



Council Meeting

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, November 24, 2015
6:00 p.m.

Agenda

In Camera Session (5:00 p.m. - 6:00 p.m.)

- Update on Municipal Auditor's Preliminary Survey of MacDonald Island Park Expansion Grant (Shell Place)
(In Camera pursuant to Section 24 of the Freedom of Information and Protection of Privacy Act)
- CAO Performance Evaluation
(In Camera pursuant to Section 17 of the Freedom of Information and Protection of Privacy Act)

Call To Order

Adoption of Agenda

Minutes of Previous Meetings

1. Minutes from Council Meeting - November 18, 2015

Public Hearings and Related Reports

2. Bylaw No. 15/028 - Land Use Bylaw Amendment - Business Industrial District
 - public hearing
 - 2nd and 3rd readings

Bylaws

3. Bylaw No. 15/024 – Amendment to the Land Planning and Development Advisory Committee Bylaw
- 3rd reading

Reports

4. Residential On-Street Parking
- delegations
5. Transfer of Athabasca Power Centre Lands to the Municipality
- delegations
6. Community Identification System Policy Amendment - PRL-040
- delegations
7. 2016 Ward 2 By-Election
- delegations

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 Wednesday, November 18, 2015, commencing at 6:00 p.m.

Present: M. Blake, Mayor
T. Ault, Councillor
S. Germain, Councillor
K. McGrath, Councillor
P. Meagher, Councillor
A. Vinni, Councillor

Absent: L. Bussieres, Councillor
J. Cardinal, Councillor
J. Stroud, Councillor
C. Tatum, Councillor

Administration: K. Scoble, Deputy Chief Administrative Officer
A. Rogers, Senior Legislative Officer
D. Soucy, Legislative Officer
S. Harper, Legislative Officer

Call To Order

Mayor M. Blake called the meeting to order at 6:06 p.m. A moment of silence was held to honour the memory of Councillor J. Chadi who passed away on November 15, 2015.

Adoption of Agenda

Moved by Councillor P. Meagher that the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

Minutes of Previous Meetings

1. Minutes from Council Meeting - November 3, 2015

Moved by Councillor P. Meagher that the Minutes of the Council meeting held on November 3, 2015 be approved as presented.

CARRIED UNANIMOUSLY

Delegations

**2. Elaine Martens and Theresa Wells, Wood Buffalo Communities in Bloom Committee re: 2015 Wood Buffalo Communities in Bloom Activities
(6:09 p.m. – 6:18 p.m.)**

Elaine Martens and Theresa Wells, Wood Buffalo Communities in Bloom Committee Members, provided an overview of the Committee's 2015 activities, accomplishments and future plans. Ms. Martens and Ms. Wells then presented Council with the 2015 Class of Champions, Large Category, 5 Blooms – Silver Award, with special recognition for Snye Point Park.

Bylaws**3. Bylaw No. 15/024 – Amendment to the Land Planning and Development Advisory Committee Bylaw**
(6:19 p.m. – 6:43 p.m.)

Bradley Evanson, Director of Planning and Development, provided an overview of the amendment to the Land Planning and Development Advisory Committee (LPDAC) Bylaw, noting that the proposed amendments included a Council directive that the Committee report to the Land Planning and Transportation Committee and a request from the LPDAC to extend the reporting deadline.

Moved by Councillor P. Meagher that Bylaw No. 15/024, being an amendment to the Land Planning and Development Advisory Committee Bylaw, be read a first time.

CARRIED UNANIMOUSLY

Moved by Councillor A. Vinni that Bylaw No. 15/024 be read a second time.

CARRIED UNANIMOUSLY

Jim Rogers, resident, spoke to a matter unrelated to the bylaw.

Bryce Kumka, Chair, Land Planning and Development Advisory Committee (LPDAC), spoke in support of the amending bylaw. Discussion occurred relative to the proposed change in reporting structure as well as the impact on the amended timelines. In response, Mr. Kumka indicated that the LPDAC would be amenable to providing a verbal update to the Land Planning and Transportation Committee at its January 13, 2016 meeting, in advance of the formal submission of the LPDAC's final report and recommendations.

Motion Recess

A motion recess occurred from 6:38 p.m. - 6:41 p.m.

Moved by Councillor P. Meagher that Bylaw No. 15/024 be considered for third reading.

DEFEATED

For: M. Blake, T. Ault, S. Germain, P. Meagher, A. Vinni

Opposed: K. McGrath

4. Land Use Amendment – Keyano Clearwater Campus (Lots 1-5, Block 2, Plan 5030TR; Lot 12, Block 2, Plan 5030TR; Lot 1, Plan 3790 NY; Lot 15MR, Block 2, Plan 922 0240; Lot 2, Block 2, Plan 772 2192) – Bylaw No. 15/026
(6:44 p.m. – 6:46 p.m.)

Moved by Councillor T. Ault:

- That Bylaw No. 15/026, being an amendment to the Land Use Bylaw No. 99/059 specific to Lots 1-5, Block 2, Plan 5030TR; Lot 12, Block 2, Plan 5030TR; Lot 1, Plan 3790 NY; Lot 15MR, Block 2, Plan 922 0240; and Lot 2, Block 2, Plan 772 2192 be read a first time; and

- That the required Public Hearing be scheduled for December 8, 2015.

Point of Order

Councillor A. Vinni raised a Point of Order on the previous item, Bylaw No. 15/024, Land Planning and Development Advisory Committee Bylaw Amendment, questioning why an amendment to the proposed bylaw could not be entertained. Mayor M. Blake noted that voting had already occurred on second reading and unanimous consent had to be received in order to proceed to third reading; therefore, the opportunity for further debate will occur at the November 24, 2015 meeting when Bylaw 15/024 is presented for third reading. The Point of Order was subsequently overruled and the meeting proceeded.

CARRIED UNANIMOUSLY

Reports

5. Capital Projects Status Update – Third Quarter, 2015 (6:47 p.m. – 7:17 p.m.)

Moved by Councillor K. McGrath that the Capital Projects Status Update, Third Quarter, 2015 be accepted as information.

Kola Oladimeji, Director of Finance, and Emdad Haque, Director of Engineering, provided an overview of the Capital Projects Status as of September 30, 2015.

Exit and Return

Mayor M. Blake exited the Chamber at 7:11 p.m. and returned at 7:14 p.m. during which time Deputy Mayor S. Germain assumed the Chair.

CARRIED UNANIMOUSLY

6. Third Quarter 2015 Financial Performance Update (7:18 p.m. – 7:29 p.m.)

Moved by Councillor K. McGrath that the Third Quarter 2015 Financial Performance Update be accepted as information.

Kola Oladimeji, Director of Finance, and Pat Sibilleau, Manager of Financial Planning, introduced the Third Quarter 2015 Financial Performance Update.

Jim Rogers, resident, spoke to a matter unrelated to the presentation.

CARRIED UNANIMOUSLY

Recess

A recess occurred between 7:30 p.m. and 7:43 p.m.

7. Sustainable Development Committee Recommendation - Laydown Yards and Soil Management

(7:44 p.m. – 8:04 p.m.)

Moved by Councillor P. Meagher:

- That the Municipality continue the use of municipally-owned land, including reserve lands, for laydown yards and displaced residential parking, subject to the use not exceeding two construction seasons; and
- That public engagement be undertaken prior to the start of the capital project in order to inform residents about potential impacts and mitigate negative effects.

Jim Rogers, resident, spoke in support of the recommendation, noting that it is more advantageous to have equipment located reasonably close to the construction site.

Discussion ensued with respect to other efforts to inform residents on the laydown yards and the plan to mitigate negative effects. It was requested that signage be placed at all laydown yards to indicate it would be a temporary use, the length of time the laydown yard would be in use and how the site would be remediated after the proposed time is over.

CARRIED UNANIMOUSLY

**8. Committee Representation
- Fort McMurray Airport Authority Appointer's Representative
- Water North Coalition**

(8:05 p.m. – 8:07 p.m.)

Moved by Councillor A. Vinni:

- That the Chief Administrative Officer or his designate be appointed to represent the Municipality at the Fort McMurray Airport Authority 2016 Appointers Meeting, and that the appointment be reconsidered annually in conjunction with the Organization Meeting of Council;
- That the April 28, 2015 Resolution appointing a Council member as the Municipality's voting representative on the Water North Coalition be rescinded; and
- That the Chief Administrative Officer or his designate be appointed to serve as the voting representative on the Water North Coalition.

CARRIED UNANIMOUSLY

9. Transit Collective Agreement Ratification

(8:08 p.m. – 8:13 p.m.)

Moved by Councillor K. McGrath that Council approve the tentative Transit Collective Agreement which was negotiated between the Regional Municipality of Wood Buffalo ("Employer") and the Canadian Union of Public Employees ("CUPE") Local 1505. This tentative Collective Agreement provides for a separate transit bargaining unit.

Terry Hartley, Director of Human Resources, and Charles Warriner, Manager, Labour and Employee Relations, provided an overview of the process and discussions involved in reaching the tentative collective agreement.

CARRIED

For: M. Blake, S. Germain, K. McGrath, P.
Meagher, A. Vinni

Opposed: T. Ault

10. Fort McMurray Historical Society Capital Grant Budget Amendment

(8:14 p.m. – 8:20 p.m.)

Moved by Councillor P. Meagher:

- That the 2012 Fort McMurray Historical Society capital grant agreement for \$3,000,000 for Marine Park be amended to allow allocation of cost savings of \$1,455,000 to additional capital works within Marine Park;
- That the 2013 Fort McMurray Historical Society capital grant agreement for \$5,000,000 for Marine Park be cancelled and the funds reassigned to capital works at Heritage Park for flood recovery efforts; and
- That the 2013 Fort McMurray Historical Society capital grant agreement for \$2,069,000 for Heritage Park be amended so that all funds approved in 2013 (\$7,069,000) can be reassigned to capital works related to flood recovery and restoration efforts.

Carole Bouchard, Director of Community Services and Toni Elliott, Community Investment Program Supervisor, provided an overview of the request for a change in scope, noting that the Fort McMurray Historical Society's focus is on restoring Heritage Park exhibits and buildings damaged during the June 2013 flood.

CARRIED UNANIMOUSLY

11. Citizen Recognition Program Recommendations

(8:21 p.m. – 8:27 p.m.)

Carole Bouchard, Director of Community Services, Norma Shaw, Supervisor of Community Strategies, and Arndis Bildfell, Community Strategies Coordinator, introduced the Citizen Recognition Program and commended the work of the Community Services Committee in determining the recipients, who would not be revealed until the January 2016 Toast of Champions award ceremony.

Moved by Councillor P. Meagher that the Community Services Committee recommendations for the 2015 Citizen Recognition Program be approved and be kept confidential until it is revealed at the Toast of Champions Ceremony on January 28, 2016.

CARRIED UNANIMOUSLY

12. Community Identification Committee Recommendations
(8:27 p.m. – 8:33 p.m.)

Moved by Councillor A. Vinni:

- That the road within Quarry Ridge Subdivision (Block 1, Plan 1424811) be named as “Quarry Ridge Drive”; and
- That the boat launch currently known as “Jean Family Boat Launch” be renamed as “Bernard Jean Boat Launch”.

CARRIED UNANIMOUSLY

Adjournment

As all scheduled business matters had been concluded, Mayor M. Blake declared the meeting adjourned at 8:33 p.m.

Mayor

Chief Legislative Officer

2. Public Hearing re: Bylaw No. 15/028 – Land Use Bylaw Amendment - Business Industrial District

- A. Introduction from Administration
– Bradley Evanson, Director, Planning and Development
- B. Opening Statement from Applicant(s)
- C. Written Presentations
– none received
- D. Verbal Presentations
– none received
- E. Other Verbal Presentations (Time Permitting and with Consent of Council)
- F. Questions of Council
- G. Closing Statement from Applicant
- H. Closing Statement from Administration



Subject: Bylaw No. 15/028 – Land Use Bylaw Amendment – Business Industrial District

APPROVALS:

<p>Bradley Evanson, Director Brian Moore, Executive Director Marcel Ulliac, Chief Administrative Officer</p>

Administrative Recommendations:

THAT Bylaw No. 15/028, being an amendment to Land Use Bylaw No. 99/059 specific to the Business Industrial (BI) district, be read a second time.

THAT Bylaw No. 15/028, be read a third and final time.

Summary:

The Regional Municipality of Wood Buffalo is proposing to amend the Land Use Bylaw to add “Personal Service Facility” as a Discretionary Use to section 111.9 (c) of the Business Industrial District (BI). The purpose of the text amendment is to allow for the potential to establish and operate a medical spa within the BI-Business Industrial District.

On June 23, 2015, Council considered and refused a similar application at this location. Since then, it was discovered that there was an error in the report presented to Council. As such, the decision was made for Administration to bring this item back before Council for reconsideration in light of the corrected supporting information. The authority to amend the Land Use Bylaw is vested with Council under the *Municipal Government Act*.

Background:

On October 7, 2014, the Regional Municipality of Wood Buffalo received a Land Use Bylaw text amendment application to add the use “Personal Service Facility” to section 111.9 (c) of the Business Industrial District, specific to Lot 2, Plan 112 2917. “Personal Service Facility” means development used for the provision of personal services to an individual which are related to the health, care and appearance of the body, or the cleaning and repair of personal effect. Health services entail the provision of physical and mental health services on an outpatient basis and services may be of a preventative, diagnostic, treatment, therapeutic, rehabilitative or counseling nature”. The medical spa, “Simply Stunning”, is intended to provide services including laser treatment for the removal of tattoos, facials and skincare therapy, cosmetology, beautification, cosmetic enhancements, pigment restoration, permanent make-up, and laser safety training.

On June 23, 2015, Council conducted a public hearing on this particular item. At that time, the Council report recommended refusal of the application, and erroneously cited the Highway 63 North Area Structure Plan as justification for the recommendation. Specifically, Section 5.2.7 of

the Highway 63 North ASP dictated that: retail uses in industrial areas would be restricted to those that serve the industrial area; show rooms and sales/office areas associated with permitted industrial uses; and retail stores or services that would not adversely impact downtown or other retail markets. It was discovered after the fact that the ASP had actually been repealed with the adoption of the Athabasca Power Centre ASP, and no longer provided land use guidance to the TaigaNova Eco-Industrial Park.

Per Section 45.6 of the Land Use Bylaw, where an such an application has been refused by Council, the Municipality may not accept a similar application on the same lands for a period of 6 months. However, the Municipality is not subject to this restriction. Therefore, the determination was made by Administration to provide Council the opportunity to consider the application in light of the corrected information.

Rationale for Recommendation:

The TaigaNova Eco-Industrial Park was created to provide a unique industrial subdivision aimed at reducing the environmental footprint, increasing sustainability, saving energy and being more cost effective. Section 111.9 of the Land Use Bylaw outlines the additional provisions in the Business Industrial District to regulate development in the TaigaNova Eco-Industrial Park. More specifically, the purpose of the Business Industrial District within the TaigaNova Eco-Park is to provide for a wide range of light and medium industrial uses. The uses in this district should not adversely affect surrounding non-industrial uses through the generation of emissions, noise, odours, vibrations, heat, light, dust or other objectionable or dangerous goods.

“Personal Service Facility” is considered to be a commercial service and is permitted in the commercial districts. The purpose of this amendment is to allow “Simply Stunning Spa” to operate in an industrial park. Given that many of the operations within TaigaNova are developed as light industrial office/campus facilities, a Personal Service Facility would not be an incompatible use. Furthermore, the proposed location for Simply Stunning would be newly constructed mezzanine space within an existing building. Thus, it would not be taking away from any existing available industrial space.

Furthermore, in light of the Highway 63 North Area Structure Plan no longer applying to the subject site, Planning Staff do not see any regulatory guidance that would find “Personal Service Facility” to be incompatible within the TaigaNova Eco-Industrial Park.

Strategic Plan Linkages:

Pillar 3 – Building a Vibrant Economy

Pillar 4 – Building an Effective Land Strategy

Attachment:

1. Bylaw No. 15/028

BYLAW NO. 15/028

**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO
TO AMEND LAND USE BYLAW NO. 99/059**

WHEREAS Section 639 of the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting a Land Use Bylaw.

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

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

1. Land Use Bylaw No. 99/059 is hereby amended by:
 - (a) Add “Personal Service Facility” as a Discretionary Use to section 111.9 (c) of the Business Industrial District (BI).
2. The Chief Administrative Officer is authorized to consolidate this bylaw.
3. This bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this 3rd day of November, A.D 2015.

READ a second time this _____ day of _____, A.D. 2015.

READ a third and final time this _____ day of _____, A.D. 2015.

SIGNED and PASSED this _____ day of _____, A.D. 2015.

Mayor

Chief Legislative Officer



Subject: Bylaw No. 15/024 – Amendment to the Land Planning and Development Advisory Committee Bylaw

APPROVALS:

<p>Bradley Evanson, Director Brian Moore, Executive Director Marcel Ulliach, Chief Administrative Officer</p>

Administrative Recommendations:

1. THAT Bylaw No. 15/024, being an amendment to the Land Planning and Development Advisory Committee Bylaw, be read a third and final time.

Summary:

At the September 15, 2015 Council Meeting, Council passed a resolution directing administration to prepare a bylaw to amend the Land Planning and Development Advisory Committee Bylaw No. 15/020 to have the Committee report to the Land Planning and Transportation Council Committee, rather than directly to Council. Furthermore, in light of the recent action regarding the Sports and Entertainment Centre site the Committee is focusing on, the Committee is requesting an extension to January 19, 2016 on the deadline to provide a report to Council.

Background:

On July 14, 2015, Council passed Bylaw No. 15/020, establishing the Land Planning and Development Advisory Committee. At the September 15, 2015 Council Meeting, Council passed the following resolution: “THAT Administration bring forward an amendment to the Land Planning and Development Advisory Committee Bylaw No. 15/020, to have the Committee report to the Land Planning and Transportation Committee.”

Section 5 of the bylaw stipulates that the Land Planning and Development Advisory Committee must report to Council with a written report not later than November 24, 2015. It also stipulates in Section 18 that once this report has been submitted and the Committee becomes a public advisory committee, that any resolutions passed by the Committee in the form of a recommendation to Council must be submitted to the Chief Legislative Officer with a report containing the resolution and the reasons why it was passed.

Rationale for Recommendations:

As the proposed amendment to the Land Planning and Development Advisory Committee Bylaw is being brought forward as directed by Council, and is administrative in nature, it is recommended that the proposed bylaw be given third reading.

Strategic Plan Linkages:

Pillar 1 – Building Responsible Government
Pillar 4 – Building an Effective Land Strategy

Attachment:

1. Bylaw No. 15/024

BYLAW NO. 15/024

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND THE LAND PLANNING AND DEVELOPMENT ADVISORY 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 may amend such bylaws;

AND WHEREAS the Council of the Regional Municipality of Wood Buffalo has passed Bylaw No. 15/020 to establish a Land Planning and Development Advisory Committee, and now wishes to amend that bylaw;

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

1. Bylaw No. 15/020 is amended by replacing the word “Council” with “the Land Planning and Transportation Committee” in sections 5 and 18.
2. Bylaw No. 15/020 is amended by replacing the date “November 24, 2015” with “January 19, 2016” in section 5.
3. This bylaw shall become effective when passed.

READ a first time this 18th day of November, 2015.

READ a second time this 18th day of November, 2015.

READ a third and final time this day of November, 2015.

SIGNED and PASSED this _____ day of November, 2015.

Mayor

Chief Legislative Officer

Subject: Residential On-Street Parking

APPROVALS:

Kevin Scoble, Acting Chief Administrative Officer

Administrative Recommendation:

THAT Administration complete an in-depth parking study to develop an on-street parking strategy to ensure public safety on each residential street for Council consideration not later than August 30, 2016.

Summary:

On July 7, 2015, Council passed a motion “that the Municipality undertake a review of all municipal bylaws, policies and standards dealing with residential on-street parking on all municipal roadways, for the purpose of developing a parking plan which addresses potential traffic and pedestrian safety concerns, including without limitation: intersection setbacks, access/egress, emergency vehicle access, pedestrian crosswalks and parking bans or restrictions”.

This report includes an overall assessment of residential streets in the urban area. It shows predominant street widths and current parking practices on residential streets. The report also compares the Municipal Engineering Servicing Standards (ESS) with other cities in Alberta and with Transportation Association of Canada (TAC), the national standard for roadways.

Background:

Table 1 below represents a comparison between the current ESS and other standards. The widths of residential streets listed in the ESS fall within a close range of other municipal standards in Alberta. TAC maintains and develops national guidelines for roads and transportation matters. The width of residential streets listed in the TAC’s guidelines is slightly higher than the ESS. However, roadway standards are typically determined by local jurisdictions based on local conditions.

Table 1 - Minimum Pavement Width Standards – Urban Local Residential Streets (m)					
Parking	RMWB Current Engineering Servicing Standards	Transportation Association of Canada	City of Edmonton	City of Calgary	City of Grand Prairie
Both Sides	9.5	10.8	8.5	8.5	10.0
One Side	Unavailable	8.4	7.5	Unavailable	8.0

The intent of residential streets is to provide safe access to adjacent properties. It is common for municipalities to use narrow pavement sections on residential streets as a speed calming strategy, as wider pavement sections may increase the speed of through traffic. The TAC states that in local residential streets, it is desirable to encourage low operating speeds. This can be accomplished by minimizing roadway widths and by accepting the interruption of two-way through travel. For low volume streets in single-family residential areas, it is generally acceptable to have an opposite conflicting through traffic yield to the oncoming traffic by pausing in parking lane areas to allow the oncoming through traffic to pass. The TAC also leaves the determination of lane and parking width to local judgement based on local conditions.

Table 2 shows pavement width segments of residential streets and summarizes the widths of roadway segments for each neighborhood. A roadway segment is the roadway that links between two intersections. The list shows five width ranges that the majority of residential streets fall within. Since municipal streets were developed at different times over the years, roadway widths vary based on industry practice, ESS and available standards at that time. The most predominant width range for Timberlea and Thickwood is between 8.5m - 10.4m, which is shown in dark blue on Attachment 1, Road Width Categories.

Table 2 - Pavement Width and Number of Segments of Residential Streets (m)							
Pavement Width	Timberlea	Thickwood	Lower Townsite	Abasand & Grayling	Beaconhill	Waterways	Gregoire
<8.5	19	30	29	33	0	39	0
8.5-9.4	374	153	50	62	29	13	11
9.5-10.4	119	106	38	14	0	3	0
10.5-11.5	130	151	30	14	33	3	17
>11.5	96	54	51	23	0	9	4
Total	738	494	198	146	62	67	32

Table 3 shows the on-street parking segments and summarizes the on-street parking conditions on residential streets for each neighborhood. The parking conditions of roadway segments listed in Table 3 correlate to the pavement width segments listed in Table 2 above. The predominant range of on-street parking in each neighborhood is shown on Attachment 2, Residential Parking. The dark green color represents the on-street parking on both sides. Parking on both sides is the most predominant type of parking on residential streets and uses a width range between 8.5m – 10.5m. This range falls within 1.0m of the roadway width specified in the ESS. Attachment 2 shows that the majority of residential streets (87.5%) have no parking restrictions. In other words, parking is allowed on both sides.

Table 3 - On-Street Parking Segments (blocks) by Neighborhood							
Parking Restrictions	Timberlea	Thickwood	Lower Townsite	Abasand & Grayling	Beacon Hill	Waterways	Gregoire
None	717	399	140	106	62	67	30
One Side	10	63	45	30	0	0	1
Both Sides	11	32	13	10	0	0	1
Total	738	494	198	146	62	67	32

Rationale for Recommendation:

Since the majority of on-street parking on residential streets allows parking on both sides, any application of parking bans or restrictions needs to consider potential traffic impacts such as, increase of speed and decrease in parking spaces. Therefore, an in-depth parking study is needed to evaluate the safety of each individual street, including intersection setbacks and corner clearances, access to adjacent properties, access for emergency vehicles, pedestrian activities and potential parking restrictions. Public engagement and feedback will be part of the parking study and the result of the parking study is to be presented to Council for approval of detailed on-street parking and an implementation plan, including any Bylaw amendments. Considering the number of the streets under consideration for this study, the expected completion of the parking study is scheduled for August 30, 2016.

Stage 1, led by Engineering, consists of an in-depth parking study to collect roadway data such as roadway width, traffic safety issues, setbacks, on-street parking conditions and challenges, public engagement and recommendations. In addition, Stage 1 will also include a pilot study using the 2015-2016 snow and ice control parking ban to collect data, feedback and assess the on-street parking or no parking conditions. Stage 2, led by Public Works, addresses any potential changes in bylaws and implements the installation of traffic signs. Stage 3, led by RCMP/Bylaw, consists of enforcing the on-street parking plan. The parking plan will reflect a collaborative effort among Public Works, RCMP/Bylaw and Engineering.

During the preparation of the on-street parking strategy, the RCMP/Bylaw will initiate an awareness and education driven operational plan. Emphasis will be placed on offending vehicles parked within the designated distances to crosswalks, fire hydrants, intersections, traffic control devices and driveways. The first three months, Phase 1 of the operational plan, will be education and awareness only, from November to February 2016. Phase 2, will be enforcement commencing in March 2016. Concurrent with this operational plan, RCMP/Bylaw will initiate an intensive public information and media campaign to improve public understanding and compliance of the on-street parking plan.

Strategic Plan Linkages:

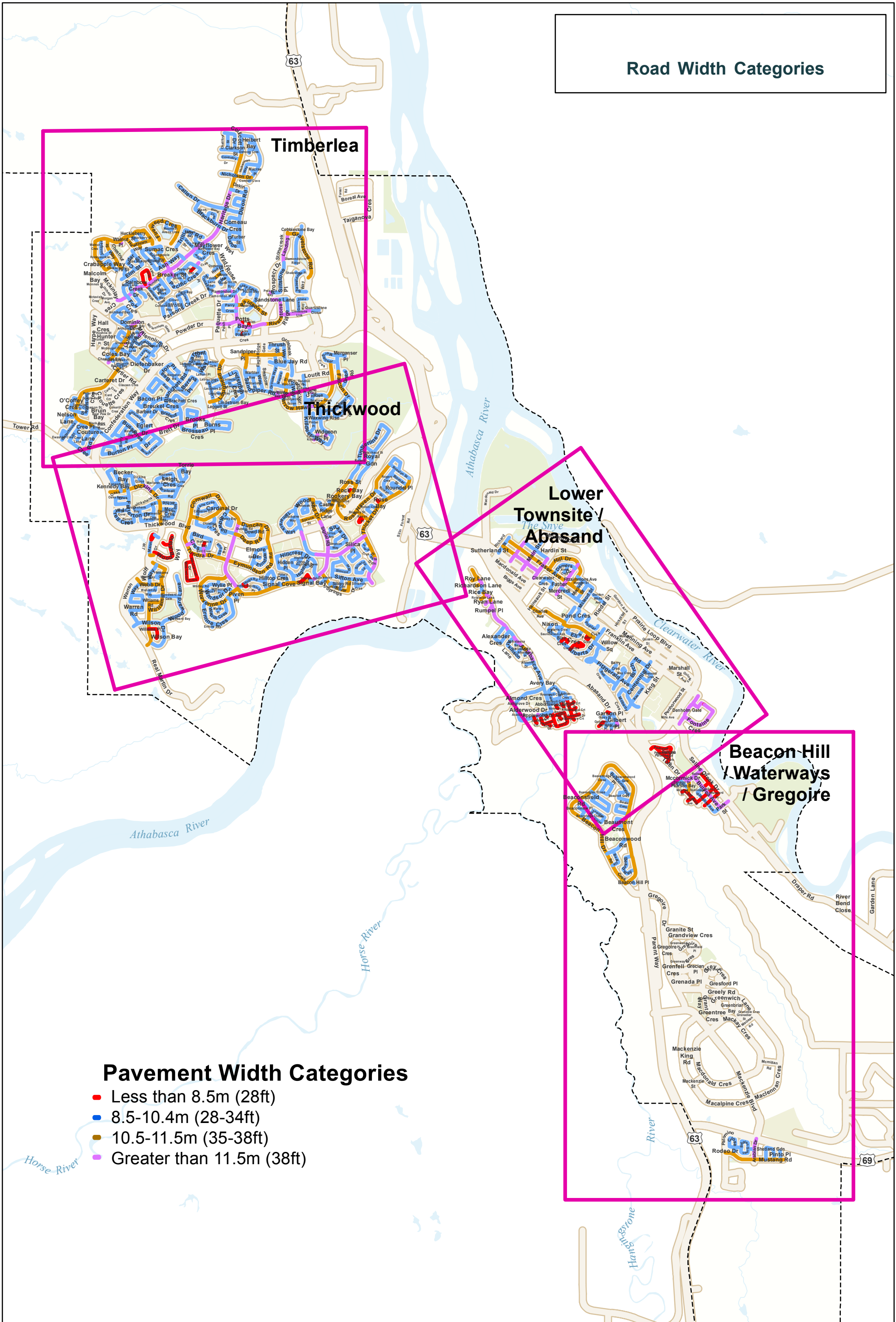
Pillar 4 – Building an Effective Land Strategy

Pillar 5 – Building a Reliable Transportation System

Attachments:

1. Road Width Categories
2. Residential Parking

Road Width Categories



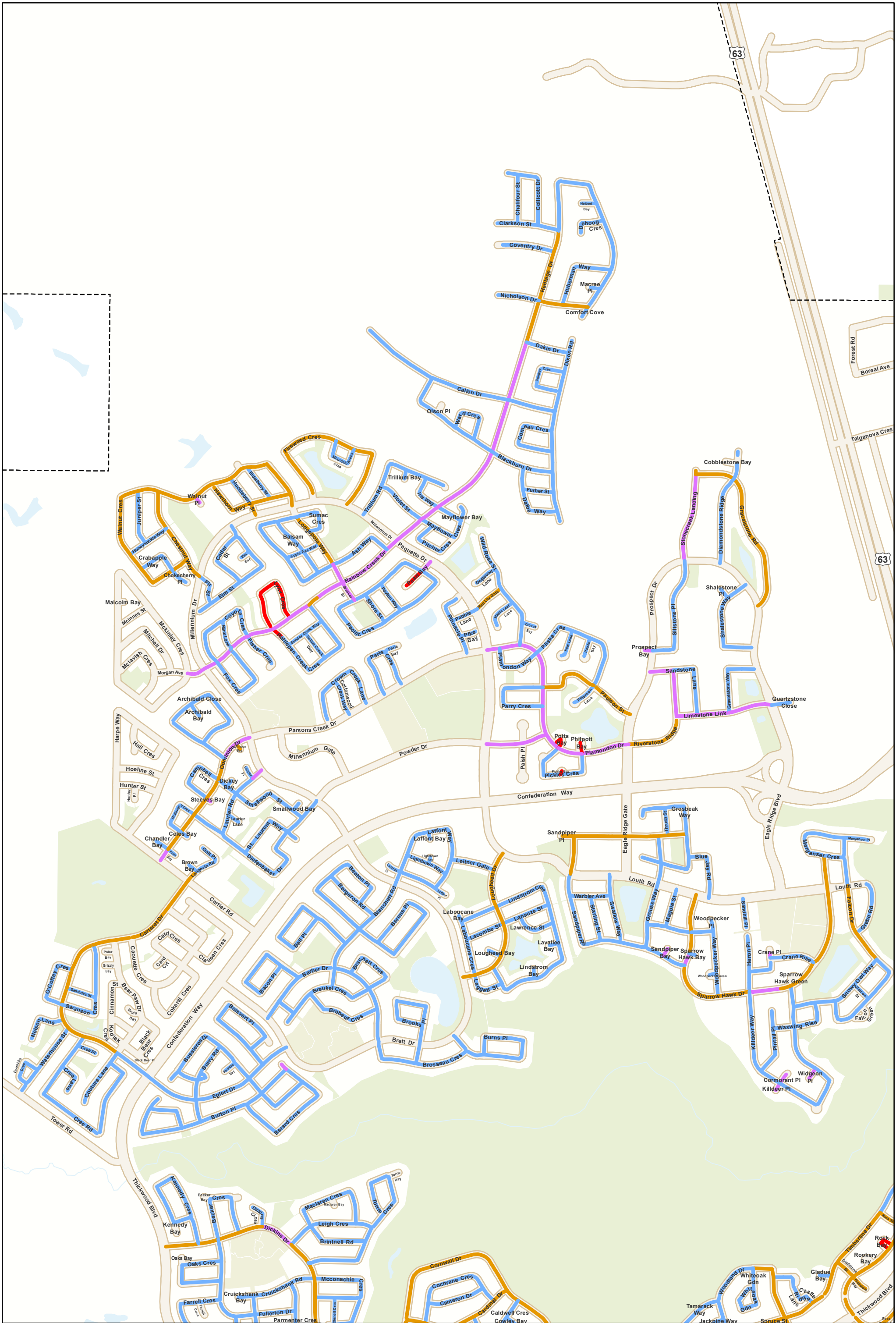
Pavement Width Categories

- Less than 8.5m (28ft)
- 8.5-10.4m (28-34ft)
- 10.5-11.5m (35-38ft)
- Greater than 11.5m (38ft)

- Waterbody
- School Site
- Park Space



0 1,000 2,000 3,000 4,000
Meters

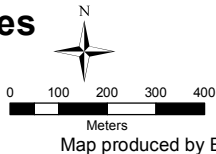


Timberlea
Road Width Categories Pg. 1

- Waterbody
- School Site
- Park Space

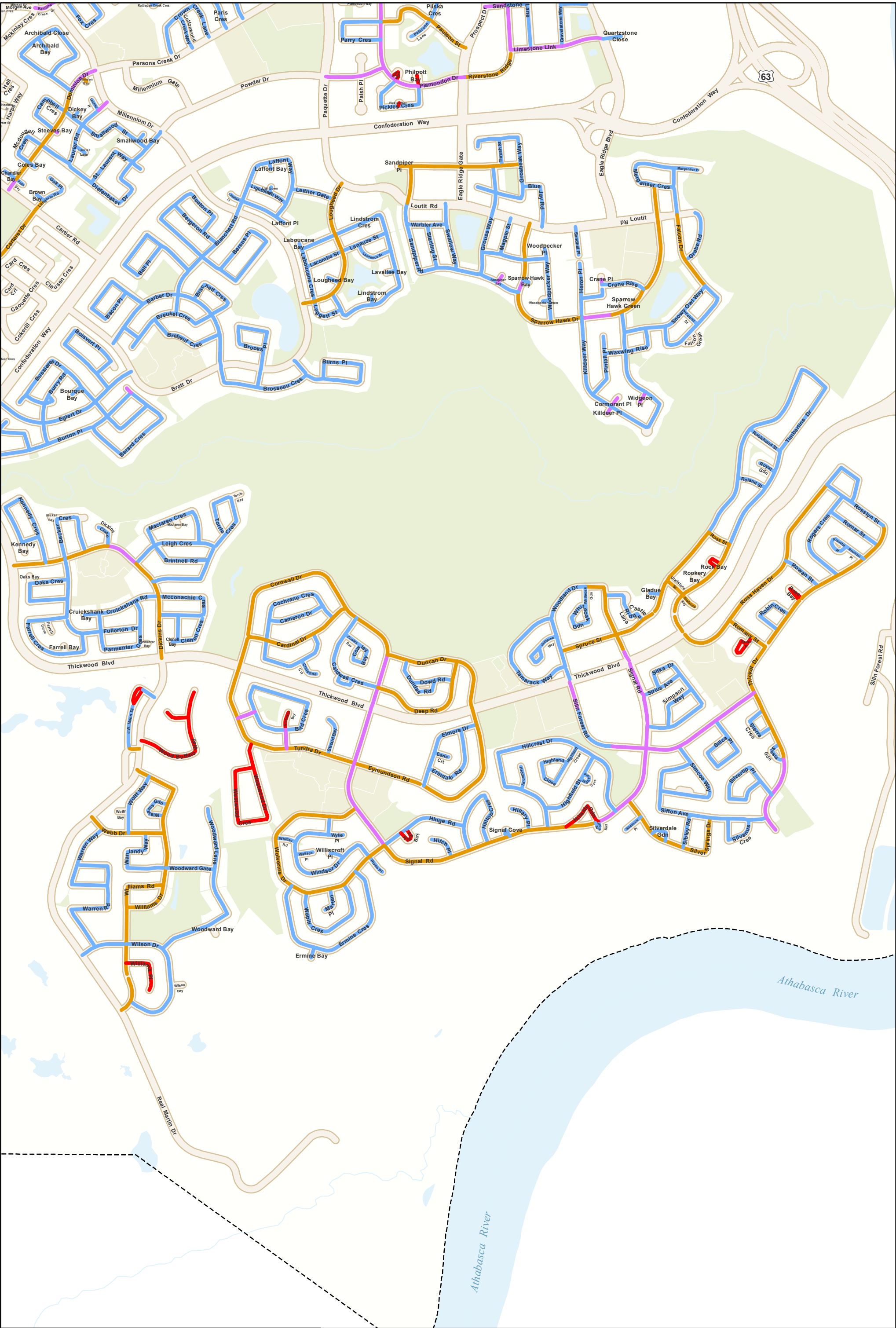
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EN1862

Map produced by Engineering GIS/CAD on October 16, 2015

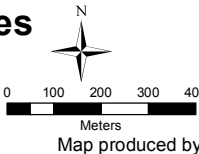


**Thickwood
Road Width Categories Pg. 2**

- Waterbody
- School Site
- Park Space

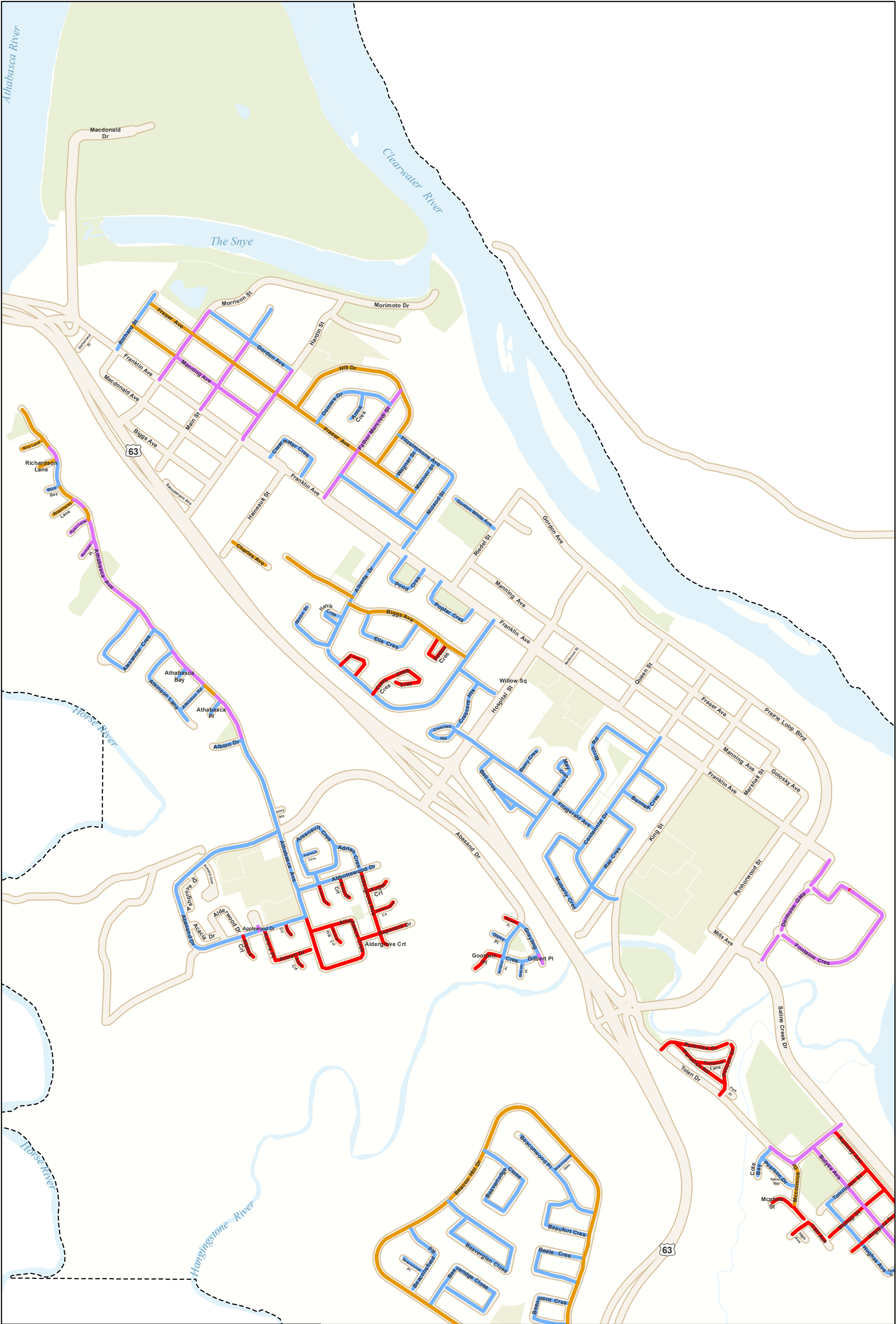
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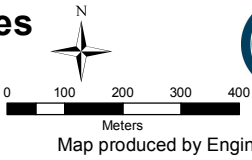
EN1862

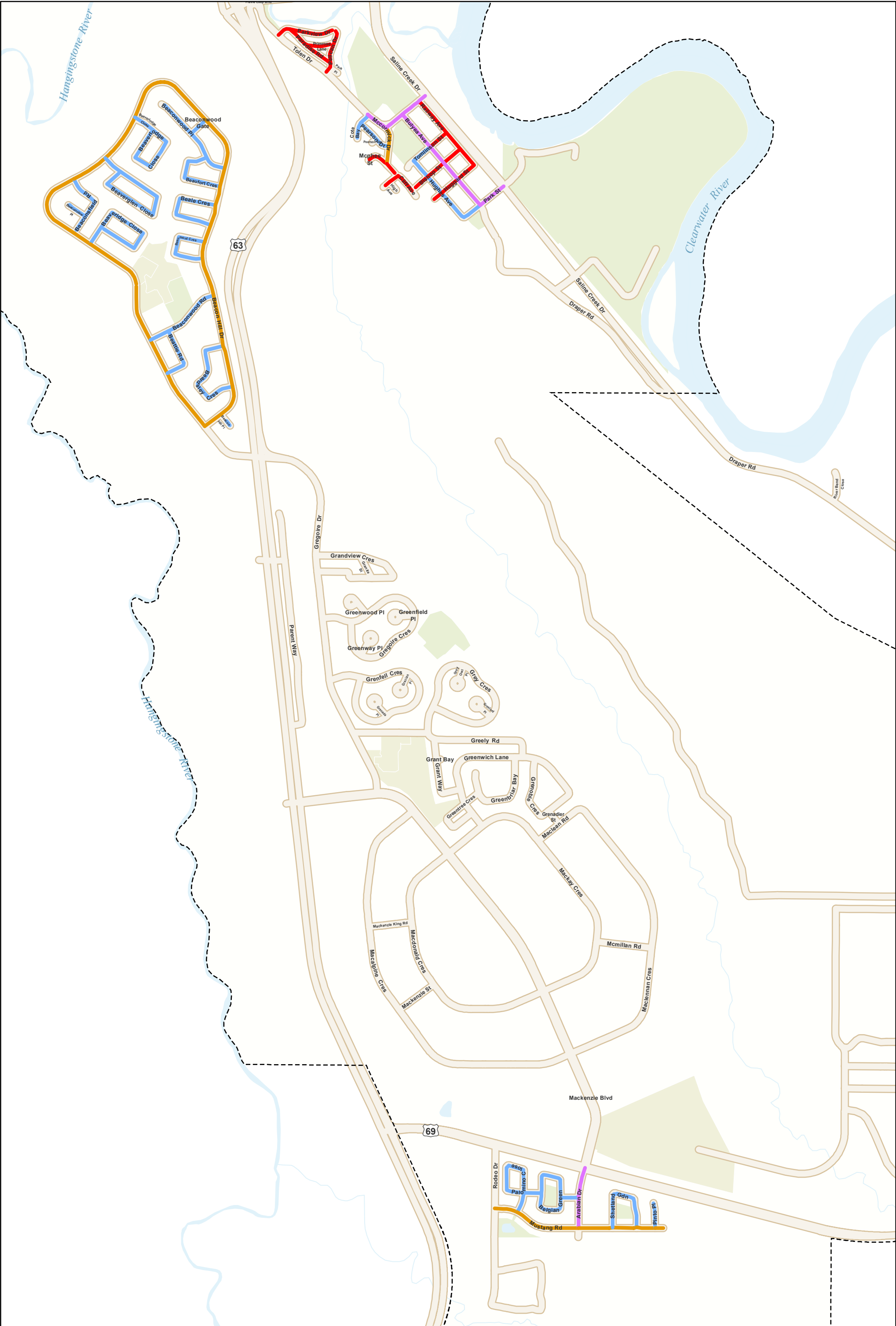
Map produced by Engineering GIS/CAD on October 16, 2015



**Lower Townsite / Abasand
Road Width Categories Pg. 3**

- Waterbody
 - School Site
 - Park Space
- Pavement Width Categories**
- Less than 8.5m (28ft)
 - 8.5-10.4m (28-34ft)
 - 10.5-11.5m (35-38ft)
 - Greater than 11.5m (38ft)



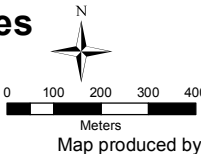


**Beacon Hill / Waterways / Gregoire
Road Width Categories Pg. 4**

- Waterbody
- School Site
- Park Space

Pavement Width Categories

- Less than 8.5m (28ft)
- 8.5-10.4m (28-34ft)
- 10.5-11.5m (35-38ft)
- Greater than 11.5m (38ft)



Timberlea

Thickwood

Lower Townsite / Abasand

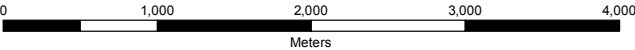
Beacon Hill / Waterways / Gregoire

Residential Parking

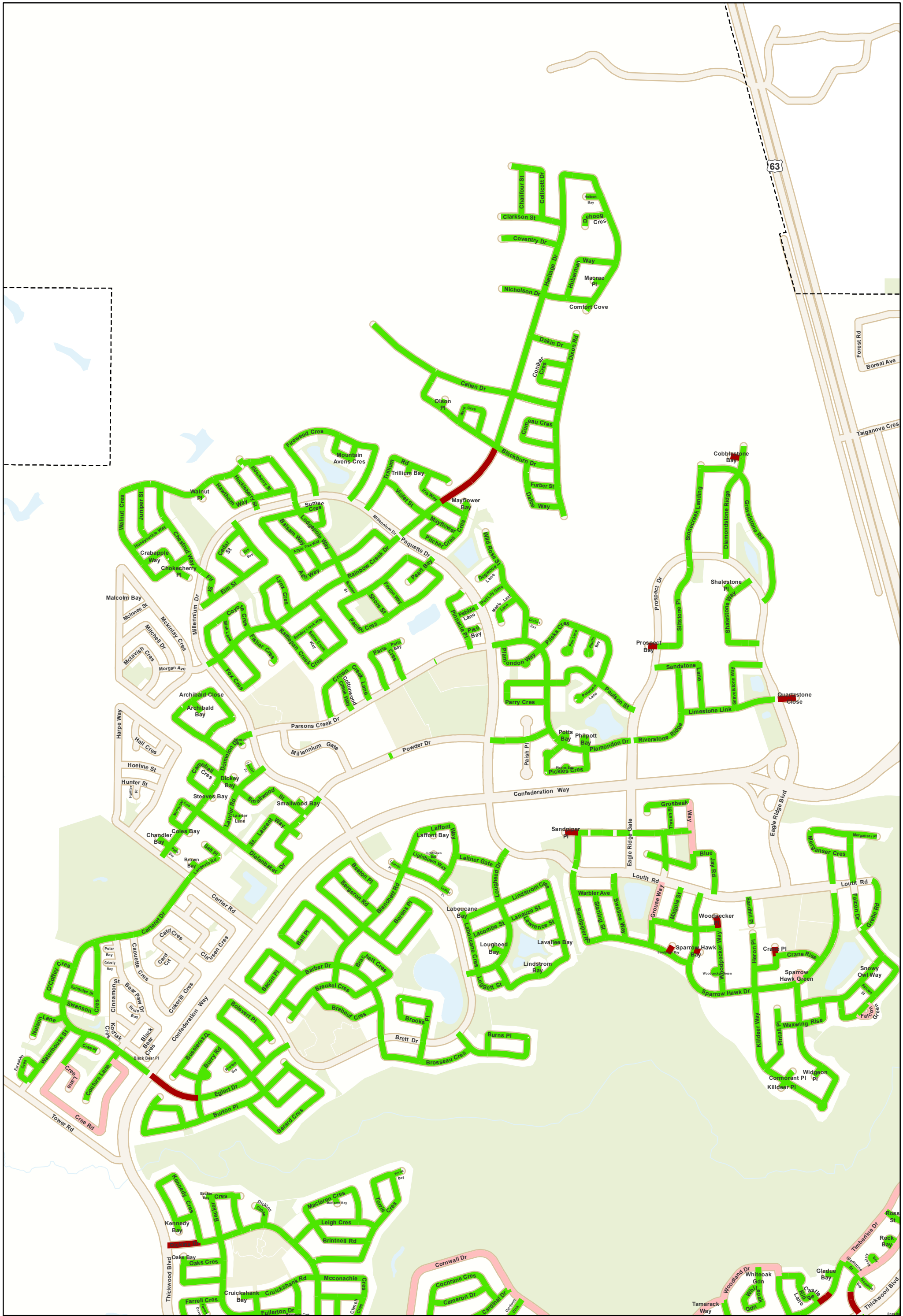
Parking Status

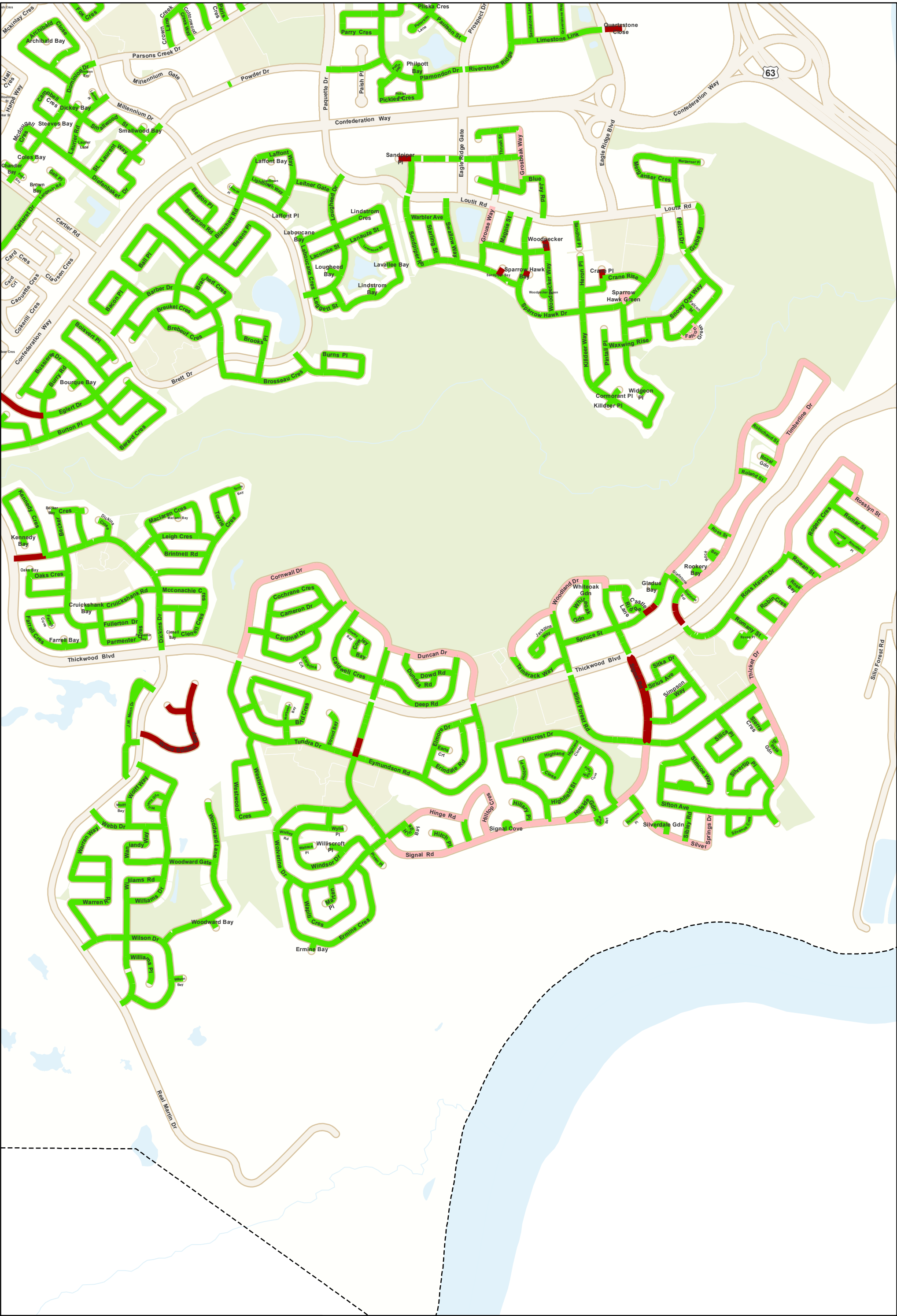
- Both Sides
- One Side
- No Parking

- Waterbody
- School Site
- Park Space



REGIONAL MUNICIPALITY OF WOOD BUFFALO





Thickwood Residential Parking Pg. 2

Waterbody

School Site

Park Space

Parking Status

Both Sides

One Side

No Parking



Subject: Transfer of the Athabasca Power Centre Lands to the Municipality
APPROVALS: Brian Moore, Executive Director Kevin Scoble, Acting Chief Administrative Officer

Administrative Recommendation:

That Administration enter into discussions with Provincial Administration regarding an agreement for the transfer of the Athabasca Power Centre lands to the Municipality for consideration by Council.

Summary:

The Municipality has a shortage of retail development and numerous developers have expressed an interest in the Athabasca Power Centre lands. The Province is not prepared to market these lands at this time but has offered an opportunity for discussion regarding a transfer of the lands to the Municipality.

Background:

Administration forwarded a letter to the Deputy Minister of Infrastructure on June 8, 2015 requesting the release of the Athabasca Power Centre lands for development on an expedited basis. Subsequent correspondence was received on June 23rd from the Deputy Minister indicating that Infrastructure was working with the Ministries of Transportation and Environment & Parks to coordinate the review of these lands for marketing purposes.

Administration received correspondence from the Province on September 25, 2015 advising that the Province is not prepared to put the Athabasca Power Centre Lands on the market. The correspondence extended an offer to the Municipality to enter into discussions with the Province for the transfer of these lands to the Municipality.

Alternatives:

That Administration not enter into discussions with the Province to discuss an agreement for the transfer of the Athabasca Power Centre lands to the Municipality.

Budget/Financial Implications:

Financial implications cannot be determined until such a time that an agreement has been considered and approved by Council regarding the transfer of the Athabasca Power Centre Lands to the Municipality.

Rationale for Recommendation:

1. The transfer of the Athabasca Power Centre lands to the Municipality would provide an opportunity for the Municipality to control the marketing and developing of these lands.
2. Administration continues to see evidence of strong market demand for non-residential land and the potential development of a large format regional shopping centre on the Athabasca Power Centre parcel that is owned by the Province.

Strategic Plan Linkages:

Pillar 3 – Building a Vibrant Economy Together

Pillar 4 – Building an Effective Land Strategy

Pillar 5 – Building a Reliable Transportation System

Subject: Community Identification System Policy Amendment - PRL-040**Recommendation:**

THAT Community Identification System Policy PRL-040 dated November 17, 2015 be approved as amended (Attachment 1).

Summary:

On October 15, 2015, the Community Identification Committee (CIC) proposed amendments to Community Identification System Policy PRL 040 (the “CIS Policy”). The Committee recommended that a street/identification sign be presented to the family of the person after whom a street, facility or a community is named. Accordingly, the CIS Policy has been amended by adding sections 02.04 (c) and 03.03 (ix) (highlighted in Attachment 1).

Background:

The CIS Policy was adopted by Council on May 5, 1987 and subsequent revisions were approved in 1989, 1991, 1993, 2006 and 2015. The CIS Policy provides guidelines to the CIC to make recommendations to Council for naming communities, subdivisions, public facilities, streets and multi-family projects within the Regional Municipality of Wood Buffalo. The CIS Policy encourages naming streets, facilities and communities after significant persons.

On October 15, 2015, the CIC proposed amendments to the CIS Policy to allow for the presentation, at a Council meeting, of a duplicate street/identification sign to the family of a person after whom a street, facility or community was named.

Budget Implication:

The individual signs will vary based on size and materials and will cost approximately \$100-\$150 per sign. These costs will be covered by the Municipal Operations budget.

Rationale for Recommendation:

The CIC operates within the guidelines of the CIS Policy. The proposed amendments to the CIS Policy would provide an opportunity to recognize persons after whom a street, facility or community was named by presenting a duplicate sign to their families at a Council meeting.

Strategic Plan Linkages:

Pillar 1 – Building Responsible Government
Pillar 6 – Building a Sustainable Region

Attachment:

1. Community Identification System Policy PRL 040 dated November 17, 2015.

Council Policy



Policy Name: Community Identification System

Policy No.: PRL 040

Effective Date: November 17, 2015

STATEMENT:

The Regional Municipality of Wood Buffalo wishes to establish and maintain an orderly system for the naming of communities, subdivisions, public facilities, streets and multi-family projects and appropriate addressing of lots. The Regional Municipality of Wood Buffalo will also consider requests from external organizations and individuals to name municipal facilities, parks and playgrounds, trails and amenities based on a Council approved name sale agreement.

PURPOSE AND OBJECTIVE:

The objective of this policy is to:

1. Establish a sense of identity and ensure ease of location.
2. Recognize and honour early explorers, pioneers and those who contributed to the development of the Municipality.
3. To name streets according to functional classification for ease of identity, for example: trail, boulevard, drive, road, way, crescent, avenue, etc.
4. Establish a consistent approach, criteria and guidelines specific to selling the names of Regional Municipality of Wood Buffalo facilities, parks and playgrounds, trails and amenities as a means of recognizing support from an external organization or individual.

PROCEDURE:

01 Definitions

01.01 Committee – A Committee of Council established for the purpose of recommending the naming (identifying) community, subdivisions, public facilities, streets, multi-family projects and addressing of lots. The Community Identification Committee shall consist of the following membership:

- (a) Two Council members appointed by Council Policy, one shall sit as Chair of the Committee, and one who shall sit as a member of the committee
- (b) One member appointed by Council, who shall represent the Historical Society,

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- (c) Four (4) members, appointed by Council, who shall be residents within the Municipality. When considering rural naming options, the rural councillor of the ward concerned shall be consulted through circulating in advance and getting comments
 - (d) One Planning & Development staff member who shall be appointed by the Manager, Community Development Planning of Planning and Development Department.
- 01.02 Community Identification Signage – Subdivision Sign erected to identify the Subdivision Name.
 - 01.03 Multi-Family Projects - Townhouse complexes, apartment complexes, public housing.
 - 01.04 Public Facilities – municipal buildings, public parks, arenas, treatment plants and fire halls.
 - 01.05 Bridges – the naming of bridges.
 - 01.06 Ethical Screening Report – An independently commissioned report, conducted by an Ethical Screening agency on behalf of the Regional Municipality of Wood Buffalo, which profiles the organization’s ethical practices.
 - 01.07 Exempt Facilities – Regional Municipality of Wood Buffalo public facilities that have been constructed and/or operated through a partnership agreement where the agreement provides conditions specific to naming rights and approvals.
 - 01.08 Municipal Facilities – Refers to any building, structure or area of land owned by or under the direction and control of the Regional Municipality of Wood Buffalo, including among other things: leisure centers, sports and fitness facilities, arenas, parks, parks amenities, trails, and exhibition facilities.
 - 01.09 Operating Agency – Any board or agency, other than a municipal department, which has the responsibility for managing a municipal facility.
 - 01.10 Revenue Contract – A contract as defined by the Purchasing Department of the Regional Municipality of Wood Buffalo.
 - 01.11 Sponsorship – A mutually beneficial business arrangement or partnership between the Regional Municipality of Wood Buffalo and an external party (individual, company, organization or enterprise), wherein the external party contributes funds, goods or services to a Regional Municipality of Wood Buffalo facility in return for recognition, acknowledgement, other promotional considerations or benefits.
 - 01.12 Sponsorship Broker – An external agency responsible for assessing market value of naming rights and negotiation with the potential partner on the Municipality’s behalf.

02 Responsibilities

02.01 Council will have the authority to:

- (a) Approve/Recommend any amendments to this policy.
- (b) Approve/Recommend the names of communities, streets and public facilities.
- (c) Approve/Recommend the names of subdivisions and multi-family projects.
- (d) Approve/Recommend standards for Municipal Identification Signage (street signage).

02.02 Chief Administrative Officer to:

- (a) Ensure procedures are in place and adhered to, to implement this policy.
- (b) Be responsible for assessment of any name sale opportunity.
- (c) Serve as the Regional Municipality of Wood Buffalo contact for receipt of name sale proposals.
- (d) Seek concept approval from Council prior to initiating negotiations with a potential partner.
- (e) Conduct the necessary review and analysis of name sale proposals pursuant to this policy.
- (f) Oversee public consultation processes to measure community support for the name sale.
- (g) Prepare and present a report for Council on the name sale agreement addressing how it meets criteria outlined in this policy.

02.03 Community Identification Committee to:

- (a) Recommend to Council names for all highways within the Municipality in accordance with the Public Highway Development Act. All requests for naming highways are to be submitted to Chief Administrative Officer and then to Alberta Transportation for review, prior to moving forward to Council.
- (b) Recommend to Council names for public facilities.
- (c) Recommend to Council names for subdivisions and multi-family projects and the roads within them.

- (d) Provide comments and recommendations to Council regarding the proposed name for any requests from external organizations and individuals to name municipal facilities, parks and playgrounds, trails and amenities that are based on a Council approved name sale agreement.

02.04 Manager, Development Services of Engineering Department to:

- (a) Inspect and approve community identification signage (subdivision signage) erected in accordance with a development agreement, subject to standards set forth in the Uniform Traffic Control Devices for Canada, Engineering Standards Policy or this Policy.

Manager, Municipal Operations to:

- (b) Budget for and maintain all municipal identification signage (street signage) within the Municipality.
- (c) Provide for a duplicate street/identification sign. This sign shall be presented in a Council meeting to the family of a person in whose honour a street/facility or community is named.

02.05 Manager, Community Development Planning of Planning and Development Department to:

- (a) Provide in all development agreements that the developer is responsible for the provision and erection of all community identification signage within the approved subdivision(s).
- (b) Refer all subdivision applications to the Community Identification Committee for future naming.
- (c) Provide house numbering for all subdivision plans which have street names approved by Council.
- (d) Maintain an index of all street and subdivision names with a compendium to explain the origin of each name and why it was used.
- (e) Maintain an ongoing list of names to be considered for community identification in the future.
- (f) Provide one (1) member of the Planning and Development Department to attend the Community Identification Committee meetings and provide any necessary administrative support needed.

03 Procedure/General Provisions/Terms of Reference

03.01 Community Names - The basic purpose of using distinctive community names shall be to establish a sense of identity. Selection of suitable names shall have regard to:

- (a) Physical features, e.g., Beacon, Hill, River, etc.
- (b) Different types of land use, e.g., residential, commercial, industrial, etc.
- (c) Different types of development, e.g., town housing, apartments, single-family.
- (d) Common theme around which the area is planned, e.g., a park or parkway system, golf course, lake, etc.
- (e) Historical theme, e.g., pioneers of aviation, Fathers of Confederation, Lieutenant Governors of Alberta, etc.

03.02 Subdivision Name - Next to street names, the name associated with a subdivision has the most significance in providing identity in a Municipality. The following guidelines are provided to assist in suggesting an appropriate name:

- (a) Each subdivision or series of adjacent subdivisions in a neighbourhood should have a distinctive name not used by another subdivision.
- (b) Names shall not duplicate street names, neighbourhood names or community names used elsewhere in the Municipality.
- (c) The major street in a subdivision shall carry the same name as the subdivision.
- (d) Names are encouraged, unless already used, which:
 - (i) Are related to the names of the local neighbourhood or community.
 - (ii) Are related to natural and/or man made features in the area.
 - (iii) Give recognition to significant historical events, persons, businesses or activities in the area.
 - (iv) Relate to the name of major arterials adjacent to the subdivision.

03.03 Street Names - The classification of the type of street should be based on configuration to provide an easy means of identification. Consistency of classification will assist in recognition of particular locations and ease of movement.

- (a) Identifiers:

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- (i) Trail - Freeway, expressway.
 - (ii) Boulevard - Major arterials divided by a landscaped centre median.
 - (iii) Drive - Secondary arterials (collectors).
 - (iv) Road - Collector facility which may run in any direction.
 - (v) Way - A minor roadway that changes direction or begins and ends on the same street.
 - (vi) Hill or Rise - As road or way, but with slope for most of its length.
 - (vii) Gate - A short roadway which gives access to a subdivision from a major street or roadway.
 - (viii) Crescent - "U" shaped minor roadways connecting to only one (1) street.
 - (ix) Place - Cul-de-sac.
 - (x) Lane - Elongated cul-de-sac.
 - (xi) Bay - Relatively short cul-de-sac.
 - (xii) Green or Garden - Crescents with internal open space or park.
 - (xiii) Close - "P" shaped minor roadways with one (1) means of access/egress.
 - (xiv) Avenue - Any roadway with an east-west orientation in a grid system.
 - (xv) Street - Any minor roadway or, in a grid system, any roadway with a north-south orientation.
 - (xvi) Court or Square - Townhouses or apartments where the central area contains an open space or the buildings are related to a similar open space and where parking areas may replace roadways.
 - (xvii) Esplanade - Main street style commercial and mix-use corridors that provides for wide walkable spaces along both sides of the road to provide a focus on commercial and recreational experience to pedestrians.
 - (xviii) Gateway – Entrances or major roads providing access to a subdivision.
- (b) General:
- (i) In a multi-family development, a common name may be used with a numbered prefix. The name for each development would include a block

number, i.e., "100 Fort McMurray Place", but the lot address would be stated as "Unit 104 - 100 Fort McMurray Place", etc.

- (ii) Continuous streets should have one (1) name unless a bend in the street sharper than 110° makes a change in name practical and/or desirable.
- (iii) Street names shall not have similar sounding names.
- (iv) The use of the same name that identifies a street within a subdivision is not recommended. ie: Williams Drive, Williams Road, Williams Garden and Williams Place.
- (v) Names must not be difficult to pronounce and/or spell.
- (vi) Each identifier should be appropriate for the street, for example, a cul-de-sac could be called "Curved Place".
 - a. Names are encouraged which:
 - Are related to the name of the community, subdivision or neighbourhood in which the street is located.
 - Are related to other names in the subdivision.
 - Are related to the natural and man-made features in the area.
 - Give recognition to significant historical events, persons or uses in the area.
- (viii) "Theme" - All street names within a subdivision will conform with a theme or start with the first letter of the subdivision. Themes or first letters must be pre- selected by the Committee.
- (ix) After a name is approved by Council, a sign [procured through clause 02.04 (c)] shall be presented in a Council meeting to the family of such a person after whose name a street/facility or community is named to honour and recognize his/her contributions to the community.

03.04 Lot Numbering (House Numbering) - The purpose of lot numbering is to provide the final means of locating an individual house within the identification system.

- (a) In the Lower Townsite, lot addressing has been assigned by increments of two (2). Where possible, all new development in the Lower Townsite should be numbered in conformity to this existing system.
- (b) In new areas of the Municipality, lots will be numbered from the point nearest to the main access road to the street, commencing at one-hundred (100), with even numbers on the north/west side of the street and odd numbers on the south/east side of the street as follows:

- (i) For single family residential lots, ascending by increments of four (4).
 - (ii) For commercial, institutional or multi-family lots ascending by increments of two (2) for each 6.096 metres (twenty (20) feet) of frontage measured at the front yard set-back with the number nearest to the centre being assigned as the number for that lot.
- (c) For a bay, cul-de-sac or close, lots will be numbered in ascending order by increments of four (4) as follows:
- (i) Where access is from the north side of the main street commencing at one-hundred (100) for corner lots which have frontage on the main street and one-hundred-two (102) for lots which are separated from the main street.
 - (ii) Where access is from the south side of the main street commencing at one-hundred-one (101) for corner lots which have frontage on the main street and one-hundred-three (103) for lots which are separated from the main street.
- (d) For a corner lot that is facing two sides of a street, the lot numbering will be assigned by the way the front entrance to the home is facing.
- (c) Outside the Urban Service Areas or industrial areas, lot numbering shall be assessed on an individual case basis, attempting to follow the existing procedures where possible.

03.05 Multi-Family Projects - The basic purpose for naming multi-family projects is to establish local identity. The following guidelines are provided to assist in selecting an appropriate name:

- (a) Each multi-family project should have a distinctive name not used by another project.
- (b) Names should not duplicate street, neighbourhood, subdivision or planning community names used elsewhere.
- (c) Names are encouraged, unless already used, which:
 - (i) Are related to the street on which the project is located.
 - (ii) Are related to the name of the subdivision, neighbourhood or planning community in which it is located.
 - (iii) Are related to natural or man-made features in the area.

(iv) Give recognition to significant historical events, persons or uses in the area.

(v) Relate to the shape, size, texture or other features of the project.

03.06 Public Facilities - The naming of public facilities provides for ease of identification of one (1) facility from another.

(a) Each facility should have a distinctive name not used by another facility.

(b) Names should not duplicate street, neighbourhood, subdivision or community names used elsewhere in the Municipality.

(c) Names are encouraged, unless already used, which:

(i) Are related to the street on which the project is located.

(ii) Are related to the name of the subdivision, neighbourhood or community in which it is located.

(iii) Are related to natural or man-made features in the area.

(iv) Give recognition to significant historical events, persons or uses in the area.

(v) Relate to shape, size, texture or other features of the facility.

(d) Public facilities should be identified by the activity it is representing, ie: Thickwood Arena, Cassleman-Lush Skateboard Park, The Haxton Building, Hawkins Fire Hall 1, C.A. Knight Recreational Centre, or the Jean Family Boat Launch.

(e) Provide comments and recommendations to Council regarding proposed name sale.

03.07 Name sale Agreements

(a) Name sale agreements shall be established in a manner that is organized and consistent that safeguards the Municipality's assets and interests, enhances access and fairness, and results in optimal balance of overall benefits to the Municipality and the community.

(b) A corporation or external organization or individual may become the namesake of a new or existing municipal facility as recognition for its financial support, where such support is mutually beneficial to the Municipality, corporation or external organization and community, and is consistent with all aspects of existing

Municipal guidelines and policies.

- (c) Municipal facilities must be linked only with external organizations that are compatible with, complementary to, and reflective of the Municipality's values and mandate.
- (d) The Municipality's profile and responsibility as owner/operator of the facility must be ensured through the agreement.
- (e) In accordance with a revenue contract and investment policy, an external organization, corporation or individual must meet the following selection criteria:
 - (i) the compatibility of the party's product, customers and promotional goals.
 - (ii) the record of involvement in community projects, events and a willingness to participate.
 - (iii) the desirability of the association.
 - (iv) the timeliness of readiness to make a deal.
 - (v) the actual value to the Municipality in cash, or in kind, of the proposal.
 - (vi) the organization does not derive all or a portion of its income from tobacco.
 - (vii) The organization should not conduct a significant portion of its business in, or with, a country or countries that do not provide racial equality within its or their political boundaries.
- (f) The support provided must equal current market value of the facility's naming rights.
- (g) The recognition desired by the organization is consistent with municipal policies, procedures and bylaws.
- (h) If the name is intended to replace an existing facility name, the organization should take into consideration the history and "legacy" of the current facility name, by amalgamating or including the existing name in the proposed new name.
- (i) Administration will not actively solicit name sale proposals.
- (j) After being approached by potential partner, concept approval for Administration to explore a name sale opportunity is sought from Council.
- (k) The Council reserves the right to retain a Sponsorship Broker to initiate negotiations with the potential partner on behalf of the Municipality to confirm

market value of the facility's naming rights.

- (l) The external organization, corporation or individual must provide details regarding their sponsorship contribution, the value of the contribution and recognition desired including signage expectations and specifications based on the Sponsorship Broker assessment.
- (m) The Council reserves the right at its sole discretion to commission a confidential ethical screening report on the potential partner to be used for decision purposes.
- (n) The Community Identification Committee is asked to review and make comments and or recommendations regarding the proposed name in the name sale agreement.
- (o) A public consultation process is initiated to determine the level of community support for the name sale.
- (p) An assessment of the proposed name sale agreement using the criteria outlined in this policy will be conducted by the Chief Administrative Officer.
- (q) A report on the name sale agreement complete with the naming recommendation will be presented to Council.
- (r) Subsequent to Council's approval, the Chief Administrative Officer or designate will prepare a formal agreement.
- (s) Monies received from the sale of the name of a facility will be put into the facilities operating or capital budgets.

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be accessed in 2 years from its effective date to determine its effectiveness and appropriateness. This policy may be accessed before that time as necessary to reflect organizational change.

Approving Authority: Council
Approval Date:

Revision Approval Dates: 18/9/89, 15/7/91, 11/16/93, 02/20/06, 05/26/2015
Review Due:

Policy Manager: *Manager, Community Development Planning*

Department Contact:

Manager, Community Development Planning

Legal References:

Cross References:

Mayor

Chief Legislative Officer

Date

Subject: 2016 Ward 2 By-Election**APPROVALS:**

David Leflar, Director
Kevin Scoble, Acting Chief Administrative Officer

Administrative Recommendation:

THAT a by-election be held in Ward 2 of the Regional Municipality of Wood Buffalo on Monday, February 8, 2016.

Summary:

Councillor H. J. (John) Chadi passed away on Sunday, November 15, 2015. Because there are more than 18 months remaining in his term, Section 162 of the *Municipal Government Act* requires that a by-election be held in Ward 2. Section 165 of the *MGA* specifies that Election Day is 90 days after November 15, 2015 which would be Saturday February 13, 2016, unless Council sets an earlier date. Section 25 of the *Local Authorities Election Act* specifies that Nomination Day must be exactly four weeks prior to Election Day.

It is advisable to ensure that both Election Day and Nomination Day occur outside the holiday period when many people are away. There is no time to hold a by-election before the holiday season so that leaves a fairly narrow window on the calendar. Administration is accordingly recommending that Council establish Monday, February 8, 2016 as Election Day, which would make Monday January 11, 2016 Nomination Day.

Background:

Councillor John Chadi passed away on Sunday, November 15, 2015, leaving a vacancy for a Ward 2 Councillor. Since there is more than 18 months before the next general election in October 2017, the *Municipal Government Act* requires that a by-election be held 90 days from the date of the vacancy (Sections 162 and 165) unless Council sets an earlier date by resolution. The by-election must be conducted in accordance with the provisions of the *Local Authorities Election Act*, which provides that Nomination Day is exactly 4 weeks prior to Election Day.

Administration is proposing a by-election date of Monday, February 8, 2016, as this will ensure that there is no overlap with the holiday season when many electors will be out of town. If Monday, February 8 is approved as By-Election Day, nominations would be held on Monday, January 11, 2016 from 8:30 a.m. until 12:00 noon.

The Election Bylaw, passed in 2013, established the procedures regarding nominations, voting subdivision, advance voting, voting hours, automated voting procedures and institutional and incapacitated elector voting to be used in conducting any local jurisdiction election. Candidates and voters appreciate a consistent approach to electoral events that provides convenient and easy access to voting.

Budget/Financial Implications:

Administration is currently working on determining the budget required to maintain the same level of service as in previous by-elections.

Rationale for Recommendation:

The *Municipal Government Act* requires that a by-election be held within 90 days of the vacancy occurring, and the proposed date of Monday, February 8, 2016 falls within this time frame while also ensuring that Nomination Day, which must be four weeks prior to Election Day, also occurs after the holiday period.

Strategic Plan Linkage:

Pillar 1 – Building Responsible Government