



Council Meeting

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, October 28, 2014
6:00 p.m.

Agenda

Persons in attendance wishing to speak to an Item on the Agenda will be given that opportunity when the Item comes up during the meeting, with the exception of a bylaw scheduled only for first reading. For those items for which a Public Hearing is required or has been held, the opportunity will arise only during the associated Public Hearing. All speakers are allowed a maximum of five minutes, not including any time Council wishes to use for asking questions.

Call To Order

Opening Prayer

National Anthem

Adoption of Agenda

Minutes of Previous Meetings

1. Minutes from Council meeting - October 14, 2014

Bylaws

2. Portion of SW30-88-8-W4M (Adjacent to Snow Eagle Drive)
 - Highway 69/Clearwater River Valley Area Structure Plan 99/058 - Bylaw No. 14/036
 - Land Use Bylaw 99/059 - Bylaw No. 14/037
 - 1st reading (Proposed Date for public hearing, 2nd and 3rd readings - November 25, 2014)
3. Vehicle for Hire Bylaw Amendment - Bylaw No. 14/038
 - 1st reading (Proposed Date for public hearing, 2nd and 3rd readings - December 9, 2014)

Reports

4. Phase II Update - Accountability, Integrity and Transparency Audit
 - Delegations
5. Criteria for 2015 Community Investment Program Applicant Presentations
 - Delegations
6. Appointments to 2015 Western Canada Summer Games Host Society Board of Directors
 - Delegations
7. Sports and Entertainment Centre (SEC) Non-Binding Letter of Intent (LOI)
 - Delegations

New and Unfinished Business

8. Parkland Zoning Along Snye and Clearwater River
 - Delegations
9. Request for Amendment to Waterfront Steering Committee Bylaw
 - Delegations

Reporting - Boards and Committees

Adjournment

Unapproved Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, October 14, 2014, commencing at 6:00 p.m.

Present: M. Blake, Mayor
T. Ault, Councillor
G. Boutilier, Councillor
L. Bussieres, Councillor
J. Cardinal, Councillor
S. Germain, Councillor
K. McGrath, Councillor
P. Meagher, Councillor
J. Stroud, Councillor
A. Vinni, Councillor

Absent: J. Chadi, Councillor

Administration: B. Moore, Acting Chief Administrative Officer
D. Leflar, Chief Legislative Officer
A. Hawkins, Legislative Officer
E. Franks, Legislative Coordinator

Call To Order

The Mayor called the meeting to order at 6:00 p.m.

Opening Prayer

Mayor Blake invited those so inclined to join her in prayer.

National Anthem

Adoption of Agenda

Moved by Councillor A. Vinni that the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

Notice of Motion

Councillor A. Vinni served notice that the following motion will be brought forward for Council's consideration at the October 28, 2014 Council Meeting:

"That Administration be directed to bring forward, with all due haste, a plan for Council consideration that would designate all land within the dotted boundary, as identified in Bylaw No. 14/031, Schedule A (referred to as the "Subject Lands" in planning documents and maps) for zoning as parkland in perpetuity."

Minutes of Previous Meetings**1. Minutes from Council meeting - September 23, 2014**

Moved by Councillor T. Ault that the Minutes of the Council meeting held on September 23, 2014 be confirmed as presented.
CARRIED UNANIMOUSLY

Declaration of Pecuniary Interest

Councillor T. Ault declared a potential pecuniary interest in relation to Item # 2, Municipal Public Utilities Bylaw No. 14/035 and exited the Chamber at 6:07 p.m.

Bylaws**2. Municipal Public Utilities Bylaw No. 14/035**

Kevin Scoble, Acting Executive Director, Public Infrastructure and Planning, Travis Kendel, Supervisor, Environmental Services and Leslie Burke, Manager, Environmental Services, gave a presentation explaining the proposed Bylaw.

Bryan Jackson, Director Stakeholder and Aboriginal Relations, Suncor Energy, requested that the Bylaw be deferred to allow for more time for review and consultation.

Matthew Mac Eachen, General Manager, Civeo, and Kim Wakefield, Dentons, expressed their concerns that proper consultation has not occurred and that the Bylaw should be deferred.

David Rector, Director, Oil Sands and Industrial Water, EPCOR, requested that Council defer second and third readings of the Bylaw.

Rina Seppen, President, CUPE 1505, and Steve Stringfellow, CUPE National Representative, expressed their support of the Bylaw on behalf of many Environmental Services Department employees in attendance at the meeting.

Reegan McCullough, Executive Director, Oil Sands Community Alliance, requested additional time for more consultation and engagement with the Municipality.

Councillor G. Boutilier exited the Chamber at 6:39 p.m. and returned at 6:41 p.m.

Discussions ensued and Council posed several questions to the delegates with respect to the implications the proposed Bylaw may have.

Councillor K. McGrath exited the Chamber at 6:50 p.m. and returned at 6:52 p.m.

Councillor G. Boutilier exited the Chamber at 7:35 p.m. and returned at 7:36 p.m.

Moved by Councillor G. Boutilier that Bylaw No. 14/035 be deferred to enable administration to meet with stakeholders and come back to Council within eight weeks.

DEFEATED

For: G. Boutilier, L. Bussieres, S. Germain

Opposed: M. Blake, J. Cardinal,

K. McGrath, P. Meagher, J. Stroud,

A. Vinni

Councillor S. Germain exited the Chamber at 7:53 p.m. and returned at 7:59 p.m.

Moved by Councillor K. McGrath that Bylaw No. 14/035 be amended by adding the following new substantive provisions, together with consequential adjustments to grammar and punctuation used to connect phrases and sentences:

1. In sub-paragraph 4(b) delete the words “by a person” and substitute in their place the words “by or for a person”.

2. Add as a new sub-paragraph 4(c):

“generation, transmission or distribution of electric power”

3. Add as a new sub-paragraph 4(d):

“utility services being provided by a Person other than the municipality prior to the date of enactment of this Bylaw, if there is no change after the enactment of the Bylaw to the volume or frequency or geographic area of the utility services”

CARRIED UNANIMOUSLY

Moved by Councillor P. Meagher that Bylaw No. 14/035, being the Municipal Public Utilities Bylaw, be read a second time as amended.

CARRIED UNANIMOUSLY

Moved by Councillor A. Vinni that Bylaw No. 14/035 be read a third and final time.

CARRIED UNANIMOUSLY

Recess

A break occurred from 8:04 p.m. to 8:21 p.m. at which time Councillor T. Ault rejoined the meeting and Councillor G. Boutilier was not in attendance.

3. Land Use Bylaw Amendment – A portion of NE 31 TWP 76 RGE 7 W4M (Conklin) – Bylaw No. 14/034

Moved by Councillor P. Meagher that the Public Hearing for Bylaw No. 14/34 be opened.

CARRIED UNANIMOUSLY

Isela Contreras-Dogbe, Planner III, Planning and Development, provided an introduction from Administration.

Jeffrey O'Donnell, Conklin Resource Development Advisory Committee (CRDAC) and Valerie Quintal, spoke on behalf of the Applicant and explained the property would be a suitable location for a CRDAC building.

Councillor G. Boutilier returned to the meeting at 8:24 p.m.

Ken McDougall, resident, submitted written concerns he had with respect to the property redesignation.

Moved by Councillor T. Ault that the Public Hearing for Bylaw No. 14/034 be closed.

CARRIED UNANIMOUSLY

The Public Hearing was held between 8:21 p.m. and 8:33 p.m.

Moved by Councillor P. Meagher that Bylaw No. 14/034, being a Land Use Bylaw Amendment specific to a portion of NE 31, Twp 76, Rge 7, W4M (Conklin), be read a second time.

CARRIED UNANIMOUSLY

Moved by Councillor J. Stroud that Bylaw No. 14/034 be read a third and final time.

CARRIED UNANIMOUSLY

Declaration of Pecuniary Interest

Councillor T. Ault declared a potential pecuniary interest in relation to Item # 4, Assessment Review Boards Bylaw No. 14/033 and exited the Chamber at 8:37 p.m.

4. Assessment Review Boards Bylaw - Bylaw No. 14/033

Arlan Delisle, Senior Legal Counsel, Legal and Legislative Services, introduced the proposed bylaw.

Reegan McCullough, Executive Director, Oil Sands Community Alliance, raised concerns regarding the recruitment process as well as the remuneration process.

Councillor G. Boutilier exited the Chamber at 8:49 p.m. and returned at 8:58 p.m.

Moved by Councillor P. Meagher that Bylaw No. 14/033 be amended by adjusting the numbering convention in Sections 7, 8, 9 and 10 so that each subsection is identified using only Roman numerals.

CARRIED

For: M. Blake, L. Bussieres, J. Cardinal, S. Germain, K. McGrath, P. Meagher, J. Stroud, A. Vinni

Opposed: G. Boutilier

Moved by Councillor K. McGrath that Bylaw No. 14/033, being a bylaw to establish Assessment Review Boards, be read a second time as amended.

CARRIED

For: M. Blake, L. Bussieres, J. Cardinal, S. Germain, K. McGrath, P. Meagher, J. Stroud, A. Vinni

Opposed: G. Boutilier

Moved by Councillor P. Meagher that Bylaw No. 14/033 be read a third and final time.

CARRIED

For: M. Blake, L. Bussieres, J. Cardinal, S. Germain, K. McGrath, P. Meagher, J. Stroud, A. Vinni

Opposed: G. Boutilier

Moved by Councillor A. Vinni that Administration enter into consultation with stakeholders with a view to establishing a competency based process (i.e.. skills matrix) and a remuneration process that would both be models of best practice.

CARRIED UNANIMOUSLY

Councillor G. Boutilier exited the Chamber at 9:16 p.m. and returned at 9:17 p.m.

Councillor T. Ault returned to the Chamber at 9:18 p.m.

5. Athabasca Power Centre - Area Structure Plan Bylaw No. 14/029 and Land Use Bylaw Amendment Bylaw No. 14/030

Felice Mazzoni, Director, Planning and Development and Bradley Evanson, Manager, Community Development Planning, provided a summary on the proposed bylaws.

Moved by Councillor P. Meagher that Bylaw No. 14/029, being the Athabasca Power Centre Area Structure Plan, be read a second time.

CARRIED

For: M. Blake, T. Ault, L. Bussieres, J. Cardinal, S. Germain, K. McGrath, P. Meagher, J. Stroud, A. Vinni

Opposed: G. Boutilier

Councillor K. McGrath exited the Chamber at 9:35 p.m. and returned at 9:37 p.m.

Moved by Councillor J. Stroud that Bylaw No. 14/029 be read a third and final time.

CARRIED UNANIMOUSLY

Moved by Councillor J. Stroud that Bylaw No. 14/030, being an amendment to Land Use Bylaw No. 99/059, be read a second time.

CARRIED UNANIMOUSLY

Moved by Councillor P. Meagher that Bylaw No. 14/030 be read a third and final time.

CARRIED UNANIMOUSLY

Reports

6. Rural Water and Sewer Servicing – Sapræ Creek

Gayle St. Denis, resident, expressed her concerns and asked several questions regarding the project.

Billy Schell, resident, posed questions of Administration with respect to the installation process, warranty period, and cost overages.

Darcy Dragonetti, Acting Director, Environmental Services and Michael Colbert, Operations Engineer, Environmental Services, presented the financing options for Sapræ Creek property owners.

Council asked several questions to Administration and Kevin Scoble, Acting Executive Director, Public Infrastructure and Planning provided clarification.

Councillor G. Boutilier exited the Chamber at 10:10 p.m. and returned at 10:26 p.m.

A lengthy discussion occurred as to whether or not the amounts of \$16,000 and \$10,000 previously referenced during presentations were fixed amounts.

Moved by Councillor P. Meagher that the meeting be extended beyond 10:00 p.m.

CARRIED

For: M. Blake, T. Ault, G. Boutilier, L. Bussieres, J. Cardinal, K. McGrath, P. Meagher, J. Stroud, A. Vinni
Opposed: S. Germain

Councillor K. McGrath exited the Chamber at 10:31 p.m.

Moved by Councillor A. Vinni:

- that Sapræ Creek property owners with existing septic fields contribute five-eighths of ten percent of the total capital costs of the rural water and sewer servicing project and for it to be collected through contracts administered by the Municipality.
- that Sapræ Creek property owners with existing sewer tanks contribute ten percent of the total capital costs of the rural water and sewer servicing project and for it to be collected through contracts administered by the Municipality.

CARRIED UNANIMOUSLY

Councillor K. McGrath returned to the Chamber at 10:36 p.m.

7. Safety Codes Inspections Branch

Terry Booth, President of Superior Safety Codes, expressed his concerns with moving the service in-house.

Rina Seppen, President, CUPE 1505, and Steve Stringfellow, CUPE National Representative, voiced their support for the development of the proposed branch.

Felice Mazzoni, Director, Planning and Development, and Damon McGillivray, Manager, Safety Codes, provided a brief summary of the branch and answered questions from Council.

Moved by Councillor P. Meagher:

- that Administration be authorized to transition Safety Codes Inspection Services to an internal function of the Regional Municipality of Wood Buffalo by December 31, 2014.
- that Administration be authorized to hire an additional ten full time employees in 2014 and a further five in 2015 to facilitate the service provision.
- that funding for 2014 startup costs of \$133,000 be accommodated from:
 - the 2014 Planning and Development Department Operating Budget;
 - the 2014 Corporate Operating Budget surplus; or
 - the Emerging Issues reserve,in that order.

CARRIED

For: M. Blake, T. Ault, G. Boutilier, J. Cardinal, S. Germain, K. McGrath, P. Meagher, J. Stroud, A. Vinni
Opposed: L. Bussieres

Adjournment

Moved by Councillor J. Stroud that the meeting be adjourned.
CARRIED UNANIMOUSLY

The meeting adjourned at 10:57 p.m.

Mayor

Chief Legislative Officer

Subject: Portion of SW30-88-8-W4M (adjacent to Snow Eagle Drive)
**- Bylaw No. 14/036 – Highway 69/Clearwater River Valley Area
Structure Plan 99/058**
- Bylaw No. 14/037 – Land Use Bylaw 99/059

APPROVALS:

Felice Mazzoni, Director
Brian Moore, Acting Chief Administrative Officer

Administrative Recommendations:

THAT Bylaw No. 14/036, being an amendment to the Highway 69/Clearwater River Valley Area Structure Plan to change the designation of a portion of Section Southwest 30, Township 88, Range 8 & W4M from Open Space to Proposed Business Industrial, be read a first time;

THAT Bylaw No. 14/037, being an amendment to the Land Use Bylaw to change the designation of a portion of Section Southwest 30, Township 88, Range 8 & W4M from Urban Expansion District (UE) to Business Industrial District (BI), be read a first time; and

THAT the required Public Hearings be held on November 25, 2014.

Summary:

An application has been received to amend Land Use Bylaw No. 99/059 to re-designate a portion of Southwest Section 30, Township 88, Range 8 & W4M (as shown in Schedule A&B) from Urban Expansion (UE) District to Business Industrial District (BI). As a consequence of this proposed amendment, the Highway 69/Clearwater River Valley Area Structure Plan Bylaw No. 99/058 is required to be amended to re-designate the same parcel from Open Space to Proposed Business Industrial.

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

Background:

Planning and Development received an application to amend the Land Use Bylaw to accommodate a Business Industrial type development on a 4.102 hectare parcel, as shown in Schedule A. The proposed amendment would redistrict the parcel from its current Urban Expansion (UE) District to the Business Industrial (BI) District. The purpose of the amendment would be to accommodate office/shop space which would include two service bays, two wash bays, a gravel yard for equipment storage as well as a fuel storage area, all of which are uses intended to service the oil sands industry in the region. In addition to administrative staff, mechanics would be employed on site to service a wide variety of oilfield equipment.

The current Urban Expansion designation acts largely as a holding district that is intended to restrict premature development of undeveloped lands within hamlet boundaries and within the Urban Service Area and parts of the Urban Development Sub-Region. In order to enable development of the site as proposed, the lands are required to be re-designated. This application follows the correct land development process as it was designed in the Land Use Bylaw.

The proposed new district will permit the expansion of the existing industrial operation as outlined above, thereby contributing to the economic development of the Fort McMurray area. Due to the site's adjacency to the Saline Creek residential development, future development of the parcel will require higher than normal standards to minimize external visual and nuisance impacts such as noise, light, and dust. Such standards will include screening and surface treatments, and will be applied at the time of a Development Permit.

In considering this application in the context of other industrial applications in the vicinity of residential areas, it is worth noting that the proposed expansion to the existing business is expected to have few to no impacts to local air quality due to the fact lack of any manufacturing activity associated with the proposed development. Likewise, traffic on Highway 69 is not expected to significantly increase as a result of the development. Finally there are not expected to be high risk factors with this development.

The subject property is designated as Employment Lands in the Municipal Development Plan (MDP) (11/027), and falls within the Airport Area of that plan. Among the policies that the application responds to in the MDP are:

1. Direction 3.1.2 – Support strong secondary industrial sectors
2. Direction 3.1.3 – Promote the development of local small business
3. Direction 3.2.2 – Support rural economic development
4. Direction 4.1.1 – Encourage a mix of land uses

In addition to the above, the application responds to recommendations 2, 3, 4, 6 and 7 in the 2010 Commercial and Industrial Land Use Study.

Rationale for Recommendations:

The MDP provides the highest level planning direction for the Regional Municipality of Wood Buffalo. It designates the area that includes the subject parcel as Employment Lands. This term is defined the Plan as “lands suitable for employment concentration including commercial (business and office parks), large format retail, *light and heavy industrial* (emphasis added), together with compatible ancillary uses including recreation.” The subject application is consistent with the specific and implied intent of the MDP. Administration thus supports the proposed amendment to the Land Use Bylaw.

As a consequence of the re-designation in the Land Use Bylaw, an amendment to the Highway 69/Clearwater River Valley Area Structure Plan Bylaw 99/058 would also be required in order to keep the documents consistent with one another.

Attachments:

1. Subject area map
2. Context map
3. Bylaw No. 14/036
4. Bylaw No. 14/037

Saline Creek Development - Rotary Lands

Saline Creek Development - Keyano College Lands

SNOW EAGLE DRIVE

To Fort McMurray Airport

To HWY 63

DML070109
MISCELLANEOUS
LEASE

SW-30-88-8

SE-30-88-8

69

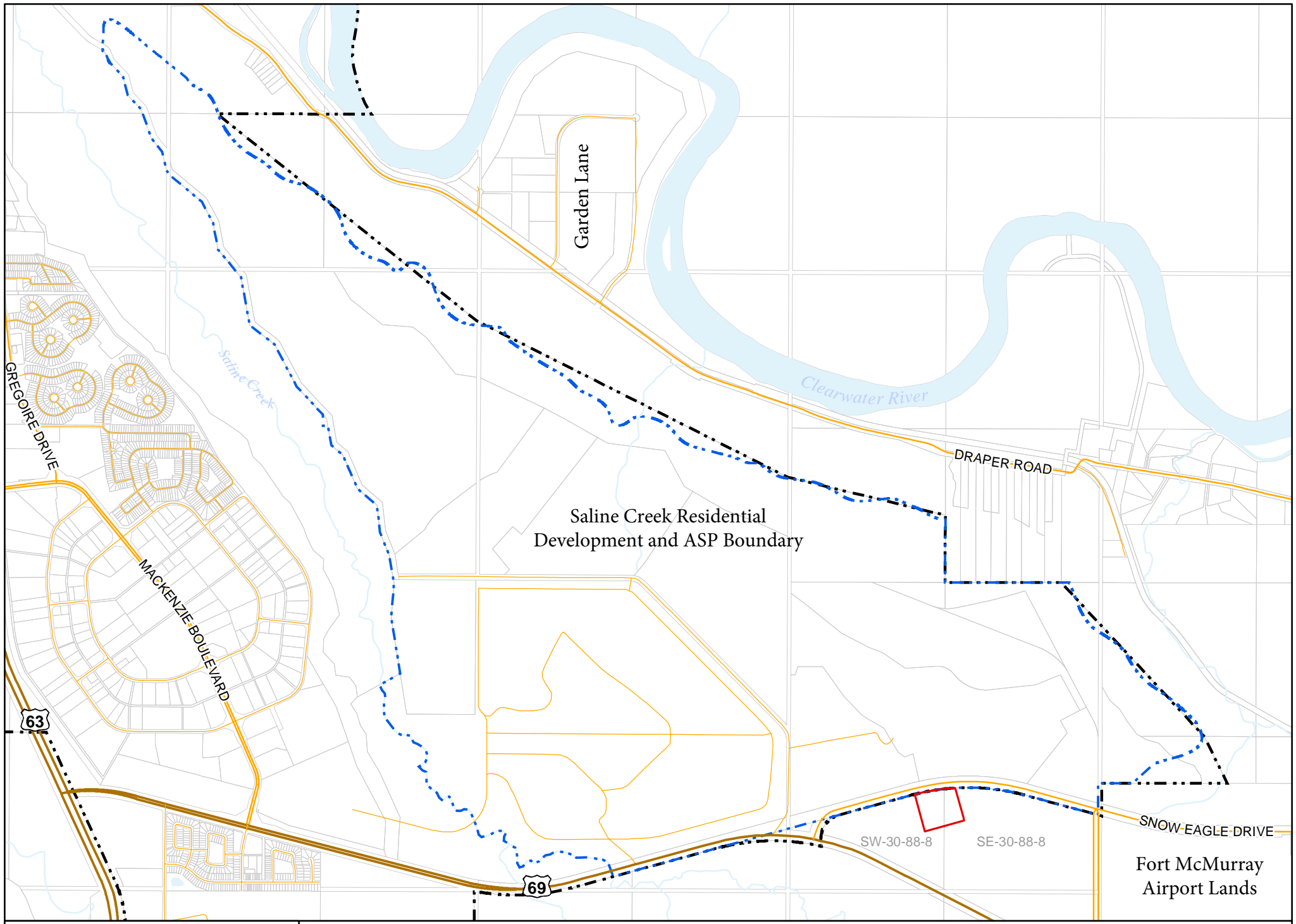
**Proposed Site of
Business Industrial Rezone**

 Subject Area  Highway
 Parcel  Road



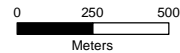
0 50 100
Meters

1:4,000



**Proposed Site of
Business Industrial Rezone**

- Urban Boundary
- Saline Creek Development Boundary
- Subject Area
- Parcel
- Highway
- Road



1:25,000

BYLAW NO. 14/036

**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND
AREA STRUCTURE PLAN BYLAW 99/058.**

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

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

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

1. The Highway 69/Clearwater River Valley Area Structure Plan Bylaw 99/058 is hereby amended by revising Map 6 Development Concept to show that a portion of Section 30, Township 88, Range 8 W4M are re-designated from Open Space to Proposed Business Industrial, as depicted on Schedule A to this Bylaw.
2. This bylaw comes into effect when it is passed.

READ a first time this _____ day of _____, A.D. 2014.

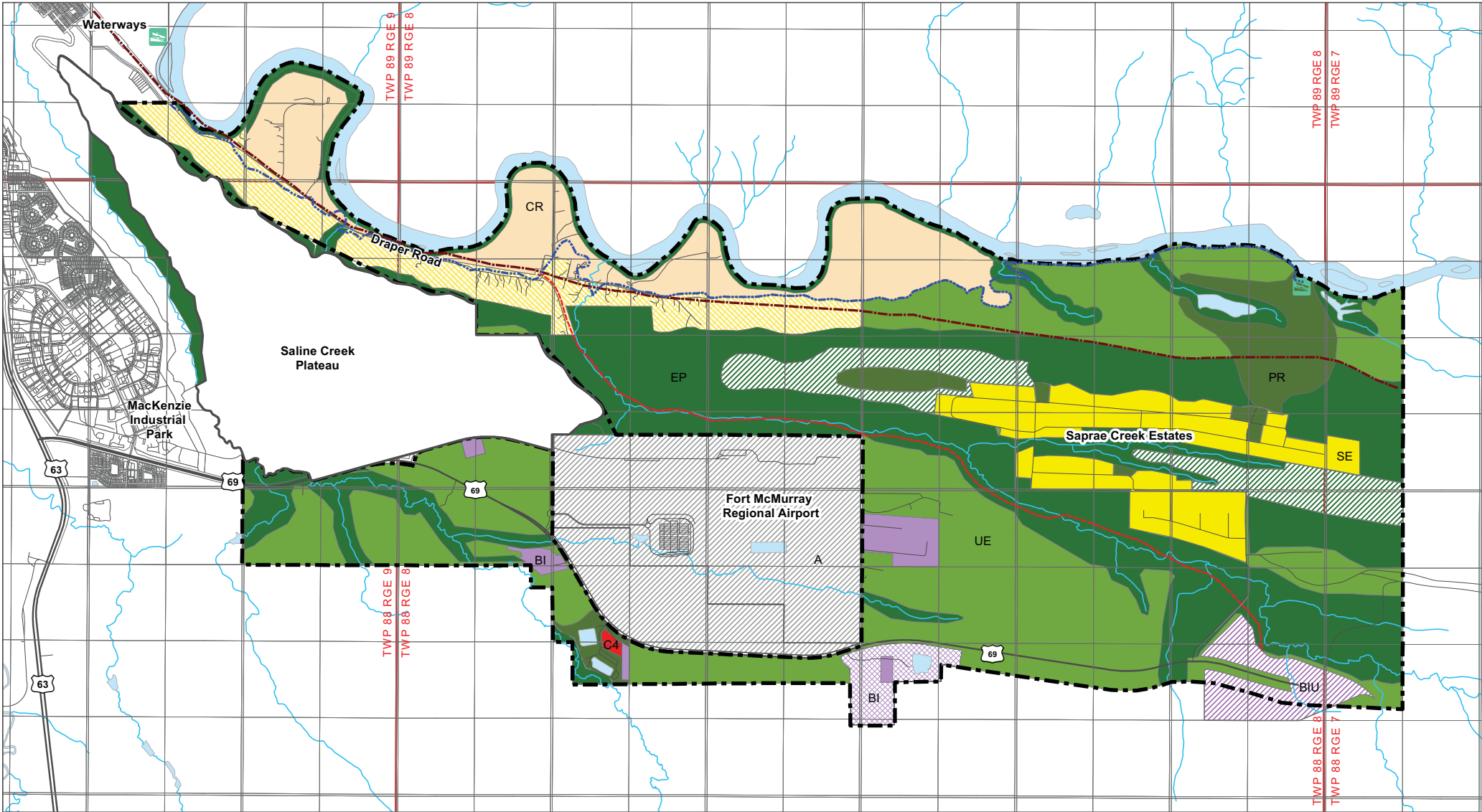
READ a second time this _____ day of _____, A.D. 2014.

READ a third and final time this _____ day of _____, A.D.2014.

SIGNED and PASSED this _____ day of _____, A.D.2014.

Mayor

Chief Legislative Officer



- | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ASP_Boundary Saline_Creek 250m_Contour Potential_Trail Possible_Boat_Launch Additional_Access_Saprae_Creek_Estates | <ul style="list-style-type: none"> A Airport District BI Business Industrial BI Proposed Business Industrial BIU Business Industrial Unserved | <ul style="list-style-type: none"> CR Existing_Country_Residential CR Proposed Country Residential EP Environmental Sensitive Areas C4 Highway Commercial | <ul style="list-style-type: none"> PR Existing Parks PR Proposed Parks UE Open_Space SE Suburban Estates Residential |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|

**MAP 6 DEVELOPMENT CONCEPT
HIGHWAY 69 / CLEARWATER RIVER VALLEY
AREA STRUCTURE PLAN**

Amendment Date: Pending



1 cm = 370 meters
September 09, 2014
Map 6 - Development Concept
Map produced by Community Development Branch

BYLAW NO. 14/037

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND THE LAND USE BYLAW

WHEREAS Section 639 of the *Municipal Government Act* requires every municipality to enact a Land Use Bylaw;

AND WHEREAS Section 191 (1) of the *Municipal Government Act* authorizes Council to adopt a bylaw to amend a Land Use Bylaw;

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

1. Bylaw No. 99/059, the Land Use Bylaw, is hereby amended by revising the Land Use District Map 10 found in Appendix A to show that a portion of Section 30, Township 88, Range 8 West of the 104th Meridian are re-designated from Urban Expansion District (UE) to the Business Industrial District (BI) as depicted on Schedule A to this Bylaw.
2. This bylaw comes into effect when it is passed.

READ a first time this _____ day of _____, A.D. 2014.

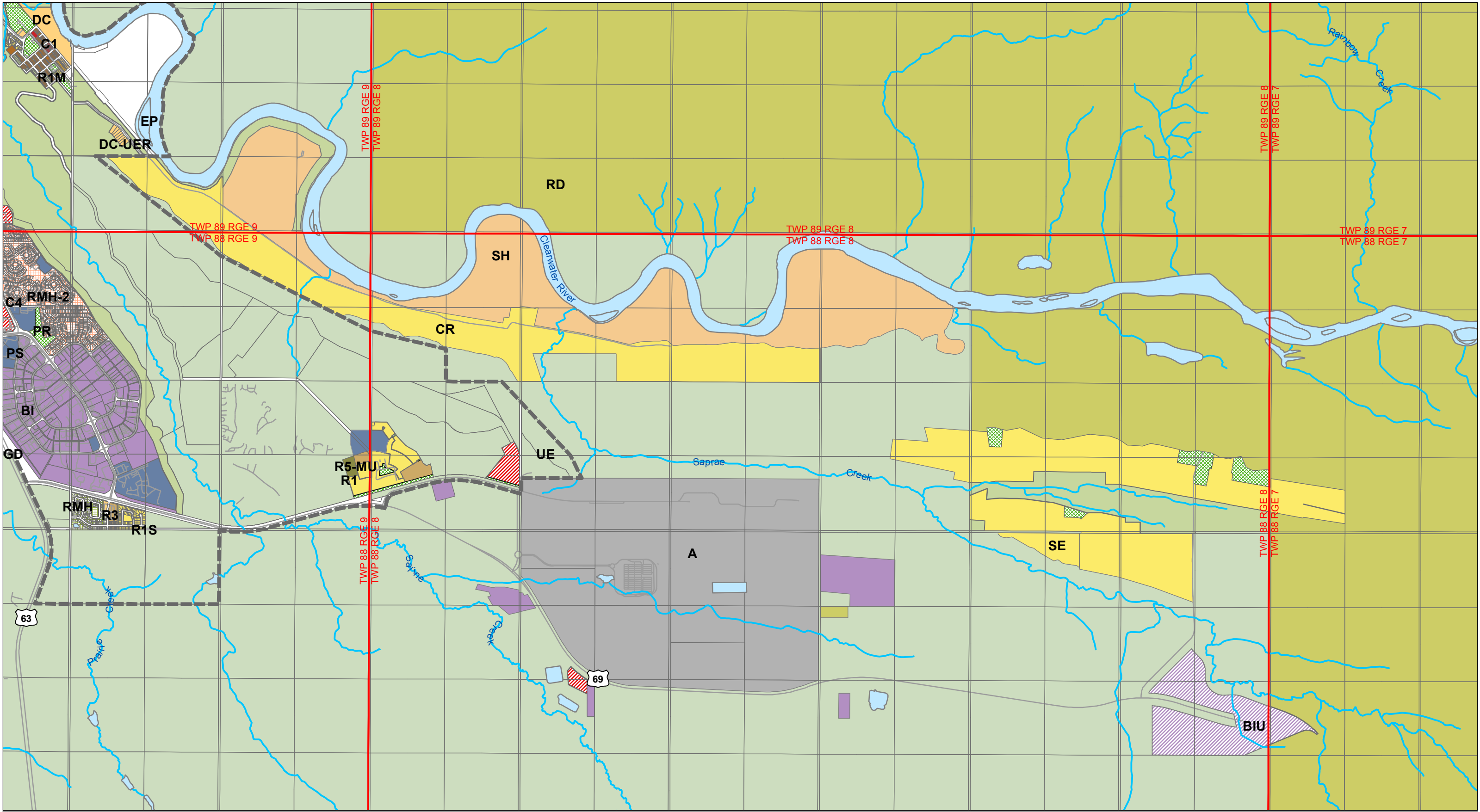
READ a second time this _____ day of _____, A.D. 2014.

READ a third and final time this _____ day of _____, A.D.2014.

SIGNED and PASSED this _____ day of _____, A.D.2014.

Mayor

Chief Legislative Officer



Land Use Districts - Rural Service Area

- | | | | | |
|----------------------------------|-----------------------------|--------------------------------|-------------------------------|---------------------------------------------|
| A Airport | CR Country Residential | GD Gateway District | R1S | RMH Manufactured Home Residential |
| BI Business Industrial | DC Direct Control | PR Parks and Recreation | R2 Low Density Residential | RMH-2 Small zero lot line Manufactured Home |
| BIU Business Industrial Unserved | DC-R3 Direct Control | PS Public Service | R3 Medium Density Residential | SE - Suburban Estate Residential |
| C1 Community Commercial | DC-UER | R1 Single Detached Residential | R5-MU | SH Small Holdings |
| C4 Highway Commercial | EP Environmental Protection | R1M | RD Rural District | UE Urban Expansion |

**AIRPORT LANDS
LAND USE DISTRICTS**

REGIONAL MUNICIPALITY
OF WOOD BUFFALO

N

1 cm = 380 meters

August 26, 2014
Map 10 - Airport Lands
Map produced by Community Development Branch

Subject: Vehicle for Hire Bylaw Amendment - Bylaw No. 14/038**APPROVALS:**

Bob Couture, Director
Brian Moore, Acting Chief Administrative Officer

Administrative Recommendations:

THAT Bylaw No. 14/038, being an amendment to the Vehicle for Hire Bylaw, be read a first time; and

THAT a non-statutory public hearing be held on Tuesday, December 9, 2014.

Summary:

The Taxi Advisory Committee (TAC), in consultation with vehicle for hire owners, brokers and drivers, the general public, and those concerned with tourism and hospitality has identified a number of changes that are required to the existing Vehicle for Hire Bylaw, originally adopted in 2013.

Background:

The existing Vehicle for Hire Bylaw was adopted in March, 2013, and subsequently amended in November, 2013. Since that time the Taxi Advisory Committee (TAC), in which Bylaw Services has formed a partnership with industry leaders and stakeholders, has reviewed the effectiveness of the Vehicle for Hire Bylaw and is recommending a number of changes in the following key areas:

- **Simplification:** A number of the changes to the Bylaw are intended to simplify it. Schedule B, in particular, which sets the fares has been simplified by removing the complicated mathematical formulae for fare calculation.
- **Reporting Responsibility:** In the previous Bylaw, reports went to the Chief Administrative Officer or his delegate. In the amended Bylaw, reports will go to the Chief of Bylaw Services or his delegate. This is in keeping with current practice.
- **Service of Documents:** One major change is that all documents to be served, including suspensions, notices, and information bulletins will be served by way of electronic mail. This change has been made to facilitate efficient and timely communications.
- **Prosecution Issues:** Several changes have been made to the Bylaw to facilitate effective prosecution of offences. In particular, the Bylaw will now provide that bulletins and notices of suspensions issued by the Chief Taxi Inspector are business records of the Municipality

thereby eliminating the need for the Chief Taxi Inspector to come to court. In addition, provisions have been added to address a gap in the previous Bylaw that made it difficult to prosecute drivers who had invalid Permits or Licenses because aspects of their original application for a License or Permit were incomplete, inaccurate, incorrect or invalid.

- **Increased Safety:** Changes have been made to enhance both driver and passenger safety. New requirements of vulnerable sector screening, defensive driving courses, child car safety seat availability and additional testing and training to respond to complaints have been added.
- **Clarification:** A number of changes have been made to enhance the overall clarity of the Bylaw. This includes changes that clarify when Permits or Licenses expire, the process for replacing lost or stolen Permits or Licenses, and the process for appealing Notices of Order.
- **Electronic Payment Options:** In response to public demand, the Bylaw has been amended to ensure all Vehicles for Hire provide functional Electronic Payment Systems and drivers have the training and knowledge to use the Systems and provide proper receipts.

Budget/Financial Implications

The proposed amendments will result in a reduction of revenues which were in the form of direct costs to owners, broker and drivers. This reduction in revenue will be partially offset by the removal of all future rebates.

Rationale for Recommendations:

Administration believes that the recommended amendments are reflective of the consultation that has occurred with the Vehicle for Hire industry, and will provide for a regulated environment in which there will be a willingness to comply.

Given the level of interest in the Vehicle for Hire Bylaw, Administration recommends that a non-statutory public hearing be scheduled to provide for a more structured process in receiving submissions from the general public.

Attachments:

1. Bylaw No. 14/038

BYLAW NO. 14/038

**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO
TO AMEND VEHICLE FOR HIRE BYLAW NO. 13/001**

WHEREAS Section 7 of the *Municipal Government Act* empowers a council to pass a bylaws for municipal purposes;

AND WHEREAS pursuant to Section 8 of the *Municipal Government Act* a council may in a bylaw:

1. regulate or prohibit;
2. deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;
3. provide for a system of licences, permits or approvals including any or all of the items enumerated therein;
4. establish and specify the fees, rates, fares, tariffs or charges that may be charged for the hire of taxis or limousines; and
5. provide for an appeal, the body that is to decide the appeal and related matters.

AND WHEREAS it is deemed to be in the public interest to amend Bylaw No. 13/001 to adjust certain provision provided for therein;

NOW THEREFORE the Regional Municipality of Wood Buffalo in council assembled hereby enacts to amend Bylaw 13/001 in the following ways:

1. By deleting subsection 2(i) and replacing it with: “‘Chief of Bylaw Services’ means the Chief of Bylaw Services of the Municipality, or his delegate”;
2. In subsection 2(ee) by deleting “‘Operate’, or ‘Operating’ when used in relation to a Motor Vehicle...” and replacing with “‘Operate’, ‘Operating’, or ‘Operation’ when used in relation to a Motor Vehicle...”;
3. By deleting subsection 2(ii);
4. By adding the following as a new subsection 2(oo) “Stand” means to park, either with the engine running or not running, a Vehicle for Hire for the purpose of picking up or soliciting customers”;
5. In subsection 2(uu) by deleting “twelve (12)” and replacing with “six (6)”;

6. By revising subsection 2(ww) to read as follows: “Vehicle for Hire Inspection Station” means a business that holds a commercial vehicle inspection station license issued by Alberta Transportation and approved by the Chief Taxi Inspector to conduct Mechanical Inspections for the purpose of this bylaw”;
7. By deleting subsection 2(zz);
8. By revising subsection 4(a) to read as follows: “a Motor Vehicle that is designed to carry fifteen (15) or more passengers, including a Motor Vehicle being Operated pursuant to a valid provincial Operating Authority Certificate”;
9. By revising subsection 5(b) to read as follows: “Any service that originates in the Urban Service Area and involves transporting a passenger entirely or partly in the Urban Service Area is deemed to be operating exclusively in the Urban Service Area.”;
10. By adding the following as a new subsection 5(c): “All Vehicles for Hire operating within the Hamlet of Fort Chipewyan are restricted to fairs that originate or end in the Hamlet of Fort Chipewyan”;
11. In section 6 by deleting “of the Municipality”, and by replacing “Chief Administrative Officer” wherever it appears with “Chief of Bylaw Services”;
12. In clause 7(i)(i) by adding “including defensive driving”, after “driver safety”;
13. By deleting clause 9(a)(ii) and replacing it with the following: “providing a copy of the bulletin to all Brokerages and Independent Driver Owners by electronic mail transmission to the electronic mail address provided to the Chief Taxi Inspector by the Licensee”;
14. In subsection 10(b) by deleting “by registered mail or courier”;
15. By changing the heading “Industry Obligation” to “Service of Bulletins”;
16. By deleting section 11 and replacing it with the following: “All bulletins published by the Chief Taxi Inspector in accordance with sections 9 and 10 are deemed to be served within three days of the date of publication of the bulletin”;
17. By adding a new section 11.1 to read as follows: “A bulletin published and signed by the Chief Taxi Inspector or certified true copy of the bulletin signed by the Chief Taxi Inspector is a business record of the Municipality.”;
18. By replacing “operation” in subsection 12(b) with “Operation”;
19. By adding a new section 12.1 as follows: “A Chauffeur’s Permit is not valid if the Chauffeur’s Permit has expired, has been suspended or if any of the requirements of the

application for the Chauffeur's Permit are not provided or are found to be incomplete, inaccurate, incorrect or invalid, in the sole opinion of the Chief Taxi Inspector.”;

20. In section 13 by replacing “operation” with “Operation”;
21. In clause 15(b)(iv) by adding “subject to subsection 18(c)” at the end of the clause;
22. In clause 15(b)(v) by adding “including a vulnerable sector search” after “confirmation of a criminal record check”;
23. In clause 15(b)(v) by deleting “thirty (30) days” and replacing with “ninety (90) days”;
24. By deleting clause 15(b)(viii) and replacing with: “an active electronic mail address to which documents may be served or delivered and which must be updated in writing within twenty-four (24) hours of any change to the address”;
25. By deleting “approved by the Chief Taxi Inspector in the previous three years” in clause 15(b)(ix);
26. By deleting subsection 15(c) and replacing it with: “A Licensee in their first two (2) years of licensing is required to provide the driver abstract pursuant to clause 18(a)(iv) every four months in the first year of licensing in the Municipality and every six months in the second year of licensing in the Municipality.”;
27. By deleting subsection 15(e) and replacing it with: “Where a complaint has been received by the Chief Taxi Inspector relating to a Driver's conduct or performance, the Chief Taxi Inspector may require the Driver to successfully complete additional testing, training, educational or awareness programs approved by the Chief Taxi Inspector within a specific time period at the Driver's own expense”;
28. By deleting subsection 17(a) and replacing it with: “Unless otherwise cancelled, every Chauffeur's Permit shall be valid for one (1) year and shall expire on the expiration date shown on the Chauffeur's Permit”;
29. By deleting subsection 17(b);
30. By deleting subsection 18(b) and replacing it with: “the Chauffeur's Permit is lost or stolen and a police report has been filed;”
31. By adding new subsection 18(c) as follows: “the Chauffeur's Permit is lost or stolen and a police report has not been filed”;
32. By amending section 20 to add “or any conviction under the *Criminal Code of Canada*” at the end of the section;
33. In section 21 by replacing “operation” with “Operation”;

34. By adding new section 21.1 as follows: “A Vehicle for Hire Licence is not valid if the Vehicle for Hire Licence has expired, has been suspended, or if any requirements of the application for the Vehicle for Hire Licence are not provided or are found to be incomplete, inaccurate, incorrect or invalid, in the sole opinion of the Chief Taxi Inspector”;
35. In clause 24(b)(iii) by adding “or lessee” after “the Owner”;
36. In subsection 24(b) by adding clause(vii) as follows: “proof of valid insurance in the Livery classification with a minimum of two million (\$2,000,000.00) dollar third party liability”;
37. In subsection 24 by adding clause(viii) as follows: “proof that the Motor Vehicle is equipped with a fully functioning Electronic Payment System that is capable of use in processing all non-cash transactions”;
38. In subsection 27(b) by adding “and a police report has been filed; or” after the word “stolen” and deleting all the words that follow;
39. By revising subsection 27(c) to read as follows: “the Vehicle for Hire Licence is lost or stolen and a police report has not been filed”;
40. By adding section 29.1 as follows: “A Brokerage Licence is not valid if the Brokerage Licence has expired, has been suspended or if any requirements of the application for a Brokerage Licence are not provided or are found to be incomplete, inaccurate, incorrect, or invalid, in the sole opinion of the Chief Taxi Inspector.”;
41. By deleting subsection 33(c);
42. By adding subsection 33(d) as follows: “an active electronic mail address to which documents may be served or delivered and which must be updated in writing within twenty-four (24) hours of any change to the address”;
43. In section 33(e) by deleting “address” in subsection 33(c) and replacing it with “location”;
44. By adding the heading “Property of Municipality” immediately before new section 33.1;
45. By adding new section 33.1 as follows: “Every Brokerage Licence issued under this Bylaw or any bylaw preceding this Bylaw remains at all times the sole property of the Municipality and the Person in possession of a Brokerage Licence shall immediately return it to the Chief Taxi Inspector upon the suspension, cancellation or expiry of the Brokerage Licence.”;
46. By adding the heading “Expiry” after section 33.1;

47. By adding new section 33.2 as follows: “Unless otherwise cancelled, every Brokerage Licence shall be valid for one (1) year from the date the Brokerage Licence is issued”;
48. By adding the heading “Licence Inspection” after section 33.2;
49. By adding new subsection 33.3(a) as follows: “(a) Each Brokerage Licence shall be available on request by the Chief Taxi Inspector, a Peace Officer, or a Driver affiliated with the Brokerage.”;
50. By adding new subsection 33.3(b) as follows: “(b) A Person who fails to show the Brokerage Licence on request by the Chief Taxi Inspector, a Peace Officer, or a Driver affiliated with the Brokerage is guilty of an offence”;
51. By adding the heading “Transfer” after section 33.3;
52. By adding section 33.4 as follows: “Brokerage Licences are not transferrable”;
53. By adding the heading “Automatic Cancellation” after section 33.4;
54. By adding section 33.5 as follows: “A Brokerage Licence is immediately cancelled if the Brokerage is not providing dispatch services or accepting calls for contracts for the service of Taxis or Limousines (as the case may be) to at least:
 - (a) six Taxis or two Limousines, if operating in the Urban Service Area; or
 - (b) two Taxis, if operating exclusively in the Rural Service Area.The Chief Taxi Inspector must provide notice of a Brokerage Licence being cancelled pursuant to this section to the Licensee and to the holders of any Vehicle for Hire Licences the Brokerage was providing dispatch services or accepting calls for service”;
55. In subsection 34(b) by adding “except that where the Independent Driver Owner provides the Chief Taxi Inspector with satisfactory proof of illness or medical incapacity such that the Independent Driver Owner cannot Operate the Vehicle for Hire, the Independent Driver Owner may employ one Driver to Operate the Motor Vehicle for no more than 12 hours in a single 24 hour shift” at the end of the subsection;
56. By adding section 34.1 as follows: “An Independent Driver Owner Licence is not valid if the Independent Driver Owner Licence has expired, has been suspended, or if any requirements of the application for the Independent Driver Owner Licence are not provided or are found to be incomplete, inaccurate, incorrect, or invalid, in the sole opinion of the Chief Taxi Inspector”;
57. In subsection 38(c) by adding “including a vulnerable sector search” after “confirmation of a criminal record check”;

58. In subsection 38(c) by deleting “thirty (30) days” and replacing with “ninety (90) days”;
59. By deleting subsection 38(d) and replacing it as follows: “an active electronic mail address to which documents may be served or delivered and which must be updated in writing within twenty-four (24) hours of any change to the address”;
60. In section 39 by deleting “Brokerage Licence and every”, “Brokerage Licence or”, “Brokerage Licence or” and “(as the case may be)”;
61. In section 40 by deleting “Brokerage Licence and”, “Brokerage Licence or”, and “(as the case may be)”;
62. In section 41 by deleting “Brokerage Licence and”, and by deleting “in the case of a Brokerage a Driver affiliated with the Brokerage” and replacing it with “a passenger”;
63. In subsection 41(a) by deleting “the Brokerage Licence or” and replacing with “the” and deleting “(in the case of Brokerage) a Driver affiliated with the Brokerage” and replacing with “a passenger”;
64. By deleting subsection 42(b) and replacing it with: “the Independent Driver Owner Licence is lost or stolen and a police report has been filed; or”;
65. By adding new subsection 42(c) as follows: “the Independent Driver Owner Licence has been lost or stolen and a police report has not been filed”;
66. In section 43 by deleting “Brokerage Licences and”;
67. By deleting both section 44 and the heading “Automatic Cancellation” that precedes it;
68. In section 45 by adding new subsection 45(b) as follows: “information provided by the Applicant or Licensee in the Applicant or Licensee application is not provided or is found to be incomplete, inaccurate, incorrect or invalid, in the sole opinion of the Chief Taxi Inspector”;
69. In section 46 by deleting “personally or by registered mail to” and replacing with “by way of electronic mail at” and by adding “and the Notice or Order shall be deemed served twenty-four (24) hours after the date and time the electronic mail was sent” at the end of the section;
70. By adding section 46.1 as follows: “A Notice of Order signed by the Chief Taxi Inspector or a certified copy of a Notice of Order signed by the Chief Taxi Inspector is conclusive evidence of the Notice of Order as a business record of the Municipality”;
71. In section 47 by adding “Notice of” before “Order” and by deleting “Chief Administrative Officer” and replacing with “Chief of Bylaw Services”;

72. In section 49 by deleting “ under Section 47”;
73. In subsection 49(c) by deleting “Planning and Development Department Office of the Regional Municipality of Wood Buffalo” and replacing it with “Bylaw Services Office”;
74. In section 50 by deleting “Administrative Officer” and replacing it with “of Bylaw Services”;
75. In subsection 50(b) by deleting “Administrative Officer” and replacing it with “of Bylaw Services”;
76. By adding new section 50.1 as follows: “The Chief of Bylaw Services will provide the decision on appeal to the appellant at the electronic mail address as provided by the appellant”;
77. In section 51 by deleting “Administrative Officer” and replacing with “of Bylaw Services” and by deleting “Administrative Officer’s” and replacing with “of Bylaw Services”;
78. In section 52 by deleting “Administrative Officer” wherever found and replacing with “of Bylaw Services” in each case;
79. In section 53 by deleting “Administrative Officer” and replacing with “of Bylaw Services”;
80. By deleting clause 58(e)(iv) and replacing it with: “sealed by a Peace Officer under the direction of the Chief Taxi Inspector; and”;
81. By deleting subsection 58(m) and replacing it with: “has a top light approved by the Chief Taxi Inspector with the term “Taxi” or the name of the Brokerage on both the front facing and rear facing profiles which is connected in such a manner so as to be illuminated when the Taxi is available for hire and turned off or bagged when the Taxi is not available for hire”;
82. By deleting subsection 58(n) and replacing it with: “is equipped with a functioning Electronic Payment System”;
83. In section 60 by deleting “Taxis and Accessible Taxis” and replacing it with “Vehicles for Hire”;
84. By adding new subsection 60(c) as follows: “If a Vehicle for Hire makes available a child car safety seat to passengers, the child car safety seat must meet the Canadian Motor Vehicle Safety Standards (CMVSS213)”;

85. By adding new subsection 60(d) as follows: “If a passenger requests the use of a Vehicle for Hire’s a child car safety seat, the passenger may be charged an additional user fee of five (\$5.00) dollars”;
86. In subsection 62(a) by deleting “manufacturer’s”;
87. In subsection 63(a) by deleting “manufacturer’s”;
88. By deleting subsection 67(l) and replacing it with: “is equipped with a functioning Electronic Payment System”;
89. In subsection 68(a) by deleting “the Chief Taxi Inspector or a third party approved by the Chief Taxi Inspector” and replacing with “Peace Officers under the direction of the Chief Taxi Inspector”;
90. In clause 68(a)(ii) by deleting “every six (6) months” and replacing with “once per year”;
91. In subsection 68(b) to add the following subsections: “(i) 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 one (1) year. (ii) The failure to obtain a Meter Accuracy Certificate pursuant to subsection 68(a) may result in the suspension or cancellation of a Vehicle for Hire Licence”;
92. In section 69 by adding new subsection (c) as follows: “The failure to immediately report a defective Taxi Meter or the operation of a Vehicle for Hire with a defective Taxi Meter may result in the suspension or cancellation of a Vehicle for Hire Licence”;
93. In section 70 by deleting “replaces a Taxi Meter installed in a Vehicle for Hire during the six (6) month period” and replacing with “has a Taxi Meter in the Vehicle for Hire replaced or repaired at any time”;
94. In section 70 by deleting “new Taxi Meter” and replacing with “replaced or repaired Taxi Meter”;
95. In section 71 by deleting “operation” and replacing with “Operation”;
96. By adding new section 71.1 as follows: “Failure of the Owner to obtain a valid Mechanical Inspection Certificate for a Vehicle for Hire or Courtesy Vehicle may result in a suspension or cancellation of a Vehicle for Hire License”;
97. In section 72 by deleting “at a Vehicle for Hire Inspection Station that is not owned or operated, in whole or in part, by the relevant Brokerage, Owner or Independent Driver Owner or by a party that would not be considered a third party at arm’s length from the relevant Brokerage, Owner or Independent Driver Owner” and replacing with “at a Vehicle for Hire Inspection Station”;

98. By deleting subsection 73(a);
99. In section 74 by deleting “has reasonable grounds to believe” and replacing with “in his sole opinion believes” and by adding “pending the outcome of a review by Alberta Transportation the Chief Taxi Inspector may send to Alberta Transportation any documentation the Chief Taxi Inspector deems necessary for a proper review” after “where the Licensed Mechanic is employed”;
100. In subsection 75(a) by deleting “that is not owned or operated, in whole or in part, by the relevant Brokerage, Owner, or Independent Driver Owner, or by a party that would not be considered a third party at arm’s length from the relevant Brokerage, Owner, or Independent Driver Owner”;
101. In subsection 75(b) by deleting “that is not owned or operated, in whole or in part, by the relevant Brokerage, Owner, or Independent Driver Owner, or by a party that would not be considered a third party at arm’s length from the relevant Brokerage, Owner, or Independent Driver Owner”;
102. In section 76 by adding new subsection (d) as follows: “Failure to complete a vehicle inspection pursuant to section 89(a) or attend to have a vehicle inspection conducted pursuant to section 89(c) may result in suspension or cancellation of the Vehicle for Hire Licence of the Motor Vehicle in question”;
103. In subsection 77(i) by deleting “7 days of a change of address” and replacing with “seven days of a change in mailing address and within twenty-four hours of a change in electronic mail address”;
104. In section 77 by adding new subsection (k) as follows: “be able to provide the passenger with exact change if the passenger pays the fare with cash; and”;
105. In section 77 by adding a new subsection (l) as follows: “be able to operate the Electronic Payment System in the Motor Vehicle and always be able to provide the Electronic Payment System as a means to pay the fare”;
106. In subsection 79(b) by adding new clause (ix) as follows: “the Person refuses to pay a deposit in advance of service either by preauthorized credit card payment, an estimated debit transaction or a cash deposit on any fare determined to be equal to or greater than one hundred (\$100.00) dollars whether determined by flat rate or meter service. “
107. In section 80 by deleting “pursuant to Section 79” and by adding the following to the end of the section: “Failure to report a refused request for service may result in the Driver’s Chauffeur’s Permit or Independent Driver Owner Licence being cancelled or suspended, as the case may be.”;

108. In section 82 by adding “in the Urban Service Area” after “Operate a Taxi or Accessible Taxi”;
109. In section 83 by deleting clause (a)(ii);
110. In subsection 83(e) by adding new clause (vi) as follows: “shall have available at the Brokerage a record of the booking agreement including the rate charged for service, the time of dispatch and the time of completion of service”;
111. In section 84 by adding subsection (d) as follows: “solicit passengers” and by deleting “this Section 84” and replacing with “this section”;
112. In section 86 by deleting “section 86” and replacing it with “this section”;
113. In subsection 87(f) by deleting “the Chief Taxi Inspector or a third party provider approved by the Chief Taxi Inspector” and substituting in its place “a Peace Officer under the direction of the Chief Taxi Inspector”;
114. In section 87 by adding new subsection (i) as follows: “has a road supervisor available twenty-four hours a day for seven days a week”;
115. In subsection 89(g) by deleting “sections 55 and 56 hereof” and replacing with “this Bylaw”;
116. In section 89 by adding new subsection (m) as follows: “deliver service requests from a call centre and dispatch located within the Municipality”;
117. In section 89 by adding new subsection (n) as follows: “process all point of sale transactions to clearing houses located within Canada and in compliance with all federal laws governing point of sale legislation; and”;
118. In section 89 by adding new subsection (o) as follows: “abide by the rate schedule as set out by Schedule “B” of this Bylaw”;
119. In subsection 93(d) by adding “or lessee” after “Owner”;
120. In clause 93(e)(iii) by deleting “sections 55 and 56 hereto” and replacing with “this Bylaw”;
121. In section 103 by adding “, Independent Driver Owner Licence” after “Chauffeur’s Permit”;
122. In section 115 by deleting “section 58(h)” and replacing with “this Bylaw”;
123. In section 116(b) by deleting “section 58(h)” and replacing with “this Bylaw”;

124. In section 117 by deleting “section 58(h) of this bylaw” and replacing with “this Bylaw”;
125. In section 117 by deleting “under subsection 116(a)” and replacing with “pursuant to this Bylaw”;
126. In section 118 by deleting “Notwithstanding section 58(d)”;
127. By deleting section 119, 120, 121, and 125;
128. In section 124 by deleting “with the exception of sections 55 and 56.”;
129. By repealing Schedule A and replacing it with the Schedule A attached to this Bylaw;
130. By repealing Schedule B and replacing with the Schedule B attached to this Bylaw;
131. By deleting Schedule D and replacing it with Schedule C attached to this Bylaw;
132. By making such modifications to grammar, spelling, punctuation and format, and to numbering, lettering and cross-referencing of sections, subsections, clauses and sub-clauses, as are necessarily incidental to the amendments set out in section 1 to 131.
133. This bylaw comes into effect on the date that it is passed shall be passed.

READ a first time this _____ day of _____, 2014.

READ a second time this _____ day of _____, 2014.

READ a third and final time this _____ day of _____, 2014.

SIGNED and PASSED this _____ day of _____, 2014.

Mayor

Chief Legislative Officer

PERMIT, LICENCE AND BROKERAGE FEES
Schedule A

| Description | Reference | Fee |
|------------------------------------------------------------------------------------------|------------------|------------|
| Application Fee for a Chauffeur's Permit | Section 15 | |
| (a) resident of the Municipality | | \$85.00 |
| (b) non-resident | | \$170.00 |
| (c) operating exclusively in Fort Chipewyan | | \$50.00 |
| Replacement for Damaged Chauffeur's Permit | Section 18(a) | \$25.00 |
| Replacement for Lost or Stolen Chauffeur's Permit with filed police report | Section 18(b) | \$25.00 |
| Replacement for Lost or Stolen Chauffeur's Permit without filed police report | Section 18(c) | \$500.00 |
| Application Fee for a Vehicle for Hire Licence | Section 24 | \$500.00 |
| Application Fee for a Vehicle for Hire Licence operating exclusively in Fort Chipewyan | | \$150.00 |
| Replacement for Damaged Vehicle for Hire Licence | Section 27(a) | \$25.00 |
| Replacement for Lost or Stolen Vehicle for Hire Licence with filed police report | Section 27(b) | \$25.00 |
| Replacement for Lost or Stolen Vehicle for Hire Licence without filed police report | Section 27(c) | \$500.00 |
| Application Fee for a Brokerage Licence | Section 33 | \$50.00 |
| Application Fee for an Independent Driver Owner Licence | Section 38 | |
| (a) resident of the Municipality | | \$50.00 |
| (b) non-resident | | \$100.00 |
| Replacement for Damaged Independent Driver Owner Licence | Section 42(a) | |
| (a) resident of the Municipality | | \$25.00 |
| (b) non-resident | | \$50.00 |
| Replacement for Lost or Stolen Independent Driver Owner Licence with filed police report | Section 42(b) | |
| (a) resident of the Municipality | | \$25.00 |
| (b) non-resident | | \$50.00 |

| Description | Reference | Fee |
|------------------------------------------------------------------------------------------------|---------------|----------|
| Replacement for Lost or Stolen Independent Driver Owner Licence without filed police report | Section 42(c) | |
| (a) resident of the Municipality | | \$500.00 |
| (b) non-resident | | \$500.00 |

All fees in Schedule A are non-refundable.

VEHICLE FOR HIRE FARES

Schedule B

1. For all trips performed in the Urban Service Area, the rates that must be charged by a Taxi or an Accessible Taxi, including GST, shall be:
 - (a) when the vehicle is in motion, a charge of \$3.80 for the first 52 meters plus \$0.10 for each 52 meters thereafter;
 - (b) \$0.60 per minute of waiting time incurred by a Driver while under hire when requested by a passenger to stop at a location and wait.
2. For all trips performed in the Urban Service Area, the rate that must be charged by a Limousine, including GST, shall be:
 - (a) A minimum charge of \$60.00 for the first hour; and
 - (b) \$50.00 for each hour thereafter.
3. All trips to the Rural Service Area for Taxis or Accessible Taxis shall be by meter rate as specified in section 1 of the following long trip rate schedule and rural flat rate schedule by customer choice. For Limousines, in all instances the Long Trip Rate Schedule and Total Flat Rate Schedule shall be used.
4.
 - (a) Notwithstanding section 1 of this Schedule B, and excluding any trip governed by the provisions of sections 6 and 7 of this Schedule B, a set fare may be applied where a Taxi or Accessible Taxi operates exclusively in the Rural Service Area, in accordance with this section 5.
 - (b) For a trip with travel in or through more than one zone, the fare charged shall be equal to the combined cost of the set fares applicable in each of the zones in which the trip takes place, which includes:
 - (i) the zone in which the trip originates;
 - (ii) each of the other zone(s), each time travelled in or through; and
 - (iii) where the trip ends, each as applicable.

The zones are established in the Zoned Fare Map at Appendix “1” of this Schedule B.

- (c) The set fare for each of the zones in the Rural Service Area shall be:
 - (i) in Anzac Zone AZ, \$30.00;
 - (ii) in Conklin Zone CK, \$30.00;
 - (iii) in the Rural Service Area Zone A, \$32.00;
 - (iv) in the Rural Service Area Zone B, \$83.00;
 - (v) in the Rural Service Area Zone C, \$60.00;
 - (vi) in the Rural Service Area Zone D, \$47.00;
 - (vii) in the Rural Service Area Zone E, \$63.00;
- 5. (a) Notwithstanding section 1 of this Schedule B, a set fare may be applied instead of the charges set out in Section 1 of this Schedule B where a Taxi or Accessible Taxi that operates exclusively in the Rural Service Area is travelling only in and between locations within the boundaries of the Hamlet of Anzac, or only in and between locations within the boundaries of the Hamlet of Conklin, in accordance with this section 6.
- (b) Notwithstanding For a trip within a single zone, the set fare applicable to that zone shall be charged.
- (c) For a trip with travel in or through more than one zone, the fare charged shall be equal to the combined cost of the set fares applicable in each of the zones in which the trip takes place, which includes:
 - (i) the flag cost;
 - (ii) the zone in which the trip originates;
 - (iii) each of the other zone(s), each time travelled in or through;
 - (iv) the zone where the trip ends, each as applicable.
- (d) Notwithstanding the zones applicable to trips originating and ending within the boundaries of the Hamlets of Anzac or Conklin are established in the Map of Flat Rate Fare Zones at Appendices “2” and “4” respectively of this Schedule B;
- (e) The set fare for each of the zones in the Hamlet of Anzac shall be:
 - (i) in Zone AZ-1, \$5.00;

- (ii) in Zone AZ-2, \$7.00;
 - (iii) in Zone AZ-3, \$9.00;
- (f) The set fare for each of the zones in the Hamlet of Conklin shall be:
 - (i) in Zone CK-1, \$8.00;
 - (ii) in Zone CK-2, \$10.00;
 - (iii) in Zone CK-3, \$15.00;
- 6. (a) Notwithstanding section 1 of this Schedule B, a set fare may be applied instead of the charges set out in section 1 of this Schedule B where a Taxi or Accessible Taxi that operates exclusively in the Rural Service Area is travelling only in and between locations within the boundaries of the Hamlet of Fort Chipewyan, in accordance with this section 7.
- (b) For a trip within a single zone, the set fare applicable to that zone shall be charged.
- (c) The set fare for each of the zones in the Hamlet of Fort Chipewyan shall be:
 - (i) anywhere in Zone FC-1 and staying in FC-1 or going to FC-2, \$5.00 per passenger;
 - (ii) anywhere in Zone FC-1 or FC-2 to the airport, \$15.00 per passenger, \$7.00;
 - (iii) in Zone FC-3 or FC-4 to the airport, \$20.00 per passenger;
 - (iv) in Zone FC-1 to FC-4, \$60.00 flat rate;
 - (v) Maximum rate for any fare is \$60.00.
- 7. (a) Notwithstanding any other section of this Schedule B, the Driver of a Vehicle for Hire may add the following surcharges above the total meter of flat rate, as applicable, where:
 - (i) the Vehicle for Hire is a Van, and
 - (ii) the passenger requested a Van in advance a dispatcher; or
 - (iii) the passenger has by-passed available Taxis in a taxi stand queue in order to secure a Van, a surcharge of \$5.00 for a trip beginning and ending in the Urban Service Area and \$10.00 for a trip beginning and/or ending in the Rural Service Area may be added.

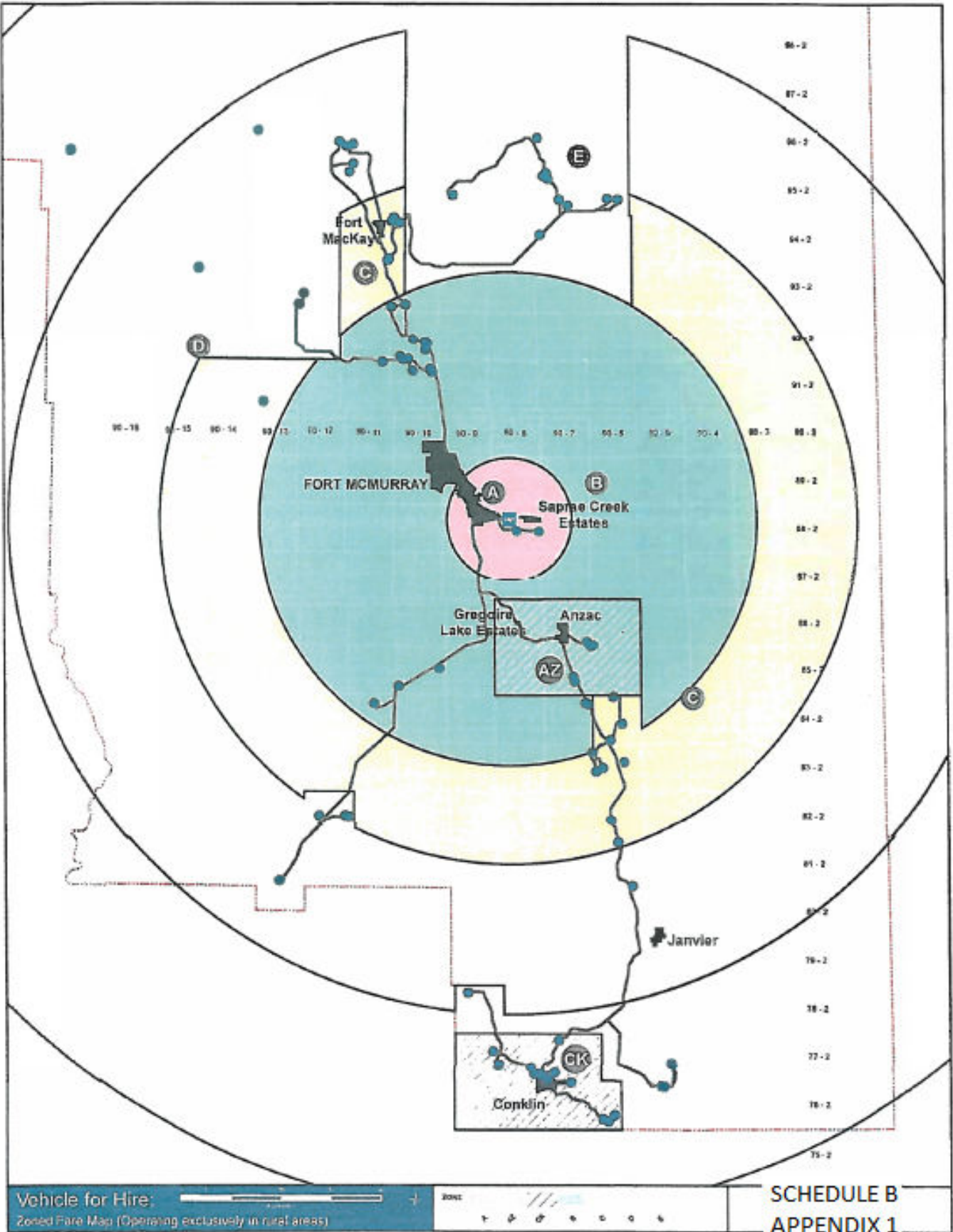
- (b) In addition to any other fare, rate or charge prescribed in this Schedule B, the Driver of a Vehicle for Hire may add a surcharge of \$75.00 where, due to the action of a passenger, a cleanup of the Vehicle for Hire is required.

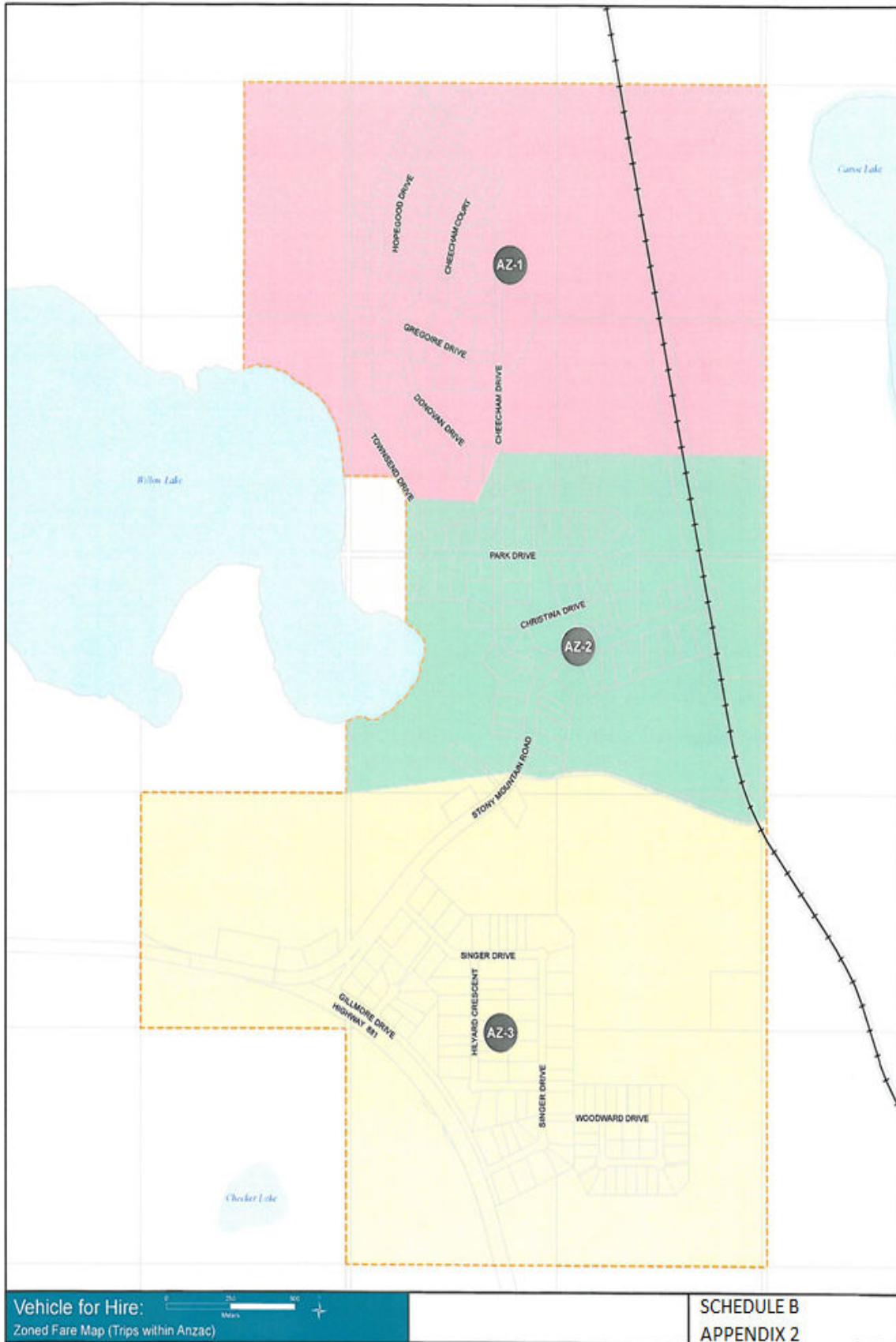
8. The Chief Taxi Inspector may conduct a review of taxi rates in the first week of October of each calendar year. The review may determine an appropriate recommendation to council. If accepted by council the recommendation rates for section 4 and 5 will be in accordance with the following formulas:

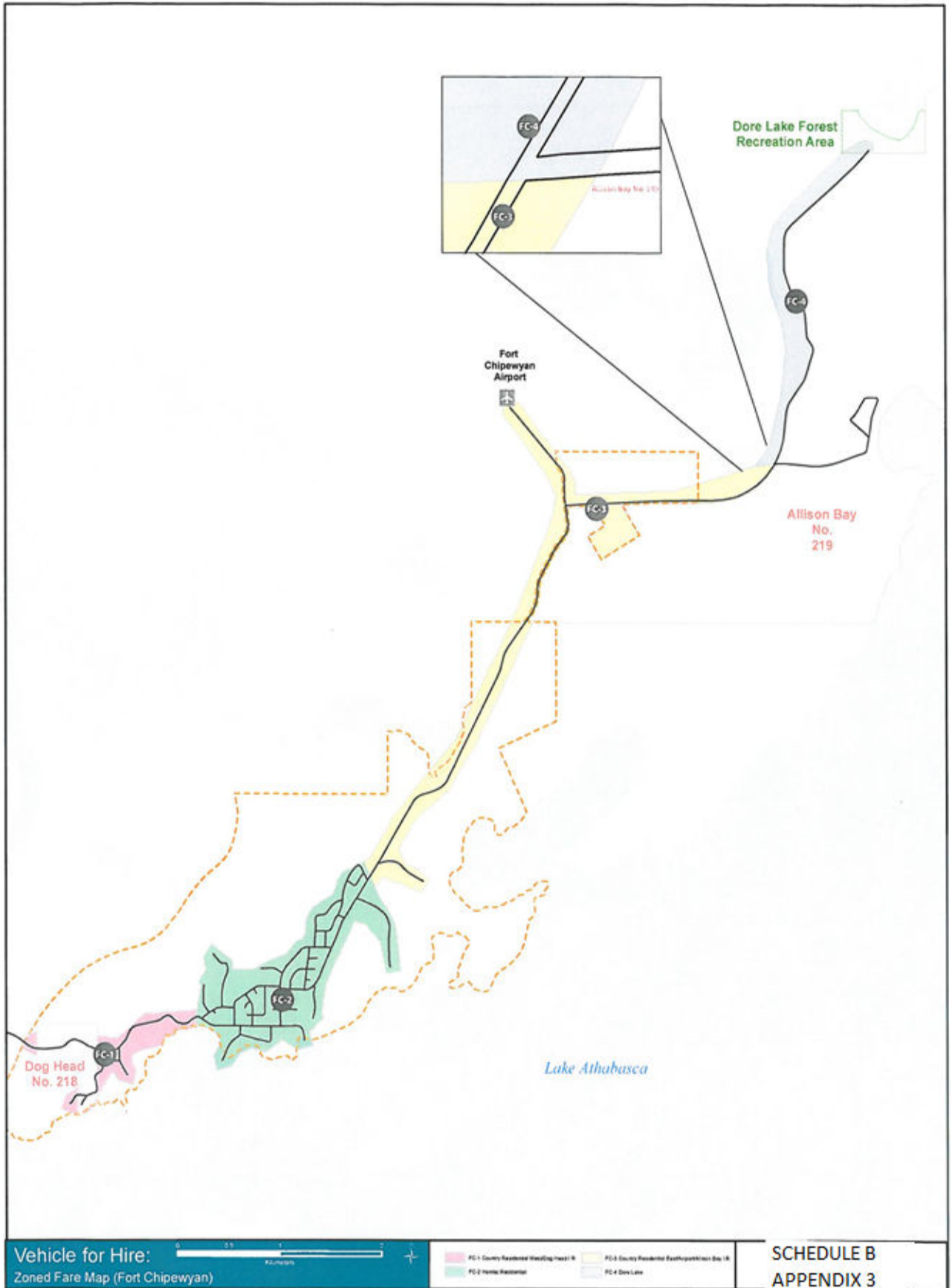
| Zone | A | B | C | D | E | F |
|------|---------------------|------------------------------------|------------------|-------------------|--------------------------------------------|-------------------|
| | Meter Rate each 52m | Average route Distance in zone (m) | Meter Rate Units | Cost of Zone (\$) | Cumulative Zone Cost (\$) | Total Cost (\$) |
| | As Set | As Measured | $C = B/52$ | $D = A * C$ | E= Sum of A for this and all zones crossed | F = Flag Cost + E |
| AZ-1 | 0.1 | 849 | 16.3269 | 1.63 | 1.63 | 5.43 |
| AZ-2 | 0.1 | 859 | 16.5192 | 1.65 | 3.28 | 7.1 |
| AZ-3 | 0.1 | 1223 | 23.5192 | 2.35 | 5.63 | 9.43 |

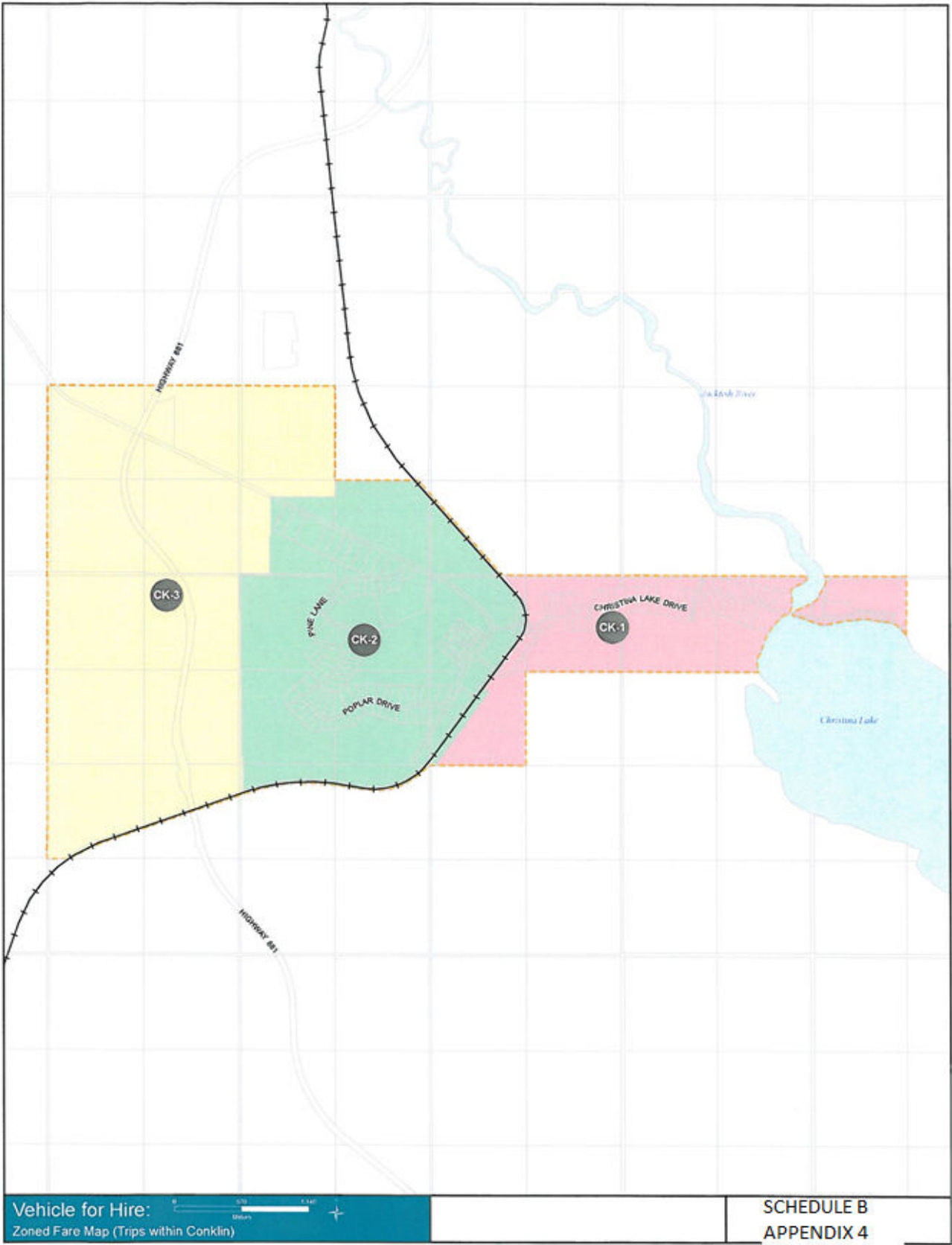
| Zone | A | B | C | D | E | F |
|------|---------------------|------------------------------------|------------------|-------------------|--------------------------------------------|-------------------|
| | Meter Rate each 52m | Average route Distance in zone (m) | Meter Rate Units | Cost of Zone (\$) | Cumulative Zone Cost (\$) | Total Cost (\$) |
| | As Set | As Measured | $C = B/52$ | $D = A * C$ | E= Sum of A for this and all zones crossed | F = Flag Cost + E |
| CK-1 | 0.1 | 2091 | 40.2115 | 4.02 | 4.02 | 7.82 |
| CK-2 | 0.1 | 967 | 18.5962 | 1.86 | 5.88 | 9.68 |
| CK-3 | 0.1 | 2568 | 49.3846 | 4.94 | 10.82 | 14.62 |

9. All rates recommended by the Chief Taxi Inspector in accordance with Schedule B shall be rounded off to the nearest multiple of \$1.00.
10. The maximum service charge a passenger may be charged for a point of sale transaction is \$1.00 and no minimum or maximum fare charged amount may be enforced.
11. Upon proof the passenger is over sixty-five (65) years old, a ten (10) percent discount may be applied to the Vehicle for Hire fare.









FINES AND PENALTIES

Schedule C

| Section | Offence | Fine |
|---------|--------------------------------------------------------------------------------------------------------|------------|
| 10(a) | Brokerage fail to post bulletin within Brokerage Premises | \$250.00 |
| 13(a) | Operate a Vehicle for Hire without valid Chauffeur's Permit | \$1,000.00 |
| 13(b) | Cause or permit a person to operate Vehicle for Hire without valid Chauffeur's Permit | \$1,000.00 |
| 16 | Operate Vehicle for Hire contrary to restrictions or conditions placed on Chauffeur's Permit | \$1,000.00 |
| 17(a) | Fail to display Chauffeur's Permit | \$200.00 |
| 17(b) | Fail to show Chauffeur's Permit upon request | \$200.00 |
| 19 | Fail to return Chauffeur's Permit to Chief Taxi Inspector | \$500.00 |
| 24 | Operate, cause or permit Operation of Motor Vehicle without Vehicle for Hire Licence | \$1,000.00 |
| 26 | Operate, cause or permit Operation of Vehicle for Hire contrary to restrictions or conditions | \$1,000.00 |
| 27(a) | Fail to display Vehicle for Hire Licence | \$200.00 |
| 27(b) | Fail to show Vehicle for Hire Licence upon request | \$200.00 |
| 29 | Fail to return Vehicle for Hire Licence to Chief Taxi Inspector | \$200.00 |
| 33 | Conduct Brokerage Operations without valid Brokerage Licence | \$1,000.00 |
| 35 | Conduct Brokerage Operations contrary to restrictions or conditions | \$1,000.00 |
| 36 | Fail to display Brokerage Licence on Brokerage premises clearly visible to all Drivers | \$500.00 |
| 39 | Fail to return Brokerage Licence to Chief Taxi Inspector | \$200.00 |
| 41 | Fail to show Brokerage Licence to upon request | \$200.00 |
| 44(a) | Independent Driver Owner operate Motor Vehicle For Hire without valid Independent Driver Owner Licence | \$1,000.00 |
| 44(b) | Independent Driver Owner allow other person to operate Motor Vehicle For Hire | \$1,000.00 |

| Section | Offence | Fine |
|---------|-------------------------------------------------------------------------------------------------------------------------------|------------|
| 46 | Independent Driver Owner operate Motor Vehicle For Hire contrary to restrictions or conditions | \$1,000.00 |
| 47 | Independent Driver Owner fail to display Independent Driver Owner Licence | \$200.00 |
| 50 | Fail to return Independent Driver Owner Licence to Chief Taxi Inspector | \$500.00 |
| 52 | Fail to show Independent Driver Owner Licence | \$200.00 |
| 66 | Fail to maintain Vehicle for Hire or Courtesy Vehicle in good repair | \$200.00 |
| 67(a) | Vehicle for Hire not equipped with approved digital video recorder camera | \$500.00 |
| 67(b) | Brokerage/Independent Driver Owner/Driver fail to comply with privacy legislation | \$500.00 |
| 67(c) | Operate Vehicle for Hire without digital video recorder camera in operation in accordance with Mechanical Fitness Regulations | \$500.00 |
| 67(d) | Digital video recorder camera not in operation while Vehicle for Hire Is Operating | \$500.00 |
| 67(e) | Operate Vehicle for Hire without approved decal | \$500.00 |
| 67(f) | Fail to produce information captured by digital video recorder camera | \$500.00 |
| 67(g) | Obstruct or obscure view or sound reception of digital video recorder camera | \$500.00 |
| 68(a) | Vehicle for Hire not equipped with approved GPS | \$500.00 |
| 68(b) | Brokerage fail to track Vehicle for Hire with GPS | \$500.00 |
| 68(c) | Independent Driver Owner fail to have GPS tracked by third party | \$500.00 |
| 68(d) | Operate Vehicle for Hire without GPS in operation in accordance with Mechanical Fitness Regulations | \$500.00 |
| 68(e) | GPS not in operation while Vehicle for Hire is Operating | \$500.00 |
| 69 | Vehicle for Hire or Courtesy Vehicle not equipped with winter tires | \$200.00 |
| 72 | Taxi or Accessible Taxi not equipped with child car seat anchoring device | \$200.00 |

| Section | Offence | Fine |
|---------|----------------------------------------------------------------------------------------------------------|------------|
| 78 | Advertising or other thing affixed to Limousine | \$200.00 |
| 80(a) | Fail to have Taxi Meter tested and inspected for accuracy | \$1,000.00 |
| 81(b) | Use defective Taxi Meter | \$1,000.00 |
| 88(a) | Inspection by non-licensed Mechanic | \$1,000.00 |
| 88(b) | Cause or permit inspection by non-license Mechanic | \$1,000.00 |
| 88(c) | Obstruct or interfere with inspection | \$1,000.00 |
| 89(b) | Fail to produce Vehicle Inspection Certificate | \$500.00 |
| 90(a) | Fail to take most economical route | \$500.00 |
| 90(b) | Driver fail to maintain record of each trip | \$200.00 |
| 90(c) | Driver fail to check vehicle for/deal with passenger personal property | \$200.00 |
| 90(d) | Driver fail to be professional and courteous | \$200.00 |
| 90(e) | Driver fail to be neat and clean in person and dress | \$200.00 |
| 90(f) | Driver fail to promptly attend to passenger pickups | \$200.00 |
| 90(g) | Driver fail to supply a passenger with legible receipt | \$500.00 |
| 90(h) | Driver fail to take proper care of/convey/deliver baggage and personal property given to him as directed | \$200.00 |
| 90(i) | Driver fail of a change of address | \$500.00 |
| 90(j) | Driver fail to advise passenger of option charges/apply option selected by passenger | \$500.00 |
| 90(k) | Driver fail to provide passengers with proper change | \$200.00 |
| 90(l) | Driver fail to provide Electronic Payment System as payment option | \$500.00 |
| 91(a) | Driver consume food or beverage while Vehicle for Hire in motion with one or more passengers | \$200.00 |
| 91(b) | Driver smoke/use tobacco or non-tobacco product in Motor Vehicle | \$200.00 |
| 91(c) | Driver play radio or other sound emitting device with one or more passengers in Motor Vehicle | \$200.00 |
| 91(d) | Loiter or cruise on Urban Service Area Highway soliciting passengers | \$200.00 |

| Section | Offence | Fine |
|------------|------------------------------------------------------------------------------------------------------------------------------------|------------|
| 91(e) | Carry passengers in excess of number stipulated by the manufacturer of Motor Vehicle | \$200.00 |
| 91(f) | Driver take on additional passengers when not requested by a passenger | \$500.00 |
| 91(f)(i) | Driver fail to reset Taxi Meter at point where passenger is dropped off | \$500.00 |
| 91(f)(ii) | Driver fail to charge set fare for zones travelled in | \$500.00 |
| 91(g) | Driver demand unauthorized payment | \$500.00 |
| 91(h) | Driver demand unauthorized payment for assistance or additional service provided to person with disability | \$500.00 |
| 91(i) | Driver refused to give receipt when requested when requested by the passenger | \$200.00 |
| 91(j) | Permit passenger to enter or leave Motor Vehicle while in motion | \$200.00 |
| 91(k) | Use cellular telephone or other device in hands-free mode while transporting passenger | \$200.00 |
| 91(l) | Collect fare or give change while Motor Vehicle in motion | \$200.00 |
| 91(m) | Driver vision obstructed | \$200.00 |
| 91(n) | Operate Vehicle for Hire after being on duty for 12 hours with less than 8 consecutive hours of being off duty in a 24 hour period | \$500.00 |
| 92(a) | Unauthorized refusal of service by Driver | \$500.00 |
| 94(a)(i) | Failure to have valid Mechanical Inspection Certificate in Motor Vehicle | \$200.00 |
| 94(a)(ii) | Failure to have valid Meter Accuracy Certificate in Motor Vehicle | \$200.00 |
| 94(a)(iii) | Failure to have valid Vehicle Inspection Certificate in Motor Vehicle | \$200.00 |
| 94(a)(iv) | Driver of Taxi or Accessible Taxi fail to have valid Airport Endorsement Permit in Motor Vehicle | \$200.00 |
| 94(b) | Driver of Taxi or Accessible Taxi fail to charge prescribed fare displayed on Taxi Meter | \$1,000.00 |
| 95(a) | Operate Taxi or Accessible Taxi without operating Taxi Meter | \$1,000.00 |

| Section | Offence | Fine |
|------------|---------------------------------------------------------------------------------------|------------|
| 95(b) | Operate Taxi or Accessible Taxi with Taxi Meter not in compliance with Bylaw | \$1,000.00 |
| 95(c) | Operate Taxi or Accessible Taxi without rates displayed | \$200.00 |
| 96(a)(i) | Driver of Limousine fail to have valid Mechanical Inspection Certificate in Limousine | \$200.00 |
| 96(a)(ii) | Driver of Limousine fail to have valid Vehicle Inspection Certificate in Limousine | \$200.00 |
| 96(a)(iii) | Driver of Limousine fail to have valid Airport Endorsement Permit in Motor Vehicle | \$200.00 |
| 96(c) | Driver of Limousine make appointment preventing Driver from fulfilling it | \$200.00 |
| 96(d) | Driver of Limousine fail to charge prescribed limousine rate | \$1,000.00 |
| 96(e) | Driver of Limousine fail to keep daily Trip Sheet | \$500.00 |
| 97(a) | Driver of Limousine stand Limousine in Taxi Stand | \$200.00 |
| 97(b) | Driver of Limousine stand Limousine in public parking lot while not under hire | \$200.00 |
| 97(c) | Driver of Limousine pick up passenger(s) not Previously Arranged | \$200.00 |
| 97(d) | Driver of Limousine soliciting passenger(s) | \$200.00 |
| 98(a)(i) | Driver of Shuttle fail to have valid Mechanical Inspection Certificate in Shuttle | \$200.00 |
| 98(a)(ii) | Driver of Shuttle fail to have written record of current contract while under hire | \$200.00 |
| 98(a)(iii) | Driver of Shuttle fail to have valid Vehicle Inspection Certificate in Shuttle | \$200.00 |
| 98(a)(iv) | Driver of Shuttle fail to have valid Airport Endorsement Permit in Motor Vehicle | \$200.00 |
| 98(c) | Driver of Shuttle make appointment preventing Driver from fulfilling it | \$200.00 |
| 98(d) | Driver of Shuttle fail to keep a Trip Sheet | \$500.00 |
| 98(e) | Driver of Shuttle fail to turn over Trip Sheet(s) to Brokerage at | \$200.00 |

| Section | Offence | Fine |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| | conclusion of work day | |
| 99(a) | Driver of Shuttle stand Shuttle in Taxi Stand | \$200.00 |
| 99(b) | Driver of Shuttle stand Shuttle on highway while not under hire | \$200.00 |
| 100(a) | Brokerage fail to ensure Vehicle for Hire is in compliance with Bylaw | \$1000.00 |
| 100 (b) | Brokerage fail to ensure Person operating Vehicle for Hire has valid Chauffeur's Licence | \$1000.00 |
| 100(c) | Brokerage fail to ensure Vehicle for Hire Licence is in Vehicle for Hire | \$1000.00 |
| 100(d) | Brokerage fail to ensure Mechanical Inspection Certificate is in Vehicle for Hire | \$1000.00 |
| 100(e) | Brokerage fail to ensure valid Vehicle Inspection Certificate is in Vehicle for Hire | \$1000.00 |
| 100(f) | Brokerage fail to ensure Taxi or Accessible Taxi has sealed Taxi Meter | \$1,000.00 |
| 100(g) | Brokerage fail to ensure Taxi or Accessible Taxi charges specified fares | \$1,000.00 |
| 100(h) | Brokerage fail to ensure Limousine charges specified fares | \$1,000.00 |
| 100(i) | Brokerage fail to have road supervisor | \$1000.00 |
| 101(a) | Brokerage fail post Brokerage Licence | \$200.00 |
| 101(b) | Brokerage fail to post terms and conditions imposed on Brokerage Licence | \$200.00 |
| 102(a) | Brokerage fail to maintain Brokerage premises | \$200.00 |
| 102(b) | Brokerage fail to inform Chief Taxi Inspector of all trade names used by Brokerage Operations | \$500.00 |
| 102(c) | Brokerage fail to immediately notify Chief Taxi Inspector when Vehicle for Hire ceases to be affiliated with Brokerage | \$500.00 |
| 102(d) | Brokerage fail to maintain up to date list of Vehicle for Hire Drivers affiliated with Brokerage/Fail to provide Chief Taxi Inspector or Peace Officer with list on demand | \$1,000.00 |

| Section | Offence | Fine |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 102(e) | Brokerage fail to maintain up to date list of affiliated Vehicle(s) for Hire with Airport Endorsement permit/Fail to provide Chief Taxi Inspector or Peace Officer with list on demand | \$1,000.00 |
| 102(f) | Brokerage fail to adhere to approved Colour Scheme | \$500.00 |
| 102(g) | Brokerage fail to install GPS / camera | \$500.00 |
| 102(h) | Brokerage fail to provide dispatch services on continuous basis or as required by Chief Taxi Inspector | \$500.00 |
| 102(i) | Brokerage fail to provide training to affiliated Drivers | \$1,000.00 |
| 102(j) | Brokerage fail to provide services requested by passenger | \$500.00 |
| 102(k) | Brokerage fail to provide passenger with same Vehicle for Hire agreed to | \$500.00 |
| 102(l) | Brokerage fail to retain all Trip Sheets of affiliated Drivers for 12 months/make Trip Sheets available for inspection | \$500.00 |
| 102(m) | Brokerage fail to deliver service requests from call centre in Municipality | \$500.00 |
| 102(n) | Brokerage fail to process all POS in Canada | \$500.00 |
| 103(a) | Brokerage fail to keep/retain records for 90 days | \$500.00 |
| 103(b) | Brokerage request/require/allow Driver to operate Vehicle for Hire in excess of 12 hours with less than 8 consecutive hours of being off duty in any 24 hour period | \$500.00 |
| 104(a) | Brokerage fail to keep list of complaints received | \$500.00 |
| 104(b) | Brokerage fail to give list of complaints to Chief Taxi Inspector /Peace Officer on Demand | \$500.00 |
| 104(c) | Brokerage fail to advise Chief Taxi Inspector of investigation by Peace Officer | \$500.00 |
| 105 | Independent Driver Owner cause other Person to operate a Vehicle for Hire | \$500.00 |
| 106(a) | Independent Driver Owner fail to hold valid Chauffeur's Permit | \$500.00 |
| 106(b) | Independent Driver Owner fail to hold valid Vehicle for Hire Licence | \$500.00 |
| 106(c) | Independent Driver Owner fail to hold Independent Driver Owner | \$500.00 |

| Section | Offence | Fine |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| | Licence | |
| 106(d) | Independent Driver Owner not Owner/lessee of Vehicle for Hire | \$200.00 |
| 106(e)(i) | Independent Driver Owner fail to have communications system in Vehicle for Hire | \$500.00 |
| 106(e)(ii) | Independent Driver Owner Vehicle for Hire not marked or painted with approved Colour Scheme | \$500.00 |
| 106(e)(iii) | Independent Driver Owner Vehicle for Hire not equipped with GPS/camera | \$500.00 |
| 106(f) | Independent Driver Owner not knowledgeable/trained in use of equipment | \$1,000.00 |
| 106(g) | Independent Driver Owner fail to provide services requested by passenger | \$500.00 |
| 106(h) | Independent Driver Owner dispatch other Vehicle for Hire | \$500.00 |
| 106(i) | Independent Driver Owner fail to retain all Trip Sheets for 12 months/make Trip Sheets available for inspection | \$500.00 |
| 106(j) | Independent Driver Owner Operate Vehicle for Hire after being on duty for 12 hours with less than 8 consecutive hours of being off duty in a 24 hour period | \$500.00 |
| 107 | Independent Driver Owner fail to keep/retain records for 90 days | \$500.00 |
| 108(a) | Independent Driver Owner fail to keep list of complaints received | \$500.00 |
| 108(b) | Independent Driver Owner fail to give list of complaints to Chief Taxi Inspector /Peace Officer on demand | \$500.00 |
| 108(c) | Independent Driver Owner fail to notify Chief Taxi Inspector of investigation by Peace Officer | \$500.00 |
| 110 | Interfere with Peace Officer | \$500.00 |
| 111 | Driver fail to produce documents to Peace Officer | \$200.00 |
| 116 | Operate/Cause/Permit Operation of Vehicle for Hire while Vehicle for Hire Licence suspended | \$1,000.00 |

All offences under this Bylaw for which no fine is specified in this Schedule “C” shall be a minimum of \$200.00.

Subject: Phase II Update - Accountability, Integrity and Transparency Audit**APPROVALS:**

Brian Moore, Acting Chief Administrative Officer

Administrative Recommendation:

THAT the Phase II update on the work undertaken by Administration relative to the Accountability, Integrity and Transparency Audit be accepted as information.

Summary:

On September 23, 2014, Council moved that Administration proceed with implementation of the recommendations contained in the Accountability, Integrity and Transparency Audit (AITA) that was conducted by KPMG.

The AITA identified 18 areas that lacked documentation or had inadequate documentation of policies and procedures which should be used to guide Administration in their decision making. Within the 18 areas, 13 instances of no documented evidence of Council policies or administrative procedures were identified. Additionally, 13 instances were noted where existing policies and procedures lacked sufficient design and/or documentation.

This included an identified need to review and enhance documentation of departmental mandates to ensure clarity relative to roles and responsibilities between departments and to ensure consistency in the documentation across the organization. In one instance, a need was identified to create a department mandate where none existed.

Administration has viewed these as the priority areas and has commenced the process of documenting policies, procedures, and department mandates related to the areas in the AITA. Administration has engaged KPMG to assist in the documentation and development of policies and procedures as well as department mandates.

Background:**Policies & Procedures**

Initial discussions have occurred with all Department Directors with respect to the 18 areas (Attachment #1) that were identified as deficiencies in Phase I of the Audit that lacked documentation or had inadequate documentation. KPMG has taken the input contributed by Administration, researched “leading practices” within the municipal government sector, and is working with Administration to develop draft or amend existing policies and procedures for review with the Department Directors to address the 26 instances of inadequate or absent policies and/or procedures.

In addition to the 26 policy and procedure matters under review, KPMG has been requested to develop one additional policy regarding the participation in fundraising events (i.e. golf tournaments, galas, etc.). The intent is to have sound documentation in place which will guide Administration and Elected Officials to ensure that decisions relative to participation in such events as representatives of the RMWB are made in accordance with “leading practices” and do not contravene any legislation as well as being fiscally responsible and conscious of public perception when attending community events. This additional request will not impact the overall cost proposed under the Phase II scope of work as savings have been identified in that the number of hours initially anticipated to complete the overall scope is less than forecasted.

To date 9 draft policies and 11 draft administrative procedures have been provided to Administration for review and comment. The remainder are expected to be provided by the end of October to be reviewed by Administration in early November. Administration will then work on finalizing the policies with the objective of bringing them forward for Council’s consideration and approval.

Department Mandates

Department Directors have met with KPMG to review and update existing departmental mandates. A total of 23 draft mandates have been provided to the Directors / Executive Directors for review and feedback. The intent is that once finalized, the mandates will be shared across the organization to ensure that there is clarity and understanding around individual department roles, responsibilities and accountability and that it is clearly understood which departments serve in a support capacity and which ones are service delivery oriented. It is also intended to have the mandates posted on the municipal website so that citizens and customers are better informed of its local government structure and function.

KPMG has reported that they have received excellent cooperation and assistance from the staff they have met and worked with throughout this process.

Next Steps/Actions:

- Administration will review and provide KPMG comment on draft policies and procedures for the deficient areas identified in the AITA by early November
- Draft policies and procedures will be vetted through the organization for final consultation and feedback by mid – late November
- New / revised / updated Policies will be advanced to Council for consideration and approval early in the New Year
- New / revised / updated Administrative processes and procedures will be implemented starting in late November – early December other than those linked to Council policies
- Departmental mandates have been vetted through the organization for final consultation and feedback with the objective of having them finalized by early November
- Administration will develop a plan to educate and inform staff on the new/revised/updated Administrative Procedures as well as Council approved Policies to ensure understanding and compliance

- The Municipal Auditor will then be required to implement an ongoing internal monitoring plan to test and confirm that Administrative Procedures and Council approved Policies are adhered to

In addition to addressing policy and procedure deficiencies and short-comings cited in the AITA, Administration will also bring forward a revised CAO Bylaw for Council's consideration. The revised Bylaw will address the authority that is to be delegated to the CAO and the reporting requirements of the CAO to Council. Once the revised CAO Bylaw has been approved, the CAO will issue updated delegated authorities to senior management. The objective of this undertaking is to ensure clarity regarding authority, responsibility and accountability throughout the RMWB Administration.

Budget/Financial Implications:

The cost to engage KPMG to assist Administration with the implementation of the recommendations in the AITA will be \$186,000. This expense will be funded through the CAO's 2014 consulting budget.

Attachment:

1. RMWB Action Plan Development and Implementation Work Place – Priority Areas

RMWB Action Plan Development and Implementation Work Place – Priority Areas

Work plan

Finding

2 Council policies

- 2.1 Lack of whistleblower policy
- 2.4 Lack of employee performance management policy or procedure
- 2.5 Lack of severance policy and procedure
- 2.6 Lack of learning for all policy or procedure
- 2.7 Insufficient policy and procedure on attendance at political fundraisers
- 2.8 Implementation of grant procedure
- 2.9 Other policies and procedures

3 Organization review – Communications and Public Affairs

- 3.1 Absence of documented departmental mandates

4 Honorariums

- 4.1 Lack of honorarium policy and procedure

5 Land acquisitions and expropriations

- 5.1 Lack of documented policies and procedures for land acquisitions and expropriations

6 Travel and living expenses

- 6.1 Lack of fly-in-fly-out travel policy and procedure
- 6.2 Lack of temporary housing policy and procedure
- 6.3 Lack of taxable benefits policy and procedure
- 6.5 Undocumented approval requirements
- 6.11 Manual approval process
- 6.12 Lack of approval of expenses by a more senior employee

8 Tenders and proposals

- 8.3 Unspecified number of bids required before contracts awarded
- 8.4 Inadequate proposal evaluation criteria requirement

Subject: Criteria for 2015 Community Investment Program Applicant Presentations**APPROVALS:**

Carole Bouchard, Director
Brian Moore, Acting Chief Administrative Officer

Administrative Recommendation:

THAT the following criteria be established for the presentation of 2015 Community Investment Program funding applications to the Audit and Budget Committee:

- Operating grants over \$1 Million; and
- New funding requests.

Summary:

Council adopted Community Investment Program Policy FIN-220 on June 24, 2014. As part of 2015 Budget deliberations, it is proposed that the Audit and Budget Committee be provided with an opportunity to receive presentations and ask questions of applicants who meet specific criteria.

Background:

Following adoption of the Community Investment Program Policy Fin-220, Administration committed to providing the Audit and Budget Committee with an opportunity to select certain groups for presentation prior to or during budget deliberation.

The Community Services Department has received 65 funding requests for Community Investment Program funding in 2015, and is recommending the following: 21 funding increases, 27 funding decreases, 16 allocations at the 2014 level, and one new funding request. The total proposed Community Investment Program allocation for 2015 is \$25,538,755.

Based on the number of applications received, Administration is recommending the following criteria be established for presentations: operating grants over \$1 Million and new funding requests. If this criteria is supported, the Audit and Budget Committee will hear presentations from the Regional Recreation Corporation, the Wood Buffalo Regional Library and Fort McMurray Oil Barons.

Rationale for Recommendation:

The recommended presentation criteria will provide the Audit and Budget Committee with additional information on the proposed 2015 Community Investment Program in advance of budget deliberations, and also provide an opportunity to offer feedback prior to the commencement of the 2015 Budget workshops on November 6, 2014.

Subject: Appointments to 2015 Western Canada Summer Games Host Society Board of Directors

APPROVALS:

Leanne McCarthy, Director
Brian Moore, Acting Chief Administrative Officer

Administrative Recommendation:

THAT Council appoint Dennis Vroom to the Wood Buffalo Host Society Board of Directors as liaison for the Western Summer Games on behalf of the Regional Municipality of Wood Buffalo.

Summary:

According to the Western Canada Games Council Handbook, the host community is to appoint Directors into the following roles; Facilities, Transportation, Mission Services, Media, Communications and Promotions, Regional Services, Food Services, Friends of the Games, and Director of Medical Services.

Background:

On June 29, 2011, the Regional Municipality of Wood Buffalo was awarded the 2015 Western Canada Summer Games. Previous appointment has since resigned from their position at the Regional Municipality of Wood Buffalo.

Rationale for Recommendation:

According to article 6.3 of the 2015 Wood Buffalo Games Host Society bylaws, Council appoints Directors to the Games Host Society.

Attachments:

1. 2015 Wood Buffalo Games Host Society Bylaws



Society Bylaws

The name of the Society is;

2015 Wood Buffalo Games Host Society ("Society")

1. INTERPRETATION

1.1. In these bylaws, unless the context otherwise requires, the following definitions apply:

- 1.1.1. "Directors" mean the directors of the Society for the time being.
- 1.1.2. "General Meeting" means a meeting of the members for the Society.
- 1.1.3. "Registered Address" of a member means his or her address as recorded in the register of members.
- 1.1.4. "Societies Act" means the *Alberta Societies Act*, S-14 RSA 2000 as amended from time to time.

1.2. Words importing the singular include the plural and vice versa and words importing a male include a female person.

1.3. When construing the Bylaws, reference shall be had to the Societies Act and words and expressions used in the Bylaws shall have the same meaning as would be the case when used in that Act.

2. MEMBERSHIP

- 2.1. The members of the society are the applicants for incorporation of the Society and those persons who subsequently have become members in accordance with these Bylaws and, in either case have not ceased to be members.
- 2.2. Any person residing in Alberta, and being of the full age of 18 years, may apply to the Directors for membership of the Society.
- 2.3. Subject to the Societies Act and these bylaws, admission to membership shall be within the discretion of the City Council of the Regional Municipality of Wood Buffalo, who may, subject hereto, by resolution, admit any person as a member of the Society upon such terms and conditions and at such times as they may think fit, provided that any such resolution admitting any person to membership is of no force or effect until such time as it has been confirmed and ratified by the Regional Municipality of Wood Buffalo.
- 2.4. Every Member must be a Director and shall comply with these Bylaws.
- 2.5. The Board of Directors will consist of no less than nine and no more than 22 positions and shall consist of at least the following administrative positions;
 - 2.5.1. Games Chair
 - 2.5.2. Games Director of Administration and Finance
 - 2.5.3. One non voting representative of the Province of Alberta
 - 2.5.4. One non voting representative of the Regional Municipality of Wood Buffalo.

3. TERMINATION OF MEMBERSHIP

- 3.1. A person shall cease to be a member of the Society:
 - 3.1.1. By delivering his or her resignation in writing to the Games Chair or Games Director of Administration and Finance of the Society by mail or to the registered office address of the Society or personal delivery;
 - 3.1.2. On his or her death or disability.
 - 3.1.3. On being expelled; or

- 3.1.4. On not being a member in good standing by missing 4 consecutive meetings without prior notice and approval of the Games Chair.
- 3.2. The Directors shall have the power, by a vote of three fourths of those present, to expel or suspend any Member, Director or Officer whose conduct shall have been determined by the Directors to be improper, unbecoming or likely to endanger the interests or reputation of the Society.
- 3.3. No Member shall be expelled without notice of the charge or complaint against him or her and without being given an opportunity to be heard by the Directors at an in camera session at a Regular or Special Meeting called specifically for that purpose.

4. MEETINGS

- 4.1. Every meeting of the Board of Directors is a Regular Meeting other than the Annual General Meeting.
- 4.2. Annual General Meetings of the Society shall be held at such time and place within the Regional Municipality of Wood Buffalo as the Directors shall decide provided that the first Annual General Meeting of the Society shall be held not more than fifteen months after the date of incorporation and thereafter, and any subsequent Annual General Meeting shall be held at least once every calendar year and not more than 15 months after the adjournment of the last proceeding Annual General Meeting.
- 4.3. The Directors may, whenever the majority of the Directors think fit, convene an Special Meeting on proper notice.
- 4.4. Notice of time, place and agenda outlining the general nature of the business to be transacted at an Annual General Meeting, Regular Meeting or Special Meeting, as the case may be, shall be given to each member at least 14 days before the meeting via email or fax.
- 4.5. The accidental omission to give notice of any meeting of the Society or the non-receipt of a notice by any member entitled to receive notice, does not invalidate proceedings at that meeting.

5. PROCEEDINGS AT ANNUAL GENERAL MEETINGS

5.1. Special Business is

5.1.1. All business at an special meeting except the adoption of the rules of orders and

5.1.2. All Annual General Meetings shall provide for

5.1.2.1. the consideration of the financial statements;

5.1.2.2. the report of the Directors ;

5.1.2.3. the report of the auditor, if any;

5.1.2.4. the recommendation of replacement Directors, if required;

5.1.2.5. the appointment of the auditor, if required; and

5.1.2.6. the other business that, under these bylaws, ought to be transacted at an Annual General Meeting or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.

5.2. A quorum at an Annual General , Special or Regular Meeting of the society is six Members as the case may be, who are present in person or by teleconference.

5.3. Subject to Bylaw 6. 4 the Games Chair, or in absence of the Games Chair, one of the other Directors present and agreed to by ordinary resolution of the Directors present, shall preside as Chair of the Annual General Meeting or any Regular Meeting of the Society.

5.4. No business shall be conducted at an Annual General Meeting or Regular Meeting unless a quorum is present.

5.5. If at any time during a meeting there ceases to be a quorum, business in progress shall be suspended until there is a quorum present. If within thirty minutes for the time appointed for a meeting, a quorum is not present in person or by teleconference, the meeting shall be terminated and shall stand adjourned to the same day, time and place in the next week and if at the rescheduled meeting a quorum is not present within 30 minutes from the time appointed for the meeting, the members present in person or by teleconference shall constitute a quorum.

5.6. All resolution proposed at a meeting must be seconded and the Chair of a meeting may move or second a resolution, in the event of an equality of votes, the Chair shall not have a second casting vote and the resolution shall be defeated.

5.7. A Member in good standing and present in person at an Annual General or Special Meeting of the Society is entitled to one vote. Voting is by show of hands or voice affirmation if on teleconference or unless an ordinary resolution of the Directors calls for a written anonymous ballot vote.

5.8. Voting by proxy is not permitted.

5.9. A representative Director of the Province of Alberta or the Regional Municipality of Wood Buffalo may vote and in all respects exercise the rights of a Member for all purposes with respect to an Annual General Meeting of the Society.

6. DIRECTORS AND OFFICERS

6.1. The Directors may exercise all such powers and do all such acts and things as the Society may exercise and do which are not by these Bylaws and statute or otherwise lawfully directed or required to be exercised or done by the Society but subject to the provisions of

6.1.1. all laws affecting the Society

6.1.2. these Bylaws

6.1.3. rules not being inconsistent with the Bylaws which are made from time to time by the Society in a General Meeting

6.2. The Games Chair and other such officers as shall be authorized by a majority of the Directors, shall be elected by the Directors at the meeting immediately following the Annual General Meeting of the Society and the initial Officers of the Society shall be appointed at the first Annual General Meeting of the Members of the Society.

6.3. The Directors may at any time and from time to time appoint a Member as a Director to fill an interim vacancy in the Board of Directors due to death, disability, resignation or expulsion. A Director so appointed holds office only until there is a resolution of the City Council of the Regional Municipality of Wood Buffalo to fill such vacancy on an on-going basis.

6.4. The Board of Directors may from time to time appoint such representatives and agents and authorize the employment of such persons as they deem necessary to carry out the objectives of the Society and such representatives, agents and employees shall have such authority and shall perform such duties from time to time as prescribed by the Board.

6.5. The Board of Directors may from time to time appoint a General Manager who may be a Director to the Society and may delegate to him or her full authority to manage and direct the business and affairs of the Society except in such matters as the duties as by law must be transacted or performed by the Board of Directors or by the members in an Annual General Meeting and to employ and discharge representatives, agents and employees of the Society or may delegate to him or her any less power. Such General Manager shall conform to all lawful orders give to him or her by the Board of Directors of the Society and shall at all times give to the Directors or any of them all information they may require regarding the affairs of the Society.

6.6. All cheques, bills of exchange, or other orders of the payment of money, notices or other evidence of indebtedness issued in the name of the Society, shall be signed by such officer or officers, agent or agents of the Society and in such manners as shall from time to time be determined by resolution of the Board of Directors. The person or persons so appointed may arrange, settle, balance and certify all books and accounts between the Society and the Society's bankers and may receive all pay cheque and vouchers and may sign all bank forms for settlement of balance and release or verification slips.

7. PROCEEDINGS OF DIRECTORS

7.1. The Directors may meet together at such times and places within the Regional Municipality of Wood Buffalo as they think fit to dispatch business, adjourn and otherwise regulate the meetings and proceedings as they see fit.

7.2. A Director may at any time, and the Chair, on written request of a majority of Directors shall convene a meeting of the Directors on no less than twenty four hours notice. Notice may be given either personally or by fax or email to the other Directors to such fax number or email address as shown on the Register of Members.

- 7.2.1. The notice will give purpose of the meeting
 - 7.2.2. The meeting will be held in Fort McMurray
- 7.3. The Chair shall chair all meetings of the Directors but if at any meeting the Chair is not present within 30 minutes of the time appointed for the holding of the meeting, the Directors present may choose one of their members to be chair at that meeting.
- 7.4. The Directors may delegate any but not all of their powers to committees consisting of such Directors or Directors and members as they think fit. A committee so formed in the exercise of the powers delegated shall conform to any rules that are from time to time imposed on it by the Directors and shall report every act and thing done in the exercise of those powers to the earliest meeting of the Directors to held next after it has been done.
- 7.5. The members of the committee/s may meet and adjourn as they think proper.
- 7.6. Questions arising at any meeting of the Directors and committee of the Directors shall be decided by a majority of votes. In the case of any equality of votes, the Chair of the meeting shall not have a second or casting vote and the resolution shall be defeated.
- 7.7. All resolutions proposed at a meeting of the Directors must be seconded and the Chair may move or propose as resolution. In case of any equality of votes, the Chair shall not have a second or casting vote and the resolution shall be defeated.
- 7.8. A resolution in writing signed by all the Directors and placed with the minutes of the Directors is as valid and effective as if regularly passed at a meeting of Directors.

8. DUTIES OF OFFICERS

8.1. Chair (President)

8.1.1. The Chair shall be ex-officio member of all Committees. He/she shall, when present, preside at all meetings of the society and of the Board. In his/her absence, a chairperson may be elected from the membership at the meeting to preside.

8.1.2. The Duties of the Chairperson of the Board of Directors include:

- 8.1.2.1. The preservation of order and quorum
- 8.1.2.2. The deciding of all questions of procedure and the provision of reasons therefore and
- 8.1.2.3. The scheduling of meetings
- 8.1.2.4. conduct the correspondence of the Society;
- 8.1.2.5. issue notices of meeting of the Society;
- 8.1.2.6. keep minutes of all meetings of the Society and Directors;

8.2. Director of Administration and Finance

8.2.1. The Director of Administration and Finance or designate shall:

- 8.2.1.1. have custody of all records and documents of the Society;
- 8.2.1.2. have custody of the common seal of the Society;
- 8.2.1.3. maintain the Register of Members;
- 8.2.1.4. oversee all monies paid to the Society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. Financial institution will have a local branch located in Fort McMurray. He/she shall properly account for the funds of the Society and keep such books as may be directed;
- 8.2.1.5. He/she shall present a full detailed account of receipts and disbursements to the Board on a monthly basis and shall prepare for submission to the Annual General Meeting a statement duly audited of the financial position of the Society and submit a copy of same to the Province of Alberta and the Regional Municipality of Wood Buffalo from time to time as required.

9. AUDITOR

- 9.1. The books, accounts and records of the Director of Finance and Administration shall be audited at least once each year by a duly qualified accountant elected for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Society. The fiscal year of the Society in each year shall be January 1 – December 31.
- 9.2. The books and records of the Society may be inspected by any Member or Director of the Society at any time upon giving reasonable notice of one month and arranging a time satisfactory to the Director of Administration and Finance.
- 9.3. The auditor shall be appointed by the Directors who shall also fill all vacancies occurring in the office of the auditor.
- 9.4. At each Annual General Meeting, the Society shall appoint an auditor to hold office until he or she is replaced by a successor.
- 9.5. An auditor may be removed by Ordinary Resolution. An auditor shall be informed forthwith in writing of appointment or removal.
- 9.6. No Director and no employee of the Society shall be auditor.
- 9.7. The auditor may attend all meetings of the Society as they see fit.

10. REPORTING

- 10.1. The Board of Directors shall provide Quarterly updates confirming its implementation and dedication, to the Western Canada Games Council and the Regional Municipality of Wood Buffalo.
- 10.2. A final Games report to the Western Canada Games Council will be presented within four (4) months of the conclusion of the 2015 Western Canada Summer Games.

11. REMUNERATION

- 11.1. No Director or officer shall be remunerated for being or acting as Director but a Director shall be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Society.

12. SEAL

- 12.1. The Directors may provide a common seal for the Society and they shall have the power from time to time to destroy it and substitute a new seal in place of the seal destroyed.
- 12.2. The common seal shall be affixed only when authorized by resolution of the Directors and then only in the presence of the persons prescribed in the resolution if no persons are prescribed, in the presence of the Games Chair and another Director.

13. BORROWING POWERS

- 13.1. The Directors may not, on behalf of, or in the name of the Society, borrow funds unless issued by special resolution of the society see 13.2.
- 13.2. For the purpose of carrying out its objectives, the Society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Society, and in no case shall debentures be issued without the sanction of a special resolution of the Society.

14. NOTICE TO MEMBERS

- 14.1. A notice may be given to a member either personally or by mail, fax or email to his or her address as shown on the Register of Members.
- 14.2. A notice sent by mail shall be deemed to have been given on the third business day following that which the notice was posted and in proving that notice has been given it is sufficient to prove that the notice was properly addressed and put in a Canada Post receptacle.
- 14.3. A notice given by fax or email shall be deemed to have been given on the day sent by fax or email on evidence that the notice was faxed or emailed to the recipient.
- 14.4. Notice of an Annual General Meeting shall be given to every Member shown on the Register of Members on the date notice is given and to the auditor. No other person is entitled to receive a notice of an Annual General Meeting.

15. BYLAWS

- 15.1. On being admitted to membership, each Member is entitled to and the Society shall give him or her at his or her request, without charge, a copy of the Bylaws of the Society.
- 15.2. The Bylaws may be rescinded, altered or added to by a "Special Resolution" and require a three fourths vote of membership present in person or by teleconference at a duly convened meeting of the Society.

16. RULES OF PROCEDURE

- 16.1. The rules of procedure of the Society will be the most current edition of Roberts Rules of Order.

17.TERMINATION OF THE HOST SOCIETY

17.1. The Wood Buffalo Board of Directors shall be dissolved on or before August 1, 2016, unless the Western Canada Games Council in its absolute discretion delivers a notice to the community terminating the agreement earlier or later, as the case may be.

Dated _____

| | |
|-------------|-------------------------------------|
| Signature: | Address: City/Town: Province: |
| Print Name: | Postal Code: |

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| Signature: | Address: City/Town: Province: |
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| Signature: | Address: City/Town: Province: |
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Witness: _____

Subject: Sports and Entertainment Centre (SEC) Non-Binding Letter of Intent (LOI)**APPROVALS:**

Ted Zlotnik, Director
Elsie Hutton, Executive Director
Brian Moore, Acting Chief Administrative Officer

Administrative Recommendations:

THAT the Chief Administrative Officer or his delegate be instructed by Council to execute on behalf of the Municipality a non-binding Letter of Intent [“LOI”] with Clearwater Consortium that establishes basic parameters of the legal, commercial, operational, financial, and design terms and requirements for the Sports and Entertainment Centre [“SEC”] on the downtown block bordered by Franklin Avenue, Main Street, MacDonald Avenue and Morrison Street; and

THAT Administration be instructed to proceed with negotiations with Clearwater Consortium, after execution of the LOI, for a final design and binding contracts for the SEC, subject to the final approval of Council in its sole and unfettered discretion.

Summary:

On June 10, 2014 Council authorized Administration to proceed with negotiations with Clearwater Consortium for a non-binding LOI for the proposed SEC. Negotiations proceeded utilizing a negotiation strategy including the following key parameters as requested by Council:

- The facility must be iconic in appearance
- The facility must pay attention to the street level animation
- The facility must address transportation and parking
- Integration of Municipal transportation modes (Vehicle for Hire sector, public transit etc.) with the venue
- The concourse and promenades must be spacious to accommodate patrons in a comfortable manner

The negotiation resulted in fulfillment of the key conditions requested by Council, which have been accepted by Clearwater Consortium.

Council’s request to consider a sunken bowl design was thoroughly examined, and determined to be impractical and expensive by the negotiation team which included the proponent’s architect and a municipally appointed architect.

The negotiation resulted in a reduction over 30 years in the Municipality’s annual contribution to the project, which also includes a reduction in the amount the Municipality will pay for the ancillary land.

Background:

The Sports and Entertainment Centre is one of the Catalyst Projects identified for revitalization of downtown Fort McMurray. An Economic Assessment undertaken by PricewaterhouseCoopers in 2013 determined that the Municipality could support a facility of approximately 7,000 fixed seats. The assessment projected that such a venue could attract in excess of 100 spectator events, and 150 activity days per year, and would attract a diversity of retail, restaurants, and entertainment uses in the downtown core.

As a catalyst project, the SEC would reinforce the identity of Fort McMurray as a vibrant urban center and would support economic development and prosperity in the region. In the block test fit conducted by the IBI Group on September 21, 2012, the site was determined to be large enough to develop complimentary uses (the Ancillary Development Lands or “ADL”). The ADL was deemed large enough to construct a high-rise tower with convention and conference facilities, parking, hotel, retail outlets, restaurants, commercial offices and/or residential units. Attachment 1 is a diagram produced from the block test fit study, confirming the site is adequate in size for the SEC.

Budget/Financial Implications:

Clearwater Consortium’s overall financial proposal was evaluated relative to the second and third highest ranked proponents’ bid submissions. Mayor and Council approved moving forward with the negotiation of a non-binding LOI which included consideration of the financial conditions of the non-binding LOI.

Rationale for Recommendation(s):

The recommendation to proceed with signing of the LOI is based on the Clearwater Consortium’s acceptance of the key municipally requested conditions including the price and overall financial terms. Administration will ensure that all final design and commercial criteria are reviewed and approved by Council before the final and binding agreements are executed.

It should be noted that as of the date of preparation of this Council Report there were three significant outstanding issues to be resolved:

1. Costs associated with closure of the laneway connecting Biggs Avenue and McDonald Avenue, which is the anticipated site of a parkade;
2. Determination of Property Tax liability;
3. Determination of the accounting treatment of this transaction on the Municipality’s books.

Attachments:

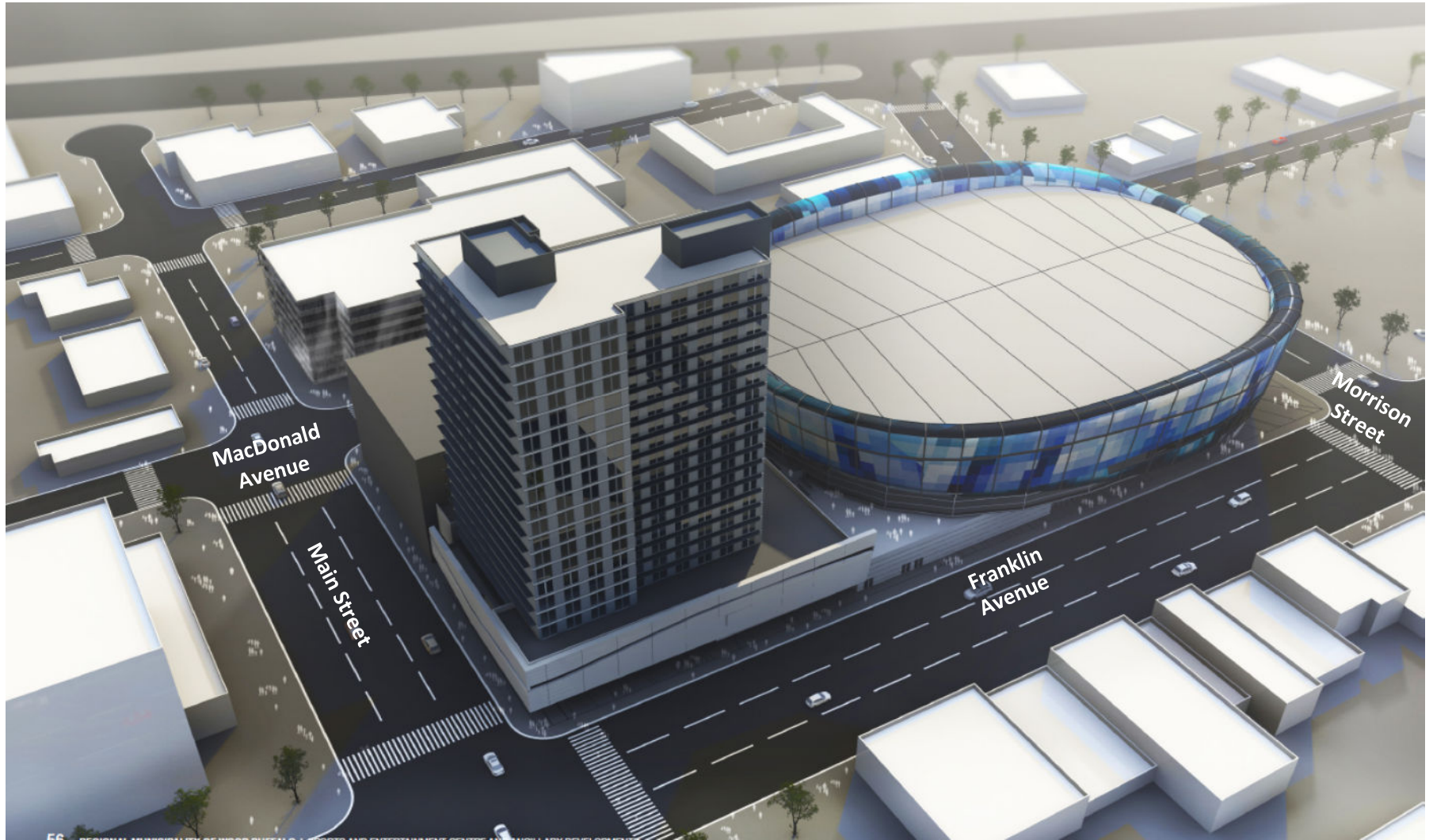
1. Conceptual Design

Clearwater Design (Street Level View)

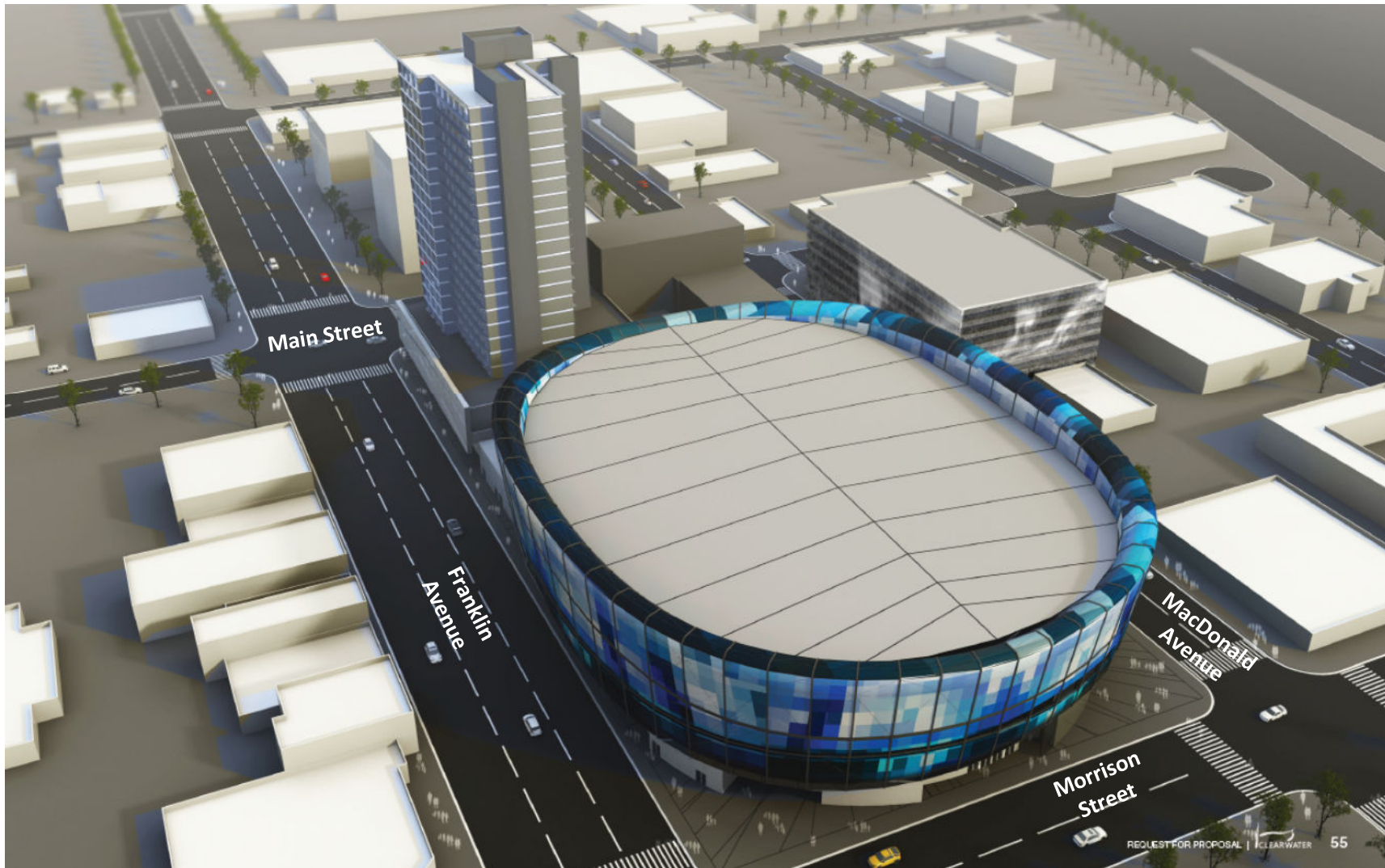


Our inspiration for the Sports and Entertainment Centre was born of the palette of blue skies and the winter whites and underfoot of the Northern landscape. Artful scrolls inscribed were inspired by the fluid movement of blades over new ice. The coloured panels on the arena and the sculpted incisions in the façade are designed to create a lasting impression that will become centre ice for the City of Fort McMurray and the Regional Municipality of Wood Buffalo.

Clearwater Design (Franklin Ave./Main St. View)



Clearwater Design (Morrison St./Franklin Ave. View)



Subject: Parkland Zoning Along Snye and Clearwater River**Recommendation:**

That Administration be directed to bring forward, with all due haste, a plan for Council consideration that would designate all land within the dotted boundary, as identified in Bylaw No. 14/031, Schedule A (referred to as the “Subject Lands” in planning documents and maps) for zoning as parkland in perpetuity.

Summary and Background:

At the Council meeting held on Tuesday, October 14, 2014, Councillor Vinni served notice of his intent to bring forward the following motion for consideration at the October 28, 2014 Council Meeting:

That Administration be directed to bring forward, with all due haste, a plan for Council consideration that would designate all land within the dotted boundary, as identified in Bylaw No. 14/031, Schedule A (referred to as the “Subject Lands” in planning documents and maps) for zoning as parkland in perpetuity.

In accordance with the Procedure Bylaw, the motion is now before Council for consideration.

Attachment:

1. Notice of Motion served by Councillor A. Vinni at the Council meeting – October 14, 2014

Notice of Motion – October 28, 2014 (Councillor Allan Vinni)

Issue:

Citizens want to see issues related to development in the Lower Town site resolved so development that the vast majority will support can proceed.

History:

Residents of the RMWB have enjoyed access to the Snye and Clearwater River throughout the region's history. Unobstructed and easy access to the Snye and Clearwater River remains critical to the quality of life of our residents. Moving forward, lands along the waterfront should be zoned in perpetuity to allow for passive and active recreational activities and pedestrian friendly features. The residents of, and visitors to this region must continue to have an unobstructed connection between the water and themselves.

Motion:

That Administration be directed to bring forward, with all due haste, a plan for Council consideration that would designate all land within the dotted boundary, as identified in By-Law No. 14/031, Schedule A (referred to as the "Subject Lands" in planning documents and maps) for zoning as parkland in perpetuity.

Intention:

For greater clarity, the intention of this plan would be to designate all currently owned municipal land, i.e. the Subject Lands, bordering the Snye and Clearwater River as parkland in perpetuity. The effect of this plan will create a river park from the Snye to Waterways, being as contiguous and all-encompassing as possible, given the incursion of existing privately held land. Going forward, the municipality will attempt, whenever possible, to purchase, acquire or trade for any river-front land in the Snye to Waterways corridor that becomes available. We will always look to grow the reality of a river-front park on our urban boundary that will be a living reminder for all time of our relationship with the water and natural beauty of this region.

Waterfront Steering Committee

October 21, 2014

Mayor and Councillors
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

Dear Mayor Blake and Council Members:

RE: Request for Amendment to Waterfront Steering Committee Bylaw

On behalf of the Waterfront Steering Committee, I am requesting that Council endorse a time extension to allow the Committee's final report to be filed with the Chief Legislative Officer by Monday, November 24th, instead of Monday, November 3rd. The Committee has been meeting every Monday and Wednesday since being created, but requires additional time.

It is our understanding that this extension will require an amendment to the bylaw. Due to the timelines involved we are requesting that this bylaw amendment be dealt with at the October 28th Council meeting.

Sincerely,



Cathy Dreier, Vice-Chair
Waterfront Steering Committee

BYLAW NO. 14/039

**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO
AMEND THE WATERFRONT STEERING COMMITTEE BYLAW**

WHEREAS the *Municipal Government Act* provides that a council may pass bylaws in relation to the establishment and functions of Council Committees;

AND WHEREAS the Council of the Regional Municipality of Wood Buffalo passed a bylaw establishing a Waterfront Steering Committee to provide an opportunity for the public to play an active role in assisting Council with respect to development of policies concerning land uses along the waterfront of the Clearwater River and the Snyc;

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

1. Bylaw No. 14/031, the Waterfront Steering Committee Bylaw, is amended by striking the words "November 3, 2014" from section 6(b) and inserting in their place "November 24, 2014".
2. This Bylaw comes into force when it is passed.

READ a first time this _____ day of _____, A.D. 2014.

READ a second time this _____ day of _____, A.D. 2014.

READ a third time this _____ day of _____, A.D. 2014.

SIGNED and PASSED this _____ day of _____, A.D. 2014.

Mayor

Chief Legislative Officer

