



Special Council Meeting

River Valley Room, City of Edmonton
1 Sir Winston Churchill Square, Edmonton, AB

Tuesday, May 31, 2016
3:00 p.m.

Agenda

Call To Order

Procedural Matters

1. Approval of Minutes from Council Meeting - May 25, 2016
2. Cancellation of Council Meeting – June 1, 2016
3. Timing of Return of Council Meetings to the Jubilee Centre Council Chamber, Fort McMurray
- delegations

Presentations

4. Re-Entry Plan (Supporting Documentation to Follow)
- Presentation: Shane Schreiber, Managing Director, AEMA

New and Unfinished Business

5. Tax Penalty Relief – Bylaw No. 16/010
- 1st reading
- Delegations
- 2nd and 3rd readings

6. Canadian Red Cross Coordination Working Group Membership
- delegations

Motion to Move In Camera

In Camera

7. Discussion with Insurers
(In Camera pursuant to section 24 of the Freedom of Information and Protection of Privacy Act)
8. Establishment of RMWB Recovery Task Force
(In Camera pursuant to section 24 of the Freedom of Information and Protection of Privacy Act)
9. Summary and Review of Workshop Outcomes
(In Camera pursuant to section 24 of the Freedom of Information and Protection of Privacy Act)
10. Land Use Bylaw Policy Options
(In Camera pursuant to section 24 of the Freedom of Information and Protection of Privacy Act)

Motion to Close In Camera Session and Reconvene in Public

Adjournment

Unapproved Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the River Valley Room at Edmonton City Hall in Edmonton, Alberta, on Wednesday, May 25, 2016, commencing at 3:00 p.m.

Present: M. Blake, Mayor
L. Bussieres, Councillor
K. McGrath, Councillor
P. Meagher, Councillor
J. Stroud, Councillor
A. Vinni, Councillor
C. Voyageur, Councillor

Absent: T. Ault, Councillor
J. Cardinal, Councillor
S. Germain, Councillor
C. Tatum, Councillor

Administration: M. Ulliac, Chief Administrative Officer
B. Couture, Director, Emergency Management
E. Hutton, Executive Director
M. Johnstone, Executive Director
Dale Bendfeld, Acting Executive Director
D. Leflar, Director, Legal and Legislative Services
A. Rogers, Senior Legislative Officer
R. Kendall, Legislative Officer
D. Soucy, Legislative Officer

Call To Order

Mayor M. Blake called the meeting to order at 3:00 p.m.

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 - May 18, 2016

Moved by Councillor P. Meagher that the Minutes of the Regular Council meeting held on May 18, 2016 be approved as presented.

CARRIED UNANIMOUSLY

Presentations

2. Wood Buffalo Policing Update

(3:03 p.m. – 3:18 p.m.)

Rob McCloy, Superintendent, Wood Buffalo RCMP, provided an update and overview of the services that have been provided by RCMP Officers in the Region since the evacuation, noting that approximately 300 members came from different detachments across Canada to assist. It was also noted that the Wood Buffalo RCMP Detachment have resumed day-to-day policing operations since May 23, 2016, with 24 hour general duty policing in the community.

Moved by Councillor P. Meagher that the Wood Buffalo Policing Update be accepted as information.

CARRIED UNANIMOUSLY

3. FireSmart Program

(3:18 p.m. – 3:40 p.m.)

Bob Couture, Director of Emergency Management, and Stew Walkinshaw provided an overview of the FireSmart Program which included identifying future wildfire risk areas.

Moved by Councillor J. Stroud that the FireSmart Program information being presented to Council be accepted as information.

CARRIED UNANIMOUSLY

4. Business and Economic Recovery Plan

(3:40 p.m. – 5:00 p.m.)

Keith Smith, Acting Director of Economic Development, provided a presentation in relation to the short-term, intermediate and long term business and economic recovery plan in the region. This plan is based on determining the needs of businesses in all stages of the recovery process and being responsive to those needs.

Wes Holodniuk, President, and Ben Dutton, Vice President, UDI Wood Buffalo, spoke to the recovery process and the opportunity ahead to revitalize the community. It was also indicated that it is importance for UDI to be engaged with the municipality and the province in these processes.

Bryce Kumka, President, Fort McMurray Chamber of Commerce, spoke in support of the proposed plan put forward by Administration, as well as the work that has been ongoing in the community.

Exit and Return

Councillor K. McGrath left the Chamber at 4:10 p.m. and returned at 4:17 p.m.

Councillor C. Voyageur left the Chamber at 4:15 p.m. and returned at 4:19 p.m.

Pecuniary Interest

Councillor A. Vinni declared a pecuniary interest as the following delegates were associated with the Penhorwood Condo Association and he is an owner of one of the units and excused himself from the meeting at 4:19 p.m.

Christine Burton, Chair, Penhorwood Condo Association, and Bill de Silva, Liam Construction Inc., provided information on a proposal of temporary accommodations in the form of a micro-hotel on the Penhorwood site. As this presentation was not related to the agenda item, it was recommended that the presenters work directly with Administration.

Return

Councillor A. Vinni returned to the meeting at 4:27 p.m.

Greg Elsasser, Acting President, Wood Buffalo Housing & Development Corporation, provided comments pertaining to the re-entry timelines indicating that WBHDC units may not be cleaned in time for the voluntary re-entry. As this presentation was not related to the agenda item, it was recommended that the presenter work with Administration on the matter.

Charles Iggulden, President, Fort McMurray Construction Association, spoke in support of the proposed plan and encouraged hiring of local contractor.

Scott Clements, President and CEO, Fort McMurray Airport, spoke in support of the proposed plan noting that the Fort McMurray Airport is scheduled to resume commercial service on June 10, 2016.

Moved by Councillor P. Meagher that the Regional Municipality of Wood Buffalo's Business and Economic Recovery Plan be adopted.
CARRIED UNANIMOUSLY

Motion to Move In Camera

Moved by Councillor K. McGrath that the meeting move In Camera pursuant to section 24 of the Freedom of Information and Protection of Privacy Act.
CARRIED UNANIMOUSLY

Recess

A brief recess occurred at 5:01 p.m. to allow the gallery to clear; following which Council met in-camera.

5. **Status of Planning for Re-Entry** (in-camera pursuant to Section 24 of the *Freedom of Information and Protection of Privacy Act*)
6. **Rebuilding Cooperative Framework** (in-camera pursuant to Section 24 of the *Freedom of Information and Protection of Privacy Act*)
7. **Review of Municipal Programs and Services** (in-camera pursuant to Section 24 of the *Freedom of Information and Protection of Privacy Act*)
8. **Tax Penalty Options** (in-camera pursuant to Section 24 of the *Freedom of Information and Protection of Privacy Act*)

- 9. Place-crete - Fire Affected Areas** (in-camera pursuant to Section 24 of the Freedom of Information and Protection of Privacy Act)

Motion to Reconvene to Public

Moved by Councillor P. Meagher that the meeting reconvene in public.

CARRIED UNANIMOUSLY

Adjournment

Council concluded its in-camera matters at 7:37 p.m., at which time Mayor M. Blake declared the meeting adjourned.

Mayor

Chief Legislative Officer



Subject: Cancellation of Council Meeting – June 1, 2016

APPROVALS:

David Leflar, Director
Kevin Scoble, Deputy Chief Administrative Officer
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT the June 1, 2016 regular Council meeting be cancelled.

Summary and Background:

Council, at its May 11, 2016 meeting, set -a schedule for Council meetings to be held at 3:00 p.m. on Wednesday afternoons at facilities located in the City of Edmonton. Based on this resolution, the next regular Council meeting is scheduled for June 1, 2016, which coincides with the scheduled first day of re-entry for residents of the Regional Municipality of Wood Buffalo.

A Special Meeting of Council has been called for May 31, 2016, which will allow Council to conduct its business while providing an opportunity for those who may wish to take part in the June 1 re-entry event.

Rationale for Recommendation:

Holding a special meeting on May 31, 2016 to conduct Council business, removes the need to hold a meeting on June 1, therefore it is recommended that the June 1 regular Council meeting be cancelled.

Strategic Plan Linkages:

Pillar 1 – Building Responsible Government



Subject: Timing of Return of Council Meetings to the Jubilee Centre Council Chamber, Fort McMurray

APPROVALS:

David Leflar, Director
Kevin Scoble, Deputy Chief Administrative Officer
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT a regular Council Meeting be held on Wednesday, June 8, 2016 at 3:00 p.m., River Valley Room, City Hall, City of Edmonton;

THAT Council resume regular Council meetings weekly on Tuesdays at 6:00 p.m., in the Jubilee Centre Council Chamber, Fort McMurray, excluding fifth Tuesdays and statutory holidays, beginning on Tuesday, June 14, 2016; and

THAT the previously scheduled summer recess of 2016 be cancelled for the time being, and that the matter of whether to schedule a summer recess in 2016 be re-considered at the June 28, 2016 regular Council meeting.

Summary and Background:

At the Special Meeting held on May 11, 2016 Council approved a regular meeting schedule of 3:00 p.m. every Wednesday afternoon at a location in the City of Edmonton, until completion of re-entry to the evacuated areas of the Municipality.

Voluntary re-entry for residents is scheduled to begin on June 1, 2016 if pre-conditions for re-entry are met, and is expected to be substantially complete within two weeks following that day; therefore it is anticipated that Council will be able to re-establish its regular meeting schedule in the Jubilee Centre Council Chamber, Fort McMurray beginning Tuesday, June 14, 2016.

Rationale for Recommendation:

Since the mandatory evacuation on May 3, 2016 the City of Edmonton has graciously provided space at no charge to allow Council business to continue during this difficult time. Voluntary re-entry for residents is scheduled to begin on June 1, 2016 if pre-conditions for re-entry are met, and is expected to continue in stages in the following days with the Fort McMurray International Airport anticipated to resume normal operations on June 10, 2016. It is therefore recommended that Council hold a final regular Council meeting in Edmonton on June 8, 2016, and that June 14, 2016 be targeted as the date for the first regular Council meeting back in Fort McMurray since the evacuation. This will allow a substantial number of returning residents sufficient time to deal with their personal affairs so that they can attend Council meetings in the Jubilee Centre Council Chamber if they so desire.

Strategic Plan Linkages:

Pillar 1 – Building Responsible Government

Operations Brief

May 31, 2016

Executive Summary

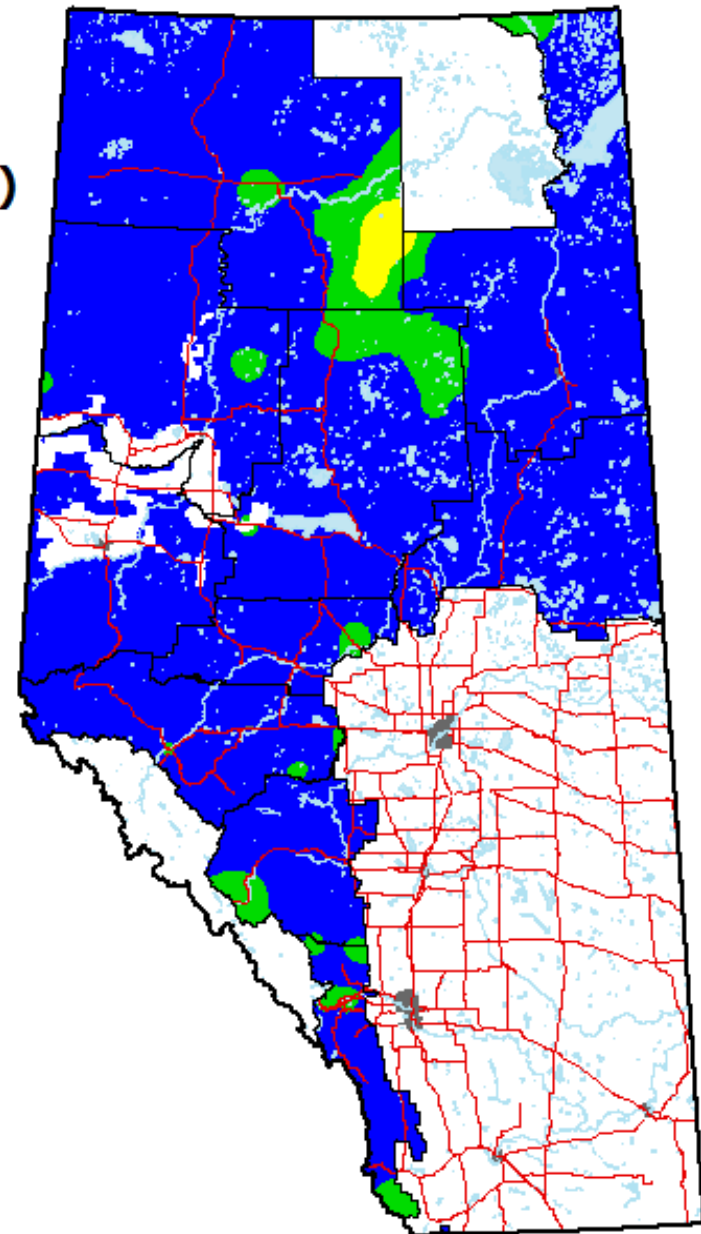
- Fort McMurray wildfire remains classified as out of control and is estimated to be 579,946 hectares, including the Saskatchewan side.
- Minimal growth reported on the wildfire today
- Re-entry – completed a “conditions check” on the Big 5 Re-entry criteria last night and we are a **go** for Advanced Re-entry commencing tomorrow
- “Tacifier” has been approved for application to all heavily damaged / destroyed areas to prevent cross contamination
- Fort McMurray Damage Assessment
 - **Okay to Occupy: 16,801**
 - **Restricted Use: 113**
 - **Unsafe to Enter/Occupy: 643**
 - **Destroyed: 1,929**



Alberta

Fire Danger (Fire Weather Index)

forecasted for May 31, 2016



Air Quality



Air Quality Health Index

LOCATION	AQHI:	DATE:	
Anzac	1	May 31/16	4:00 am
Fort McKay	1	May 31/16	4:00 am
Fort McKay South	1	May 31/16	4:00 am
Fort McMurray	2	May 31/16	4:00 am
Fort Chipewyan	1	May 31/16	4:00 am
Conklin	1	May 31/16	4:00 am
Conklin Lookout	1	May 31/16	4:00 am

Low (1-3)	Moderate (4-6)	High (7-10)	Very High (>10)
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Fort McKay Air Quality Index

LOCATION	AQI:	DATE:	
Fort McKay	2	May 31/16	5:00 am

Good (0-3)	Fair (3-6)	Poor (6-9)	Very Poor (9-10)
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Provincial Overview - May 31 2016

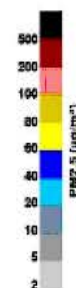
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The Government of Alberta assumes no
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MWF-009
Fort McMurray

Legend

- Urban Service Area
- City
- Fire Extent
- Out of Control
- Under Control



PM2.5 Fine Particulate Matter Plume

What is PM2.5?

Particulate matter, or PM, is the term for particles found in the air including dust, dirt, soot, smoke, liquids.

Particles less than 2.5 micrometers in diameter (PM2.5) are referred to as "fine" particles and are believed to pose the greatest health risks. Because of their small size (approximately 1/30th the average width of a human hair). Fine particles can lodge deeply into the lungs.

1:5,000,000

0 40 80 160 240
Kilometers

Re-entry Brief

May 31 2016

Wood Buffalo Fires

Concept of Operations

- **Phase 1 – Response – Get People Safe**
 - Pri 1 – Fight/Control Fire
 - Pri 2 - Support Evacuations
- **Phase 2 – Stabilization/Re-entry – Get People “Homes”**
 - Pri 1 – Make communities safe
 - Pri 2 – Safe and expeditious returns
- **Phase 3 – Short Term Recovery - Get Community Functioning**
 - Pri 1 – Community life support stabilized
 - Pri 2 – Medium term Interim accommodations
- **Phase 4 – Medium Term Recovery (TBC) – Get Community Rebuilt**
 - **Recovery Task Force led by Bill Sweeney (ADM JSG)**

Objective

- To support the safe and expeditious return of Fort McMurray / Wood Buffalo residents so that they feel secure and confident and can begin to recover / rebuild their lives and community.
- SAFETY is the overriding consideration

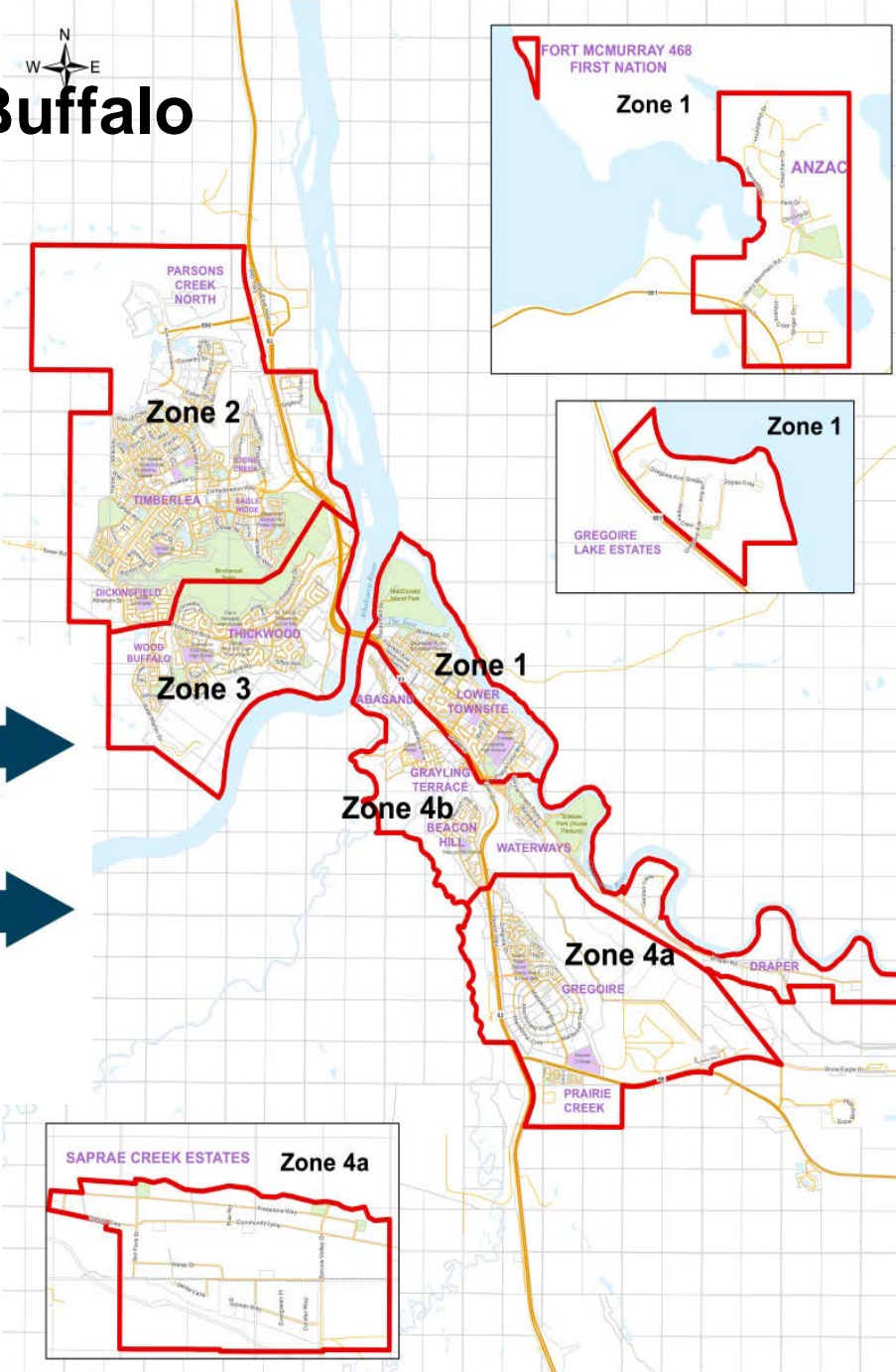
Re-entry Criteria

- Wildfire no longer an imminent threat
- Critical Infrastructure is repaired to provide basic level of service
- Essential Services restored to basic level
 - Emergency services restored (fire, EMS, police, 911)
 - Open safe transport to/within community
 - Access to emergency medical care/transport
 - Access to water/electricity/gas
 - Access to food/pharmaceutical/banks/other institutions
 - Access to mental health support
- Hazard areas secure
- Local government re-established

Re-entry Considerations

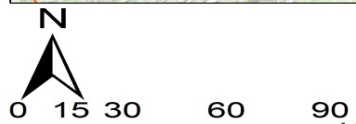
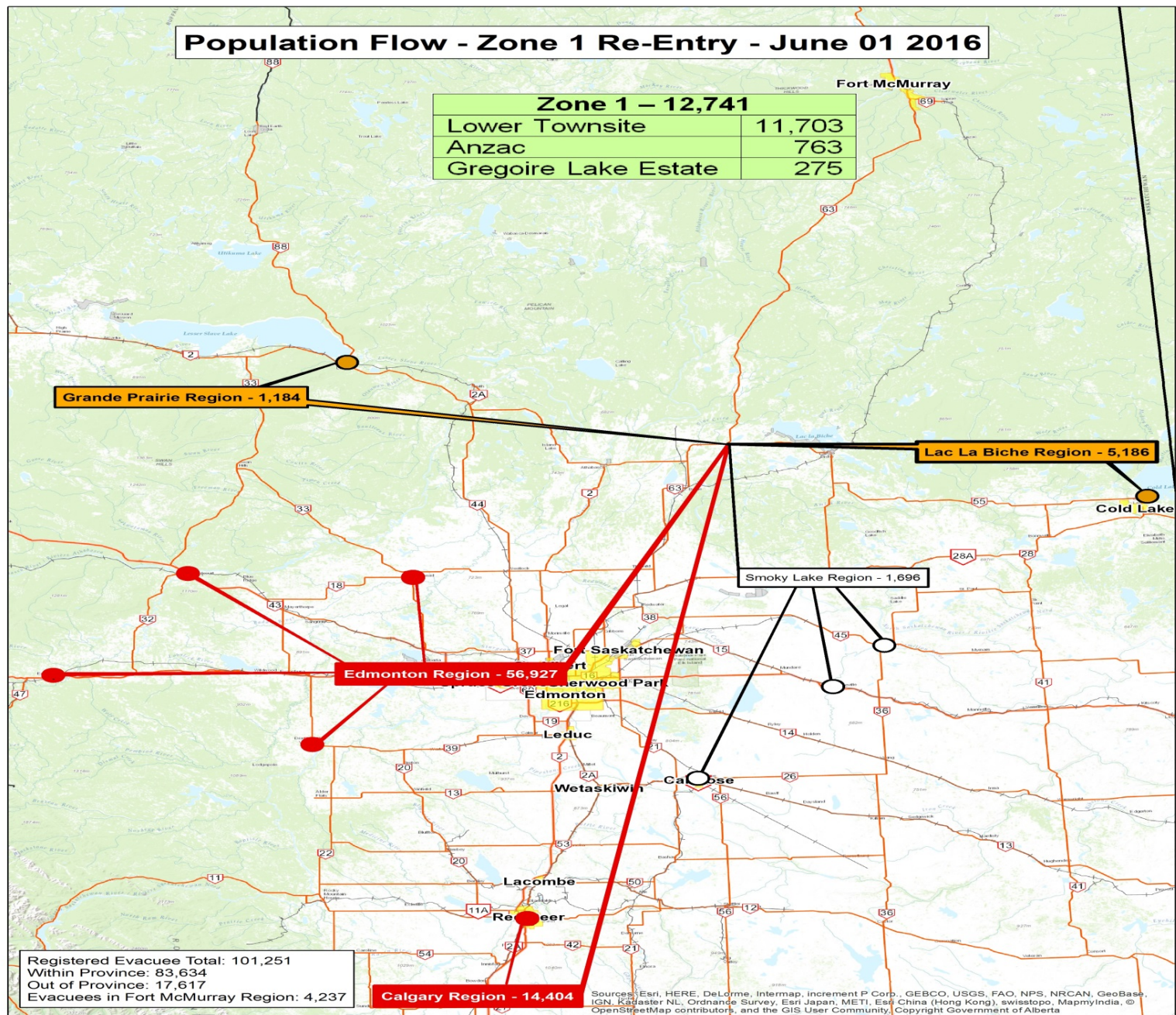
-
- **AQI for last 72 hrs / next 72 hrs**
 - has hovered around 2 for last 72; today also 2
 - **Hospital currently assessed to be:**
 - Functional by June 1 / Fully functional by June 21
 - Combination of facilities gives adequate level of care
 - **Water Treatment Plant Functioning.**
 - May be under boil water advisory on re-entry
 - **Water System (drainage, sewage, upstream, reservoirs)**
 - Functioning but still work being done on reservoirs
 - **Natural Gas restored to community**
 - 99% except Abasand, Beacon Hill, and Waterways
 - **Electricity restored to community**
 - 99% except Abasand Beacon Hill, Waterways
 - **Limited transient accommodation available**
 - all hotel and camp spaces being tracked by REOC

Re-entry Timeline for the Rural Municipunicipality of Wood Buffalo



Population Flow - Zone 1 Re-Entry - June 01 2016

Zone 1 – 12,741	
Lower Townsite	11,703
Anzac	763
Gregoire Lake Estate	275



Occupancy – Damaged homes

CMOH has recommended that:

- In Abasand, Waterways and Beacon Hill (Area 4b):
 - Occupancy NOT be authorized until debris removed
 - Destroyed / damaged homes will be allowed viewing
 - Structurally sound homes will be allowed time limited access under appropriate PPE
- Damaged areas Outside of Area 4b:
 - for homes facing destroyed areas, they should have additional risk assessment completed;
 - For destroyed homes, viewing will be allowed
 - RMWB will notify when removal is scheduled to allow for residents to make informed choices
- In any case, public or private premises should be vacated until made safe for habitation (properly cleaned, certified by AHS if necessary, etc.)







Emergency Accommodation

4 Steps

1. **Key Messaging - to minimize demand on emergency housing, anyone that does not have confirmed, positive arrangements for housing in Ft Mac will be encouraged NOT to return without making the appropriate arrangements.**
 - **We are attempting through the Red Cross registry to discern the potential demand and drive down that demand, and will message early, often and strongly to mitigate.**
 - **Accommodations will be kept available until at least mid-end June in other centers (Edmonton et. al.) to provide the displaced a place to stay without having to return to Ft Mac without accommodation.**

Emergency Accommodations

2. **Establish a Reserve -** REOC will set aside a contingency "reserve" of approx. 500 hotel spaces beginning on 1 June to 6 June (and maybe later) by moving essential services workers into their homes, camps, or other lodging to free up hotel spaces.
3. **Needs Assessment and Matching -** For those who find themselves requiring emergency housing once they arrive in Ft Mac, they can contact the Red Cross at an Information Center, who will do a needs assessment and will use the RMWB Housing registry / catalogue to find appropriate housing, and assist the client in finding the right funding source (AISH, Red Cross funding, WETA, whatever). In some cases this may be a RMWBHDC resource, a private long term rental, or it may be a short term hotel stay until other arrangements are made.

Emergency Accommodation

4. Additional capacity requirement tracking - As re-entry proceeds, the interim housing crunch will recede, and the REOC will track hotel and camp vacancy rates closely to determine pinch points and the potential necessity to establish additional interim lodging for contractors, NGO staff, etc.

Environmental Testing Results

- E&P testing done in 40 locations throughout Ft Mac and RMWB, but focused mostly on most heavily damaged areas
- REOC contracted Stantec to do independent testing to double check
- In all results of soil / ash:
 - Trace contaminants found as expected in residential fire ash, these pose small risk only in immediate vicinity
 - Mitigation (ie tackifier) further reduces the risk of aerosol or water migration and cross contamination
- Ongoing air quality testing
 - No airborne asbestos or other dangerous particulate found
- Bottom Line – with the exception of those most heavily damaged areas, there is NO Health threat to healthy adults / children over 7.

Final Thoughts

- Re-entry is and always will be **VOLUNTARY** – no one is being “ordered” back

Subject: Tax Penalty Relief – Bylaw No. 16/010**APPROVALS:**

Phillip Schofield, Director
Elsie Hutton, CFO & Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendations:

THAT Bylaw No. 16/010 be read a first time;
THAT Bylaw No. 16/010 be read a second time;
THAT Bylaw No. 16/010 be given consideration for third reading;
THAT Bylaw No. 16/010 be read a third time.

Summary:

The wildfire disaster has impacted all taxpayers of the Regional Municipality of Wood Buffalo; therefore Administration recommends that equal tax penalty relief be given to all classes of taxpayers. Administration is proposing a bylaw to provide that the usual July 1 and September 1 penalties will not be applied to taxes levied in 2016. The first penalty applied to unpaid current taxes in 2016 would be the 3% penalty on November 1. Penalties would continue to be applied in accordance with Bylaw 95/041 on property tax arrears arising from prior years.

Background:

Sections 344 and 345 of the *Municipal Government Act* allow Council, by bylaw, to impose penalties in the year in which a tax is imposed, and in subsequent years, if the tax remains unpaid after the tax notice is sent out. Bylaw 95/041 provides for penalties on all unpaid taxes in both the current year and the following year. The penalty structure is as follows:

- 3% penalty imposed on the 31st day following the mailing of the notice on all current taxes, which is normally on or close to July 1
- Further 7% penalty imposed on September 1
- Further 3% penalty imposed on November 1
- Taxes unpaid after December 31 subject to further 9% on January 1 of the following year

These penalties do not apply to:

- taxpayers who annually pay more than \$1M in taxes and have entered into an agreement with the Municipality to pay taxes on an installment basis;
- taxpayers who are enrolled in the Tax Instalment Payment Program (TIPP) unless automatic withdrawals are cancelled or are two months in arrears; and
- taxpayers who pay through their mortgage company.

The effect of passing proposed Bylaw 16/010 would be to over-ride the sections of Bylaw 95/041 that authorize imposition of the July 1 and September 1 penalties on unpaid current taxes in 2016.

Budget/Financial Implication:

Penalties applied according to Bylaw 95/041 typically account for approximately \$1.4M in revenue annually, with \$900K attributable to residential tax accounts. The application of penalties encourages early payment thereby contributing to a consistent cash flow. By waiving the first two penalty dates on outstanding 2016 property taxes, and thereby not imposing a penalty until November 1, 2016, the Municipality may experience a cash flow shortfall. Administration will continue to monitor cash flow and make adjustments, where possible. In the event a cash flow shortfall appears to be a possibility, Administration will bring forward a bylaw for interim financing (line of credit) to mitigate the situation.

Rationale for Recommendation:

All taxpayers have been impacted by the wildfire disaster and Administration therefore recommends that it would be fair and equitable to provide relief to all taxpayer classes. The proposed Bylaw 16/010 to over-ride the Tax Penalty Bylaw in the year 2016 would provide such relief by delaying the imposition of any penalties for non-payment of current taxes until November 1, 2016.

Strategic Plan Linkages:

Pillar 1 – Building Responsible Government

Pillar 3 – Building a Vibrant Economy Together

Attachment:

1. Bylaw 16/010

BYLAW NO. 16/010

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO PROVIDE RELIEF FROM PENALTIES FOR UNPAID 2016 PROPERTY TAXES

WHEREAS Bylaw 95/041 of the Regional Municipality of Wood Buffalo provides for penalties on unpaid property taxes, pursuant to the authority vested in the Municipality under section 344 of the *Municipal Government Act*;

AND WHEREAS the disaster caused by the destructive wildfires of May 2016 has resulted in hardship for all residents of the Municipality and financial difficulties for many whose lives and income streams were disrupted by mandatory evacuation;

AND WHEREAS the Council considers it just and equitable in the circumstances to over-ride the tax penalty provisions of Bylaw 95/041 for property taxes levied in 2016 so that all property tax payers of the Municipality will be relieved of the need to make payment of those taxes in order to avoid late payment penalties, until November 1, 2016;

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

1. No penalties shall be applied under Section 4 or Section 5 of Bylaw 95/041 in respect of taxes levied under the 2016 Tax Rate Bylaw, regardless of when the 2016 Tax Rate Bylaw is passed and regardless of when 2016 tax notices are issued or sent.
2. This bylaw comes into force when it is passed.

READ a first time this _____ day of _____, 2016.

READ a second time this _____ day of _____, 2016.

READ a third and final time this _____ day of _____, 2016.

SIGNED and PASSED this _____ day of _____, 2016.

Mayor

Chief Legislative Officer

**Subject: Canadian Red Cross Coordination Working Group
Membership****APPROVALS:**

Elsie Hutton, Executive Director
Kevin Scoble, Deputy Chief Administrative Officer
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendations:

THAT the Director of Community Services or designate be appointed as a municipal representative to the Canadian Red Cross Coordination Working Group.

THAT the Chief Financial Officer or designate be appointed as a municipal representative to the Canadian Red Cross Coordination Working Group.

Summary:

The Canadian Red Cross Coordination Working Group (Working Group) is being developed to ensure that donations collected for the 2016 Fort McMurray Wildfires are effectively managed and distributed within the community. Appointment of municipal representatives from the Regional Municipality of Wood Buffalo will allow participation in the prioritization of requests received. Since Community Services currently allocates funding within the municipally-funded Community Investment Program, this department is best positioned to participate in assessing and prioritizing requests for funding from donations received. In addition, appointing the Chief Financial Officer or designate will allow participation in process discussions for the matching funds that will be transferred from the provincial and federal governments to the Canadian Red Cross for distribution to approved projects.

Background:

As a result of the wildfire disaster, generous donations to the Canadian Red Cross have reached unprecedented levels. To date, in excess of \$100M has been donated. In addition, provincial and federal governments have made the commitment to match individual donations. To ensure that the donations are effectively managed and distributed, identification of municipal representatives is required.

Membership in the Working Group will be comprised of representatives from the Canadian Red Cross, Government of Canada, Government of Alberta and the Regional Municipality of Wood Buffalo. Support will also be provided by the Disaster Recovery Task Force. The Working Group will provide a single source of contact for requesting and prioritization of recovery projects. Draft terms of reference for the Working Group are attached. It is expected that the terms of reference may be amended once the Working Group has had an opportunity to meet and review.

Budget/Financial Implication:

Donations received for the 2016 wildfires will be held in trust with the Canadian Red Cross pending recommendations from the Canadian Red Cross Coordination Working Group. As such, funding for approved projects will not be provided by the Regional Municipality of Wood Buffalo and therefore there is no financial impact.

Rationale for Recommendations:

Appointing a municipal representative from Community Services to the Canadian Red Cross Coordination Working Group will ensure input into the prioritization of projects and requests to utilize donations received to assist in disaster recovery of communities impacted by the 2016 wildfires. In addition, appointing the Chief Financial Officer or designate will allow participation in process discussions for the matching funds that will be transferred from the provincial and federal governments to the Canadian Red Cross for distribution to approved projects.

Strategic Plan Linkage:

Goal 1: Building a Responsible Government

Attachment:

1. The Canadian Red Cross Coordination Working Group Draft Terms of Reference

Draft Terms of Reference**The Canadian Red Cross Coordination Working Group****May 2016****General:**

Detailed herein are the Terms of Reference for the Canadian Red Cross Society/Government of Alberta Coordination Working Group (Working Group) as it relates to managing and effectively targeting the donations received as a result of the 2016 Regional Municipality of Wood Buffalo to the recovery of impacted communities.

Background:

On May 3, 2016 wildfires raged through the Regional Municipality of Wood Buffalo. In response Albertans and Canadians donated generously and have continued to donate to the Red Cross (CRC) in record amounts. It is expected that when the donations are tallied, over \$100 million will have been donated to the CRC directly.

Both the Federal and Provincial governments committed to matching the donations received by the CRC for the wildfires, resulting in a possible total of \$300 million.

Purpose:

This working group is being struck to provide a one-window approach for all partners, including the Government of Alberta, Government of Canada, and the Regional Municipality of Wood Buffalo, to work with the CRC. It will help ensure that partners are coordinated in the prioritization of projects and in the requests and information provided to the CRC. This group will identify projects from the communities and across government, determine potential Disaster Recovery Program (DRP) and Disaster Financial Assistance Arrangements eligibility, and prioritize the requests made to the CRC for additional funding.

Goals:

- One point of contact for the CRC to ensure coordinated messaging, accurate and transparent financial management and clear communication with the public.
- Understanding and partnership with the CRC to create the best possible recovery for the impacted communities using all resources effectively.
- Transparent and accurate financial accountability to demonstrate that the best coordination of money, people, resources and time ensured Albertans their money was well-spent.

Chair and Membership:

The Working Group is chaired by Mark Prefontaine and the vice-chair is Dawn White. Secretariat support is provided by the Wildfire Recovery Task Force (WRTF). Initial members are:

- Mike Leathwood, Seniors and Housing
- John Donner, Indigenous Relations
- Denise Perret, Health
- ADM, Human Services

Secretariat and Advisory Support members are:

- Sonya Perkins, PESS, Human Services
- Briegh Anne Albert, Stakeholder Engagement, WRTF
- Heather Korobanik, DRP, AEMA
- Kim Capstick, Communications, WRTF
- Alvin George, Legal, Human Services
- Grant Geake, Procurement, Human Services

It is anticipated that representatives from the Canadian Red Cross, Government of Canada, and the Regional Municipality of Wood Buffalo will be identified to participate in Working Group discussions in the near future.

Members may send an appropriate Alternate in the event they are unable to attend a meeting. Alternates should have a sufficient level of knowledge, experience, and responsibility to act in place of the Member.

Roles and Responsibilities:

Each member will:

- Agree to a common terms of reference that includes the purpose of the working group, its key deliverables and timelines.
- Share responsibility for the success of the working group mandate and key deliverables.
- Provide direction and advice and updates on negotiations to the Chief ADM, WRTF and the Ministerial Task Force as required.
- Commit to building consensus for project priorities based on the community recovery plans as developed by the impacted communities and the GOA Recovery Plan.
- Commit to presenting a unified project list for decision, any dissent being noted in the meetings.

The Working Group will:

- Be the single point of contact for the CRC with the GOA to ensure consistent messaging, reduce bilateral conversations and ensure all projects and programs are assessed within the Recovery Plans and for DFAA eligibility;
- Work to develop and maintain a healthy and productive relationship with the CRC;
- Ensure the strategic alignment of policies, projects, and programs with the overall provincial recovery plan and the communities' recovery plans in the recovery from the 2016 Fort McMurray wildfires;
- Ensure effective communication and decision-making within the working group, across the GOA and with the CRC;
- Evaluate all projects and programs for DRP And DFAA eligibility to ensure Alberta is maximizing the financial resources available to them to recovery from the 2016 wildfires;
- Supports and enables recovery efforts of local leadership, authorities, and constituents who remain at the forefront of local recovery efforts by appropriately targeting funding;
- Act in accordance with the following primary objectives:
 - Open and effective communication;
 - Alignment with recovery plans;
 - Support communities and enable them in their recovery;
 - resumption of economic and business activity including market access on transportation corridors, and
 - Environmental integrity.

Immediate Priority Efforts:

- Determine what the GOA means by stating they would “match” funds received by the CRC.
- Develop a Memorandum of Understanding or contract with the CRC to manage the donations received by the CRC and ensure the monies are appropriately distributed to impacted communities.
- Work with the Recovery Coordination and Plans groups with the WRTF to determine the impacted communities' priorities for recovery.
- Gather input from across the GOA on projects as they relate to medium and long-term recovery to prepare for priority setting.

Out of Scope

- Governance, accountability, and project reporting: the actual administration of funds should occur through a grant agreement administered by a single responsible ministry, or a formally-established trust account with separate governance arrangements.
- Negotiation with the Government of Canada: Municipal Affairs will continue to lead discussions with Public Safety Canada regarding the scope of DFAA eligibility and the desired degree of alignment between Canada and Alberta's matching contributions to CRC.

Terms of Reference:

The Terms of Reference of the ADMRTF may be updated by a decision of the Committee at any meeting. Any sub-committee may create or modify its own Terms of Reference by a motion of the chair of that working committee with all of its members present (or representatives).

Reporting Structure:

The working group reports to the Chief ADM of the Fort McMurray Wildfires Recovery.

Frequency of Meetings:

The working group will meet at the discretion of its Chair.