing a License, refusing to issue a License, suspending a License, cancelling a License, or imposing the same or other conditions; and
 - (c) the Chief Bylaw Officer must provide the applicant or Licensee with written notice of their decision within 30 days of the request for review.

82. Notwithstanding Section 80 or Section 81, the Chief Bylaw Officer shall not be required to review a decision of the Chief Taxi Inspector to suspend, cancel or refuse to issue a License or impose conditions where the reason is:
- (a) a failure by the applicant or Licensee to pay a required fee;
 - (b) a failure to provide any information required by this Bylaw for the issuance of a License; or
 - (c) the automatic suspension or cancellation of a License under this Bylaw.

Chief Taxi Inspector

83. In addition to any other power, duty, or function prescribed by this Bylaw, the Chief Taxi Inspector may:
- (a) designate Vehicles or classes of Vehicles as exempt from all or some of the requirements of this Bylaw;
 - (b) prescribe contact information for the Municipality that must be displayed in Vehicles for Hire;
 - (c) prescribe the form of Chauffeur Permit, Vehicle for Hire License, or Brokerage License;
 - (d) prescribe application forms for Licenses issued pursuant to this Bylaw;
 - (e) prescribe colors and markings for Vehicles for Hire;
 - (f) prescribe Driver training requirements;
 - (g) approve classes of Vehicles as Limousines;
 - (h) prescribe requirements for agreements with Brokerages as required by this Bylaw;
 - (i) modify or waive any requirement for issuance of a License pursuant to this Bylaw, including reduction or waiving of a fee required by the Fees, Rates and Charges Bylaw;
 - (j) carry out any inspection necessary to determine compliance with this Bylaw; and
 - (k) delegate any power, duty, or function under this Bylaw.

PART 7. ENFORCEMENT

Offence

84. A person who contravenes this Bylaw is guilty of an offence.

Continuing Offence

85. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues, and a person is guilty of such an offence is liable to a fine for each such day.

Fines and Penalties

86. A person who is guilty of an offence is liable, upon summary conviction, to a penalty in an amount:

- (a) not less than that specified in Schedule "B" of this Bylaw;
- (b) where there is no penalty specified in Schedule "B" of this Bylaw, to a penalty of \$200; and
- (c) not exceeding \$10,000, and to imprisonment for not more than 6 months for non-payment of a fine.

87. Despite Section 86, where a person has been convicted of contravening the same provision of this Bylaw

- (a) 2 times within a 36-month period, the specified penalty payable in respect of the second conviction is double the amount specified in Schedule "B" or where there is no penalty specified in Schedule "B", to a penalty of \$400;
- (b) 3 or more times within a 36-month period, the specified penalty payable in respect of the third or subsequent provision is triple the amount specified in Schedule "B" or where there is no penalty specified in Schedule "B", to a penalty of \$600.

88. Despite Section 86 and Section 87, where a Violation Ticket is issued under Part 2 of the Provincial Offences Procedures Act and the Bylaw Enforcement Officer has elected not to specify a penalty on the Violation Ticket, a person who is convicted of an offence under this Bylaw is liable on summary conviction to:

- (a) a penalty not to exceed \$10,000; and
- (b) the Court is not bound by the specified penalty amount in Schedule "B", provided that the fine amount shall not be less than the penalty specified in Schedule "B".

Municipal Tag

89. A Municipal Tag may be issued for an offence under this Bylaw.
90. If a Municipal Tag is used in respect of an offence, the Municipal Tag must specify:
- (a) the name of the person;
 - (b) the offence;
 - (c) the fine amount as established by this Bylaw; and
 - (d) the fine amount shall be paid within 14 days of the issuance of the Municipal Tag.

Payment in Lieu of Prosecution

91. If a Municipal Tag is issued in respect of an offence under this Bylaw, the person to whom the Municipal Tag is issued may make a voluntary payment equal to the penalty specified on the Municipal Tag in lieu of prosecution.
92. Where the voluntary payment referred to in Section 91 is received within 14 days of the day of issuance of the Municipal Tag, the specified penalty shall be reduced by 40% and such reduced payment shall be accepted in lieu of prosecution.

Violation Ticket

93. If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, a Bylaw Enforcement Officer may issue a Violation Ticket in accordance with the Provincial Offences Procedure Act, to any person whom the Bylaw Enforcement Officer has reasonable and probable ground to believe has contravened this Bylaw.

Proof of License

94. The onus of proving that a person has a valid License for the purpose of this Bylaw is on the person alleging the License on a balance of probabilities.

Proof of Exemption

95. The onus of proving that a person is exempt from a requirement of this Bylaw is on the person alleging the exemption on a balance of probabilities.

Vicarious Liability

96. For the purpose of this Bylaw, an act or omission by an employee or agent of a person or company is deemed to be an act or omission of the person or company if the act or omission committed occurred in the course of the employee's employment or agency relationship with the person or company.

Corporations

97. If a corporation commits an offence under this Bylaw, every principal, director, manager, officer, employee, or agent of the corporation who authorized, assented to, acquiesced, or participated in the act or omission that constitutes the offence is guilty of the offence.

Partnerships

98. If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership, director, manager, officer, employee, or agent of the corporation who authorized, assented to, acquiesced, or participated in the act or omission that constitutes the offence is guilty of the offence.

Repeal

99. The *Vehicle for Hire Bylaw* No. 13/001 and all amendments are repealed.

Coming into force

100. This Bylaw comes into force when it is passed.

Read a first time this ____ day of _____, Year.

Read a second time this ____ day of _____, Year.

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

Signed and Passed this _____ date of _____ Year

Mayor

Chief Legislative Officer

Schedule “A” – Rates

1. A Vehicle for Hire may charge the customer on the basis of either Taxi Meter rate pricing in accordance with Section 2 of this Schedule or a flat rate in accordance with Section 3 of this Schedule.
2. The fare to be charged when using Taxi Meter rate pricing shall be no greater than the following:
 - (a) \$5.00 for the first 52 meters travelled or any portion thereof;
 - (b) \$0.15 for each additional 52 meters travelled or any portion thereof; and
 - (c) \$0.60 per minute for waiting time.
3. The fare to be charged when using flat rate pricing must be communicated to the customer prior to the trip commencing.
4. A Driver may accept gratuities.

Schedule “B” – Penalties

Section	Offence	Specified Penalty
6(a)	Drive, or cause or permit the driving of a Vehicle for Hire without a valid operator’s license	\$1,000
6(b)	Drive, or cause or permit the driving of a Vehicle for Hire without a valid chauffeur permit	\$1,000
7	Drive, or cause or permit the driving of a Vehicle for Hire without a valid Vehicle for Hire License	\$1,000
8	Dispatch without holding a Brokerage License	\$1,000
9	Operate a Vehicle for Hire without Livery Registration Certificate	\$500
10	Operate with no insurance	\$1,000
11(a)	Fail to display Brokerage information	\$500
11(b)	Fail to display information of Municipality	\$200
11(c)	Fail to display Chauffeur Permit	\$200
13	Fail to produce	\$500
14	Fail to have meter accuracy certified	\$500
15	Fail to produce Vehicle for inspection or proof of mechanical inspection as required	\$500
23(a)	Fail to take most economical route	\$500

23(b)	Driver fails to be professional and courteous	\$200
23(c)	Use cellular telephone or other device while transporting a passenger	\$200
23(e)	Driver fail to check Vehicle for/deal with passenger property	\$200
24	Passenger fail to pay fare	\$500
30	Section 30 requirements not met	\$500
44	Brokerage fail to retain records	\$500
51	Fail to return Chauffeur Permit or Vehicle for Hire License to Chief Taxi Inspector	\$500

BYLAW NO. 22/007

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND THE FEES, RATES AND CHARGES 2021 BYLAW NO. 21/019.

WHEREAS section 8(c) of the *Municipal Government Act*, RSA 2000, Chapter M-26, empower Council may pass bylaws establishing fees to charge for licenses, permits or approvals;

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

1. The following sections of Schedule J – Vehicle for Hire of the *Fees, Rates and Charges 2021 Bylaw No. 21/019* are modified as follows:

(a) Section 1 is deleted and replaced with the following:

1. Application for Chauffeur Permit

- (a) Municipal resident \$85
- (b) Non-Municipal resident \$170
- (c) Operating exclusively in Fort Chipewyan \$50
- (d) Transportation Network Vehicle \$170
- (e) Independent Owner Operator \$85

(b) Section 4 is deleted and replaced with the following:

4. Application for Vehicle for Hire License

- (a) Vehicle for Hire operating exclusively in Fort Chipewyan.....
..... \$150
- (b) Taxi \$500
- (c) Shuttle \$500
- (d) Accessible \$0
- (e) Limousine \$500
- (f) Transportation Network Vehicle \$500
- (g) Independent Owner Operator \$500

(c) Section 7 is deleted and replaced with the following:

7. Application for Brokerage License

- (a) Standard Brokerage \$50
- (b) Brokerage License for operating exclusively in Fort Chipewyan \$50
- (c) Transportation Network Company \$500

(d) Section 8 is deleted.

Coming into Force

2. This Bylaw comes into force when it is passed.

Read a first time this ____ day of _____, Year.

Read a second time this ____ day of _____, Year.

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

Signed and Passed this _____ date of _____ Year

Mayor

Chief Legislative Officer

Attachment: 2. Bylaw No. 22/007 - Fees Rates and Charges 2021 Bylaw No. 21/019 Amendment (BL 22/006 & 007 - Vehicle for Hire Bylaw &



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: May 10, 2022

Subject: Social Media Policy - PRC 140

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

THAT Social Media Policy PRC-140, dated May 10, 2022, as outlined in Attachment 1 be approved.

Summary:

Social Media Policy - PRC-140 ("Policy") provides the foundation for consistent use of Social Media by the Regional Municipality of Wood Buffalo. This Policy was originally approved by Council in 2016 and is before Council as part of the regular organizational policy review process.

Background:

The Regional Municipality of Wood Buffalo manages 13 unique Social Media accounts for the purposes of releasing official and authorized municipal communications to residents and stakeholders. The Policy establishes guidelines for designated employees that ensures the use of Social Media occurs in an appropriate, effective, and secure manner, and is in accordance with all applicable laws, regulation, and legislation.

It also ensures that communication through Social Media is in compliance with the Municipality's Code of Conduct Directive HRM-600 D and other relevant policies, directives and guidelines.

The Policy has been updated to reflect industry and technological changes since the policy was approved by Council in 2016.

Alternatives:

If the Policy is not approved, there is risk that the use of Social Media at the Regional Municipality of Wood Buffalo would not be coordinated in a manner that adheres with applicable privacy laws and regulations. There could also be security and privacy concerns with the 13 accounts that belong to the Regional Municipality of Wood Buffalo.

Budget/Financial Implications:

There are no budgetary or financial implications associated with this Policy.

Rationale for Recommendation:

The Policy ensures that the Regional Municipality of Wood Buffalo is operating its Social Media Properties in alignment with other public and government organizations. It provides important guidance for employees and departments and ensures the Municipality's Social Media accounts are in compliance with relevant policies, directives, and guidelines, as well as provincial and federal legislation.

Strategic Priorities:

Responsible Government

Attachments:

- 1. Social Media Policy PRC-140 (Updated Version)**
- 2. Social Media Policy PRC-140 (Redlined Version)**

COUNCIL POLICY



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Document Name: Social Media

Department Name: Communications and Engagement

Document Number: PRC-140

Effective Date: May 10, 2022

Next Revision Date: May 10, 2025

STRATEGIC PLAN LINKAGE

- Strategic Priority 1 – Responsible Government

PURPOSE AND OBJECTIVE

The Municipality is committed to open and transparent communication on Social Media to enhance engagement connections and strengthen relationships with the public, and to promote Municipal values, programs, and services. The purpose of this Policy is to establish a guideline that ensures the use of Social Media occurs in an appropriate, effective, and secure manner, and is in accordance with all applicable laws and regulations.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. “Social Media” means mobile-based and Internet-connected applications and tools that support the sharing and publication of various types of information among people. Social Media services can include, but are not limited to, popular web-based blogs and networking websites such as Facebook, Twitter, LinkedIn, Reddit, Instagram, SnapChat, TikTok, and YouTube.
- 1.2. “Social Media Account” means an approved Municipal account with specific user identification and associated login credentials providing access to a Social Media platform. These accounts are administrative accounts and not accounts of elected officials.

2. Responsibilities:

2.1. Council to:

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

2.2. Chief Administrative Officer (CAO) to:

- 2.2.1. recommend any amendments to this Policy; and
- 2.2.2. support the implementation of this Policy.

2.3. Directors to:

- 2.3.1. support the implementation of this Policy;
- 2.3.2. recommend any amendments to this Policy as required;
- 2.3.3. consult with Communications and Engagement to utilize Social Media platforms consistent with the General Principles in this Policy; and
- 2.3.4. communicate, implement, and deliver this Policy, any related Administrative Procedures, and other relevant guidelines as required.

2.4. Director, Communications and Engagement to:

- 2.4.1. ensure implementation and communication of this Policy to employees.

3. General Procedures:**3.1. Compliance:**

- 3.1.1. Communication through Social Media must comply with the Municipality's Code of Conduct Directive (HRM-600-D) and all other relevant Policies, Directives, and guidelines, as well as provincial and federal legislation.

3.2. Uses of Social Media:

- 3.2.1. The Municipality will use Social Media to release official and authorized Municipal communications to residents and stakeholders.
- 3.2.2. Communications and Engagement will govern and monitor all use of Social Media communications from Municipal Social Media Accounts. This will include a review of all Social Media platforms annually to ensure relevancy and consistency.
- 3.2.3. Only designated employees may use Social Media on behalf of the Municipality.

3.3. Emergency Communication:

- 3.3.1. In the event the Regional Emergency Coordination Centre and the Crisis Communications Team are activated, the Communications and Engagement Department will create and manage all communication for the duration of the crisis.
- 3.3.2. Only official Municipal Social Media Accounts will release information about the emergency. Scheduled posts on any other Municipal Social Media Accounts will be suspended.

4. Rescind and Replace

This Policy rescinds and replaces the Social Media Policy COM-140, dated October 18, 2016.

APPROVAL

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

Sandy Bowman, Mayor

Jade Brown, Chief Legislative Officer

Date

Attachment: 1. Social Media Policy PRC-140 (Updated Version) (Social Media Policy)

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References: Copyright Act, RSC 1985, c C-42
Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25

Cross References: Code of Conduct HRM-600-D
Social Media Procedure PRC-140-P01

Position Responsible: Director, Communications and Engagement

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
October 18, 2016	Introduction	New Policy to cover Social Media.
May 10, 2022	Revision – Minor	Revisions to the Policy, including a change to the Policy prefix (COM to PRC), minor revisions to the definitions, revised responsibilities, revised procedures, new legal references, and new Policy format.

COUNCIL POLICY



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Document Name: Social Media

Department Name: Communications and ~~Engagement Stakeholder Relations~~

Document Number: ~~COM-140 PRC-140~~

Effective Date: May 10, 2022

Next Revision Date: May 10, 2025

STRATEGIC PLAN LINKAGE

~~This Policy aligns with the Municipality's goal of building a responsible government by demonstrating accountability, integrity and transparency in all that it does, and by enhancing participation in Municipal activities.~~

- Strategic Priority 1 – Responsible Government

POLICY STATEMENT PURPOSE AND OBJECTIVE

The Municipality is committed to open and transparent communication on Social Media ~~as a way to~~ enhance ~~engagement~~ connections and strengthen relationships with the public, and ~~as a way to~~ promote Municipal values, programs, and services. ~~The purpose of this Policy is to establish a guideline that ensures the use of Social Media occurs in an appropriate, effective, and secure manner, and is in accordance with all applicable laws and regulations.~~

GENERAL PRINCIPLES

1. Definitions:

- 1.1. "Social Media" means mobile-based and Internet-connected applications and tools that support the sharing and publication of various types of information among people. Social Media services can include, but are not limited to, popular web-based blogs and networking websites such as Facebook, Twitter, LinkedIn, ~~Tumblr~~, Reddit, Instagram, ~~Flickr~~, SnapChat, TikTok, and YouTube.
- 1.2. "Social Media Account" means an approved Municipal account with specific user identification and associated login credentials providing access to a Social Media platform. ~~These accounts are administrative accounts and not accounts of elected officials.~~

2. Responsibilities:

2.1. Council to:

- 2.1.1. approve this Policy; and
- 2.1.2. approve any ~~future~~ amendments ~~as required~~ to this Policy.

2.2. Chief Administrative Officer (CAO) ~~or designate~~ to:

- 2.2.1. recommend any amendments to this Policy; and

2.2.2. support the implementation of this Policy.

~~2.3. Deputy Chief Administrative Officer and Executive Directors:~~

~~2.3.1. support the implementation of this Policy;~~

~~2.3.2. recommend any amendments to this Policy as required.~~

2.4. **Directors to:**

2.4.1. support the implementation of this Policy;

2.4.2. recommend any amendments to this Policy as required;

~~2.4.3. identify opportunities where the use of Social Media may benefit decision making or services delivery;~~

2.4.4. consult with Communications and Stakeholder Relations Engagement to utilize Social Media platforms consistent with the General Principles in this Policy; and

2.4.5. communicate, implement, and deliver this Policy, any related Administrative Procedures, and other related relevant guidelines as required.

2.5. **Director, Communications and Engagement to: Director of Communications and Stakeholder Relations**

2.5.1. ensure implementation and communication of this Policy to employees.

~~2.5.2. Assist other departments in creating and using Social Media platforms that are consistent with this Policy;~~

~~2.5.3. Monitor all activities on Municipal Social Media Platforms for relevancy, consistency, and accuracy.~~

3. **General Procedures-Principles:**

3.1. **Compliance:**

3.1.1. Communication through Social Media must comply with the Municipality's Code of Conduct Directive (HRM-600-D) and all other relevant Policies, Directives, and guidelines, as well as provincial and federal legislation.

3.2. **Uses of Social Media:**

3.2.1. The Municipality will use Social Media to release official and authorized Municipal communications to residents and stakeholders.

~~3.2.2. The Municipality will use Social Media to:~~

~~3.2.2.1. Inform the public; and~~

~~3.2.2.2. Engage the public and solicit feedback on issues and decisions that have significant impact on citizens and the Municipality.~~

3.2.3. Communications and Stakeholder Relations Engagement will govern and monitor all use of Social Media communications from the Municipality Municipal Social Media Accounts. This will include including a review of all Social Media platforms annually to ensure relevancy and consistency.

3.2.4. Only designated employees are allowed to may use Social Media on behalf of the Municipality.

3.3. Emergency Communication:

- 3.3.1. In the event the Regional Emergency ~~Operations~~-Coordination Centre and the Crisis Communications Team are activated, the Communications and ~~Stakeholder-Relations~~ Engagement Department will create and manage all communication for the duration of the crisis.
- 3.3.2. **Only official Municipal Social Media Accounts will release information about the emergency.** Scheduled posts on any other Municipal Social Media Accounts will be suspended.

4. Rescind and Replace

This Policy rescinds and replaces the Social Media Policy COM-140, dated October 18, 2016.

APPROVAL

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

Sandy Bowman, Mayor

Jade Brown, Chief Legislative Officer

Date

Attachment: 2. Social Media Policy PRC-140 (Redlined Version) (Social Media Policy)

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References: **Copyright Act, RSC 1985, c C-42**
 Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25

Cross References: Code of Conduct HRM-600-D
 Social Media Procedure PRC-140-P01

Position Responsible: Director, Communications and **Engagement Stakeholder Relations**

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
October 18, 2016	Introduction	New Policy to cover Social Media.
May 10, 2022	Revision – Minor	Revisions to the Policy, including a change to the Policy prefix (COM to PRC), minor revisions to the definitions, revised responsibilities, revised procedures, new legal references, and new Policy format

Attachment: 2. Social Media Policy PRC-140 (Redlined Version) (Social Media Policy)



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: May 10, 2022

Subject: Public Engagement Policy - PRC-130

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

THAT the Public Engagement Policy PRC-130, dated May 10, 2022, as outlined in Attachment 1 be approved.

Summary:

The Public Engagement Policy (PRC-130) is the foundation for the Regional Municipality of Wood Buffalo's Public Engagement work. This Public Engagement Policy (the Policy) was originally approved by Council in 2016 and is before Council as part of the regular organizational policy review process.

Background:

In 2016, Council passed a Public Engagement Policy to formalize the Regional Municipality of Wood Buffalo's (the Municipality) commitment to providing Public Engagement opportunities within the region. The Policy helped to establish the importance of engaging in purposeful and meaningful dialogue with the public to create opportunities for sharing information and gathering feedback on municipal services, projects, and initiatives. This, in turn, supports and informs the decision-making process and helps shape the work that the Municipality undertakes.

The Policy has been updated to reflect current practices and processes that Administration has undertaken in this area over the last six years. Sections related to General Procedures on Public Engagement, such as when engagement is considered and using a framework to determine level of engagement, have been added or updated. Additionally, a section has been added that takes into consideration the Indigenous and Rural Relations Department's Protocol Agreement initiative, and that Indigenous engagement is captured in those Agreements.

At its core, the Public Engagement Policy (PRC-130) supports the following objectives:

- build and maintain cooperative working relationships with the public;

- facilitate sharing of information;
- account for a diversity of needs and backgrounds;
- actively and respectfully engage the public in decisions about developments, and changes to, Municipal programs, services, and projects, and policies; and
- reach balanced decisions on issues of public interest and concern.

As well, as of 2018, it is required under Alberta's *Municipal Government Act*, section 216.1, that all municipalities in Alberta must have a public participation policy. This Policy meets that requirement for the Regional Municipality of Wood Buffalo.

Budget/Financial Implications:

There are no budgetary or financial implications associated with this Policy.

Rationale for Recommendation:

This Policy continues to support the Municipality's Public Engagement work. This Policy updates the current Public Engagement Policy, passed by Council in 2016, and aligns with the organization's current policies and practices. As well, it satisfies the requirement for a Public Participation Policy under the *Municipal Government Act*.

Strategic Priorities:

Responsible Government

Attachments:

- 1. Public Engagement Policy PRC-130 (Updated Version)**
- 2. Public Engagement Policy PRC-130 (Redlined Version)**

COUNCIL POLICY



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Document Name: Public Engagement
 Department Name: Communications and Engagement
 Document Number: PRC-130
 Effective Date: May 10, 2022

Next Revision Date: May 10, 2025

STRATEGIC PLAN LINKAGE

- Strategic Priority 1 – Responsible Government

PURPOSE AND OBJECTIVE

The Municipality is committed to fostering Public understanding of emerging opportunities, issues, and decisions, while creating a trusting, inclusive, and transparent environment for dialogue to occur between the Public and the Municipality.

The purpose of this Policy is to develop the basis for Public Engagement documents and processes that value meaningful input from the Public and enhance participation in all areas of Municipal activities, most notably in project and program development led by the Municipality. All Public Engagement will be conducted in accordance with the *Municipal Government Act* and other applicable laws.

The objective of this Policy is to:

- build and maintain cooperative working relationships with the Public;
- facilitate sharing of information, perspectives, and ideas with the Public;
- provide opportunities for Public Engagement that take into account the diversity of needs, abilities, and backgrounds;
- actively and respectfully engage the Public in decisions about development of, and changes to, Municipal programs, services, projects, and policies; and
- reach balanced decisions on issues of Public interest and concern.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. “Indigenous Community” or “Indigenous Communities” means the following list of First Nation and Métis communities: Athabasca Chipewyan First Nation, Smith’s Landing First Nation, Mikisew Cree First Nation, Fort McKay First Nation, Fort McMurray 468 First Nation, Chipewyan Prairie Dene First Nation, Fort Chipewyan Métis Association, Fort McKay Métis Nation Association, Métis Nation of Alberta Association of Fort McMurray Local Council 1935, Willow Lake Métis Association (also d.b.a. Willow Lake Métis Nation), Conklin Métis Local 193, and the Chard Métis Community Association.

- 1.2. “Municipality” means the Regional Municipality of Wood Buffalo.

- 1.3. "Public" means residents of the Municipality, as well as stakeholders who have an interest in, or are affected by, a decision made by the Municipality.
- 1.4. "Public Engagement" means the process of having a purposeful dialogue between the Municipality and the Public to discuss and gain an understanding of emerging opportunities and issues, and to involve the Public by clarifying issues, identifying alternatives, or partnering in decision making.

2. Responsibilities:

2.1. Council to:

- 2.1.1. approve this Policy and all amendments as required;
- 2.1.2. approve any agreements with Indigenous Communities that define the engagement process between the Municipality and an Indigenous Community.

2.2. Chief Administrative Officer (CAO) to:

- 2.2.1. support the implementation of this Policy; and
- 2.2.2. recommend any amendments to this Policy.

3. General Procedures:

3.1. Scope:

- 3.1.1. This Policy applies to municipal programs, services, projects, and policies that have an impact on the Public.

3.2. Public Engagement:

- 3.2.1. The Municipality will inform, educate, and engage the Public about opportunities, issues, and decisions that have significant impact on the Public, through appropriate Public Engagement principles and activities.
- 3.2.2. Public Engagement can occur for the following circumstances:
 - 3.2.2.1. establishing new programs, services, projects, or policies;
 - 3.2.2.2. reviewing or changing existing programs, services, projects, or policies;
 - 3.2.2.3. reviewing Municipality's strategic and business plans;
 - 3.2.2.4. as required by legislation; or
 - 3.2.2.5. as deemed necessary by Council.
- 3.2.3. The Municipality will conduct Public Engagement in the most sustainable and inclusive way with regard to available resources and reasonable costs.
- 3.2.4. The Municipality will determine the level of Public Engagement proportionate to the impact of the issue or decision and will clearly communicate the level of Public Engagement to the Public.

- 3.2.5. The Municipality will establish a Public Engagement framework that outlines the approaches that will be taken for Public Engagement. The framework, at minimum, will provide guidance on:
 - 3.2.5.1. determining the level of Public Engagement proportionate to the impact of the issue or decision and clearly communicating that to the Public;
 - 3.2.5.2. providing appropriate information and tools for the Public to engage in meaningful participation; and
 - 3.2.5.3. establishing formal processes to capture and respond to Public opinions and needs.
- 3.2.6. The Municipality will communicate decisions and results driven by Public Engagement to the Public in a timely manner and in accordance with approved communications practices.

3.3. **Evaluation and Reporting:**

- 3.3.1. Information collected through all Public Engagements will be compiled and presented in a Public Engagement annual report to Council and will be available online for the Public.
- 3.3.2. The annual report will include, at minimum, the following:
 - 3.3.2.1. an overview of all instances of Public Engagement in the previous year;
 - 3.3.2.2. an assessment of the effectiveness and interest of the Public Engagement;
 - 3.3.2.3. a summary of the input received;
 - 3.3.2.4. a summary of how the input informed decisions and direction; and
 - 3.3.2.5. possible recommendations from Administration for future Public Engagement.

3.4. **Indigenous and Rural Relations:**

- 3.4.1. The Municipality recognizes the importance of sharing knowledge and engaging Indigenous Communities outside of the Public Engagement process on issues of mutual interest to support advancing truth and reconciliation.
- 3.4.2. This Policy does not fulfill or address Indigenous consultation requirements owed by the Provincial or Federal governments.
- 3.4.3. The Municipality may enter into agreements with Indigenous Communities that define the engagement process between the Municipality and an Indigenous Community.

4. **Rescind and Replace**

This Policy rescinds and replaces Public Engagement Policy COM-130, dated October 18, 2016.

APPROVAL

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

Sandy Bowman, Mayor

Jade Brown, Chief Legislative Officer

Date

Attachment: 1. Public Engagement Policy PRC-130 (Updated Version) (Public Engagement Policy)

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References: Freedom of Information and Privacy Protection Act, RSA 2000, c F-25
 Canada Anti-Spam Legislation (spans Canadian Radio- television and
 Telecommunications Commission Act; Competition Act) SC 2010, c 23
 Municipal Government Act, RSA 2000, c M-26, section 216.1
 Public Participation Policy Regulation 193/2017
 Records Retention and Disposition Bylaw, No. 19/009

Cross References: Indigenous Communities Capacity Grant Program Policy FIN-250
 Indigenous Communities Capacity Grant Program Administrative
 Procedure FIN-250-P01
 Public Engagement Administrative Procedure PRC-210-P01
 Municipal Brand Standards

Position Responsible: Director, Communications and Engagement

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
October 18, 2016	Introduction	New Public Engagement Policy COM-130 to replace Public Participation Policy PRL-100.
May 10, 2021	Revision – Substantive	Revisions to the Policy, including a change to the Policy prefix (COM to PRC) additional definitions, revised responsibilities, additional procedures, additional legal references and cross-references, and new Policy format.

COUNCIL POLICY



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Document Name: Public Engagement ~~Policy~~
 Department Name: Communications and Engagement
 Document Number: ~~COM~~PRC-130
 Effective Date: May 10, 2022

Next Revision Date: May 10, 2025

STRATEGIC PLAN LINKAGE

~~This policy aligns with the Municipality's goal of building a responsible government by enhancing Public Engagement in all areas of Municipal activities.~~

- Strategic Priority 1 – Responsible Government

PURPOSE AND OBJECTIVE

The Municipality is committed to fostering Public understanding of emerging opportunities, issues, and decisions, while creating a trusting, **inclusive**, and transparent environment for ~~Public~~ dialogue to occur between ~~residents~~ **the Public** and the Municipality.

The purpose of this Policy is to develop the basis for a ~~Public Engagement framework~~ **documents and processes** that ~~values~~ **value** meaningful input from the Public and to enhance participation in all areas of Municipal activities, most notably in project and program development led by the Municipality. All Public Engagement will be conducted in accordance with the *Municipal Government Act* and other applicable laws.

The objective of this Policy is to:

- build and maintain cooperative working relationships with the Public;
- facilitate sharing of information, perspectives, and ideas with the Public;
- ~~respond to Public opinion and concerns through formal processes;~~
- provide opportunities for Public Engagement that take into account the diversity of needs, abilities, and backgrounds;**
- actively and respectfully engage the Public in decisions about ~~developments~~ **development of**, and changes to, Municipal programs, services, projects, and policies; and
- reach balanced decisions on issues of Public interest and concern.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. **"Indigenous Community" or "Indigenous Communities" means the following list of First Nation and Métis communities: Athabasca Chipewyan First Nation, Smith's Landing First Nation, Mikisew Cree First Nation, Fort McKay First Nation, Fort McMurray 468 First Nation, Chipewyan Prairie Dene First Nation, Fort Chipewyan Métis Association, Fort**

McKay Métis Nation Association, Métis Nation of Alberta Association of Fort McMurray Local Council 1935, Willow Lake Métis Association (also d.b.a. Willow Lake Métis Nation), Conklin Métis Local 193, and the Chard Métis Community Association.

- 1.2. "Municipality" means the Regional Municipality of Wood Buffalo.
- 1.3. "Public" means ~~the~~ residents of the Municipality, as well as stakeholders ~~that may~~ who have an interest in, or are affected by, a decision made by the Municipality.
- 1.4. "Public Engagement" means the process of having a purposeful dialogue between the Municipality and the Public to discuss and gain an understanding of emerging opportunities and issues, and to involve the Public by clarifying issues, identifying alternatives, or partnering in decision making.

2. Responsibilities:

2.1. Council to:

- 2.1.1. approve this Policy and all amendments as required;
- 2.1.2. ~~approve any agreements with Indigenous Communities that define the engagement process between the Municipality and an Indigenous Community.~~

2.2. Chief Administrative Officer (CAO) to:

- 2.2.1. support the implementation of this Policy; ~~and~~
- 2.2.2. ~~recommend any amendments to this Policy.~~
- 2.2.3. ~~Approve any related administrative directives;~~

2.3. ~~Deputy Chief Administrative Officer and Executive Directors to:~~

- 2.3.1. ~~Support the implementation of this policy;~~
- 2.3.2. ~~Recommend any amendments to this policy as required.~~

2.4. ~~Directors to:~~

- 2.4.1. ~~Identify opportunities where Public Engagement may benefit decision making or service delivery;~~
- 2.4.2. ~~Coordinate with Communications and Stakeholder Relations to organize Public Engagement activities that are consistent with this policy;~~
- 2.4.3. ~~Plan and preform Public Engagement activities based on budgetary considerations and project, program and service priorities;~~
- 2.4.4. ~~Recognize that this does not replace the need for First Nation and Métis Nation consultation.~~

2.5. ~~Director of Communications and Stakeholder Relations to:~~

- 2.5.1. ~~Ensure implementation and communication of this policy to employees and to the Public;~~
- 2.5.2. ~~Develop and implement formal processes that are consistent with this policy and any related administrative directives;~~
- 2.5.3. ~~Lead other departments in planning and facilitating Public Engagement activities that are consistent with the Policy;~~

~~2.5.4. Recognize the role of Community Services (Rural Community Development branch) in implementing this policy in rural areas of the Municipality.~~

~~2.6. Employees to:~~

~~2.6.1. Assist in Public Engagement activity planning, development, delivery, outcome analysis and reporting as required.~~

3. ~~General Principles~~ **Procedures:**

3.1. **Scope:**

3.1.1. This Policy applies to municipal programs, services, projects, and policies that have an impact on the Public.

3.2. **Public Engagement:**

3.2.1. The Municipality will ~~endeavour to~~ inform, educate, and engage the Public about opportunities, issues, and decisions that have significant impact on the Public, through appropriate Public Engagement principles and activities.

3.2.2. Public Engagement can occur for the following circumstances:

3.2.2.1. establishing new programs, services, projects, or policies;

3.2.2.2. reviewing or changing existing programs, services, projects, or policies;

3.2.2.3. reviewing Municipality's strategic and business plans;

3.2.2.4. as required by legislation; or

3.2.2.5. as deemed necessary by Council.

3.2.3. The Municipality will conduct Public Engagement in the most sustainable and inclusive way with regard to available resources and reasonable costs.

3.2.4. The Municipality will determine the level of Public Engagement proportionate to the impact of the issue or decision and will clearly communicate the level of Public Engagement to the Public.

3.2.5. The Municipality will establish a Public Engagement framework that outlines the approaches that will be taken for Public Engagement. The framework, at minimum, will provide guidance on:

3.2.5.1. determining the level of Public Engagement proportionate to the impact of the issue or decision and clearly communicating that to the Public;

3.2.5.2. providing appropriate information and tools for the Public to engage in meaningful participation; and

3.2.5.3. establishing formal processes to capture and respond to Public opinions and needs.

~~3.2.6. The Municipality will conduct Public Engagement in the most sustainable and inclusive way with regard to available resources and reasonable costs.~~

- 3.2.7. The Municipality will communicate decisions and results driven by Public Engagement to the Public in a timely manner and in accordance with approved communications practices.

3.3. Evaluation and Reporting:

- 3.3.1. Information collected through all Public Engagements will be compiled and presented in a Public Engagement annual report to Council and will be available online for the Public.

- 3.3.2. The annual report will include, at minimum, the following:

- 3.3.2.1. an overview of all instances of Public Engagement in the previous year;
- 3.3.2.2. an assessment of the effectiveness and interest of the Public Engagement;
- 3.3.2.3. a summary of the input received;
- 3.3.2.4. a summary of how the input informed decisions and direction; and
- 3.3.2.5. possible recommendations from Administration for future Public Engagement.

3.4. Indigenous and Rural Relations:

- 3.4.1. The Municipality recognizes the importance of sharing knowledge and engaging Indigenous Communities outside of the Public Engagement process on issues of mutual interest to support advancing truth and reconciliation.
- 3.4.2. This Policy does not fulfill or address Indigenous consultation requirements owed by the Provincial or Federal governments.
- 3.4.3. The Municipality may enter into agreements with Indigenous Communities that define the engagement process between the Municipality and an Indigenous Community.

4. Rescind and Replace

This Policy rescinds and replaces Public Engagement Policy COM-130, dated October 18, 2016.

APPROVAL

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

Sandy Bowman, Mayor

Jade Brown, Chief Legislative Officer

Date

Attachment: 2. Public Engagement Policy PRC-130 (Redlined Version) (Public Engagement Policy)

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References: Freedom of Information and Privacy Protection Act, RSA 2000, c F-25
 Canada Anti-Spam Legislation (spans Canadian Radio- television and
 Telecommunications Commission Act; Competition Act) SC 2010, c 23
 Municipal Government Act, RSA 2000, c M-26, section 216.1
 Public Participation Policy Regulation 193/2017
 Records Retention and Disposition Bylaw, No. 19/009

Cross References: Indigenous Communities Capacity Grant Program Policy FIN-250
 Indigenous Communities Capacity Grant Program Administrative
 Procedure FIN-250-P01
 Public Engagement Administrative Procedure PRC-210-P01
 Municipal Brand Standards

Position Responsible: Director, Communications and Engagement

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
October 18, 2016	Introduction	New Public Engagement Policy COM-130 to replace Public Participation Policy PRL-100.
May 10, 2021	Revision – Substantive	Revisions to the Policy, including a change to the Policy prefix (COM to PRC) additional definitions, revised responsibilities, additional procedures, additional legal references and cross-references, and new Policy format.


Subject: Intervenor Status - Designated Industrial Property Assessment Complaints
APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

Be it resolved that the Council for the Regional Municipality of Wood Buffalo, in finding that the interest of the public in the Municipality or in a major part of the Municipality are sufficiently concerned, hereby authorizes the Municipality to become an intervenor in the nine (9) current Land and Property Rights Tribunal (LPRT) cases from 2020 and 2021, and also in any further similar complaints filed in 2022, all in accordance with section 508 of the *Municipal Government Act*.

Summary:

Administration is aware of 11 Designated Industrial Property Assessments Complaints filed by industry with the Land and Property Rights Tribunal (LPRT) for tax years commencing in 2019 through to and including 2021. Further additional complaints are expected to be filed in 2022. While the LPRT's procedural rules permit the Municipality to intervene in these cases, it is recommended that Council invoke its statutory privilege and confirm this intervention by the Municipality. This will prevent any assertion by the tax complainants or their agents that the Municipality is not an "active participant" in the complaint and appeal process.

Background:

Preparing and defending *Designated Industrial Property* (DIP) assessments became the responsibility of the Province of Alberta (Assessment Services Branch of Municipal Affairs or "Provincial ASB") beginning on January 1, 2018.

The Provincial ASB is responsible for the assessment of DIP in Alberta. This involves both linear property assessment and the DIP assessment. The Provincial ASB carries out both the DIP and linear property assessment functions on behalf of municipalities. This work includes:

- The preparation of assessments for designated industrial properties, including linear properties

- Sending the assessment notices to companies
- Providing copies to the municipality
- Preparing a provincial assessment roll (available for viewing at the branch office in Edmonton)
- Responding to assessment complaints and appeals

DIP and linear property assessments formerly were handled by the Municipality and, where a complaint was filed, went to the Municipal Government Board. In 2018 the Provincial ASB took on this role. On June 2, 2021, the Land Compensation Board (LCB), Municipal Government Board (MGB), New Home Buyer Protection Board (NHBPB), and Surface Rights Board (SRB) were amalgamated into the Land and Property Rights Tribunal (LPRT).

The LPRT has established its own Procedure Rules for DIP complaints. With respect to municipal “intervenor” participation in complaint matters, section 1.6 of the Procedure Rules state:

1.6 “Intervenor” means:

- (a) A municipality when it is participating as an intervenor pursuant to these Rules or section 508 of the Act; or;
- (b) A person who has an interest that may be affected by a complaint but is not a party and whom the Tribunal permits to participate in its proceedings to the extent of that interest. (emphasis added for this report)

Under the *Municipal Government Act*, a Council must first determine if it considers that the “interest of the public in the municipality or in a major part of the municipality are sufficiently concerned” before a municipality can become an intervenor in a complaint hearing affecting “designated industrial property” or “linear property”.

In 2019, the Municipality became a "statutory intervenor" in the two (2) assessment complaints filed that year by Fort Hills Energy Corporation and Suncor Energy.

Subsequent to 2019, the Municipality became an “informal participant” (under the LPRT Procedure Rules) in the following complaints:

- Five (5) assessment complaints filed in 2020 by Cenovus Energy, Canadian Natural Resources Limited, Fort Hills Energy Corporation, MEG Energy, and Suncor Energy.
- Four (4) assessment complaints filed in 2021 by Cenovus Energy, Canadian Natural Resources Limited, Fort Hills Energy Corporation, and Suncor Energy.

We expect most of the above companies to file further assessment complaints in 2022.

Budget/Financial Implications:

Participation as an “intervenor” in the 2019 to 2022 DIP complaints requires additional legal resources. Legal Services has an approved budget for external legal counsel in its current budget. The work on these interventions is within the contemplated approved budget.

The complaints themselves involve billions in assets with the complainants’ objective being a targeted reduction in assets and asset value in the range of between 5% and 50%. A successful reduction in asset value will coincidentally reduce the ultimate taxes due and payable to the Municipality. While the Municipality has considered this risk and has established conservative reserves for the 2019, 2020 and 2021 tax years, the complainants’ tactic of accumulating multiple years of complaints means that the result of the current complaints is both a potential immediate negative impact on past years’ taxes but also likely to have a continuing impact in 2022 and future years.

As the current process in having the Municipality DIP assessments defended by a third party (the Provincial ASB) was only introduced in the 2018 tax year, it is not yet clear how rigorously municipal assessments will be defended by this third party. The participation in the complaint process by the Municipality should help to build confidence in this new process.

Rationale for Recommendation:

By securing formal Council authorization to be a complaint “intervenor” pursuant to section 508 of the MGA, we remove a potential argument from the municipal tax assessment complainants (i.e. the oil producers) that the Municipality’s intervenor status may be invalid.

Strategic Priorities:

Responsible Government



Subject: Capital Budget Amendments
APPROVALS:
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p style="font-size: 1.2em; font-weight: bold;">Linda Ollivier</p> <hr style="width: 80%; margin: 0 auto;"/> <p>Director</p> </div> <div style="text-align: center;"> <p style="font-size: 1.2em; font-weight: bold;">Linda Ollivier</p> <hr style="width: 80%; margin: 0 auto;"/> <p>Interim Chief Administrative Officer</p> </div> </div>

Recommended Motion:

THAT the 2022 Capital Budget Amendment as summarized on Attachment 1 (2022 Capital Budget Amendment – New Project, dated May 10, 2022) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2022 Capital Budget Amendment – New Project – Project Cash Flow Summary, dated May 10, 2022) be approved.

Summary:

Administration has identified one (1) capital project 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 amendment will result in a net increase of \$2,670,000 to the 2022 & thereafter Capital Budget, as outlined in the Budget Net Change Summary.

Background:

An integrity assessment of the 35-year-old Crossflow Clarifier at the Fort McMurray Water Treatment Plant identified the need for rehabilitation work. The scope of work includes replacement of the sludge collection system and rehabilitation of the concrete tank. While the crossflow clarifier is offline, rehabilitation of the upstream and downstream tanks will also be performed. The design for the project was finalized in December of 2021, which did not allow for sufficient time to include the sustainment of this essential infrastructure in the 2022 capital budget.

Budget/Financial Implications:

The net increase in funding of \$2,670,000 is from the 2022 & thereafter Capital Budget.

The full budget impact of this amendment will be incorporated in the 2022 Budget upon Council approval; Attachments 1 - 3 illustrate this impact.

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

Attachment 2 shows the cash flow changes by funding sources. Since multi-year projects are pre-approved over the life of project development, amendments 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 amendment for 2022 and thereafter. This is reflected below in the Budget Net Change Summary.

Budget Net Change Summary

	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves	Other Sources	Debenture
2021 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022 & Thereafter	\$ 2,670,000	\$ -	\$ -	\$ 2,670,000	\$ -	\$ -
Reconciled net change	\$ 2,670,000	\$ -	\$ -	\$ 2,670,000	\$ -	\$ -

Rationale for Recommendation:

The rationale for this project is included in the attached individual Capital Budget Amendment Form (Attachment 4).

Strategic Priorities:

Responsible Government

Attachments:

- 1. 2022 Capital Budget Amendment - New Project**
- 2. 2022 Capital Budget Amendment - New Project - Cash Flow Summary**
- 3. Cash Flow by Funding Source**
- 4. Capital Budget Amendment Form**

Regional Municipality of Wood Buffalo
 2022 Capital Budget Amendment - New Project
 May 10, 2022

Attachment

Legend:

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

S/N	Project Description	Type	Sponsor Department	Year of original approval	Total Project Cost	Federal Grants	Provincial Grants	Reserves	Other Sources*	Debenture	Att
ORIGINAL PROJECT BUDGET											
1	Fort McMurray WTP - Crossflow Clarifier Lifecycling	New Project	Environmental Services	2022	-	-	-	-	-	-	4
	Total Original Capital Project Budget				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
REVISED PROJECT BUDGET											
1	Fort McMurray WTP - Crossflow Clarifier Lifecycling	New Project	Environmental Services	2022	2,670,000	-	-	2,670,000	-	-	4
	Total Revised Capital Project Budget				\$ 2,670,000	\$ -	\$ -	\$ 2,670,000	\$ -	\$ -	
NET BUDGET IMPACT											
1	Fort McMurray WTP - Crossflow Clarifier Lifecycling	New Project	Environmental Services	2022	2,670,000	-	-	2,670,000	-	-	4
	Net Increase/(Decrease) Required on Existing Projects				\$ 2,670,000	\$ -	\$ -	\$ 2,670,000	\$ -	\$ -	

Attachment: 1. 2022 Capital Budget Amendment - New Project (Capital Budget Amendments)

Regional Municipality of Wood Buffalo
 2022 Capital Budget Amendment - New Project - Project Cash Flow Summary
 May 10, 2022

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	Fort McMurray WTP - Crossflow Clarifier Lifecycling	2022	Reserve	-	-	-	-	-	4
	Total Original Capital Project Budget (a)			\$ -	\$ -	\$ -	\$ -	\$ -	
REVISED PROJECT BUDGET									
1	Fort McMurray WTP - Crossflow Clarifier Lifecycling	2022	Reserve	2,670,000	-	220,000	2,450,000	-	4
	Total Revised Project Budget (b)			\$ 2,670,000	\$ -	\$ 220,000	\$ 2,450,000	\$ -	
NET BUDGET IMPACT									
1	Fort McMurray WTP - Crossflow Clarifier Lifecycling	2022	Reserve	2,670,000	-	220,000	2,450,000	-	4
	Net Increase/(Decrease) Required on Existing Projects			\$ 2,670,000	\$ -	\$ 220,000	\$ 2,450,000	\$ -	

Attachment: 2. 2022 Capital Budget Amendment - New Project - Cash Flow Summary (Capital Budget

Regional Municipality of Wood Buffalo
 Cash Flow by Funding Sources, by Year
 May 10, 2022

Attachment 3

	Funding Sources					
	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources*	Debentures
Original Funding Sources						
2021 and prior	-	-	-	-	-	-
2022	-	-	-	-	-	-
2023	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
Original Funding Sources Total (a)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revised Funding Sources						
2021 and prior	-	-	-	-	-	-
2022	220,000	-	-	220,000	-	-
2023	2,450,000	-	-	2,450,000	-	-
Thereafter	-	-	-	-	-	-
Revised Funding Sources Total (b)	\$ 2,670,000	\$ -	\$ -	\$ 2,670,000	\$ -	\$ -
Revision / Difference (b) - (a)	\$ 2,670,000	\$ -	\$ -	\$ 2,670,000	\$ -	\$ -
Net Change by year						
2021 and prior	-	-	-	-	-	-
2022	220,000	-	-	220,000	-	-
2023	2,450,000	-	-	2,450,000	-	-
Thereafter	-	-	-	-	-	-
Reconciled net change	\$ 2,670,000	\$ -	\$ -	\$ 2,670,000	\$ -	\$ -

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



CURRENT PROJECT NAME: Fort McMurray WTP - Crossflow Clarifier Lifecycling - Construction
AMENDED PROJECT NAME:

Group I/O Revenue I/O Expense I/O New Project

ORDER CODES (if assigned):

CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2021 & Prior	\$ -	\$ -	\$ -		\$ -	\$ -
2022	-	-	-		-	-
2023	-	-	-		-	-
2024	-	-	-		-	-
2025	-	-	-		-	-
2026	-	-	-		-	-
2027	-	-	-		-	-
Thereafter	-	-	-		-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
				\$ -

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

An integrity assessment of the 35 year old Crossflow Clarifier at the Fort McMurray Water Treatment Plant identified the need to replace the sludge collection system and perform rehabilitation work on the concrete tank and weir plates. During construction, the Clarifier will need to be taken off line for an extended period of time, which provides the opportunity to also inspect the upstream and downstream tanks. These structures are the same age as the clarifier and the need for similar rehabilitation is anticipated. This capital project includes some preliminary work in 2022, with the rehabilitation work on both the crossflow clarifier and the tanks being completed 2023.

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
2021 & Prior	\$ -	\$ -	\$ -		\$ -	\$ -
2022	220,000	-	-	220,000	-	-
2023	2,450,000	-	-	2,450,000	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 2,670,000	\$ -	\$ -	\$ 2,670,000	\$ -	\$ -

Budget Change

TOTAL	\$ 2,670,000	\$ -	\$ -	\$ 2,670,000	\$ -	\$ -
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FISCAL RESPONSIBILITY POLICY CRITERIA:

- Will the change result in an efficient administrative and project delivery process? Yes
- Will the change result in an addition or cancellation of a capital project? Yes
- Will the underlying scope change alter the nature and type of capital project? 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? No

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

PROJECT ACCOUNTABILITY

PROJECT MANAGER ASSIGNED Ruth Tiessen Date: _____

DELIVERY DEPARTMENT MANAGER Elliot White Date: _____

DELIVERY DEPARTMENT DIRECTOR Antoine Rempp Date: _____

SPONSOR DEPARTMENT DIRECTOR Antoine Rempp Date: _____

CPSC CHAIR Linda Ollivier Date: _____

Attachment: 4. Capital Budget Amendment Form (Capital Budget Amendments)