



## **Council Meeting**

Jubilee Centre Council Chamber  
9909 Franklin Avenue, Fort McMurray

Tuesday, June 24, 2014  
6:00 p.m.

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### **Agenda**

#### **National Anthem**

#### **Call To Order**

#### **Opening Prayer**

#### **Adoption of Agenda**

#### **Minutes of Previous Meetings**

1. Minutes from previous Council Meeting - June 10, 2014
2. Minutes from Special Council Meeting - June 12, 2014
3. Minutes from Special Council Meeting - June 17, 2014

#### **Delegations**

*Those individuals in attendance at the meeting will be provided with an opportunity to address Council regarding an item on the agenda, with the exception of those items for which a Public Hearing is required or has been held. Consistent with all delegations, each presentation will be allowed a maximum of five minutes.*

4. Jack (Torchy) Peden, Carmen Ramstead, Paul Hunt, Historical Society, Clearwater Heritage River Society, Fort McMurray Flying Club, Members of the RMWB Waterfront Advisory Committee re: Council Steering Committee

### **Public Hearings and Related Reports**

5. Land Use Bylaw Amendment – Lot 2, Block 1, Plan 082 0549 Adjacent to Highway 69 – Bylaw No. 14/026
  - public hearing
  - 2nd and 3rd readings

### **Bylaws**

6. Land Use Bylaw Amendment for Long Term and Urgent Care Facility – A Portion of Lot 2, Block 1, Plan 102 1640 (Parsons Creek) – Bylaw No. 13/041
  - 2nd and 3rd readings
7. Advisory Committee on Aging Bylaw - Bylaw No. 14/021
  - 2nd and 3rd readings
8. Procedure Bylaw – Bylaw No. 14/025
  - 2nd reading (Proposed Date for 3rd reading - July 8, 2014)
9. Public Art Committee Bylaw No. 14/020
  - 1st reading (Proposed Date for 2nd and 3rd readings - July 8, 2014)

### **Reports**

10. IAFF Collective Bargaining Ratification
  - report to follow
11. Community Investment Program
12. Provincial Land Transfer Projects - Interim Financing

13. Council Compensation Review Committee Appointments  
- report to follow

#### **New and Unfinished Business**

14. Notice of Motion – Corporate Restructuring
15. Notice of Motion – City Centre Steering Committee

#### **Reporting - Boards and Committees**

#### **Adjournment**





**Unapproved Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, June 10, 2014, commencing at 6:00 p.m.**

**Present:**

M. Blake, Mayor  
T. Ault, Councillor  
G. Boutilier, Councillor  
L. Bussieres, Councillor  
J. Cardinal, Councillor  
S. Germain, Councillor  
K. McGrath, Councillor (via teleconference)  
P. Meagher, Councillor  
J. Stroud, Councillor  
A. Vinni, Councillor

**Absent:**

J. Chadi, Councillor

**Administration:**

M. Ulliac, Chief Administrative Officer (Interim)  
S. Kanzig, Chief Legislative Officer  
R. Kendall, Supervisor, Legislative Services  
E. Franks, Legislative Coordinator

**Call To Order**

The Mayor called the meeting to order at 6:12 p.m.

**Opening Prayer**

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

**Adoption of Agenda**

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

CARRIED UNANIMOUSLY

**Notices of Motion**

Mayor M. Blake served notice that the following motion will be brought forward for Council's consideration at the June 24, 2014 Council Meeting: "THAT the new splash pad at the Syncrude Athletic Park in Timberlea be named the "Dr. K.P. Wong Waterpark".

Councillor G. Boutilier served notice that the following motion will be brought forward for Council's consideration at the June 24, 2014 Council Meeting: "THAT the existing administrative committee known as the Waterfront Advisory Committee be replaced with a Council Committee called the City Centre Steering Committee to ensure that citizens play a more active role in assisting Council with Policy guidance and direction with respect to future development of the City Centre and waterfront areas."

**Minutes of Previous Meetings****1. Minutes from Council Meeting - May 27, 2014**

Moved by Councillor J. Stroud that the Minutes from the May 27, 2014 Council Meeting be approved as presented.

CARRIED UNANIMOUSLY

**Delegations**

**Jim Rogers, resident**, spoke in relation to the Prior Capital Budget Amendments, and he suggested that the Municipality study the natural course of flow of the Hangingstone River and the Saline Creek to determine if erosion control efforts would interfere with its natural flow.

Moved by Councillor G. Boutilier that the presentation be accepted as information.

CARRIED UNANIMOUSLY

**Gene Ouellette, resident**, spoke in relation to the Sports and Entertainment Centre (SEC) Summary Recommendations and expressed concern with the lack of public engagement sessions to discuss traffic control and parking issues.

Moved by Councillor P. Meagher that the presentation made by Gene Ouellette be accepted as information.

CARRIED UNANIMOUSLY

**Mike Durocher, resident**, spoke in relation to the Council Compensation Review Committee Bylaw and commended Council for undertaking this initiative. He also spoke in support of the Sports and Entertainment Centre (SEC) Summary Recommendations, but raised concerns with the traffic flow on the proposed arena site.

Moved by Councillor J. Stroud that the presentation made by Mike Durocher be accepted as information.

CARRIED UNANIMOUSLY

**Bylaws****2. Council Compensation Review Committee Bylaw - Bylaw No. 14/022**

Moved by Councillor P. Meagher that Bylaw No. 14/022, being the Council Compensation Review Committee Bylaw, be read a second time.

CARRIED

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

Opposed: A. Vinni

Moved by Councillor T. Ault that Bylaw No. 14/022, be read a third and final time.

CARRIED

For: M. Blake, T. Ault, G. Boutilier, L. Bussieres, J. Cardinal, S. Germain, K. McGrath

Opposed: P. Meagher, J. Stroud, A. Vinni

**3. Advisory Committee on Aging Bylaw - Bylaw No. 14/021**

Moved by Councillor J. Stroud that Bylaw No. 14/021, being the Advisory Committee on Aging Bylaw, be read a first time.

CARRIED UNANIMOUSLY

**4. Land Use Bylaw Amendment – Lot 2, Block 1, Plan 082 0549 – Bylaw No. 14/026**

Moved by Councillor P. Meagher that:

- Bylaw No. 14/026, being a Land Use Bylaw Amendment specific to Lot 2, Block 1, Plan 082 0549, be read a first time; and
- the required public hearing be held on June 24, 2014.

CARRIED UNANIMOUSLY

**5. Procedure Bylaw - Bylaw No. 14/025**

Moved by Councillor T. Ault that Bylaw No. 14/025, being the Procedure Bylaw, be read a first time.

CARRIED UNANIMOUSLY

**Reports**

**6. Sports and Entertainment Centre (SEC) Summary Report Recommendations**

Moved by Councillor J. Stroud that:

- Administration be authorized to proceed with negotiations with the Lead Proponent for a Non-Binding Letter of Intent encompassing legal, commercial, operational, financial, and design terms and requirements for the Sports and Entertainment Centre on the chosen site which borders Franklin Avenue, Main Street, MacDonald Avenue and Morrison Street; and
- Administration also be authorized to proceed with negotiations with the second highest ranked proponent should Administration not be able to come to an acceptable agreement with the Lead Proponent on a Letter of Intent.

CARRIED

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

Opposed: G. Boutilier

Moved by Councillor S. Germain that Administration be authorized to develop a team of professionals to represent the needs and desires of the Municipality.

CARRIED UNANIMOUSLY

Discussions occurred with respect to the negotiation process and the location of the arena. It was requested that Administration look into alternate plans for the Sports and Entertainment Centre should there be issues that cannot be overcome. It was also requested that Administration provide any reports or information regarding alternate sites that may have been provided to Council members, including the strengths and weaknesses of these sites.

### **Exit and Return**

Councillor G. Boutilier left the chamber at 6:53 p.m. and returned at 6:54 p.m.

### **Exit and Return**

Councillor G. Boutilier left the chamber at 7:22 p.m. and returned at 7:27 p.m.

### **Recess**

A break occurred from 7:35 p.m. to 7:51 p.m.

## **7. Medevac Services**

Moved by Councillor G. Boutilier that:

- funding of \$1,500,000 be allocated from the 2014 Regional Emergency Services Operating surplus as part of a partnership agreement to fund medevac services for the region for a period of one year, following which it will be reviewed;
- in the event the 2014 Regional Emergency Services Operating surplus is insufficient, the funds be allocated from Office of the COO Division surplus; and
- in the event the 2014 Office of the COO Division surplus is insufficient, the funds be allocated from the Emerging Issues Reserve.

CARRIED UNANIMOUSLY

### **Declaration of Pecuniary Interest**

Councillor P. Meagher declared a potential pecuniary interest in the upcoming item as a result of an employment relationship and exited the Chamber at 8:07 p.m.

## **8. Partnership Opportunity with the Fort McMurray Public School District**

Moved by Councillor J. Stroud that:

- the Regional Municipality of Wood Buffalo decline the offer to enter into a Partnership Statement of Commitment that was

- proposed by the Fort McMurray Public School District;
- Administration explore the feasibility of piloting municipal counselling services at Timberlea Landing in 2015; and
- the Accommodation Services 2010-2030 Implementation Plan be updated to reflect the current and future space needs of the Municipality.

CARRIED UNANIMOUSLY

### **Return**

Councillor P. Meagher returned to the Chamber at 8:15 p.m.

#### **9. 2014 and Prior Capital Budget Amendment - Revised and New Projects**

Moved by Councillor P. Meagher that:

- the 2014 and Prior Capital Budget be revised as summarized on Attachment 1, 2014 and Prior Capital Budget Amendment – Revised and New Projects, dated June 10, 2014; and
- the cash flow of Capital Projects be approved as summarized on Attachment 2, 2014 and Prior Capital Budget Amendment – Project Cash Flow Summary, dated June 10, 2014.

CARRIED UNANIMOUSLY

#### **10. 2014-2016 Fiscal Management Strategy**

Moved by Councillor T. Ault that the 2014 - 2016 Fiscal Management Strategy, dated June 10, 2014, be used as a guide for 2015 budget development.

CARRIED UNANIMOUSLY

Discussion ensued and it was requested that Administration bring forward the Fiscal Responsibility Policy (FIN-160) for discussion at a future Audit and Budget Committee Meeting.

### **Exit and Return**

Councillor P. Meagher left the chamber at 8:34 p.m. and returned at 8:37 p.m.

### **New and Unfinished Business**

#### **11. Notice of Motion – North Side Recreation Centre**

**Tim Reid, Chief Operating Officer and Mike Cachia, Chair, Board of Directors, Regional Recreation Corporation of Wood Buffalo** spoke and indicated that they can deliver a schematic design and type D costing for Council approval by July 8, 2014.

Moved by Councillor S. Germain that:

- the responsibility to lead, construct and operate the North Side Recreation Centre be transferred to the Regional Recreation Corporation; and
- the Regional Recreation Corporation deliver a final design

and costing for Council approval by July 8, 2014.  
CARRIED UNANIMOUSLY

### **Notice of Motion Referral**

Moved by Councillor A. Vinni that the Notice of Motion made by Mayor Blake regarding the Timberlea Splash Park naming be referred to the Community Identification Committee.

CARRIED

For: M. Blake, T. Ault, G. Boutilier,  
S. Germain, K. McGrath, J. Stroud,  
A. Vinni

Opposed: L. Bussieres, J. Cardinal,  
P. Meagher

### **Reporting - Boards and Committees**

Councillor J. Stroud – FCM Conference in Niagara Falls, Ontario

Councillor G. Boutilier – Kids Forever Foundation Reception and Golf Tournament

Councillor P. Meagher – Law Day, KAOS Radio 8<sup>th</sup> Birthday Bash, Ronald McDonald House  
Golf Tournament, Hope in the Dark

Councillor A. Vinni – Law Day, FCM Conference in Niagara Falls, Ontario

Councillor T. Ault – FCM Conference in Niagara Falls, Ontario

Councillor P. Meagher – Golden Years Society Event – Seniors of the Year

Mayor M. Blake – YMM Air Show, 2015 Summer Games Countdown Clock Unveiling Event,  
Alberta Chamber of Commerce, Launch of Environmental Week, Golden Years Society Event,  
Community Prayer, MACOY Group

Councillor K. McGrath – Leading the North Conference

### **Exit**

Councillor G. Boutilier exited the chamber at 9:17 p.m.

### **Adjournment**

Moved by Councillor A. Vinni that the meeting be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:18 p.m.

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Mayor

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Chief Legislative Officer

**Unapproved Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Thursday, June 12, 2014, commencing at 4:00 p.m.**

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

**Absent:** J. Cardinal, Councillor  
J. Chadi, Councillor

**Administration:** M. Ulliac, Interim Chief Administrative Officer  
S. Kanzig, Chief Legislative Officer  
A. Rogers, Senior Legislative Officer  
A. Hawkins, Legislative Officer

**Call To Order**

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

**1. Land Use Bylaw Amendment - A portion of Lot 2, Block 1, Plan 102 1640 (Parsons Creek) - Bylaw No. 14/017**

Moved by Councillor P. Meagher that the Public Hearing for Bylaw No. 14/017 be opened.

CARRIED UNANIMOUSLY

**Felice Mazzoni, Bradley Evanson and Pankaj Nalavde, Planning and Development,** were present to speak to the proposed bylaw amendment. A presentation was distributed to Council which highlighted concerns raised by Council in a previous public hearing on the matter. It was specifically noted that the proposed amendment would increase the number of single family lots and reduce the multi-family lots.

**John Devlin and David Pattison, Alberta Infrastructure,** came forward and spoke in support of Administration's proposed direction.

**Sean Graham, resident,** came forward and spoke in opposition to the amendment being presented today while supporting the original plan.

**Exit and Return**

Councillor K. McGrath left the Chamber at 4:29 p.m. and returned at 4:36 p.m.

**Brian Lutes, Wood Buffalo Housing & Development Corporation,** came forward and spoke in opposition to the amendment being presented today.

**Ben Dutton, UDI Wood Buffalo**, came forward and spoke in support of the amendment.

**Bryce Kumka, Chamber of Commerce**, came forward and spoke in opposition to the amendment being presented today.

### **Exit**

Councillor T. Ault left the meeting at 5:30 p.m.

### **Exit and Return**

Councillor K. McGrath left the Chamber at 6:00 p.m. and returned at 6:02 p.m.

Councillor G. Boutilier left the Chamber at 6:04 p.m. and returned at 6:05 p.m.

Councillor S. Germain left the Chamber at 6:08 p.m. and returned at 6:09 p.m.

Councillor L. Bussieres left the Chamber at 6:11 p.m. and returned at 6:18p.m.

### **Point of Order**

Councillor S. Germain raised a Point of Order relative to the current discussion about social housing and its relevance to the issue of zoning before Council. The Point of Order was upheld.

### **Point of Order**

Councillor S. Germain raised a Point of Order relative to the current discussion about the Land Exchange Agreement between the Municipality and the Provincial Government and its relevance to the issue of zoning before Council. The Point of Order was upheld.

Moved by Councillor J. Stroud that the Public Hearing for Bylaw 14/017 be closed.

CARRIED UNANIMOUSLY

The Public Hearing was held between 4:06 p.m. and 6:22 p.m.

### **RECESS**

A break occurred at 6:22 p.m. and the meeting reconvened at 6:40 p.m.

The following motion was presented by Councillor P. Meagher: "That Bylaw No. 14/017, being an amendment to Land Use Bylaw No. 99/059 specific to portion of Lot 2, Block 1, Plan 102 1640 (Parsons Creek), be read a second time.

Mayor Blake explained the first order of business will be to deal with the proposed amendment before dealing with second reading of Bylaw No. 14/017.

Moved by Councillor J. Stroud that Bylaw No. 14/017, be amended by deleting the existing Schedule A and replacing it with the revised Schedule A, dated June 12, 2014.

CARRIED UNANIMOUSLY



A lengthy discussion occurred during which concerns were raised by a number of Councillors relative to the Province's Land Release Policy and the shortage of land. Further reference was made to the existing Land Exchange Agreement and concern was raised that this agreement is being held hostage by Council's approval or non-approval of this zoning request.

### **Exit**

Councillor K. McGrath left the meeting at 7:02 p.m.

Following debate, voting then occurred on the original motion, as amended.

Moved by Councillor P. Meagher that Bylaw No. 14/017, being an amendment to Land Use Bylaw No. 99/059 specific to portion of Lot 2, Block 1, Plan 102 1640 (Parsons Creek), be read a second time, as amended.

DEFEATED

For: M. Blake, L. Bussieres, P. Meagher

Opposed: G. Boutilier, S. Germain, J. Stroud, A. Vinni

### **Adjournment**

Moved by Councillor G. Boutilier that the meeting be adjourned.  
CARRIED UNANIMOUSLY

The meeting adjourned at 7:29 p.m.

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Mayor

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Chief Legislative Officer



**Unapproved Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, June 17, 2014, commencing at 7:00 p.m.**

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

**Absent:** J. Cardinal, Councillor  
J. Chadi, Councillor

**Administration:** M. Ulliac, Interim Chief Administrative Officer  
S. Kanzig, Chief Legislative Officer  
R. Kendall, Supervisor  
E. Franks, Legislative Coordinator

**Call To Order**

The Mayor called the meeting to order at 7:10 p.m.

**Declaration of Pecuniary Interest**

Councillor L. Bussieres declared a potential pecuniary interest in the upcoming item as a result of an interest in the lands to be discussed and exited the Chamber at 7:19 p.m.

**Bylaws**

**1. Reconsideration of Land Use Bylaw Amendment - A portion of Lot 2, Block 1, Plan 102 1640 (Parsons Creek) - Bylaw No. 14/017**

Discussions ensued with respect to the reconsideration of Bylaw No. 14/017. It was also indicated that clarity had to be provided to the citizens of this region as to the communication that Council has had with the Provincial Government.

Moved by Councillor S. Germain that the motions pursuant to which Bylaw No. 14/017, as amended, was defeated at second reading at the Special Meeting of June 12, 2014, be now reconsidered.

CARRIED UNANIMOUSLY

Moved by Councillor G. Boutilier that Bylaw 14/017 be amended by deleting the zoning map that was attached to the Bylaw at First Reading, and replacing it with the alternative zoning map proposed for Council's consideration at the Special Meeting on June 12, 2014.

CARRIED

For: G. Boutilier, S. Germain, K. McGrath,  
P. Meagher, J. Stroud, A. Vinni

Opposed: M. Blake, T. Ault

Discussions ensued regarding land release in the region and Councillor A. Vinni indicated that it is the hope that the release of land from the Provincial Government will now change. It was also indicated that Council did not disregard the needs of the citizens when it defeated this same motion during the June 12, 2014 Council meeting. It was noted that a higher level of engagement with the Province has now occurred due to the stand that Council made on June 12, 2014.

Further in-depth discussions continued and concerns of some citizens were addressed regarding the development of the Parsons Creek project if it did not go forward and the land transfer agreement with the Province of Alberta.

Moved by Councillor G. Boutilier that Bylaw 14/017, as amended be read a second time.

CARRIED UNANIMOUSLY

Moved by Councillor A. Vinni that Bylaw 14/017 as amended be read a third time.

CARRIED UNANIMOUSLY

### **Notice of Motion**

Councillor K. McGrath served notice that the following will be brought forward for Council's consideration at the July 8<sup>th</sup> Council Meeting:

"Administration be directed to investigate the available options for obtaining greater revenue for the Municipal treasury from open or independent work camps [i.e., camps not directly owned by or affiliated with an oil sands company] that operate within the boundaries of the Municipality, in order to more equitably compensate for increased costs to the Municipality that arise from the operation of such camps, and that Administration report back to Council on this matter after the 2014 summer recess."

**Adjournment**

The meeting adjourned at 7:56 p.m.

\_\_\_\_\_  
Mayor

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





REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

## Council Meeting Presentation Request

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

Presentation Information	
Preferred Date of Presentation	June 24, 2014
Name of Presenter(s)	Jack (Torchy) Peden, Carmen Ramstead, Paul Hunt
Organization Represented	Historical Society, Clearwater Heritage River Society, Fort McMurray Flying Club, Members of the RMWB Waterfront Advisory Committee
Topic	Update Council and offer a proposal in moving forward as a Council steering committee in representing our citizens with policies in the ongoing development of the RMWB Waterfront.
Please List Specific Points/Concerns	Waterfront Development, Actions and methods to date, Discussion on best methods to move forward building a First Class Waterfront for Every Citizen.
Action Being Requested of Council	Engage in discussion with Council regarding our proposals.
<b>Are you providing any supporting documentation (ie: Powerpoint)?</b> No	
If yes, the documentation <u>must</u> accompany this request, as handouts will not be distributed at the meeting. To ensure that your documents meet minimum standards, please see presentation guidelines on the next page.	
Supporting documents may be e-mailed to <a href="mailto:Legislative.Assistants@woodbuffalo.ab.ca">Legislative.Assistants@woodbuffalo.ab.ca</a> .	

*As per Procedure Bylaw No. 06/020, a request to make a presentation may be referred or denied.*





**5. Public Hearing re: Land Use Bylaw Amendment – A Portion of Lot 2, Block 1, Plan 082 0549 Adjacent to Highway 69 – Bylaw No. 14/026**

- A. Introduction from Administration
  - Tom Schwerdtfeger
- B. Opening Statement from Applicant
  - Ron Dezman, Preferred Realty Capital Inc.
- 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: Land Use Bylaw Amendment – Lot 2, Block 1, Plan 082 0549  
– Bylaw No. 14/026****APPROVALS:**

Felice Mazzoni, Director  
Henry Hunter, Executive Director  
Marcel Ulliach, Interim Chief Administrative Officer

**Administrative Recommendations:**

1. THAT Bylaw No. 14/026, being a Land Use Bylaw Amendment specific to Lot 2, Block 1, Plan 082 0549, be read a second time.
2. That Bylaw No. 14/026 be read a third and final time.

**Summary:**

An application has been received to amend the Land Use Bylaw to redesignate Lot 2, Block 1, Plan 082 0549 from the Urban Expansion District (UE) to the Highway Commercial District (C4) and the Business Industrial District (BI). The purpose of the amendment is to enable the development of the land for a future hotel and a number of industrial uses.

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

**Background:**

The parcel that is the subject of this application was created through subdivision application 2007-WB-RS-09. At the time of that application the lands were identified for the future development of a hotel. In the intervening years between that application and the present the lands have been used variously for a temporary project accommodation, a laydown yard, a U-Haul rental location, and a trucking operation.

In September 2012, an application was made to redesignate Lot 2, Block 1, Plan 082 0549 from the Urban Expansion District (UE) to the Highway Commercial District (C4) and the Business Industrial District (BI). The current Urban Expansion designation acts largely as a holding district that is intended to restrict premature development of undeveloped lands within hamlet boundaries and within the Urban Service Area and parts of the Urban Development Sub-Region. In order to enable development of the site as proposed, the lands are required to be redesignated. This application follows the correct process as it was designed in the Land Use Bylaw.

The proposed new districts will permit a variety of higher order land uses including the hotel, various shop and industrial office uses, and other commercial and industrial activities. New commercial developments will present an aesthetically pleasing face to Highway 69, while industrial

activities will utilize a combination of screening, building placement, and strategic location of storage areas to limit visual impacts to the highway frontage.

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

1. Direction 1.2.2 – Coordinate land development with transportation and infrastructure.
2. Direction 3.1.1 – Promote commercial and retail development
3. Direction 3.1.2 – Support strong secondary industrial sectors
4. Direction 3.1.3 – Promote the development of local small business
5. Direction 3.2.2 – Support rural economic development
6. Direction 4.1.1 – Encourage a mix of land uses

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

**Rationale for Recommendations:**

The area to the south and west of Fort McMurray Airport has been identified for commercial and industrial land uses in the 2011 Municipal Development Plan. A variety of non-residential land uses have operated for several years on a number of parcels in the area prior to the adoption of that plan.

This application is consistent with the long term planning for the Southlands area. It will enable higher order development on the site which is expected to improve on the current standard of development along this stretch of Highway 69. A Traffic Impact Assessment has been conditionally approved and servicing details will be addressed at future stages of development.

Administration supports the proposed amendment and recommends that Bylaw No. 14/026 be given second and third readings.

**Attachment:**

1. Bylaw No. 14/026

**BYLAW NO. 14/026**

**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 requires Council to enact 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. Bylaw No. 99/059 is hereby amended by:
  - (a) redesignating Lot 2, Block 1, Plan 082 0549 from the Urban Expansion District (UE) to the Highway Commercial District (C4) and the Business Industrial District (BI), as depicted in Schedule A.
2. This bylaw comes into effect when it is passed.

READ a first time this 10<sup>th</sup> day of June, A.D. 2014.

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

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

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D.2014.

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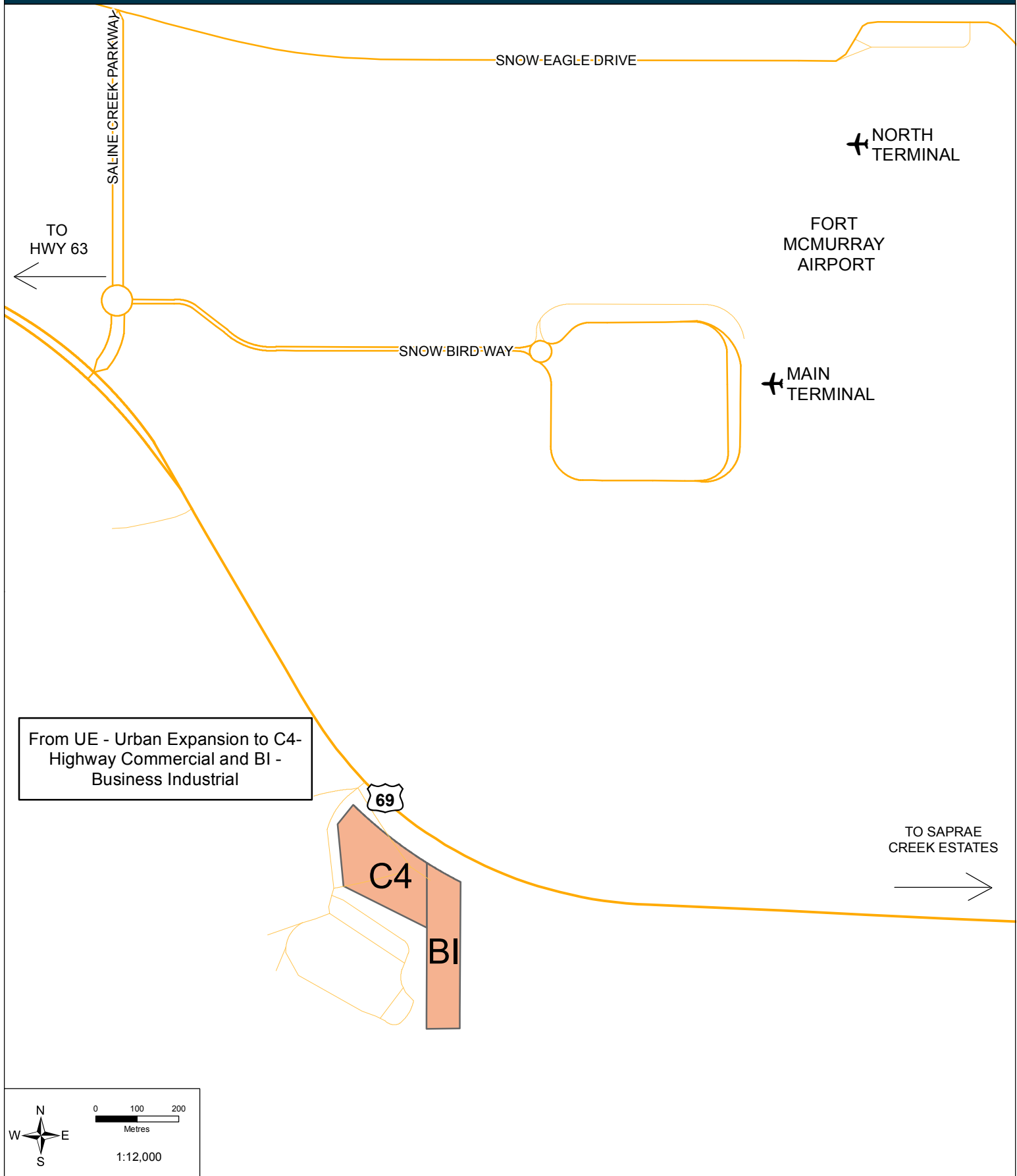
Mayor

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Chief Legislative Officer



# LAND USE BYLAW AMENDMENT SCHEDULE A



Subject Area

Lot 2, Block 1, Plan 082 0549





**Subject: Land Use Bylaw Amendment for Long Term and Urgent Care Facility – A Portion of Lot 2, Block 1, Plan 102 1640 (Parsons Creek) – Bylaw No. 13/041**

**APPROVALS:**

Felice Mazzoni, Director  
Henry Hunter, Executive Director  
Marcel Ulliach, Interim Chief Administrative Officer

**Recommendations:**

1. THAT Bylaw No. 13/041, being a Land Use Bylaw amendment specific to a portion of Lot 2, Block 1, Plan 102 1640 (Parsons Creek), be read a second time.
2. THAT Bylaw No. 13/041 be read a third and final time.

**Summary:**

An application has been received to amend the Land Use Bylaw specific to a portion of Lot 2, Block 1, Plan 102 1640. The application is to redesignate the subject property from Waterfront District (WD) and Mixed Development District (MDD) to Public Services District (PS) and add Community Facility as a Permitted Use in this district. Further, the amendment will require the addition of the definition of Community Facility to Part 1 Section 10 of the Land Use Bylaw.

Administration supports approval of the redesignation. The authority to amend the Land Use Bylaw is vested with Council under the *Municipal Government Act*.

**Background:**

Consisting of approximately 817 hectares, Parsons Creek is a master-planned community under development by the Government of Alberta. On January 25, 2011, Council approved the Land Use Bylaw amendment for Phase One of Parsons Creek (Bylaw No. 11/001) to facilitate development.

On February 14, 2012, Council authorized the Mayor to approach the Federal and Provincial Government with respect to acquiring the property commonly known as Willow Square for the purpose of developing an Aging in Place Facility in the downtown core, which would provide convenient access to health care amenities and commercial facilities. The Municipality has been successful in acquiring the land and engaging the community regarding the development of this proposed Aging in Place Facility.

On February 21, 2013, an application was accepted to amend the Land Use Bylaw to redesignate the subject property as Public Services District (PS), add Community Facility as a Permitted Use in the Public Services District, and add the definition of Community Facility to Part 1 of the Land Use Bylaw. A Long Term and Urgent Care Facility is proposed for the subject property

and would be approximately 8,417 square metres and would provide the Municipality with services for assisted living that are needed in our region. A proposed additional facility of approximately 3,400 square metres would accommodate provincial health services offices and clinic spaces.

### **Rationale for Recommendations:**

The purpose of the Public Services District is to provide for the development of buildings and uses for the delivery of educational, health, government, and other institutional services. Based on the purpose of the Public Services District, the addition of Community Facility as a permitted use would be a suitable addition in Parsons Creek.

Administration has worked with the applicant to bring forward a redesignation proposal that is consistent with the long-term goals of the Municipal Development Plan (MDP). While this proposal is located in a neighbourhood currently under development without access to full levels of community amenities and public transportation, Parsons Creek is a multi-phased development and each phase of development will bring additional community amenities and facilities to support the uses within the community. This is because the multi-staged development agreement for Parsons Creek limits the number of occupied residential units to preclude overcrowding of Rainbow Creek Drive. Subsequent phases or additions to Phase One are supportable only with the completion of secondary access via Highway 686. The recent contract execution by Alberta Transportation for this work will provide a sufficient timeline for completion of the Highway and interchange to provide some level of certainty that there will be a population warranting development of these community amenities and facilities.

In the short term, the Willow Square site is immediately available for an Aging in Place Facility in the City Centre. This site is fully serviced and within close proximity to existing services and facilities that future residents of such facilities regularly require. This would not, however, preclude planning for an additional facility north of the river in the New Neighbourhoods, as anticipated in the Municipal Development Plan.

Administration supports the proposed amendment. While development and occupancy of the site cannot occur until Highway 686 is operational, consideration of a preliminary application such as a redesignation is acceptable at this point in time. To enable Council to fully consider the matter, which includes input from stakeholders, it is recommended that Bylaw No. 13/041 be given second and third readings.

### **Administrative Update – June 24, 2014:**

Proposed Bylaw No. 13/041 received first reading on November 12, 2013 and the required public hearing was subsequently held on November 26, 2013. Following the public hearing, Council passed a motion to defer second and third readings until such time as a meeting had been held between Council, MP, MLAs and seniors' representatives regarding a Long Term and Urgent Care Facility and Aging in Place Facility. The requested meeting, which was open to the public, was held on December 13, 2013 in the Jubilee Centre Council Chamber. In a meeting

between provincial and municipal officials held on May 27, 2014, it was requested that the bylaw would once again be brought forward of consideration of second and third readings.

**Attachments:**

1. Bylaw No. 13/041
2. Aerial Photograph of Subject Parcels (Wellness & Continuing Care Centre Sites: Parcel 8d)
3. Subdivision Location Plan



**BYLAW NO. 13/041**

**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) Redesignating a portion of Lot 2, Block 1, Plan 102 1640 from Waterfront District (WD) & Mixed Development District (MDD) to Public Services District (PS), as depicted in Schedule A.

(b) Adding the following to Section 10:

**COMMUNITY FACILITY** means a building or premises intended for use by the general public. This includes community recreational facilities, community service facilities, places of religious assembly, education service facilities, and medical or health service centre.

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 12<sup>th</sup> day of November, A.D 2013.

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

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

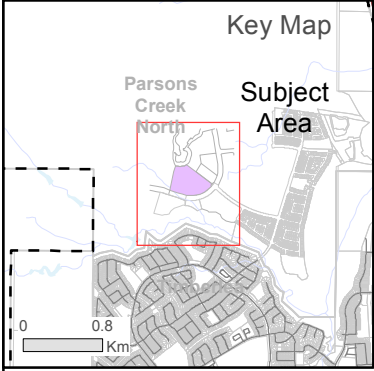
SIGNED and PASSED this \_\_\_\_ day of \_\_\_\_\_, A.D. 2014.

\_\_\_\_\_  
Mayor

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



Key Map



Subject Area

Parsons Creek North

0 0.8 Km

Unnamed Street

A portion of  
Lot: 2  
Block: 1  
Plan: 1021640

From WD (Waterfront District)  
and MDD (Mixed Development District)  
to PS (Public Service District)

Callen Drive

Unnamed Road

FIREWEED CRESCENT



Public Service District  
(A portion of Lot 2 Block 1  
Plan 1021640)



0 75 150 300  
Meters  
1:5,000

Land Use  
Bylaw  
Amendment



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO





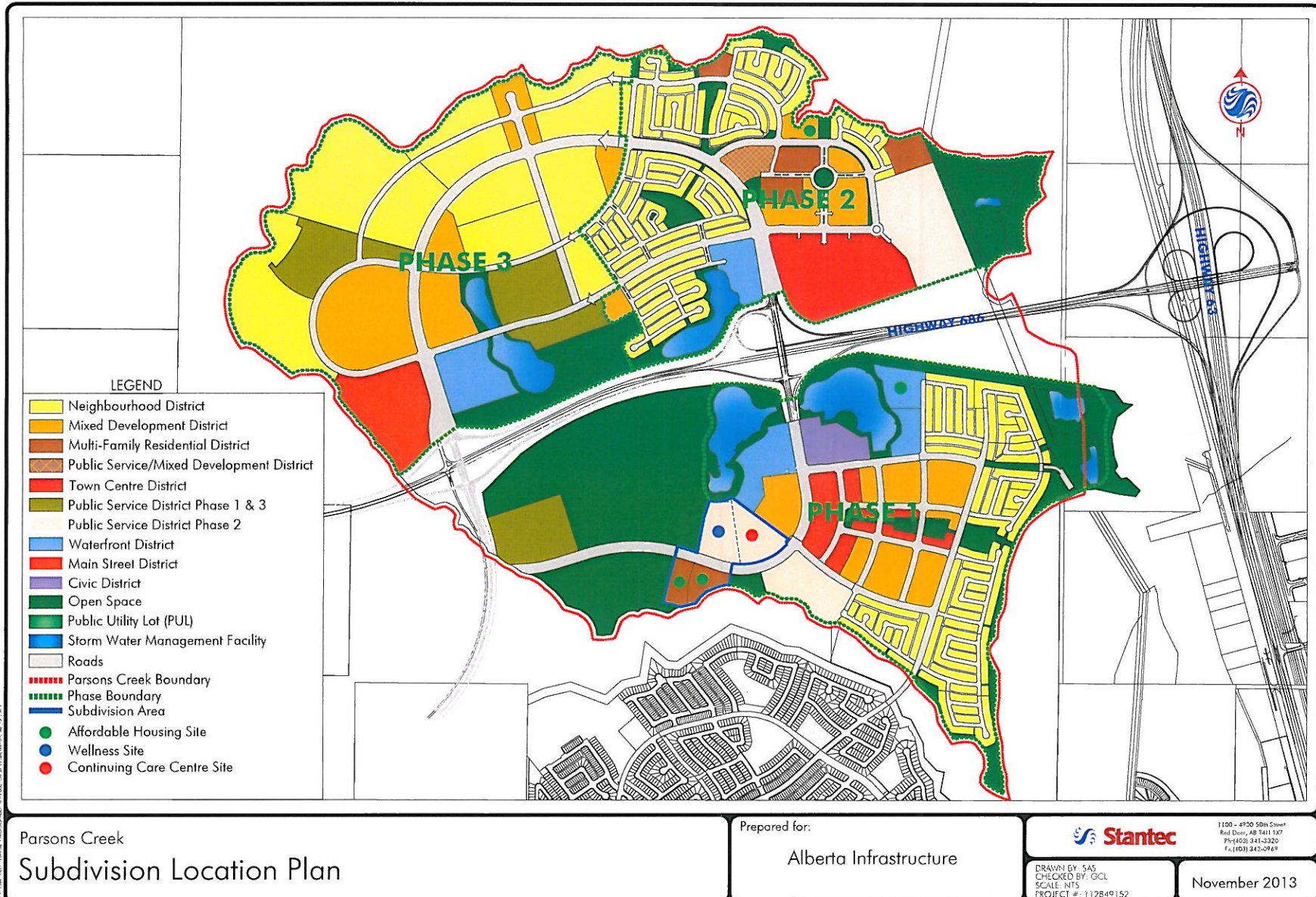
# Aerial Photograph of Subject Parcels (Wellness & Continuing Care Centre Sites: Parcel 8d)

Attachment 2











**Subject: Advisory Committee on Aging Bylaw No. 14/021****APPROVALS:**

Heather Evasiuk, Director  
Marcel Ulliak, Interim Chief Administrative Officer

**Administrative Recommendation:**

1. THAT Bylaw No. 14/021, being the Advisory Committee on Aging Bylaw, be read a second time.
2. THAT Bylaw No. 14/021 be read a third and final time.

**Summary:**

Seniors living in Wood Buffalo want to provide input about decisions that affect their lives. A member of the community has recommended creating an Advisory Committee on Aging to ensure that the voices of seniors are heard by decision makers.

It is difficult to compare how other regions develop and administer seniors' housing and services since Wood Buffalo is very unique. Therefore, an Advisory Committee on Aging would allow those directly impacted with an opportunity to provide meaningful input to the planning and delivery of services for seniors.

**Background:**

Mr. Dave Hodson and Mrs. Myrtle Dussault made a presentation to Council on April 22, 2014, regarding the need for an Aging in Place facility within Wood Buffalo. They requested that the Municipality create a council for aging to address issues related to aging in place. An Advisory Committee on Aging will provide the opportunity for community leaders to create a vision for the promotion of dignity, health and independence of older adults.

**Budget/Financial Implications:**

If the Bylaw is established, the current Community Services Operating budget will accommodate nominal costs associated with this Committee.

**Rationale for Recommendation:**

An Advisory Committee on Aging would take a leadership role in developing a vision for what aging in the region looks like. This includes the immediate need for long-term care facilities, as well as an organized approach to inclusion and participation in all aspects of community life.

It is proposed that the Advisory Committee on Aging consist of one Councillor and six members of the public-at-large, appointed by resolution of the Council.

The public-at-large members will be appointed by Council from the following groups, who have agreed to have a representative(s) serve on the Committee:

- (a) Seniors-at-large (2 representatives);
- (b) Golden Years Society board members (1 representative);
- (c) Wood Buffalo Health Advisory Council (1 representative);
- (d) Wood Buffalo Housing and Development Corporation board members (1 representative);
- (e) Wood Buffalo Seniors Resource Committee (1 representative).

The Committee would provide a forum for stakeholder input on strategies and service delivery issues affecting seniors.

**Attachments:**

1. Advisory Committee on Aging Bylaw No. 14/021

## **BYLAW NO. 14/021**

### **A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH AN ADVISORY COMMITTEE ON AGING**

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

**AND WHEREAS** the Council of the Regional Municipality of Wood Buffalo wishes to establish an Advisory Committee on Aging to provide an opportunity for public input into strategic planning and delivery of services for seniors;

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

1. The Advisory Committee on Aging is established, and is hereinafter in this bylaw referred to as the “Committee”.

#### **SHORT TITLE**

2. This Bylaw shall be cited as the “Advisory Committee on Aging Bylaw.”

#### **MEMBERSHIP OF THE COMMITTEE**

3. Membership of the Committee consists of one Councillor and six members of the public at large, appointed by resolution of the Council.
4. The public-at-large members of the Committee will be appointed from the following groups to the extent that there are persons within those groups who are willing to serve and, in the opinion of the Council, qualified to serve on the Committee:
  - (a) Seniors-at-large (2 representatives);
  - (b) Golden Years Society board members (1 representative);
  - (c) Wood Buffalo Health Advisory Council (1 representative);
  - (d) Wood Buffalo Housing and Development Corporation board members (1 representative);
  - (e) Wood Buffalo Seniors Resource Committee (1 representative).

#### **MANDATE OF THE COMMITTEE**

5. The mandate of the Committee is to provide a forum for stakeholder input on strategies and service delivery issues affecting seniors [including intergovernmental strategies and service delivery issues] and to make recommendations in respect thereof to the Council.

6. In fulfilling its mandate the Committee may draw upon the expertise or advice of any group or organization that has an interest in the well-being of seniors in the Municipality, including without limitation: Alberta Health Services, the Northern Lights Regional Hospital, Wood Buffalo Housing and Development Corporation, and the Municipality itself.
7. The Committee shall deal with matters referred to it by the Council or by another Council Committee, and may on its own initiative deal with matters that are within its mandate.

#### **TERM OF APPOINTMENT AND REIMBURSEMENT OF EXPENSES**

8. Initial appointments of public-at-large members of the Committee shall be for either a one year or two year term, and all subsequent terms of appointment will be for two years.
9. The initial appointment of the Council member representative to the Committee will be for a term expiring at the next organizational meeting of the Council, and all subsequent terms of appointment of Council members shall be for one year.
10. If a member of the Committee is unable or unwilling to continue to serve as a member, the Council shall appoint a replacement to serve for the balance of that member's remaining term.
11. Members of the Committee shall serve without remuneration but shall be reimbursed for reasonable out-of-pocket expenses incurred in attending Committee meetings or otherwise conducting the affairs of the Committee.

#### **QUORUM**

12. A quorum of the Committee is a majority of its members, including the Chair.
13. The Committee shall hold a meeting only when a quorum is present.

#### **COMMITTEE MEETINGS**

14. The Chair of the Committee shall be determined by the members of the Committee at the first meeting of each calendar year.
15. The Chair shall preside over all meetings of the Committee, preserving order and decorum and deciding questions of procedure in accordance with the most current edition of *Roberts Rules of Order Newly Revised*.



16. If the Chair is unable to attend a scheduled meeting or must leave a meeting for any reason, the Committee members in attendance shall select an acting Chair to perform the duties of the Chair.
17. Meetings of the Committee may be held in such locations within the Municipality as the Committee deems advisable, and shall be open to the public except where a matter under discussion allows the Committee to move *in camera* pursuant to the provisions of subsection 197(2) of the *Municipal Government Act*.
18. The Committee shall meet at the call of the Chair.
19. When the Committee passes a resolution in the nature of a recommendation to the Council, the Committee shall prepare and submit to the Chief Legislative Officer a report containing the resolution and the reasons why it was passed.
20. The Committee may from time to time establish such sub-committees, ad-hoc committees or working groups as it considers advisable to fulfill its mandate.
21. The Chief Administrative Officer shall ensure that adequate administrative support is provided to the Committee.

#### COMING INTO FORCE

22. This bylaw comes into force when it is passed.

READ a first time this 10<sup>th</sup> day of June, AD. 2014.

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

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

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2014.

\_\_\_\_\_  
Mayor

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



**Subject: Procedure Bylaw – Bylaw No. 14/025****APPROVALS:**

Surekha Kanzig, Director  
Brian Makey, Chief Operating Officer  
Marcel Ulliac, Interim Chief Administrative Officer

**Administrative Recommendation:**

THAT Bylaw No. 14/025, being the Procedure Bylaw, be read a second time.

**Summary:**

Council has requested that a comprehensive review of the current Procedure Bylaw be undertaken and revisions made to ensure that the bylaw is reflective of current and desired standards.

**Background:**

The existing Procedure Bylaw has been in place since June 2006, with minor revisions having been made to it during the past eight years. The needs of Council have changed since the bylaw was first adopted, and several Council Members have expressed a desire to see a new bylaw which is designed to meet current standards.

Administration has completed the requested review of the current bylaw, which included consultation with the current Council, review by a registered parliamentarian and an extensive legal review. Due to the number of updates required, a new bylaw is brought forward for consideration, as opposed to an amendment. For ease of reference, a summary of changes is provided as Attachment 2.

Subject to the proposed bylaw receiving third reading, adjustments will be required to the Council Presentation Request Policy, and potentially other documents to ensure that they are in alignment with the provisions of the approved bylaw.

**Rationale for Recommendation:**

The Regional Municipality of Wood Buffalo has grown substantially since the Procedure Bylaw was adopted in 2006. It is imperative that the procedures that govern Council meetings also adapt to the changing needs of the community and residents. The proposed bylaw incorporates the feedback received from Council Members and the recommendations of a registered parliamentarian. The bylaw submitted for consideration is designed to satisfactorily address the

needs of Council, and provide for Council and Council Committee meetings to be conducted in an orderly, efficient, and most importantly, transparent manner.

**Attachments:**

1. Bylaw No. 14/025
2. Summary of Proposed Changes



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

# **Procedure Bylaw**

Bylaw No. 14/025

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## **BYLAW NO. 14/025**

### **A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO REGULATE THE PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES.**

**WHEREAS** pursuant to Section 145 of the *Municipal Government Act* a Council may pass bylaws in relation to the procedure and conduct of Council and Council Committees.

**NOW THEREFORE** the Council of the Regional Municipality of Wood Buffalo enacts as follows:

#### **Short Title**

1. This Bylaw may be cited as the "Procedure Bylaw".

#### **Definitions**

2. In this Bylaw:
  - (a) a word or expression that is defined in the Act and not otherwise defined in this Bylaw has the meaning set out in the Act; and
  - (b) words in the singular shall be read as though in the plural, and words implying a gender shall be read as including all genders, where the context so requires.
3. The following definitions shall apply in interpreting this Bylaw:
  - (a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26;
  - (b) "Acting Mayor" is a Councillor appointed under subsection 152(3) of the Act;
  - (c) "Administration" includes the CAO and any other person who exercises a power, function or duty of the Municipality, including natural person powers, whether under delegation from the CAO or by any other authority or agreement;
  - (d) "Agenda" is the list of items and orders of business for any meeting of Council or a Council Committee;
  - (e) "Bylaw" means this Procedure Bylaw;
  - (f) "Chair" means the person who presides over a Council or Council Committee Meeting;

- (g) “Chief Administrative Officer” or “CAO” means a person appointed by Council as chief administrative officer within the meaning of the Act, or a person to whom the appointed CAO has delegated any CAO power, function or duty;
- (h) “Committee of the Whole” is an informal meeting of Council established for the purpose of allowing Administration to share information with Council and the public;
- (i) “Council Committee” means a committee, board or other body established by Council by bylaw;
- (j) “Councillor” means a person elected to be a member of the Council including the Mayor, and, where the context permits, includes the definition of “Member”;
- (k) “Delegation” means any person other than Administration, who addresses Council at a regular Council meeting;
- (l) “Deputy Mayor” is a Councillor appointed under subsection 152(1) of the *Act*;
- (m) “Ex Officio” means to be a Member of a Council Committee by virtue of being a Mayor, independent of being appointed as a Committee Member by resolution of the Council;
- (n) “In Camera” means a Meeting or portion of a Meeting that is held in the absence of the public;
- (o) “Mayor” is the chief elected official of the Municipality;
- (p) “Meeting” is a duly constituted regular or special meeting of Council or of a Council Committee where municipal business is conducted or issues are discussed;
- (q) “Member” means a Councillor acting as a member of a Council Committee;
- (r) “Motion” means a formal proposition put forward [i.e. “moved”] by a Councillor in attendance at a Meeting with the intention that it be put to a vote, and is synonymous with the word “resolution”;
- (s) “Municipality” means the municipal corporation of the Regional Municipality of Wood Buffalo;
- (t) “Notice of Public Hearing” means a formal notice issued by the CAO to announce the date, place, time and purpose of a Public Hearing and the steps a person must take to be scheduled as a Delegation before a Public Hearing.



- (u) “Organizational Meeting” means the annual meeting prescribed under subsection 192(1) of the Act;
- (v) “Point of Order” is the raising of a question by a Councillor to call attention to any departure from the provisions of this Bylaw or any procedural matter that according to this Bylaw must be raised by way of Point of Order;
- (w) “Point of Privilege” or “Question of Privilege” means a matter brought to the attention of the Chair by a Councillor concerning the comfort, safety, dignity, or reputation of the Council, a Council Committee or a Councillor, or the conduct of the public in the gallery. The conduct or spoken words of a Councillor may be the subject matter of a Point of Privilege raised by another Councillor;
- (x) “Public Hearing” is a Meeting of Council, or a dedicated portion of a Meeting, for the purpose of complying with Section 230 of the Act.

### **Application**

- 4. This Bylaw shall govern the proceedings of Council and Council Committees.
- 5. When any matter relating to the proceedings of Council or Council Committees is not addressed in the Act or in this Bylaw, the provisions of the most recent version of *Robert's Rules of Order Newly Revised* will govern the matter.
- 6. In the event of conflict between the provisions of this Bylaw and *Robert's Rules of Order Newly Revised*, the provisions of this Bylaw shall apply.

### **Electronic Participation at Meetings**

- 7. A Councillor may participate in a Meeting via electronic means using a telephone land line that has been tested for reliability and capability to block out background noise. Other forms of electronic communication technology may be used if determined to be reliable and capable of blocking out background noise.
- 8. If a technical problem prevents or interrupts electronic participation in a Meeting, the Councillor participating in that manner shall be marked absent and the minutes shall reflect the time at which the Councillor left the Meeting by reason of the technical problem. If such technical problem is later resolved and the Councillor is able to rejoin the Meeting by electronic means without a vote on a Motion having taken place during the Councillor’s absence, the minutes shall reflect the time at which the Councillor rejoined the Meeting.
- 9. If electronic communication is interrupted during a Meeting and remains interrupted while a vote on a Motion is taken, the Councillor affected is deemed to have left the

Meeting prior to the vote and shall not be permitted to rejoin the Meeting, either electronically or in person.

10. Unless otherwise provided by resolution, only Councillors may participate in a Meeting electronically.

### **Council Committees**

11. The following Council Committees are hereby established:
  - (a) Finance Committee;
  - (b) Governance and Priorities Committee;
  - (c) Public Engagement and Communications Committee;
  - (d) Rural Affairs Committee
  - (e) Selection Committee; and
  - (f) Transportation Committee.
12. Terms of Reference for Council Committees are in Schedule A to this Bylaw.
13. Council will appoint the Members of each Council Committee by resolution, annually at the Organizational Meeting. The Mayor is an Ex Officio Member and entitled to vote at all Council Committee Meetings, as are the Deputy Mayor or Acting Mayor when acting in the absence of the Mayor.
14. Each Council Committee will select both a Chair and an Acting Chair to perform the duties of the Chair when the Chair is absent or incapacitated, such selections to be made by majority vote of the Committee Members, annually, as soon as practicable following the Organizational Meeting.
15. In the absence or inability of the Chair to preside over Council Committee Meetings:
  - (a) the Acting Chair will preside; or
  - (b) in the absence of the Acting Chair the Mayor will preside if present; or
  - (c) if the Mayor is not present the Deputy Mayor shall preside if the Deputy Mayor is a Member of the Council Committee; or
  - (d) if the Mayor and Deputy Mayor are unable to preside, the Acting Mayor shall preside if the Acting Mayor is a Member of the Council Committee; or
  - (e) if the application of clauses (a) through (d) of this section do not result in selection of a person to preside, the remaining Members may select another Member to preside.

16. The Chair will determine the Agenda for a Meeting of a Council Committee. Any items recommended by a Council Committee will then be submitted through the Council Agenda review process for placement on a future Agenda.
17. A Council Committee may establish a schedule of Meetings but is not required to do so.
18. Unless otherwise provided for in this Bylaw, a quorum of a Council Committee is the majority of the appointed Members of the Committee.
19. In Council Committee Meetings:
  - (a) there is no limit to the number of times that a Member may speak on a matter;
  - (b) informal discussion on a matter is permitted when no Motion has been made; and
  - (c) the Chair may make Motions without leaving the chair.
20. If there is no quorum within 30 minutes after the time set for a Meeting, the names of the Members present shall be recorded and the Meeting will be adjourned.

#### **Organizational Meeting of Council**

21. An Organizational Meeting of Council must be held annually within two weeks after the third Monday in October at a date and time set by Council, except in the year of a general election when the CAO shall determine the date and time for the Organizational Meeting.
22. At or before the first Organizational Meeting of a Council term all Councillors must take the oath of office before dealing with any matter of business.
23. At the Organizational Meeting Council must by resolution:
  - (a) establish a Deputy Mayor and Acting Mayor roster for the following year;
  - (b) make appointments to Council Committees and other agencies and boards to which Council appoints representatives;
  - (c) establish a schedule of regular Council Meetings for the following year;
  - (d) determine the seating assignments for Councillors in Council Chamber; and
  - (e) deal with any other business described in the notice of the Meeting.

### **Council Meetings**

24. Regular Council Meetings will be held in the Council Chamber on the time and dates established at the Organizational Meeting.
25. Notice of regular and/or special Council Meetings may be established at an Organizational Meeting of Council. In the absence of any other method of notice having been adopted by Council, the schedule of regular Council Meetings will be posted on the municipal website and the date, time and location of special Council Meetings will be posted on the municipal website as soon as practicable after that information is available.
26. The Mayor is the Chair of Council Meetings. If the Mayor is absent the Deputy Mayor shall take the Chair, and if the Deputy Mayor is also absent the Acting Mayor shall take the chair. In the absence of the Mayor, the Deputy Mayor and the Acting Mayor the CAO shall begin the Meeting by calling for a motion for the appointment of a Chair from among the Councillors present.
27. As soon as there is a quorum of Council after the hour fixed for a Meeting, the Chair shall call the Meeting to order.
28. If there is no quorum within 30 minutes after the time set for the Meeting, the names of the Councillors present shall be recorded and the Meeting will be adjourned to the next regular Council Meeting date.
29. If at any time during a Meeting the quorum is lost, the Chair shall call a recess and if quorum is not achieved again within 15 minutes, the Meeting will be adjourned.
30. The Agenda for an adjourned Meeting will be dealt with at the beginning of the next regular Council Meeting, unless a special Meeting is called before the next regular Council Meeting to deal with the business of the adjourned Meeting.
31. All Council Meetings shall be open to the public and no person may be excluded, except for improper conduct as determined by the Chair.
32. Despite section 31 Council may, by resolution, meet In Camera to discuss any matter that meets the criteria set out in subsection 197(2) of the Act for closing all or part of a Meeting to the public.
33. The only Motion that may be passed during an In Camera Meeting is a Motion to reconvene in public.

### **Recess Periods**

34. Regularly scheduled Council Meetings and Council Committee Meetings shall not be held during the following scheduled recess periods:

- (a) Summer Recess – the period immediately following the second Tuesday in July and ending on the Monday prior to the fourth Tuesday in August;
  - (b) Christmas Recess – the period immediately following the second Tuesday in December and ending on the Monday prior to the second Tuesday in January;
  - (c) in an election year, during the period between Nomination Day and Election Day; and
  - (d) any other recess period established by Council resolution.
35. The time between the last Meeting prior to a recess period and the first Meeting after a recess period shall not be counted in computing the eight week period referenced in clause 174(1)(d) of the Act.

### **Council Agenda**

36. Subject to the provisions of Sections 16, 86(d) and 100 of this Bylaw, Regular Council and Committee of the Whole Meeting Agendas will be determined by the Mayor (or by the Deputy Mayor or Acting Mayor in the Mayor's absence) and by any Councillors who choose to participate in the process. The Chief Administrative Officer and Chief Legislative Officer will attend all Agenda reviews in an advisory capacity to offer clarification with respect to proposed Agenda items and urgent or time-sensitive matters.
37. Council and Committee of the Whole Agendas will be determined commencing at 11:00 a.m. on Thursdays. All Councillors will be given a minimum of 24 hours' notice of any change in the date, time or place of any Agenda review.
38. Any Councillor may submit an item to the Mayor or the Chief Legislative Officer for consideration of placement on a future Council Meeting Agenda and such item will be considered during the next available Agenda review. A Councillor who submits an item for consideration retains the right to compel debate and a vote on the item through the Notice of Motion process if the item is not placed on a Council Agenda through the Council Meeting Agenda determination process.
39. If the Councillors participating in an Agenda review are unable to reach consensus on the content of the Agenda, the final determination will be based on a majority vote of Councillors in attendance, subject to the provisions of Section 16, 86(d) and 100 of this Bylaw.
40. The final Agenda for a Council meeting shall list the order of business, as determined during the process set out in sections 36 to 39 of this Bylaw.
41. Once a Council Meeting Agenda has been set, any new items may only be added by resolution of Council when adopting the Agenda at the Meeting to which it applies.

42. A regular Council Meeting Agenda and all supporting documentation will be distributed to all Councillors and posted on the municipal website by 12:00 noon on the Friday immediately preceding the Meeting. Supporting documentation that is received too late to be included with the Agenda will be made available as soon as reasonably practicable. Draft Council Agendas will be posted on the municipal website as soon as reasonably practicable.

### **Public Delegations**

43. A person may submit a written request to make a presentation to the Council as a scheduled Delegation, either on the person's own behalf or as a representative of a group or organization. The request must clearly and succinctly state the general nature of the intended presentation, and must be received by the CAO no later than 12:00 noon on the Wednesday immediately preceding the Meeting.
44. All presentation requests will be reviewed in accordance with the Council Presentation Request Policy, or any successor policy dealing with the scheduling of Delegations, and may be approved, referred to Administration or refused.
45. All scheduled Delegations will be allocated a maximum of five minutes to make a presentation.
46. Despite section 43 the Chair shall, at all regular Council Meetings, ask the gallery if there is anyone present who wishes to speak to an item on the Agenda. Upon responding to the call and being recognized by the Chair, a person may speak for a maximum of five minutes to any item on the Agenda, with the exception of any bylaw or other matter that requires a Public Hearing or for which a Public Hearing has already been held.
47. All unscheduled Delegations must clearly state their name and identify the Agenda item to which they are speaking.
48. Upon being recognized by the Chair, a Councillor may pose questions for clarification to a Delegation or to the CAO; however, debate is not permitted at the Delegation stage.

### **Public Hearings**

49. Any person who has complied with the procedures set out in a Notice of Public Hearing shall be recognized by the Chair and allowed to speak at the Public Hearing.
50. Any person or group addressing Council at a Public Hearing must commence their presentation by clearly stating their name and indicating briefly their position on the matter in question.
51. The procedure for conducting a Public Hearing is as follows, in sequence:

- (a) The Chair will declare the Public Hearing open, and advise of the process to be followed. A motion is not required.
  - (b) Administration will introduce the item, provide a brief overview, and clearly indicate whether or not the item is recommended for approval.
  - (c) The proponent or applicant will be permitted a maximum of five minutes to present opening remarks.
  - (d) The Chair will invite persons who have complied with the procedures set out in the Notice of Public Hearing to come forward to speak, and all such persons will be allocated a maximum of five (5) minutes to present their position.
  - (e) The Chair will invite persons who have not complied with the procedures set out in the Notice of Public Hearing to come forward to speak. The Chair will require each such person to give their name and a brief explanation of the nature of their interest in the matter, after which each such person will be allowed a maximum of five minutes to speak.
  - (f) After each person has spoken, whether scheduled or unscheduled, any Councillor may ask the speaker relevant questions.
  - (g) After all persons who wish to speak have spoken, any Councillor may ask the CAO relevant questions.
  - (h) After all questions have been posed and answered, the Chair will declare the Public Hearing closed. If it is anticipated that the Public Hearing may be resumed at a future date, the Chair may opt to declare an adjournment, as opposed to closing the Public Hearing.
52. The minutes of the Council Meeting during which a Public Hearing is held must contain the name of each speaker and indicate the nature of the speaker's interest.
53. Council may, at its discretion, schedule a non-statutory hearing for any other matter. In such cases, sections 49 to 51 of this Bylaw shall apply.

### **Council Meeting Procedure**

54. Only Councillors, the CAO and persons authorized by the Chair are allowed to come within the enclosure formed by the Councillors' chairs during a Council Meeting.
55. Only Councillors or other persons recognized by the Chair shall be allowed to address a Council Meeting.

56. The Chair will preserve order and decorum and decide all questions relating to the orderly procedure of the Meeting, subject to an immediate appeal by a Councillor from any ruling.
57. If a ruling of the Chair is appealed, the Chair will give concise reasons for the ruling and Council will, without debate, determine by a show of hands whether to uphold or overturn the ruling. The Chair shall comply with the decision of the Council.
58. If the Chair wishes to leave the chair for any reason, the Chair must call on the Deputy Mayor, or in the Deputy Mayor's absence, the Acting Mayor, to preside.
59. Councillors must address the Chair when speaking.
60. All Councillors must be provided with an opportunity to speak to a Motion before any Councillor is permitted to speak to the Motion a second time.

### **Voting Procedures**

61. Votes on all Motions must be taken as follows:
  - (a) Councillors present at the Meeting and not absent from the Council Chamber by reason of pecuniary interest must be in their designated Council seats when the Chair puts a Motion to a vote;
  - (b) the Chair will put the Motion to a vote by stating the Motion exactly as it was moved or amended, as applicable; and
  - (c) Councillors must:
    - (i) use the electronic voting system;
    - (ii) vote by a show of hands if the electronic voting system is not in use; or
    - (iii) vote verbally if participating in the meeting by an electronic communication facility.
62. The Chair will declare the result of the vote.
63. After the Chair declares the result of a vote, Councillors may not change their recorded votes, except where the electronic voting system has incorrectly identified a Councillor as having voted for or against a Motion.



**Conduct of Councillors in the Council Chamber**

64. Councillors must:
- (a) refrain from using crude, vulgar, profane or offensive language in the Council Chamber, or disturbing the orderly business of the Meeting in any way;
  - (b) respect and follow all applicable procedural rules;
  - (c) respect and obey all rulings of the Chair except in the case of an appeal of a Chair's decision that is upheld by the Council;
  - (d) except in case of medical emergency, refrain from leaving their seats or making any noise while a vote is being taken or the result declared;
  - (e) refrain from re-entering the Council Chamber while the vote is being taken, if absent from the Council Chamber due to pecuniary interest; and
  - (f) refrain from interrupting other speakers, except to raise a Point of Order or a Question of Privilege.
65. The Chair may call to order any Councillor who is out of order.
66. When a Councillor persists in a breach of order, after having been called to order by the Chair, the Chair may declare the offence and name the offending Councillor.
67. Subject to Section 68 the name of the offending Councillor and offence declared by the Chair shall be noted in the minutes.
68. If a Councillor who has been named by the Chair under section 66 apologizes for the offence and withdraws any objectionable statements, the Councillor may remain in the Council Chamber and continue to participate in the Meeting, and the Chair shall in that event direct that the notation of the declaration of the offence and naming of the Councillor be removed from the minutes.
69. If a Councillor who has been named by the Chair under Section 66 refuses to apologize for the offence, the Councillor must immediately leave the Council Chamber. Immediately thereafter, Council must vote, without debate, on whether to expel the Councillor for the duration of the Meeting.
70. If a Councillor is expelled under Section 69, the Councillor must not return to the Council Chamber for the duration of the Meeting.
71. The Chair may declare a Meeting adjourned if an expelled Councillor does not leave the Council Chamber voluntarily.

72. No expulsion of a Councillor under Section 69 shall be for more than the Meeting in progress.
73. Subject to Section 64(d) a Councillor who wishes to leave the Council Chamber for any reason other than having declared a pecuniary interest shall so advise the Chair on a Point of Privilege. The times of the Councillor's departure and subsequent return shall be noted in the minutes.
74. If a Councillor has temporarily left the Council Chamber, other than for declaring a pecuniary interest, and a vote is about to be taken, the Chair shall recess the Meeting for up to 15 minutes to allow the Councillor to return to the Council Chamber to participate in the vote. If the Councillor has not returned after 15 minutes, the Chair shall call the Meeting back to order and the vote shall proceed.

### **Public Disturbance**

75. During a Council Meeting, members of the public must maintain order and quiet and not approach or speak to Council without permission of the Chair. The Chair may order any member of the public who disturbs the proceedings of Council by words or actions to be expelled from the Meeting.
76. The Chair may request the assistance of a security guard or peace officer if a person ordered expelled by the Chair does not leave voluntarily.

### **Motions**

77. A Motion need not be seconded, but must be stated by the Chair prior to debate.
78. Once a Motion has been moved and stated by the Chair, it may only be withdrawn with the consent of the majority of Councillors present at the Meeting.
79. The mover of any Motion may speak and vote for or against the Motion.
80. Unless otherwise specified in this Bylaw, a Motion is passed when a majority of Councillors present at a Meeting and entitled to vote have voted in favour of the Motion. A Motion put to a vote and not passed is defeated.
81. A matter not amounting to a Motion that is put to a vote of the Council in the same manner as a Motion [e.g., a challenge to a ruling of the Chair on a Point of Order or any matter raised as a Point of Privilege] becomes an act of the Council if a majority of Councillors present indicate support for it.
82. The Chair may participate in debate and vote on all matters before Council, without relinquishing the Chair.

83. The Chair may make Motions, but must vacate the Chair in order to do so and while the Motion is being debated.
84. When the Chair is called upon to decide a Point of Order or Question of Privilege, both the point or question and the Chair's ruling shall be stated clearly and without comment by the Chair, except to cite the rule of authority applicable to the case.
85. Any Councillor may require a Motion under debate to be re-read at any time during the debate, but must not interrupt a speaker to do so.
86. When a Motion is under debate, no other Motion shall be made except to:
  - (a) table ("lay on the table") – a Motion to table may be made when a Councillor wishes discussion to cease on the current topic in order to address another matter that the Councillor considers to be of greater urgency. A Motion to table is not debatable. If a Motion to table is passed, the Motion under debate is no longer debatable and a Motion to "take [the Motion] from the table" is required in order to resume consideration of the matter;
  - (b) call for the question (close debate) – a Motion to call for the question may be made when a Councillor wishes to close debate and ask that a vote be taken on the Motion under debate. A Motion to call for the question is not debatable. If the Motion passes, the Chair must put the Motion under debate to an immediate vote even if not all Councillors have spoken to it;
  - (c) refer - a Motion to refer must identify whether the matter is being referred to Administration or to a named Council Committee and may include instructions to the referral body. A Motion to refer is debatable;
  - (d) defer - a Motion to defer may be made to temporarily set aside a Motion under debate to a future Meeting, and must state a specific date or a date range for the matter to be brought back to Council. A Motion to defer is debatable.
  - (e) amend the Motion;
  - (f) move In Camera; or
  - (g) reconvene in public.
87. A Councillor may only amend the Councillor's own Motion for the purpose of clarifying the Motion's intent without affecting the substance of the Motion. The Chair may accept such a "friendly amendment" upon putting a request to that effect to the Meeting and if no other Councillor objects. A Councillor may also propose such a "friendly amendment" to another Councillor's Motion, which may be accepted by the Chair if the other Councillor agrees and no Councillor objects.

88. A proposed amendment to a Motion under debate that changes the Motion under debate in any substantive way must take the form of a Motion to amend and is debatable. A Motion to amend must be relevant to the subject matter of the Motion under debate and must not propose a direct negative of the Motion under debate.
89. Only one amendment to the main Motion under debate may be before the Meeting at any time, but a Motion to amend the proposed amendment may be before the Meeting at the same time.
90. When a Motion to amend is on the floor, Councillors may debate only the proposed amendment, not the main Motion under debate to which the amendment pertains.
91. An amendment to an amendment, if any, shall be voted upon before the Motion to amend. If no other amendment to the Motion to amend is proposed, the Motion to amend shall then be voted upon. Only after all Motions to amend have been put to a vote shall the main Motion under debate [as amended, if applicable] be put to a vote.
92. When a Motion under debate contains distinct propositions, at the request of any Councillor on a Point of Order, the Chair shall call for separate votes on each proposition.
93. After a Motion has been voted upon, but before the Meeting is adjourned, any Councillor who voted with the prevailing side may move for reconsideration of a previous Motion.
94. Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
95. If a motion to reconsider a previous Motion is passed, such reconsideration shall become the next order of business despite the Agenda for the meeting. Council may affirm, overturn or vary a Motion under reconsideration.
96. A Councillor who voted with the prevailing side on a Motion may serve notice of intention to bring a Motion for reconsideration at a subsequent Council Meeting; however a motion for reconsideration is out of order if the original Motion has already been irrevocably acted upon.
97. A Motion to adjourn the Council Meeting is always in order except:
  - (a) when another Councillor has the floor;
  - (b) when a vote on a Motion has been called for but not yet taken; or
  - (c) when a vote on a Motion is in progress, or has been completed but the Chair has not yet declared the results of the vote.

### **Notice of Motion**

98. A Councillor may make a Motion introducing a new matter only if:
- (a) notice is given by the Councillor at a Council Meeting prior to the Council Meeting at which the Councillor intends to make the Motion introducing the new matter; or
  - (b) Council passes a resolution dispensing with notice.
99. A notice of Motion shall be given both verbally and in writing to all Councillors present. A copy of the notice shall also be given to the CAO.
100. A notice of Motion must include the complete, precise text of the Motion to be considered, and must also state the date of the Meeting at which the Motion will be made. The Motion, precisely as stated in the notice of Motion, will then appear on the applicable Council Agenda.
101. Notice of a Motion must be given without verbal or written comment on its merits.

### **Committee of the Whole**

102. Council may gather informally as a Committee of the Whole to:
- (a) receive briefings and updates from Administration and other bodies to which Council appoints members;
  - (b) hear from members of the public; or
  - (c) participate in training or education.
103. Committee of the Whole is open to the public, subject to all or part of the proceedings being held In Camera as required or permitted by statute.
104. Councillors may ask questions and discuss any of the information presented in Committee of the Whole, but must not enter into any debate and must not make any decisions or give any direction to the CAO or any other employee or contractor, or say or do any other thing that materially progresses the business of the Municipality.

### **Minutes of Meetings**

105. The CAO will prepare minutes of Council, Committee of the Whole and Council Committee Meetings.

106. At every regular Meeting of Council, the minutes of the previous regular Meeting and any special Meeting held more than 48 hours prior to the current Meeting shall be considered for adoption.
107. The minutes shall be a concise record focusing on identifying those in attendance who participated in the Meeting, Motions made and the results of votes on Motions. The minutes may include clarifications or requests for information, but shall not include comments made in the course of discussion or debate.
108. The minutes will reflect the time that any Councillor leaves the Meeting, and, if applicable, the time that the Councillor returns.
109. Council and Council Committee Meetings may be recorded, with the exception of any portion of a Meeting that is held in camera.
110. A separate record shall be maintained to identify all outstanding resolutions and commitments arising from Council and Council Committee Meetings.

**Repeal and Coming into Force**

111. Bylaw Nos. 06/020, 13/038 and all amendments thereto are hereby repealed.
112. This Bylaw shall become effective when passed.

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

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

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

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Mayor

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

### **Council Committee Terms of Reference**

The purpose of Council Committees is to:

- (a) develop and evaluate policies and programs for the Municipality;
- (b) exercise governance oversight of Administration, on behalf of the full Council; and
- (c) carry out any other duty or function set out in these Terms of Reference.

Council Committees make recommendations to Council, but do not have approval authority, unless otherwise indicated below.

#### **Finance**

The general mandate of the Finance Committee is to exercise policy and governance oversight, and make recommendations to Council with respect to, all aspects of the manner in which the Municipality obtains and expends money. Without limiting that broad mandate, the Finance Committee is responsible to make recommendations to Council concerning:

- (a) the expectations of Council in this area, and key performance indicators to allow Council to determine if its expectations are being met;
- (b) approval of budgets, and approval of amendments to approved budgets;
- (c) policies and programs relevant to the Municipality's finances;
- (d) internal and external audit processes, and their outcomes;
- (e) any specific matter the Committee considers important to the proper carrying out of the Municipality's duties or functions with respect to budgeting, procurement, assessment, taxation, financial management or financial auditing.

The Finance Committee is also responsible to review the expenses incurred by the Mayor and CAO in the performance of their official duties.

Composition: Mayor and four (4) Councillors, with a minimum of one (1) Councillor from the Rural and Urban Service Areas.

#### **Governance and Priorities Committee**

- (a) Review and make recommendations on matters related to strategic planning;
- (b) Review and make recommendations on matters related to corporate structure and intergovernmental issues;
- (c) Make recommendations on any specific matter the Committee considers important to good governance of the Municipality, or the process of determining how the Municipality establishes its priorities.

Composition: Mayor and four (4) Councillors, with a minimum of one (1) Councillor from the Rural and Urban Service Areas.

### **Public Engagement and Communications Committee**

- (a) Review and make recommendations on regional communication issues;
- (b) Recommend programs, guidelines and strategies related to communication
- (c) Make recommendations on any specific matter the Committee considers important to communication with residents, taxpayers or other stakeholders

Composition: Mayor and four (4) Councillors, with a minimum of one (1) Councillor from the Rural and Urban Service Areas.

### **Rural Affairs Committee**

- (a) Make recommendations on capital projects within the rural service area;
- (b) Take a leadership role in developing new partnerships and strategic alliances to serve and develop rural communities.
- (c) Make recommendations on any specific matter the Committee considers important to the rural service area or to a portion of the rural service area

Composition: Mayor and four (4) Councillors, with a minimum of one (1) Councillor from the Rural and Urban Service Areas.

### **Selection Committee**

The sole purpose of this Committee is to make recommendations to Council on the appointment of members of boards, committees, corporations, agencies and other entities to which Council has a power of appointment.

Composition: Mayor and four (4) Councillors, with a minimum of one (1) Councillor from the Rural and Urban Service Areas.

### **Transportation Committee**

- (a) Review issues, evaluate standards and make recommendations to Council on issues related to land use and development, specific to transportation initiatives;
- (b) Review issues, evaluate standards and make recommendations to Council on matters related to transportation systems and infrastructure.

Composition: Mayor and four (4) Councillors, with a minimum of one (1) Councillor from the Rural and Urban Service Areas.



### **Summary of Proposed Changes**

<b>Section</b>	<b>Description</b>	<b>Rationale</b>
Definitions	<p>Adding definitions of Act, Committee of the Whole, Council Committee, Councillor, Ex-Officio, In Camera, Municipality, Notice of Public Hearing, Organizational Meeting, Point (Question) of Privilege, Public Hearing</p> <p>Deleting definitions of Administrative Briefing, Chief Legislative Officer, Council, Department Manager, Municipal Government Act, Notice of Motion, Point of Information, Quorum, Regional Municipality, and Special Purpose Body</p>	Definitions amended to add additional clarity to existing terms, and eliminate items which are already defined in the Municipal Government Act
Application	Deleting ability to waive provisions of Procedure Bylaw	
Electronic Participation at Meetings	Adding requirement to use a landline that has been tested for reliability and ability to block out background noise	Land lines consistently produce the best sound quality and are more effective with technology currently available
	Preventing Councillors from rejoining Meeting if disconnected or interrupted while a vote is being taken	Recommended by Legal Services
	Adding stipulation that electronic participation is only available to Council Members, unless otherwise provided for by resolution	
Council Committees	<p>Proposed Committee Name Changes:</p> <ul style="list-style-type: none"> <li>• Audit and Budget Committee to Finance Committee</li> <li>• Governance, Agenda and Priorities Committee to Governance and Priorities Committee</li> <li>• Rural Development Committee to Rural Affairs Committee</li> </ul>	Aligns names more closely with intent of Committee
	Adding clearly defined process for appointment of a Chair	
	Adding stipulation that Council Committee agendas are to be determined by the Chair	
Organizational Meeting of Council	Adding provision for CAO to determine date and time for the Organizational Meeting in an election year	
Council Meetings	Adding provision to address loss of quorum during a meeting	
Recess Periods (NEW)	Identifying regularly scheduled recess periods	Eliminates need to pass resolution at Organizational Meeting

Section	Description	Rationale
	Clarifies that recess periods are not counted in determining potential disqualification period	
Special Meetings	Deleted	MGA
Council Agenda	<p>Section expanded to define agenda review process</p> <ul style="list-style-type: none"> <li>• Council and Committee of the Whole Agendas to be determined by Mayor and participating Councillors .</li> <li>• Clarifying role of CAO and CLO in agenda review process</li> <li>• Establishing time for agenda review and minimum notification requirements for any change in meeting time/location</li> <li>• Councillors may submit items for consideration</li> </ul>	
	Distribution of final agenda to Council Members and posting to public website by noon on Fridays, with draft agendas being posted as soon as available	Will allow greater opportunity for the public to become informed about matters coming before Council
Public Hearings	Eliminate need to open and close hearing by motion - Chair need only declare hearing to be opened or closed	
	Clearly defines process to be followed for all public hearings	
Voting Procedures (NEW)	Adding requirement for all Council Members to be in their seat when a matter is voted on, with the exception of those who are absent due to a pecuniary interest	
Conduct of Councillors in the Council Chamber	Adding ability for Chair to adjourn a meeting if a Councillor who has been expelled from the meeting for a breach of conduct refuses to leave	Provides clarity and introduces mechanism to deal with breaches
	Adding requirement for Councillors to declare Point of Privilege whenever leaving the Chamber	Recommended by Legal Services
	Adding requirement to recess meeting for up to 15 minutes if a Councillor is absent when a vote is required to be taken	Recommended by Legal Services
Motions	Allowing Chair to participate in debate and vote on matters without relinquishing the Chair	Reflective of current practice
	Defining precedence of motions to mirror Robert's Rules of Order. Most notable is requirement for a vote to close debate (call the question) before voting on original motion	Consistent with Robert's Rules of Order

Section	Description	Rationale
	Clarifying Friendly Amendments – if any objection to proposed “friendly amendment” must be formalized and put to a vote	
Notice of Motion	Requirement for notice to be given without verbal or written comment on its merits	Recommended by Legal Services
Pecuniary Interest	Deleted	MGA
Bylaws	Deleted	MGA
Committee of the Whole	Adding ability to convene as COTW for the purpose receiving briefings and updates and participating in training/education	Clarity and consistency
Minutes	Requirement to reflect any departure from or return to the Meeting	
Administrative Briefings	Deleted	
Schedule A – Council Committees	Changing composition of all Committees to Mayor and four Councillors	



**Subject: Public Art Committee Bylaw No. 14/020****APPROVALS:**

Carole Bouchard, Director  
Marcel Ulliac, Interim Chief Administrative Officer

**Administrative Recommendations:**

1. THAT Bylaw 14/020, being a bylaw to establish the Public Art Committee, be read a first time.

**Summary:**

The proposed Public Art Committee Bylaw No. 14/020 and the Municipal Public Art Policy PRL-160 will support the development of the Municipal Public Art Program, which celebrates Wood Buffalo's culture, history and people, while enhancing the visual and aesthetic impact of the region. Council's approval is required for both the Municipal Public Art Policy and the Public Art Committee Bylaw.

**Background:**

Public art is vital to the cultural fabric and streetscapes of cities. The Regional Municipality of Wood Buffalo is the only municipality in Alberta with a population of over 60,000 people that does not have an approved public art policy. Moreover, Wood Buffalo is the one of only two municipalities in Western Canada with a population of over 60,000 that does not have an approved public art policy. The proposed Public Art Policy and Bylaw aligns with best practices for public art established throughout Alberta and North America.

To ensure a community-based approach to public art in Wood Buffalo, a Public Art Committee will be established to advise and make decisions on the implementation of the Municipal Public Art Program, in alignment with the Municipal Public Art Policy.

The Public Art Committee Bylaw proposes the establishment of a seven (7) member, volunteer group of local residents to represent the art, design, and general community of Wood Buffalo. The function of the Committee would be to advise and approve guidelines and procedures for the Public Art Program; assist in building awareness and promoting the Program; and engage in education and outreach initiatives that build capacity for local artists, youth, and citizens.

On April 28, 2014, the Communities in Bloom Committee reviewed and approved the public art documents. Moreover, on May 14, 2014, the Community Services Committee (CSC) reviewed and approved the public art documents, which will be forwarded to Council for approval. The CSC includes six (6) members from the public-at-large, appointed by Council, and one Council representative. In accordance with Bylaw No. 12/006, the CSC shall review and make

recommendations to Council on funding allocations as well as cultural, social, and recreational initiatives and programs.

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

The Municipal Public Art Policy provides a framework for the Municipality to fund, select and preserve public art in the region. It proposes that Council approve .5 per cent of the total cost of eligible municipal capital projects over \$1 million for the procurement of public art. A Public Art Reserve Fund will be created in the capital budget to hold the approved funds.

Eligible capital projects for the inclusion of public art include:

- New building construction,
- Major additions to existing buildings,
- Park development projects,
- New road developments; and
- New engineering structures.

For eligible projects, the allocation for public art is based on projected budgeted capital project design/construction costs and excludes costs associated with land purchase, building demolition, furnishings and other soft costs (i.e., administration, fees and permits, interest, professional fees, legal fees, and advertising costs). Any amendments to budgeted capital projects would not be eligible for the public art reserve fund.

The following types of projects would not qualify for the procurement of public art:

- General operating upgrades to roads, in-ground water, sewer, or drainage,
- Demolition projects, and
- Capital equipment.

Administrative costs associated with the Public Art Committee, selection panels, and artwork conservation will be included in the Community Services Department's annual Operating Budget.

### **Rationale for Recommendations:**

In alignment with the Municipal Development Plan, Strategic Plan 2012-2016, and the City Centre Area Redevelopment Plan, the proposed Public Art Policy and Public Art Committee Bylaw will support the creation of attractive and dynamic public spaces; create opportunities for dialogue about contemporary art; encourage citizens to take pride in the community; spark community participation in the building of public spaces; and support economic diversification by providing paid employment opportunities for artists in the region.

The establishment of a Public Art Committee ensures the community will be engaged and have opportunities to provide input in the public art process. The Committee will also offer opportunities for education and outreach initiatives that will build capacity in Wood Buffalo's cultural sector.

**Attachments:**

1. Public Art Committee Bylaw – Bylaw No. 14/020
2. Municipal Public Art Policy – PRL – 160





**BYLAW NO. 14/020****A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH A PUBLIC ART COMMITTEE**

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

**AND WHEREAS** the Council of the Regional Municipality of Wood Buffalo wishes to establish a Public Art Committee to make recommendations with respect to the creation and implementation of a Municipal Public Art Program, and to take a leadership and advocacy role in promoting Public Art in the Municipality;

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

**SHORT TITLE**

1. This Bylaw shall be cited as the “Public Art Committee Bylaw.”

**ESTABLISHMENT**

2. The Public Art Committee is hereby established as a Council Committee.

**DEFINITIONS**

3. In this Bylaw, unless the context otherwise requires, the following definitions shall apply:
  - (a) “Architect/Landscape Architect” means a person who has an educational degree or diploma in the field. Architects conceptualize, plan, and develop designs for the construction and renovation of commercial, institutional, residential buildings and/or landscape designs.
  - (b) “Art Administrator” means a person who has professional work experience managing activities and services which support the arts sector, involving projects and initiatives provided by and including but not limited to:
    - (i) theatres, galleries and museums;
    - (ii) arts festivals and centres;
    - (iii) dance companies;
    - (iv) community arts organizations;
    - (v) local authorities and arts councils.

- (c) “Art Consultant” means a person that has knowledge, expertise and professional work experience about art work in its various forms and the proper placement (installment and display), pricing and acquiring of such art.
- (d) “Art Educator” means a person who has professional work experience in one or many art forms and who works in the arts education field.
- (e) “Art Historian” means a person who has an educational degree and/or professional experience in the field of art history.
- (f) “Artist” means a person who is critically recognized as an artist; possesses skill, training and experience in his or her artistic discipline; is active in, and committed to, his or her art practice; and has a history of public presentation.
- (g) “Business/Industry” means a person with professional experience in the management and sale of trade goods, services, or both to consumers.
- (h) “Bylaw” means this Public Art Committee Bylaw.
- (i) “Chair” means the Member by the Committee to preside over Committee meetings.
- (j) “Conservator” means a person with an educational degree and professional experience in restoring and conserving artifacts belonging to museums, galleries and owners of cultural property.
- (k) “Curator” means a person with professional experience in developing an institution’s collections and is involved with the interpretation of heritage material or pieces of artwork at a gallery, museum, library or archive.
- (l) “Department” means the Community Services Department of the Municipality.
- (m) “Committee” means the Public Art Committee.
- (n) “Council” means the elected council of the Municipality.
- (o) “Graphic Designer” means a person with an educational background and professional experience in planning, designing and managing the production of visual content.
- (p) “Heritage Professional” means a person with professional experience in the museum or archival sector.
- (q) “Member” means a member of the Public Art Committee.
- (r) “Municipal Public Art Program” means a program adopted and funded by the Council for the purpose of developing and displaying a dynamic Public Art

collection that celebrates the Municipality's history, culture and people while enhancing the aesthetic impact of public places in the Municipality.

- (s) "Municipality" means the Regional Municipality of Wood Buffalo.
- (t) "Public Art" means temporary or permanent works of art that are created for, and located in, a public space and does not include exhibit art or historical treasures but does include the following:
  - (i) works or art created for a specific location;
  - (ii) exhibits, performances and artwork installations;
  - (iii) the integration of art and architecture;
  - (iv) the collaboration of artists with architects, landscape architects, urban designers, planners and engineers to create unique environments or features, which integrate art into the urban fabric of the region (e.g., glass or water features, landscape elements, paving, furniture, and parts of buildings, sound and light works, earthworks, works that address design concerns of environmental systems such as waterways, garbage disposal, recycling facilities and landfills); and
  - (v) works of art produced through the involvement of the community.
- (u) "Public Art Guidelines" means guidelines for implementation of the Municipal Public Art Program including without limitation: a detailed municipal public art plan, site considerations, requests for proposal templates, selection processes, art documentation, and private developer contribution and participation procedures.

## **MANDATE**

4. The mandate of the Committee is to:
  - (a) make recommendations to the Department on the content of the Municipal Public Art Program, and on all matters pertaining to the Municipal Public Art Program including the Public Art Guidelines;
  - (b) promote, and serve as an education resource for, the Municipal Public Art Program;
  - (c) provide expert guidance and advice to the Department and to land developers, public agencies, community groups and other stakeholders and interested persons with respect to the creation, acquisition and installation of Public Art;
  - (d) review and approve a conservation plan and deaccession protocols for the maintenance of the Municipality's Public Art collection;

## **MEMBERSHIP**

5. The Members of the Committee shall be appointed by resolution of the Council.
6. The Committee shall consist of seven Members who are residents of the Regional Municipality of Wood Buffalo to represent the following interest groups:
  - (a) Four persons who have experience in one or more of the following professions:
    - (i) Artists
    - (ii) Art Educators
    - (iii) Arts Administrators
    - (iv) Arts Consultants
    - (v) Curators
    - (vi) Art Historians
    - (vii) Heritage Professionals
    - (viii) Architects, Landscape Architects and Graphic Design Professionals
    - (ix) Conservators
    - (x) Business or Industry
  - (b) Three Citizens-at-Large.
7. Each Member will be appointed for a three-year term for a maximum of two consecutive terms.
8. Members will be reimbursed for all reasonable out-of pocket expenses incurred carrying on the authorized business of the Committee.
9. If a Member is unable or unwilling to continue to serve as a Member, Council shall appoint a replacement to serve the balance of that Member's remaining term.
10. Any Member who is absent for three or more consecutive meetings, shall be considered to have resigned, unless such absence is authorized by resolution of the Committee.
11. Members shall be subject to the provisions regarding pecuniary interest set out in the *Municipal Government Act*.
12. Members who believe they have, or may have, a pecuniary interest in a matter before the Committee must immediately disclose the nature of the pecuniary interest and abstain from discussion or voting on the matter.

## **MEETINGS**

13. The Committee will meet quarterly, and at other times as necessary and as called by the Chair.
14. Meetings of the Committee may be held in such locations within the Municipality as the Committee deems advisable, and shall be open to the public except where a matter under discussion allows the Committee to move *in camera* pursuant to the *Municipal Government Act*.
15. Members will be given at least five business days of prior notice that a Committee meeting will be taking place.
16. The meeting agenda will be distributed to Members at least five business days prior to a Committee meeting.
17. Quorum is achieved at a meeting when four Members are present.
18. The Committee shall hold a meeting only when a quorum is present.

## **PROCEDURES**

19. The Chair shall preside over all meetings of the Committee, preserving order and decorum and deciding questions of procedure in accordance with the most current edition of *Roberts Rule of Order Newly Revised*.
20. If the Chair is unable to attend a meeting or must leave a meeting for any reason, the Members in attendance shall select an acting Chair to perform the duties of the Chair.
21. The Committee may from time to time establish such sub-committees, ad-hoc committees or working groups as it considers advisable to fulfill its mandate.

## **REPORTING TO COUNCIL**

22. When the Committee passes a resolution in the nature of a recommendation to Council, the Committee shall prepare and submit a report containing the resolution and the reasons why it was passed to the Chief Legislative Officer.
23. The Committee shall submit an annual report of its activities to Council.

## **ADMINISTRATION**

24. The Department will provide administrative support to the Committee.

**COMING INTO FORCE**

25. This Bylaw shall come into effect when it is passed.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor

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

# Council Policy

Policy Name: Municipal Public Art Policy  
Department Name: Community Services Department  
Policy No.: PRL-160  
Effective Date: January 1, 2015

Review Date: January 1, 2018

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## **STATEMENT:**

The Municipal Public Art Program will develop a dynamic collection of art that celebrates Wood Buffalo's culture, history, and people, while enhancing the visual and aesthetic impact of the region.

## **PURPOSE AND OBJECTIVE:**

Public Art is vital to the cultural fabric and streetscapes of creative cities. This policy provides the framework for developing public art that:

1. Builds a visually rich environment;
2. Plays a role in attracting creative businesses and workers;
3. Develops, promotes and supports local artistic talent;
4. Reflects the diverse cultural character and heritage of the region;
5. Encourages the growth of a culturally informed public;
6. Supports diverse approaches to public art, reflecting national and international standards (including permanent and temporary works, integrated art and design collaborations and new media art);
7. Achieves high standards of excellence in the selection and commissioning of public art; and
8. Is reflective of current best practices.

## **PROCEDURES:**

### **1. Definitions**

- 1.1. Artist – a person who is critically recognized as an artist; possesses skill, training and experience in his or her artistic discipline; is active in, and committed to, his or her art practice; and has a history of public presentation.
- 1.2. CAO – means the Chief Administrative Officer of the Municipality within the meaning of the *Municipal Government Act*, or their delegate.

- 1.3. Community - a group of people brought together including geography, tradition, culture, or spirit.
- 1.4. Community Services Department – the department of the Regional Municipality of Wood Buffalo that provides programs and services that aid in community development, education and outreach.
- 1.5. Conservation – relates to the care of objects, including a range of preventive measures and professional treatments.
- 1.6. Council – means the Council of the Regional Municipality of Wood Buffalo.
- 1.7. Deaccession – the procedure undertaken to permanently remove a piece of artwork from the public art collection.
- 1.8. Education and Outreach – the process by which citizens are engaged in meaningful ways by the Municipality’s public art collection. It involves promoting an appreciation for public art; raising the profile of the Municipal Public Art Program; and encouraging the participation of the Wood Buffalo art community.
- 1.9. Municipal Public Art Program – artworks, initiated and commissioned by the Municipality, for temporary or permanent installations to enable the integration of professionally adjudicated public art projects into public spaces.
- 1.10. Municipality – means the Regional Municipality of Wood Buffalo.
- 1.11. New Media Arts – encompasses artworks created with new media technologies, including digital art, computer graphics, computer animation, virtual art, internet art, interactive art, computer robotics and art as biotechnology.
- 1.12. Public Art – art that is created for, or located in, a public space that is accessible to the general public. Public art includes temporary or permanent works that are located in the public domain and created in any form, including:
  - 1.12.1. Artworks created for specific locations;
  - 1.12.2. Exhibits/performances/artwork installations;
  - 1.12.3. The integration of art and architecture;
  - 1.12.4. Collaboration of artists with architects, landscape architects, urban designers, planners and engineers to create unique environments or features, which integrate art into the urban fabric of the region (e.g., glass or water features, landscape elements, paving, furniture, and parts of buildings, sound and light works, earthworks, works that address design concerns of environmental systems such as waterways, garbage disposal, recycling facilities and landfills);



- 1.12.5. Artworks produced through the involvement of the community; and
- 1.12.6. Public art does not include exhibit art or historical treasures.
- 1.13. Public Art Committee – is a Council appointed Committee, established through a bylaw, for the purpose of advising and making decisions on the implementation of the Municipal Public Art Program.
- 1.14. Public Art Guidelines – the public art guidelines will be developed by the Community Services Department in consultation with other internal department and the Public Art Committee. The guidelines will include, but are not limited to, a detailed municipal public art plan; site considerations; Request for Proposals; selection process; art documentation; and private developer contribution and participation procedures.
- 1.15. Public Art Inventory – a database, managed by the Municipality, that documents all current public art pieces, including their locations, related dates, didactic information, and any other related information deemed necessary to manage the Program.
- 1.16. Public Art Reserve Fund – monetary fund established to support the acquisition and expansion of the Municipal Public Art Program. Funding will be acquired through .5 percent of eligible municipal capital projects.
- 1.17. Public Art Selection Panel – a panel of jurors will evaluate artist proposals for specific public art commissions. The criteria for each panel will vary and be based on art selection methods and project objectives. The Municipality will develop an established set of criteria to evaluate public art submissions. Depending on the scope of the project, the public art selection panel would be comprised of five (5) to seven (7) jury members appointed by the CAO or his delegate.
- 1.18. Public Spaces – areas frequented by the general public which could include, but is not limited to, parks, boulevards, streets, bridges, exteriors and interiors of municipally owned buildings.
- 1.19. Volunteer - an individual working on behalf of others without receiving financial or material gain.

## **2. Responsibilities**

- 2.1. Council
  - 2.1.1. approve this Policy; and
  - 2.1.2. appoint members to the Public Art Committee to advise on the management of the Municipal Public Art Program.
- 2.2. Senior Leadership Team:
  - 2.2.1. support the implementation of this Policy.

2.3. Executive Director:

2.3.1. ensure procedures for the Municipality's Municipal Public Art Program are followed; and

2.3.2. ensure the proper financial management and internal controls are implemented.

2.4. Operating Departments:

2.4.1. ensure that the Municipal Public Art Policy is carried out in accordance with the Policy and procedures herein.

### **3. General Procedures**

3.1. Implementation Details:

3.1.1. Percent for public art allocations and municipal funding strategy

The "percent for art" funding mechanism will be used for the acquisition of public art for the Municipal Public Art Program. The Municipality will allocate .5 percent of the total cost of eligible municipal capital projects over \$1 Million for the procurement of public art.

A Public Art Reserve Fund will be created for the approved funds. The funds may be utilized to commission public art at the capital project site or at an alternative site. If funds are not used in their entirety within the given year, they will be held in the Reserve Fund for the commissioning of art at a later date.

The Community Services Department, in consultation with other impacted municipal departments, will identify and determine on-site locations and funding amounts for all eligible municipal capital projects.

Eligible capital projects include:

3.1.1.1. New building construction;

3.1.1.2. Major additions to existing buildings;

3.1.1.3. Park development projects;

3.1.1.4. New road developments; and

3.1.1.5. New engineering structures.

This policy does not apply to:

3.1.1.6. General operating upgrades to roads, in-ground water, sewer, or drainage;

3.1.1.7. Demolition projects; and

3.1.1.8. Capital equipment.

For eligible municipal capital projects, allocations are based on the design and projected construction costs of capital projects, and exclude costs associated with land purchase, building demolition, furnishings and other soft costs (i.e., administration, fees and permits, interest, professional and legal fees, and advertising costs).

To ensure the proper care and maintenance of the public art collection, a portion of the annual Community Services Department's Operating Budget will be allocated for the conservation of artwork and the operational requirements of the Public Art Committee. The amount of funding for artwork conservation will be determined by yearly assessments on the physical condition of artworks in the Public Art Collection.

### 3.2. Management Framework for the Public Art Program

#### 3.2.1. Public Art Committee

A Council Committee, established through a bylaw, comprised of members representing the arts, design and general community who will make decisions on the implementation of the Municipal Public Art Program.

#### 3.2.2. Community Services Department

The Community Services Department will be responsible for managing the Municipal Public Art Program, including developing program guidelines; identifying site locations for artwork; disseminating Requests for Proposals; coordinating public art selection panels; and the administration and disbursement of program funds as approved by Council. Other municipal departments will be consulted about site locations and public art commissions on a project by project basis.

#### 3.2.3. Artwork Selection

Successful artists will enter into a contract with the Regional Municipality of Wood Buffalo. Such a contract shall include provisions for licensing, insurance requirements and subsequent use of artworks.

### 3.2.4. Deaccession

The Municipality may deaccession artworks from the public art inventory if the work meets the deaccession guidelines developed by the Public Art Committee.

### **APPROVAL, MANAGEMENT AND REFERENCES:**

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council  
Approval Date: June 24, 2014

Revision Approval Dates:  
Review Due: January 1, 2018

Policy Manager: Carole Bouchard, Director, Community Services Department  
Department Contact: Director, Community Services Department

Legal References:  
Cross References:

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Melissa Blake, Mayor

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Surekha Kanzig, Chief Legislative Officer

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Date

**Subject: IAFF Collective Bargaining Ratification****APPROVALS:**

Roseanne Hall, Director  
Brian Makey, Executive Director  
Marcel Ulliac, Interim Chief Administrative Officer

**Administrative Recommendations:**

THAT the Collective agreement with IAFF Local 2494 for the period January 2014 – December 31, 2016 be ratified.

**Summary:**

The current collective agreement with the International Association of Fire Fighters (IAFF) Local 2494 expired on December 31, 2013 and remains in effect until a new one is ratified. IAFF Local 2494 gave written notice to commence bargaining on November 13, 2013. Under the Alberta Labour Relations Act, both parties had a duty to bargain in good faith for a new agreement upon expiry of the current agreement.

**Background:**

The collective bargaining process began on January 8<sup>th</sup>, 2014 with both parties exchanging proposals. The parties were able to reach a tentative agreement after ten (10) days of bargaining in a period of four months.

IAFF Local 2494 represents approximately 172 municipal employees in dispatch, medical and fire operations, training, prevention, and trades classifications.

**Wage History (IAFF Local 2494)**

2008	2009	2010	2011	2012	2013
7.00%	5.00%	5.00%	5.00%	4.00%	3.00%*

\* Letter of intent provides additional amount to IAFF members

**Economic Outlook for Alberta**

According to the Conference Board of Canada economic update on December 9, 2013:

- Alberta will have the fastest growing provincial economy in 2014.
- Alberta has been the largest contributor to economic growth in Canada for three consecutive years, outpacing the much larger economies of Central Canada.

Despite the damage caused by the severe floods in June, Alberta's economy has grown at a fast pace in 2013 and economic conditions are extremely favourable heading into 2014. Buoyed by investment in the oil sands and a very strong labour market, Alberta's real gross domestic product (GDP) is forecast to expand by a robust 3.4 per cent in 2014.

The relationships with IAFF has improved dramatically over the past few years. Grievance activity has been reduced and replaced with communication strategies and only one case proceeding to arbitration in 2014. We continue to focus on a business partner relationship versus an adversarial approach.

As per the feedback provided to Council on Tuesday, February 18<sup>th</sup>, 2014 the negotiation team had the following mandate:

- Bargaining team to conclude a settlement that is affordable to tax payers and is fair to the employees which includes cost containment and operational efficiencies.
- Align the collective agreement to support the SAP Core changes.
- Seek collective agreement changes to facilitate the reduction in the use of sick leave and emergency leaves.
- Seek a three year collective agreement.

In accordance with the direction of the Regional Council the negotiating team has successfully concluded a three year collective agreement that includes all of the above mandates including many other changes that will increase efficiencies and enable significant long-term improvements to systemic overtime issues and allow for a more cost effective labour force.

### **Alternatives:**

Council could choose to reject the IAFF Local 2494 offer, which was accepted by the RMWB's bargaining team as a tentative agreement, and direct the negotiating team to go back to the bargaining table with a revised mandate. The risks associated with this would be a potential for negative media attention and job action by IAFF members should the parties not be able to reach a new agreement.

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

This report complies with the Municipality's Multi-Year Financial strategy.

The mandate established by Council for negotiations was achieved.

<b>2014</b>		<b>2015</b>		<b>2016</b>	
January 1, 2014	1.50%	January 1 <sup>st</sup> , 2015	3.00%	January 1, 2016	2.00%
July 1, 2014	1.50%			July 1, 2016	2.50%

\*Also as part of bargaining outstanding from the 2011-2013 collective agreement is a 1.0% addition to the 2013 general wage increase for IAFF members stemming from the settlement of the Letter of Intent Re. Wage Increases for 2011, 2012, and 2013 as approved in the last round of collective bargaining.

All other collective agreement improvements have been funded through savings found during the bargaining process.

### **Rationale for Recommendations:**

The collective agreement is within the mandate approved by Council. Acceptance of the tentative agreement will continue to foster positive labour relations.

**Subject: Community Investment Program****Audit and Budget Committee Recommendations:**

1. THAT the Community Investment Program Policy No. FIN-220, dated June 24 2014, be approved.
2. THAT Bylaw No. 14/023, being a bylaw to repeal the Fort McMurray Games Legacy Reserve Fund Bylaw, be read a first time.
3. THAT Bylaw No. 14/023, being a bylaw to repeal the Fort McMurray Games Legacy Reserve Fund Bylaw, be read a second time
4. THAT Bylaw No. 14/023, being a bylaw to repeal the Fort McMurray Games Legacy Reserve Fund Bylaw, be considered for third reading.
5. THAT Bylaw No. 14/023, being a bylaw to repeal the Fort McMurray Games Legacy Reserve Fund Bylaw, be read a third and final reading.
6. THAT Grant Distribution Policy No. FIN-100, be repealed.

**Summary:**

Community Investment Policy No. FIN-220 is intended to replace both the Games Legacy Bylaw No. 94/31 and the Grant Distribution Policy FIN-100. Therefore, it is recommended that Grant Distribution Policy No. FIN-100 and Bylaw No. 94/31 be repealed.

**Background:**

The Community Investment Program was presented to the Audit and Budget Committee at their meeting on June 10, 2014. At that meeting, the Audit and Budget Committee passed the following three resolutions:

“THAT the Community Investment Program Policy No. FIN-220, dated June 10, 2014, be recommended to Council for approval.”

“THAT Bylaw No. 14/023, being a bylaw to repeal the Fort McMurray Games Legacy Reserve Fund Bylaw, be recommended to Council for all three readings.”

“THAT Grant Distribution Policy No. FIN-100, be recommended to Council for repeal.”

**Attachment:**

1. Audit and Budget Committee Report, June 10, 2014 – Community Investment Program





**Subject: Community Investment Program****APPROVALS:**

Maggie Farrington, Director  
Marcel Ulliac, Interim Chief Administrative Officer

**Administrative Recommendations:**

1. THAT Community Investment Program Policy No. FIN-220, dated June 10, 2014, be recommended for approval.
2. THAT Bylaw No. 14/023, being a bylaw to repeal the Fort McMurray Games Legacy Reserve Fund Bylaw, be recommended for all three readings.
3. THAT Grant Distribution Policy No. FIN-100, be recommended for repeal.

**Summary:**

Policy No. FIN-220 establishes the Community Investment Program, which provides financial support to community groups, and non-profit organizations that are responsible for the delivery of various recreational, cultural and social programs and services, the development and operation of community facilities, and the organization of major community events.

The Grant Distribution Policy FIN-100 mandate was to allow the allocation of funding to various individuals, community groups and organizations through various grant programs available within the Regional Municipality of Wood Buffalo.

The Fort McMurray Games Legacy Reserve Fund was created with the surplus funds from hosting the 1985 Alberta Summer Games, the 1992 Alberta Winter Games, the 2003 Alberta Senior Games, and the 2004 Arctic Winter Games. The Fort McMurray Games Legacy Reserve Fund Bylaw was originally adopted in 1989 to promote and encourage the development and growth in amateur sport and culture through awarding grants in those areas.

Community Investment Policy No. FIN-220 is intended to replace both the Grant Distribution Policy FIN-100 and the Games Legacy Bylaw No. 94/31. Therefore, it is recommended that Grant Distribution Policy No. FIN-100 and Bylaw No. 94/31 be repealed.

**Background:**

The Municipal Auditor completed a review of all Community Services grants and the grant administrative processes; the final report was received on September 28, 2012.

The Auditor made several recommendations in the report. Some examples include:

1. Establish a Community Investment Program;
2. Adopt a Community Investment Program Policy;
3. Create a single pool of resources (budget) for all Community Investment Program grants to optimize and standardize the funding process;
4. Create internal procedures to administer the Community Investment Program;
5. Appoint a Program Manager for the Community Investment Program;
6. Enhance the Games Legacy Grant Program by increasing both the size of the program and the value of the grant it provides; and
7. Obtain more detailed reporting from grant recipients funded by the Municipality.

In August 2013, the Municipal Auditor conducted a follow-up audit to ensure the Community Services Department complied with and implemented the above mentioned recommendations from the first report in September 2012.

The Community Services Department developed a Community Investment Program Overview and Guidelines to communicate changes regarding the Community Investment Program to Council, Administration, community groups and non-profit organizations.

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

Council is responsible for outlining the strategic direction of the program, and approving the annual budget for the Community Investment Program as part of the Community Services Department Budget.

The Fort McMurray Games Legacy Reserve Fund Grant is currently being funded only by the interest earned on the principal. Based on the volume of applications and the growing need in the community, it is in the Municipality's best interest to increase the amount of funding that is allocated annually.

The Municipality shall evaluate applications based on the type of funding request and their conformity to the available grant programs and funding limits. The approval processes shall be consistent with the specific guidelines of the grant program being applied for.

#### **Rationale for Recommendations:**

Adopting the Community Investment Program Policy will result in:

- Standardized contracts and agreements;
- A standardized application process, evaluation and assessment criteria;
- A streamlined process, including various grant programs consolidated into a single portfolio;
- Improved communication between the Municipality, community groups and non-profit organizations;
- Municipal resources being used to financially support those most in need;
- Municipal resources being spent in alignment with Council approved policies;

- More detailed reporting, which will provide for enhanced accountability; and
- Better compliance by community groups and non-profit organizations with all financial reporting

**Attachments:**

1. Games Legacy Bylaw No. 14/023
2. Community Investment Program Policy No. FIN-220
3. Grant Distribution Policy FIN-100
4. Community Investment Program Overview
5. Community Investment Program Guidelines
6. Bylaw No. 94/31
7. Bylaw No. 07/026



**BYLAW NO. 14/023**

**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO REPEAL BYLAW NO. 94/31, BEING THE FORT MCMURRAY GAMES LEGACY RESERVE FUND BYLAW.**

**WHEREAS** pursuant to Section 191(1) of the *Municipal Government Act*, R.S.A., 2000, c.M-26, the Council of the Regional Municipality of Wood Buffalo may pass a bylaw to amend or repeal a bylaw;

**AND WHEREAS** the Council of the Regional Municipality of Wood Buffalo wishes to repeal Bylaw No. 94/31, being the Fort McMurray Games Legacy Reserve Fund Bylaw,

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

1. Bylaw No. 94/31, and all amendments thereto is repealed.
2. This bylaw comes into effect on the date that it is passed.

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

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

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

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2014.

\_\_\_\_\_  
Mayor

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



# Council Policy

Policy Name: Community Investment Program  
 Department Name: Community Services Department  
 Policy No.: FIN-220  
 Effective Date: June 24, 2014

Review Date: June 24, 2017

## **STATEMENT:**

Through the Community Investment Program (CIP), the Regional Municipality of Wood Buffalo provides financial support to community groups and non-profit organizations that are responsible for the delivery of various recreational, cultural and social programs and services, the development and operation of community facilities, and the organization of major community events.

The Community Services Department developed a CIP booklet to communicate changes regarding the CIP to Council, Administration, community groups and non-profit organizations.

## **PURPOSE AND OBJECTIVE:**

The objective of this policy is to:

1. Establish the Community Investment Program.
2. Identify budgeting and accounting requirements related to municipal grants.
3. Determine eligibility for funding under the Community Investment Program Policy.

## **PROCEDURES:**

### **1. Definitions**

- 1.1. Applicant – means any group, club, individual or organization incorporated as a non-profit, charitable or Part 9 Corporation.
- 1.2. Community Investment Program (CIP) – means the program which provides financial assistance to a number of community based groups and non-profit organizations that are responsible for the delivery of various recreational, cultural and social programs and services; development and operation of community facilities; and organization of major community events.
- 1.3. Grant – means a transfer of monies from the Community Services Department to an Applicant for a project or a purpose according to the requirements outlined by a specific grant program.
- 1.4. Grant Programs – means funding programs created to directly administer grants to Applicants (i.e., Joint Initiatives Program, Games Legacy Fund, Community Development Funding, Community Plan on Homelessness Funding) under specific guidelines.

- 1.5. Municipality – means the Regional Municipality of Wood Buffalo, excepting any lands comprising of any First Nation Reserve or Metis settlement situated therein.

## **2. Responsibilities**

### **2.1. Council:**

- (a) approve any amendments to this policy; and
- (b) approve overall CIP Budget.

### **2.2. Senior Leadership Team:**

- (a) support the implementation of this policy;
- (b) ensure compliance with this policy; and
- (c) support and recommend any amendments to this policy.

### **2.3. Chief Financial Officer:**

- (a) ensure the policy is enforced and is consistent with the Municipality's accounting procedures;
- (b) provide Council with the information it requires to make decisions on an ongoing basis; and
- (c) use interest earned on the Games Legacy Fund to fund the grant and not the principle.

### **2.4. Community Services Committee:**

- (a) approve allocation of provincial and federal funds received as per the Community Plan on Homelessness and Family and Community Support Services; and
- (b) approve allocation of the Games Legacy Grant.

### **2.5. Community Services Department:**

- (a) Review and evaluate funding requests from Applicants engaged in the delivery of social, recreation and community services, and approving the annual budget for the Community Investment Program as part of the Community Services Department Budget.

### **2.6. Program Administrator:**

- (a) ensure all transactions are properly coded and accounted for by the receiver of grant funds;
- (b) ensure annual budgets are prepared using all guidelines within this policy;
- (c) ensure recommendations from any reviews are submitted for approval and implementation;
- (d) recommend new Grant Programs for application under this policy;



- (e) responsible for implementing all aspects of the CIP and ensure it has sufficient resources to fulfill this responsibility; and
- (f) ensure that adequate procedures and systems are in place to implement the Grant Program as defined in this policy.

### **3. General Procedures**

#### **3.1. Eligibility:**

Funding shall only be provided to an Applicant that:

- (a) resides or operates within the Municipality;
- (b) enhances leisure, cultural, recreational, and/or quality of life issues, and/or makes a social or community investment within the Municipality;
- (c) conforms with the identified criteria of the specific Grant Program being applied under; and
- (d) completes and submits all required Grant Program application documentation within the stated deadlines.

#### **3.2. Ineligibility**

The following funding requests are not subject to this policy:

- (a) exceptional funding requests that exceed approved budget limits or do not fall within the eligibility guidelines of approved Grant Programs. Requests of this nature may either:
  - (i) be brought forward in the subsequent budget year for additional consideration and possible incorporation into the budget approval process;
  - (ii) be considered under exceptional circumstances and be approved by Council as an over expenditure in the current budget year; or
  - (iii) be denied.

#### **3.3. Application and Funding Process**

The Municipality shall evaluate applications based on the type of funding request and their conformity to the available Grant Programs and funding limits. Approval processes shall be consistent with the specific guidelines of the Grant Program applied for.

#### **3.4. Communication**

Approved funding recipients shall recognize the Municipality, if required under the Grant Program, as a funding partner in any official communications.

### 3.5. Monitoring and Reporting

The Municipality will evaluate the outcomes of any grants provided to ensure accountability for use of funds and monitor how the desired goals were achieved. Any reporting requirements, as stated in the Grant Programs, not met by the Applicant will be subject to potential withdrawal of future funding support. All surplus funds not used for the intended or closely related purpose must be returned to the Municipality.

### **APPROVAL, MANAGEMENT AND REFERENCES:**

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council  
Approval Date: \_\_\_\_\_

Revision Approval Dates: \_\_\_\_\_  
Review Due: \_\_\_\_\_

Policy Manager:  
Department Contact: Director, Community Services

Legal References: \_\_\_\_\_  
Cross References: \_\_\_\_\_

\_\_\_\_\_  
Melissa Blake, Mayor

\_\_\_\_\_  
Surekha Kanzig, Chief Legislative Officer

\_\_\_\_\_  
Date:

# Council Policy



Policy Name: Grant Distribution Policy  
Policy No.: FIN-100  
Effective Date: April 11, 2006

## **STATEMENT:**

The Regional Municipality of Wood Buffalo will allocate funding to various individuals, community groups and organizations, through the various grant programs available within the Regional Municipality of Wood Buffalo.

## **PURPOSE AND OBJECTIVE:**

The objective of this policy is to:

1. Provide guidelines for distributing municipal grants to applicants within the Regional Municipality of Wood Buffalo.
2. Identify budgeting and accounting requirements related to municipal grants.
3. Determine eligibility for funding under the Grant Distribution Policy or the Operating Agreement Policy.

## **PROCEDURE:**

### **01     Definitions**

- 01.01 Applicant – shall mean any group, club, individual, or organization incorporated as a not-for-profit, charitable or Part 9 Corporation.
- 01.02 Grant - a transfer of monies from the Community Services Department to an applicant for a project or a purpose according to the requirements outlined by a specific grant program.
- 01.03 Grant Programs – funding programs created to directly administer grants to applicants (i.e., Joint Initiatives Program, Games Legacy Fund, Community Development Funding, Community Plan on Homelessness Funding) under specific guidelines.
- 01.04 Municipality- shall include all rural and urban service areas located within the geographic confines of the Regional Municipality of Wood Buffalo, excepting any lands comprising of any First Nation Reserve or Metis settlement situated therein.
- 01.05 Operating Agreement – a separate agreement established between the Municipality and an incorporated organization, to assist that organization with the ongoing operational costs of a significantly recognized community recreational facility and/or program.

### **02     Responsibilities**

02.01 Regional Council:

- (a) approve any amendments to this policy; and
- (b) approve program funding through the Operating and Capital Budgets.

02.02 Senior Leadership Team:

- (a) support the implementation of this policy; and
- (b) support and recommend any amendments to this policy.

02.03 Chief Financial Officer:

ensure the policy is enforced and is consistent with the Municipality's accounting procedures.

02.04 Department Manager:

- (a) ensure all transactions are properly coded and accounted for by the receiver of grant funds; and
- (b) ensure annual budgets are prepared using all guidelines within this policy; and
- (c) ensure recommendations from any reviews are submitted for approval and implementation; and
- (d) recommend new grant programs for application under this policy.

03 General

03.01 Eligibility

Funding shall only be provided to applicants that:

- (a) reside or operate within the Municipality; and
- (b) enhance leisure, and/or cultural, and/or recreational, and/or quality of life issues, and/or make a social or community investment within the Municipality; and
- (c) conform with the identified criteria of the specific grant program being applied under; and
- (d) complete and submit all required grant program application documentation within the stated deadlines.

03.02 Ineligibility

The following funding requests are not subject to this policy:

- (a) funding requests intended to support the on-going (i.e., multi-year) operation of a facility or program (requests of this nature fall under the Operating Agreement Policy as they can be forecasted and incorporated into the annual budget approval process);
- (b) funding requests intended to support on-going (i.e., multi-year) special events in connection with an Operating Agreement (requests of this nature fall under the Operating Agreement Policy as they can be forecasted and incorporated into the annual budget approval process);
- (c) exceptional funding requests that exceed approved budget limits or do not fall within the eligibility guidelines of approved grant programs. Requests of this nature may either:
  - i. be brought forward in the subsequent budget year for additional consideration and possible incorporation into the budget approval process; or
  - ii. be considered under exceptional circumstances and be approved by Council as an over expenditure in the current budget year; or
  - iii. be denied.

03.03 Application and Funding Process

The Municipality shall evaluate applications based on the type of funding request and their conformity to the available grant programs and funding limits. Approval processes shall be consistent with the specific guidelines of the grant program being applied under.

03.04 Communication

Approved funding recipients shall recognize the Municipality, if required under the granting program, as a funding partner in any official communications.

03.05 Monitoring and Reporting

The Municipality will evaluate the outcomes of any grants provided to ensure accountability for use of funds and monitor how the desired goals were achieved. Any reporting requirements, as stated in the grant programs, not met by the applicant will be subject to potential withdrawal of future funding support. All surplus funds not used for the intended or closely related purpose will be returned to the Municipality.

---

**APPROVAL, MANAGEMENT AND REFERENCES:**

This policy shall be accessed in five (5) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority:  
Approval Date:

Council  
April 11, 2006

Revision Approval Dates:  
Review Due:

April 11, 2011

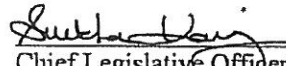
Policy Manager:  
Department Contact:

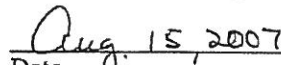
Manager, Community Services – Community Services  
Superintendent, Community Development – Community Services

Legal References:  
Cross References:

Operating Agreement Policy

  
\_\_\_\_\_  
Mayor

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

  
\_\_\_\_\_  
Date

# COMMUNITY INVESTMENT PROGRAM

## OVERVIEW



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**



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The background is a bright yellow color. A large, dark grey triangle points from the top right towards the center. On the left side, there are large, stylized, semi-transparent letters 'E' and 'S' in a light yellow color. The 'E' is positioned above the 'S'.

# **EXECUTIVE SUMMARY**

The Regional Municipality of Wood Buffalo's Community Investment Program (CIP) provides funding to community groups and non-profit organizations that optimize residents' access to recreational, cultural and social opportunities in the region. The CIP is administered through the Community Services Department (CSD).

The CIP fulfills the CSD's mission "to provide programs and services through partnerships and strategic alliances within the community to improve the quality of life in our region."

Currently, there are nine (9) grant programs:

- Community Beautification
- Community Capital
- Community Development Funding/  
Family and Community Support Services (FCSS)
- Community Operating
- Community Plan on Homelessness
- Crime Prevention and Community Safety
- Games Legacy
- Joint Initiatives
- Wood Buffalo Big Spirit (WBBS)

The background is a solid yellow color. A diagonal line runs from the top right corner towards the bottom left, creating a white triangular area in the top right. On the left side, there is a vertical rectangular bar with a yellow-to-white gradient, appearing as if it's a shadow or a layered effect.

# INTRODUCTION



## INTRODUCTION

Opportunities have attracted people from across Canada, and around the globe, to Wood Buffalo in hopes of realizing their personal and professional goals, dreams and aspirations. As the population continues to grow, it is important to engage partners to create safe, healthy and vibrant neighbourhoods and communities.

Through the CIP, the Regional Municipality of Wood Buffalo (Municipality) is working to improve access to services so that Wood Buffalo's children, youth, adults, families, seniors and most vulnerable populations can lead more active, healthy and fun lives.

Subsequently, the CIP works to build a better future for individuals, families and communities by strengthening community capacity; and by providing grant funding to community groups and non-profit organizations that:

- Optimize benefits provided to residents;
- Meet the needs of the various communities in the region; and
- Align with the strategic priorities of the Municipality.



# GOVERNANCE



## GOVERNANCE

Council is responsible for establishing the Community Investment Program Policy; outlining the strategic direction of the Program; and approving the annual budget for CIP.

M

**MANDATE**





## MANDATE

The Community Investment Program's mandate is to provide funding to the region's community groups and non-profit organizations to enhance their capacity to provide programs, services and activities that improve the quality of life for Wood Buffalo residents. The CIP mandate also aligns with three of the goals expressed in the MDP: Home and Belonging, Vibrant Culture and Working Together (<http://www.woodbuffalo.ab.ca/Doing-Business/Municipal-Development-Plan.htm>)

The CIP facilitates collaboration with agencies that meet the mandate. For organizations that do not meet the mandate, the Municipality will help them find an alternate source of funding.

P

# PRINCIPLES



## PRINCIPLES

The four principles that guide the CIP are:

**Collaboration** – The Municipality develops strategic alliances with community groups, non-profit organizations, operators and other key stakeholders in an effort to understand operational requirements, trends in the sector, and residents' needs.

**Commitment** – The Municipality is committed to supporting the funded community group or non-profit organization in developing and administering programs and services that strengthen the region and help make it the best place for citizens to thrive.

**Involvement** – The Municipality regularly checks in with community groups and non-profit organizations to see if the programs and services they offer can be enhanced to ensure their sustainability, as well as to see the impact grant funding is having first-hand in the community.

**Accountability** – To ensure community groups and non-profit organizations are spending grant money as described in their application, the Municipality requires agencies to submit detailed reporting as a condition of accepting funding.



# GOALS

# GOALS

The Community Investment Program aligns with Council's vision of "a balanced future with opportunity for all." The goal of the CIP is to make Wood Buffalo one of the best places to live, work and thrive by collaborating with colleagues from across the organization, residents, community groups, strategic partners and other stakeholders.

## **Community Beautification**

- To support projects that aim to beautify neighbourhoods, public spaces and the region, while fostering opportunities for social interaction
- To promote the practice of urban gardening
- To encourage environmental stewardship through designs suitable to the climate in the region

## **Crime Prevention and Community Safety**

- To develop and support initiatives that improve community safety and resilience
- To support the delivery of crime prevention education and training programs
- Promote community involvement in crime prevention

## **Culture**

- To promote a strong sense of heritage and cultural identity within the region
- To encourage the development of a cultural community through events, programs, volunteerism, partnerships and strategic alliances
- To generate economic benefits through cultural development

## **Facility Operations**

- To support the building of new indoor and outdoor recreation to accommodate population growth and reflect residents' needs
- To ensure services for youth, arts, culture, recreation and events are reflected in facility development
- To provide timely and reliable services to the community according to established and project delivery standards

## **Recreation**

- To build the capacity of recreational organizations within the community
- To encourage residents to lead healthy lifestyles
- To strengthen the quality of life of residents by supporting athletes, sports development as well as programs, facilities and service.

## **Social**

- To ensure organizations are supported in the design and delivery of social programs that are preventative in nature, promote volunteerism, accountability, local autonomy and community development in alignment with the Family and Community Support Services (FCSS) Mandate
- To leverage resources in areas of greatest need by providing public education, information, referral and advocacy services
- To provide citizen-centered community programs

The background is a solid yellow color. A diagonal line runs from the top right corner towards the bottom left. On the left side, there are two concentric circles. The inner circle is a darker shade of yellow, and the outer circle is a lighter shade. The word "OUTCOMES" is written in white, bold, uppercase letters to the right of the circles.

# OUTCOMES



## OUTCOMES

The CIP seeks to enhance the quality of life of all the citizens of the region by creating safe, healthy and vibrant neighbourhoods and communities. To attain this goal, the CIP endeavours to effectively and efficiently achieve the following outcomes through strategic alliances and partnerships with non-profit organizations and community groups.

**Community Beautification** – Enhanced community esthetics, awareness about nature, and environmental ownership through community beautification projects.

**Crime Prevention and Community Safety** – People feel safe and secure in the region through their involvement in crime prevention education and training.

**Culture** – Wood Buffalo is a vibrant community that supports diverse cultural opportunities and instills regional pride.

**Facility Operations** –Infrastructure is supported and sustained for the benefit of residents, the community and the economy.

**Recreation** – People are connected to their community and one another through activities and sport.

**Social** – People throughout the region thrive; realize their full potential; and are better able to respond to opportunities and challenges.

M

MEASUREMENT





## MEASUREMENT

To assess the success of the CIP, the Municipality will establish global performance measures for the overall program. These performance measures are both quantitative (outputs and inputs) and qualitative (satisfaction or perception) and will gauge observable and measurable characteristics of change. Through performance measurement the Municipality will be able to continuously improve the CIP over time.

The following measurement tools will be used:

Collection of operational statistics (e.g., inputs, outputs, program inputs, outcomes, number of funded agencies, number of applicants, number of funding inquiries and number of advertisement per year)

Program outcomes – as listed in the Outcome Section, page 17.

Community Investment Program Satisfaction or Perception Survey

Long-term outcomes and community impact – can be measured by Community Index of Well-Being (eight (8) domains of well-being)

Targeted focus groups to discuss community investment program (frequency to be determined by Community Investment Program Administrator)

Regular and ongoing assessment of all funded agencies by assigned Municipal staff.



# **PROCESS AND ELIGIBILITY**

## PROCESS AND ELIGIBILITY

It is critical for the CIP Administrator to ensure internal and external programs, services, facilities, and events are supported financially. Moreover, it is crucial that the grant funding application process is clear, the evaluation criteria are transparent and that groups and organizations are held accountable for how funding is spent.

To be eligible for grant funding, the group or organization applying must be responsible for:

- Delivering various recreational, cultural and social programs and services
- Developing and operating community facilities
- Organizing major community events

As well, the group or organization must:

- Be registered as a non-profit under provincial or federal legislation for at least one year
- Provide direct, ongoing programs and services that improve the quality of life for residents of Wood Buffalo
- Accomplish an adequate level of activity to merit a grant
- Use the grant to leverage additional funding from different levels of government and the private sector
- Not substantially duplicate the activities of other applicants or government-supported organizations

All funded agencies must sign a funding letter/agreement with the Municipality prior to receiving funding.

*NOTE: For a full breakdown of grant process and eligibility requirements, please see Community Investment Program Guidelines.*

A large, stylized yellow letter 'T' is positioned on the left side of the page. It has a thick, blocky appearance with a slight shadow effect.

# TRENDS

## TRENDS

The amount of grants disbursed to community groups and non-profit organizations varies from year-to-year depending on the available municipal budget and funding received from the provincial and federal government. Figure 1 provides a detailed breakdown of the allocations disbursed through the CIP over a four-year period.

Figure 1: Community Investment Program grant allocations for 2011-2014

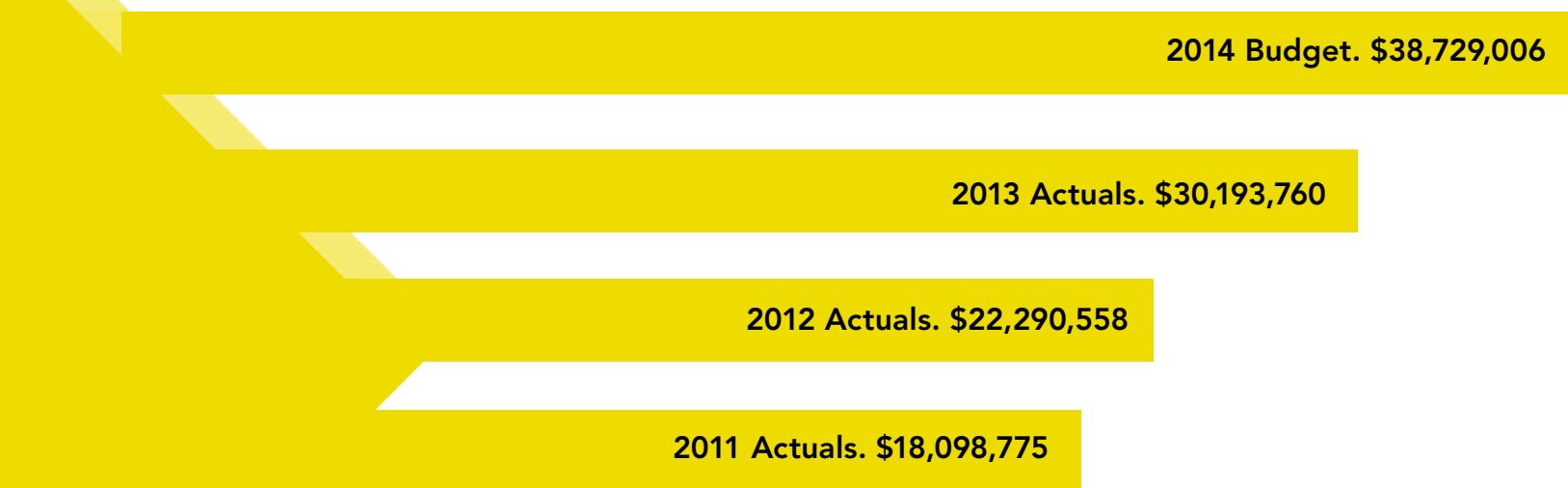
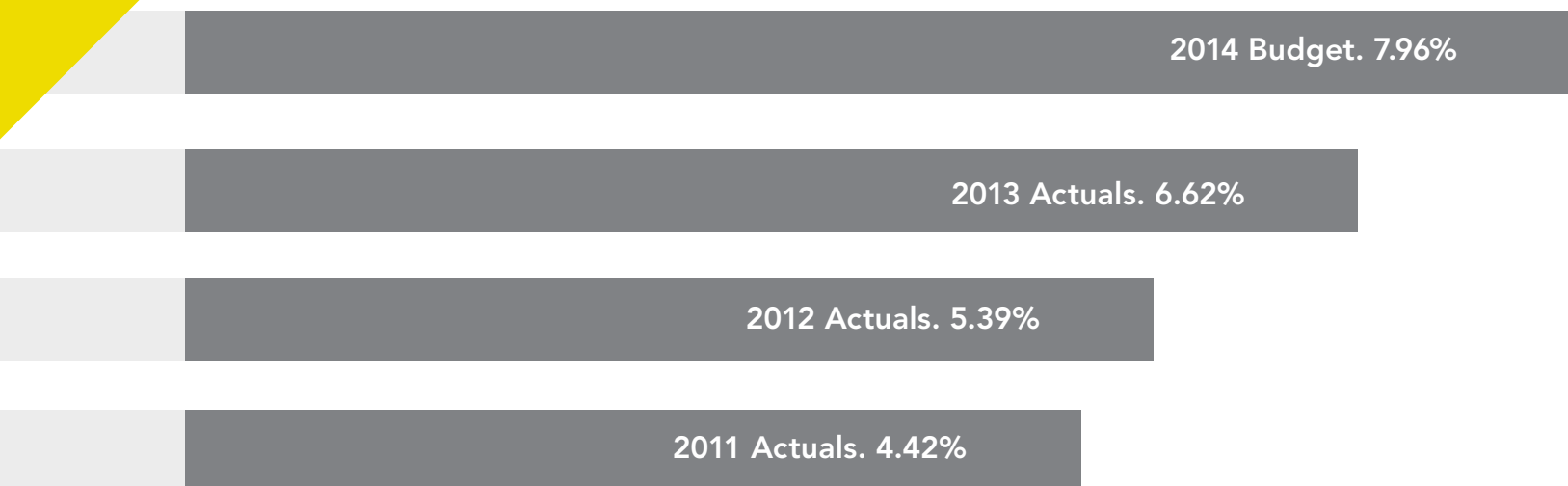


Figure 2: Percentage of Municipal Operating Expenditure Budget dedicated to CIP.



The breakdowns listed in Figure 1 and 2 include approximately \$4.6 million of annual funding received from the provincial and federal government in support of the Municipality's 10 Year Plan to End Homelessness, and Family and Community Support Services.



# CONCLUSION

Like many municipalities in Alberta and Canada, the Regional Municipality of Wood Buffalo uses a combination of direct service delivery, shared service delivery and community investment to meet residents' demand and expectations for recreational, cultural and social programming and services. Through the CIP, the Municipality partners with community groups and non-profit organizations to improve the quality of life for all residents in the region.

Collectively, these stakeholders play active roles in the development of the region and provide opportunities for meaningful, effective partnerships. CIP will continue to account for a considerable portion of the Municipality's annual budget.

The Municipality looks forward to continuing to provide support for community groups and non-profit organizations through the nine grants available through the CIP.



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**



# COMMUNITY INVESTMENT

PROGRAM

## GUIDELINES



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**



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# EXECUTIVE SUMMARY

# EXECUTIVE SUMMARY

The Regional Municipality of Wood Buffalo administers the Community Investment Program (CIP) through the Community Services Department (CSD). This Program provides financial support to community groups and non-profit organizations responsible for delivering various programs and services, developing and operating community facilities, and organizing major community events.

In 2012, the Municipal Auditor reviewed all Community Services grants and administrative processes. The final report was received on September 28, 2012, and made several recommendations.

In 2013, efforts were undertaken to implement the recommendations, including:

- Establish a Community Investment Program
- Adopt a Community Investment Program Policy
- Create a single pool of resources (budget) for all Community Investment Program grants to standardize the funding process to make it as effective as possible
- Create internal procedures to administer the Community Investment Program
- Appoint a Program Manager for the Community Investment Program
- Enhance the Games Legacy Grant Program
- Require detailed reporting from grant recipients funded by the Municipality

The CIP Overview and Guidelines are a result of those efforts. They describe the purpose of the CIP, types of grants available, eligibility criteria, and logistical details such as key dates and timelines. They also outline the responsibilities of a funding recipient, including reporting requirements.

The program now requires applicants to submit:

- A business plan
- A budget showing revenue and expenditures projected for the year
- A brief summary of the services the group/organization provided to the community

Upon receipt, applications are reviewed and evaluated based on how they align with the program's objective. The application process was created to select grant recipients in a fair, equitable and efficient manner.

To ensure that the CIP is implemented according to the Community Investment Program Policy, a Community Investment Program Administrator will:

- Support the development and administration of programs within the non-profit sector that strengthens the region and helps make it the best place for citizens to thrive
- Lead and provide guidance in the management of the CIP
- Manage the annual CIP Operating and Capital Budget

For more information about the Community Investment Program, please visit [woodbuffalo.ab.ca/CIP](http://woodbuffalo.ab.ca/CIP). Copies of the CIP Guidelines will be available at the Future Forward Building:

Regional Municipality of Wood Buffalo  
9717 Franklin Ave.  
Fort McMurray, AB T9H 2K1

# INTRODUCTION

## COMMUNITY INVESTMENT PROGRAM

The Community Investment Program (CIP) supports a broad spectrum of programs and services by providing grant funding and agreements to community groups and non-profit organizations responsible for:

- Delivering various recreational, cultural and social programs and services
- Developing and operating community facilities
- Organizing major community events

The CIP fulfills the Community Services Department's mission "to provide programs and services through partnerships and strategic alliances within the community to improve the quality of life in our region." The program also aligns with the goals and objectives of the Municipal Development Plan (MDP), including Home and Belonging, Vibrant Culture and Working Together.

The CIP enables the Municipality to:

- Tailor financial support to meet specific needs and priorities
- Broaden residents' access to recreational, social and cultural opportunities that the Municipality either provides directly or indirectly through partnerships
- Build and support the capacity of community groups and non-profit organizations

## FUNDING SOURCES

CIP funding is generated through the Community Services Department annual budget as well as available funding through Community Initiatives and Games Legacy Reserve.

Moreover, CSD has developed methodologies for accessing and allocating grant funding from

the provincial and federal governments. One such methodology is the Community Capacity Building Model, which focuses on strengthening the capacity of community groups and non-profit organizations to ensure sustainability. The Community Investment Program Administrator ensures that federal and provincial requirements are adhered to (e.g., criteria for approving funding, reporting requirements).

All provincial, federal and Games Legacy funding allocations are presented to the Community Services Committee (CSC), a Council appointed committee, for their recommendations and approval. The CSC's mandate is to approve and report on funding allocations and forward recommendations to Council for cultural, social and recreational initiatives and programs.

## TYPES OF GRANTS

- Community Beautification
- Community Capital
- Community Development Funding/Family and Community Support Services (FCSS)
- Community Operating
- Community Plan on Homelessness
- Crime Prevention and Community Safety
- Games Legacy
- Joint Initiatives
- Wood Buffalo Big Spirit (WBBS)

# COMMUNITY BEAUTIFICATION GRANT

## 1.1 COMMUNITY BEAUTIFICATION GRANT

### 1. Program Description

The Community Beautification Grant encourages community groups and non-profit organizations to submit applications for projects that aim to beautify the region.

Beautification programs are vital to creating a vibrant culture and community that residents can be proud of. Funding is intended to assist applicants succeed with proposed projects aimed at beautifying the region.

### 2. Program Objectives

The purpose of the Community Beautification Grant is to provide grant funding to support projects that beautify neighbourhoods and public spaces. Community groups and non-profit organizations within the region can use this funding to assist with planning, organizing and implementing projects or activities on public property that involve building, repairing, landscaping, painting, planting, litter clean-up and/or creating seasonal displays.

### 3. Eligibility Guidelines

Eligible applicants include:

- Registered non-profit organizations
- Community groups in partnership with registered non-profit organizations

### 4. Application Process

The Community Beautification Grant is advertised on the municipal website in January with an application deadline in February for spring/summer allocation and June for fall/winter allocation.

Applicants may apply for grant funding up to a maximum of \$3,000; however, they must be able to match the grant amount awarded with their

own funds. Applications should include a detailed outline of budgeted costs, such as supplies and contracted services.

Recommendations are forwarded to the Manager and Director of Community Services for approval. Once applications are approved, applicants are notified of the grant amount and conditions of accepting the funding.

### 5. Approved Uses of Grant Funds

Primary consideration for grant approval is based on the goals and objectives of the organization, as well as alignment with the purpose of the Community Beautification Grant.

This includes projects that:

- Are environmental and sustainable initiatives
- Have a positive impact on the community
- Are publicly accessible and highly visible (projects on private property require written authorization from the property owner)
- Have an identifiable return on investment for the community
- Provide opportunities and/or a maintenance plan for future expansion

Examples of projects may include, but are not limited to:

- Murals
- Community gardens
- Seasonal displays

### 6. Ineligible Expenses

These costs are not eligible:

- Support for ongoing programs or services
- Operating expenses that are not directly related to the project for which the grant was awarded
- Land or building purchases
- Expenditures or financial commitments made before the organization's grant application was submitted



# COMMUNITY BEAUTIFICATION GRANT

## 7. Evaluation Criteria for Assessment and Approval of Application for Funds

**Figure 1: Evaluation Criteria for Community Beautification Grant**

Category	Weight
Purpose and goals of the project	10%
Environmental and sustainable initiatives	10%
Project maintenance and expansion opportunities	10%
Safety considerations	10%
Completion of application	10%
Achievable project plan (timeline, budget, volunteers, etc.)	25%
Level of public visibility, access and community impact	25%
<b>TOTAL</b>	<b>100%</b>

## 8. Reporting Requirements

Once a grant application is approved, applicants will be required to provide:

- Before, during and after photos of the project
- Performance measurements
- Statement of sponsorship expenditures
- Examples of how the organization publicly recognized the Community Beautification Grant program
- Record of volunteer involvement
- Original receipts for materials and/or services purchased for the project (must equal the same amount as the grant funding)

Applicants are required to submit an accountability report to the CIP Administrator within 60 days of the project's completion. Any monies not used for the project as described in the application may have to be returned.

A condition of accepting funding is that the Municipality has the authority to examine successful applicant's records at any time to ensure grant monies are being used in the manner originally agreed upon.

## 9. Key Dates and Timelines

Application deadlines:

- Spring and summer projects – February
- Fall and winter projects – June

Applicants are required to complete their project within one year of receiving grant funding. Allocations occur biannually and must be spent within a year of receiving the funding.

## 10. General Contact Information

Community Services Department  
9909 Franklin Ave.  
Fort McMurray, AB T9H 2K4  
780.743.7966  
CIP@woodbuffalo.ab.ca

For more information or to find out what the specific deadline for a grant is, please visit the municipal website.



# COMMUNITY CAPITAL GRANT

## 1.2 COMMUNITY CAPITAL GRANT

### 1. Program Description

The Community Capital Grant program is used to support the construction, expansion or renovation of recreational, social and cultural facilities in the region. Community Capital Grants are executed through agreements with community groups and non-profit organizations that operate the facilities.

Grant funding is available to support facilities that:

- Are owned by the Municipality and operated by a community group or non-profit organization (asset implications for the Municipality)

By definition, these grants involve tangible capital assets and non-financial assets having physical substance, that:

- A. Are used in operations on a continuing basis.
- B. Have useful lives extending beyond one year.
- C. Are not for resale in the ordinary course of operations.

- Are owned and operated by community groups and organizations directly (no asset implications for the Municipality)

### 2. Program Objectives

The objective of the Community Capital Grant is to benefit the community by:

- Meeting specifically identified needs
- Improving program and service delivery within the region
- Helping the community group or non-profit organization achieve its goals

### 3. Eligibility Guidelines

When applying for funding, candidates must provide a business case supporting the objectives of the Community Capital Grant program and proof that the community group is a non-profit organization or society in good standing (including a registered society number).

Applicants that have received a grant the prior year must meet all reporting requirements of their previous grant agreements before qualifying for additional funding.

### 4. Application Process

The application process starts with a letter from the CSD to community groups and non-profit organizations requesting capital grant submissions. Upon receipt, applications are reviewed to ensure they meet eligibility requirements.

Once the municipal budget is approved by Council for the funding year, successful applicants will be advised of their funding allocation amounts.

All groups and non-profit organizations must sign a funding letter/agreement with the Municipality prior to receiving funding.

### 5. Approved Uses of Grant Funds

Solely for expenses associated with the approved capital project.

### 6. Ineligible Expenses

- Costs funded under other grant programs
- Debt principal payment
- Activities deemed ineligible by the Municipality on a case-by-case basis
- Operational expenses

# COMMUNITY CAPITAL GRANT

## 7. Evaluation Criteria for Assessment and Approval of Application for Funds

- Benefit the community by meeting specifically identified needs
- Improve program and service delivery within the region
- Help the community group or non-profit organization achieve its goals
- Identify outcomes from a social and financial perspective

**Figure 2: Evaluation Criteria for Community Capital**

Sustainability	Internal Capacity
Alignment of the applicant's goals and objectives with the six goals identified in the MDP.	<p>Evidence of financial accountability. Evidence of financial need.</p> <p>Applicant's ability to deliver programs and services at the facility (i.e., sufficient staff and resources).</p> <p>Evidence of competent administration, a functional board of directors and governance structure.</p> <p>Strategy in place to support project objectives (i.e., timelines, research, evaluation and programming).</p>
Community Impact	Merit
<p>Degree to which the proposal adds to or complements the delivery of municipal services.</p> <p>Degree to which the proposal will build community capacity to deliver programs and services within the region.</p> <p>Degree to which the proposal will connect and engage people, businesses and other organizations.</p> <p>Degree to which the proposal will build the capacity of the applicant to provide community programs and services.</p>	<p>Overall strength and clarity of the proposal's vision.</p> <p>Strength and rationale for partnership.</p> <p>Potential for success.</p> <p>Applicant's experience in delivering community programs and services.</p>

## 8. Reporting Requirements

Identify outcomes from a social and financial perspective (e.g., financial statements, revenue and expenditure details from prior years). Specific financial reporting requirements will be determined by grant thresholds.

**Figure 3: Reporting Thresholds for Community Capital Grant**

Reporting Thresholds	<\$100,000	\$100,000-\$499,999	>\$500,000
	Summary of revenue and expenditures	Minimum review of engagement and financial statements	Audited financial statements

## 9. Key Dates and Timelines

- Applications must be completed between June 1 and July 31 of the year before funding is required
- Council approves Capital Grant funding annually

## 10. General Contact Information

Community Services Department  
Regional Municipality of Wood Buffalo  
9909 Franklin Ave.  
Fort McMurray, AB T9H 2K4  
CIP@woodbuffalo.ab.ca

For more information or to find out what the specific deadline for a grant is, please visit the municipal website.

# COMMUNITY DEVELOPMENT FUNDING/FAMILY & COMMUNITY SUPPORT SERVICES GRANT

## 1.3 COMMUNITY DEVELOPMENT FUNDING/ FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS) GRANT

### 1. Program Description

The CSD administers the Family and Community Support Services (FCSS) grants. These grants are used to support the design and delivery of preventive social services programs that promote and enhance the well-being of individuals, families and communities.

The Municipality works with the Government of Alberta and non-profit organizations to ensure that the objectives and conditions of the program are met on an ongoing basis.

### 2. Program Objectives

The objective of FCSS is to support community development by providing non-profit organizations access to funding, resources and support on an annual basis.

Organizations applying for funding must address social issues through locally developed and delivered programs and services that focus on helping individuals (e.g., children and youth; families, including single-parent families; adults, and seniors) in order to build caring communities that support social well-being.

### 3. Eligibility Guidelines

Organizations applying for funding must:

- Follow the guidelines of the Family and Community Support Services Act and Regulation [www.qp.alberta.ca/index.cfm](http://www.qp.alberta.ca/index.cfm)
- Be registered as a non-profit organization under the Societies Act

### 4. Application Process

The CSD allocates operating funding annually to non-profit organizations through the Community Development Funding program. Request for Proposal (RFP) for this grant is advertised at the beginning of the fiscal year with a strict submission deadline.

Applications are reviewed and ranked to ensure they meet FCSS guidelines and community needs. Recommendations are forwarded to the CSC for approval. Once an applicant is successful, the group or organization must sign a funding agreement with the Municipality prior to the allocation being disbursed.

The CSD also allocates operating funding to non-profit organizations on an annual basis through the FCSS program. Applicants are required to submit a business plan, budget and outcomes that demonstrate alignment with the goals in the Municipal Development Plan and the FCSS Act, as well as enhance the delivery of preventative social programs.

## 5. Approved Uses of Grant Funds

The group or organization must provide services that do one or more of the following:

- Enhance the social well-being of individuals, families and the community
- Help people develop independence, strengthen coping skills and become more resilient during crisis situations
- Help people develop an awareness of social needs
- Help people develop interpersonal and group skills
- Help people and communities assume responsibility for decisions and actions that affect them
- Provide support to encourage people to become active participants in the community

## 6. Ineligible Expenses

Services provided must not:

- Be primarily for the recreational needs or leisurely pursuits of individuals
- Offer direct financial assistance to sustain an individual or family
- Be primarily rehabilitative in nature
- Duplicate services that are ordinarily provided by a government or government agency

## 7. Evaluation Criteria for Assessment and Approval of Application for Funds

Once an application has been submitted, the Municipality will evaluate it based on the following criteria:

**Figure 4: Evaluation Criteria for Community Development Funding**

Item	Criteria	Weight
1	Application qualifications	10%
2	Partnerships and support	15%
3	Budgets	20%
4	Outcomes	25%
5	Program service plan	30%
	<b>TOTAL</b>	<b>100%</b>

*Scores are compared against all other submissions.  
The maximum possible weight is 100.*

# COMMUNITY DEVELOPMENT FUNDING/FAMILY & COMMUNITY SUPPORT SERVICES

## 8. Reporting Requirements

To ensure accountability, the Municipality requires semi-annual and year-end reporting, including updated project outcomes and financial statements from the funded group or organization.

The Municipality has the authority to examine a successful applicant's records at any time to ensure that grant monies are being used in the manner originally agreed upon.

## 9. Key Dates and Timelines

- Applications for operating funding must be made between June 1 and July 31 of the year before funding is required
- Council will approve a municipal operating budget annually

## 10. General Contact Information

Community Services Department  
Regional Municipality of Wood Buffalo  
9909 Franklin Ave.  
Fort McMurray, AB T9H 2K1  
CIP@woodbuffalo.ab.ca

For more information or to find out what the specific deadline for a grant is, please visit the municipal website.

**Figure 5: Key Dates and Timelines for  
Community Development Funding**

Activity	Date
Call for proposal published	Beginning of the fiscal year
Call for proposal ended	5 weeks after initially published
Questions closed	5 days before the RFP closes
Decision ranking meeting	2 weeks after the RFP has ended
Review and recommendations are sent to the CSC committee	Mid-February
Agencies notified of funding allocations	March

\*NOTE: Dates may change depending on timing of budget approval by Council.

# COMMUNITY OPERATING GRANT

## 1.4 COMMUNITY OPERATING GRANT

### 1. Program Description

The Community Operating Grant supports community groups and non-profit organizations in their efforts to operate and maintain facilities and/or provide programs and services to the residents of Wood Buffalo.

### 2. Program Objectives

The Community Operating Grant aims to help funded organizations achieve their goals, meet specifically identified community needs and improve program and service delivery within the region.

### 3. Eligibility Guidelines

Funding applicants must provide a business plan that supports the objectives of the Community Operating Grant, and proof that the community group is a non-profit organization or society in good standing, including a registered society number.

Applicants that received a grant in the previous year must meet all reporting requirements of their original grant agreement before being eligible for additional funding.

### 4. Application Process

Non-profit organizations requesting a Community Operating Grant must provide a letter to CSD indicating their interest in obtaining grant funding. The CSD will provide grant applications to interested community groups. Upon receipt, applications are reviewed to ensure they meet requirements.

Upon approval of the municipal budget by Council for the funding year, applicants will be advised of their funding allocation amounts.

All funded agencies must sign a funding letter/agreement with the Municipality prior to receiving funding.

### 5. Approved Uses for Grants

Operating expenses solely for the purpose or program defined in the application and agreement.

### 6. Ineligible Expenses

- Capital costs
- Debt principal payments
- Interest payments
- Loan fees
- Activities deemed ineligible by the Municipality on a case-by-case basis

### 7. Evaluation Criteria for Assessment and Approval for Funds

A clear statement of how applicants will:

- Benefit the community by meeting specifically identified needs
- Improve program and service delivery within the region
- Help the community group or non-profit organization achieve its goals
- Identify social and financial outcomes

# COMMUNITY OPERATING GRANT

**Figure 6: Evaluation Criteria for Community Operating Grant**

Sustainability	Internal Capacity
Alignment of the applicant's goals and objectives with the six goals identified in the MDP.	<p>Evidence of financial accountability.</p> <p>Evidence of financial need.</p> <p>The applicant's ability to deliver programs and services at the facility (i.e., sufficient staff and resources).</p> <p>Evidence of competent administration, a functional board of directors and governance structure.</p> <p>Strategy in place to support project objectives (i.e., timelines, research, evaluation and programming).</p>
Community Impact	Merit
<p>Degree to which the proposal adds to or complements the delivery of municipal services.</p> <p>Degree to which the proposal will build community capacity to deliver programs and services within the region.</p> <p>Degree to which the proposal will connect and engage people, businesses and other organizations.</p> <p>Degree to which the proposal will build the applicant's capacity to provide community programs and services.</p>	<p>Overall strength and clarity of the proposal's vision.</p> <p>Strength and rationale for partnership.</p> <p>Potential for success.</p> <p>Applicant's experience in delivering community programs and services.</p>



## 8. Reporting Requirements

Identify social and financial outcomes (e.g., financial statements, revenue and expenditure details from prior years). Specific financial reporting requirements will be determined by grant thresholds.

**Figure 7: Reporting Thresholds for Community Operating Grant**

Reporting Thresholds	<\$100,000	\$100,000-\$499,999	>\$500,000
	Summary of revenue and expenditures	Minimum review of engagement and financial statements	Audited financial statements

## 9. Key Dates and Timelines

- Applications for operating grants must be made between June 1 and July 31 of the year before funding is required.
- Council will approve operating budget annually.

All funding is allocated on an annual basis, with disbursement occurring in the spring and July. Funding must be spent as per the agreement and within one year of receiving the grant allocation.

## 10. General Contact Information

Community Services Department  
Regional Municipality of Wood Buffalo  
9909 Franklin Ave.  
Fort McMurray, AB T9H 2K4  
CIP@woodbuffalo.ab.ca

For more information or to find out what the specific deadline for a grant is, please visit the municipal website.

# COMMUNITY PLAN ON HOMELESSNESS

## 1.5 COMMUNITY PLAN ON HOMELESSNESS

### 1. Program Description

The Municipality receives funding allocations from the provincial and federal government to support the implementation of its community plan on homelessness (10-Year Plan to End Homelessness), in alignment with efforts by the Government of Alberta to end homelessness.

These grants are provided to community-based organizations (CBOs) that are working towards the goals articulated in the 10-Year Plan to End Homelessness.

### 2. Program Objectives

To support the 10-Year Plan to End Homelessness, the Municipality acts as the CBO and provides funding to local agencies serving the homeless population in the region.

### 3. Eligibility Guidelines

Agencies requesting funding must apply through the Community Plan on Homelessness (CPH) Grant program. All applicants must be registered as a non-profit under the Societies Act.

To qualify for funding, agencies must offer services that align with CPH goals, priorities and objectives, as outlined in the 10-Year Plan to End Homelessness.

### 4. Application Process

Requests for proposals are advertised in December and continue to run for a minimum of three (3) weeks. Applications are then reviewed and ranked to ensure they align with the goals outlined in the 10-Year Plan to End Homelessness.

Recommendations are considered by the Homelessness Initiative Strategic Committee (HISC) and its final recommendations are forwarded to the CSC for final approval.

Successful agencies are notified by a letter from the Mayor's office. A contract is subsequently signed between the Municipality and the funded agency.

### 5. Approved Uses of Grant Funds

As per Schedule B in the provincial contract, eligible expenses are as follows:

#### ELIGIBLE EXPENSES

Subject to the terms and conditions of this section, the expenses outlined in the budget are eligible expenses for the purpose of this agreement. Any expenses not specifically listed in the budget shall be considered ineligible, unless authorized in writing by the Municipality prior to the recipient incurring the costs.

**A. Eligible expenses must be incurred during the term.** Expenses incurred prior to or following the term are ineligible.

If the Municipality requests an audit and/or evaluation following the expiry of the project period, the cost of the audit and/or evaluation is an eligible expense. Other expenses that are dated outside of the term are not eligible.

**B. Expenses are considered eligible only if they are, in the opinion of Municipality:**

- Directly related to the activities as described in Schedule A
- Reasonable
- Correspond with budgeted and requested amounts outlined in section 7 of Schedule B

**C. Only those expenses that the recipient has incurred during the term, with goods and services received by the end of said term, are eligible expenses.**

As per Schedule B in the **federal** contract, eligible expenses are as follows:

#### ELIGIBLE EXPENSES

- A. Subject to Schedule B, expenses outlined in the budget are considered eligible for the purpose of this agreement. Any expenses not specifically listed in the budget shall be considered ineligible, unless authorized in writing by the Municipality before the recipient incurs the expenses.
- B. Eligible expenses must be incurred during the project period. Those incurred prior to or following the project period are not eligible.
  - If the Municipality requests an audit and/or evaluation following the expiry of the project period, the expense is considered an eligible cost
- C. Expenses are considered eligible only if they are, in the opinion of the Municipality:
  - Directly related to the project as described in Schedule A
  - Reasonable
  - Correspond with budgeted amounts outlined in Schedule B
- D. Only those expenses that the recipient has incurred during the term and the goods and services received by the end of said term are eligible expenses.

## 6. Ineligible Expenses

As outlined in the Provincial Contract, Schedule B, Section 5

Ineligible expenses include, but are not limited to:

- Entertainment
- Donations/gifts
- Fines and penalties
- Membership fees for clubs
- Expenses related to affordable housing
- Expenses related to social housing
- Software and/or hardware development
- Purchases that limit or eliminate the involvement of provincial and/or federal evaluations or data collections
- The portion of the GST that is reimbursed to the recipient
- Audit fees, except when the audit is specifically requested by the Municipality

As per the Federal Contract, Schedule B, Section 5

Ineligible expenses include, but are not limited to:

- Entertainment
- Donations/gifts
- Fines and penalties
- Membership fees for clubs
- Expenses related to affordable housing
- Expenses related to social housing
- Software and/or hardware development
- Purchases that limit or eliminate the involvement of provincial and/or federal evaluations or data collections
- The portion of the GST that is reimbursed to the recipient
- Any excessive costs, as determined by the Municipality

# COMMUNITY PLAN ON HOMELESSNESS

## 7. Evaluation Criteria for Assessment and Approval for Funds

**Figure 8: Evaluation Criteria for Community Plan on Homelessness**

Item	Criteria	Weight
1	Partnerships and support	15%
2	Applicant qualifications/ past contract compliance	15%
3	Outcomes	20%
4	Budget	20%
5	Program description	30%
	<b>TOTAL</b>	<b>100%</b>

## 8. Reporting Requirements

Reporting requirements and expectations are outlined in both the provincial and federal agreements. To ensure accountability, the Municipality requires agencies to provide reports, including:

- Intake reports
- 3, 6, 9 and 12 months progress reports
- Exit reports for all Housing First clients

\*All information should be entered in the Efforts to Outcomes (ETO) database.

In accordance with the funding agreement, any and all receipts must be submitted to the Municipality no later than the 10<sup>th</sup> day of each month to ensure there is an accurate account of expenditures. Agencies must also submit a detailed six (6) month progress report by October 30 and a year-end report by April 30 each contract year.

## 9. Key Dates and Timelines

**Figure 9: Key Dates and Timelines for Community Plan on Homelessness**

Activity	Date
Call for proposal published	Beginning of the fiscal year
Call for proposal ended	5 weeks after initially published
Questions closed	5 days before the RFP closes
Proposal review with NCD team, provincial, federal and HISC representatives	2 weeks after RFP has ended
Review proposal	Mid-February
Proponent evaluation scoring with HISC	Mid-March
Presentation to HISC	Mid-March
Agencies notified regarding funding allocations	Mid-to-late-March
Contract start with all groups	April 1st of each year

\*Dates are subject to change without prior notice.

## 10. General Contact Information

Community Services Department  
Regional Municipality of Wood Buffalo  
9909 Franklin Ave.  
Fort McMurray, AB T9H 2K4  
CIP@woodbuffalo.ab.ca

For more information or to find out what the specific deadline for a grant is, please visit the municipal website.

# CRIME PREVENTION & COMMUNITY SAFETY GRANT

## 1.6 CRIME PREVENTION AND COMMUNITY SAFETY GRANT

### 1. Program Description

The Crime Prevention and Community Safety Grant program provides funding to individuals, groups and non-profit organizations for projects that support crime prevention and community safety.

### 2. Program Objectives

- Improve community perceptions of safety and well-being
- Deliver crime prevention education and personal safety awareness training
- Support at-risk youth through projects that promote teamwork, leadership, citizenship, physical fitness and a healthy lifestyle
- Increase community and neighbourhood safety through projects that mobilize and support citizen groups, as well as neighbourhood and business communities
- Increase community collaboration with governments, law enforcement and non-profit organizations through crime prevention and community safety events

### 3. Eligibility Guidelines

- Registered non-profit organizations
- Individuals, groups and organizations in partnership with a registered non-profit organization

### 4. Application Process

The grant program is advertised on the municipal website in January. The deadline for spring allocations is in March; and August for fall allocation. Applications are reviewed by a coordinator, who then makes recommendations to the Manager or Director of CSD for approval. Once approved, applicants are notified by a letter.

### 5. Approved Uses of Grants

Grant applications must identify and address a specific community safety or crime prevention issue. Potential projects include:

- Training and education in areas such as identity theft; fraud awareness; bullying; violence prevention; Neighbourhood Watch; Crime-Free Multi-Housing, and Crime Prevention through Environmental Design
- Security assessments of community and non-profit facilities
- Crime prevention materials and events
- Initiatives that target at-risk groups, including seniors and youth
- Advertising and marketing that support positive activities for youth
- Initiatives that reduce victimization
- Conferences, summits and speakers on crime prevention and community safety within the region

# CRIME PREVENTION & COMMUNITY SAFETY GRANT

## 6. Ineligible Expenses

- Purchase or lease of land, buildings or office space
- Travel to conferences or training courses outside of the region
- Projects that duplicate existing programs.
- Security equipment
- Ongoing administration or operating expenses

## 7. Evaluation Criteria for Assessment and Approval for Funds

**Figure 10: Evaluation Criteria for the Crime Prevention and Community Safety Grant**

Item	Date	Weight
1	Issue Identification	50%
2	Budget and Schedule	25%
3	Measurable Returns	25%
	<b>Total</b>	<b>100%</b>

## 8. Reporting Requirements

A reporting template will be provided upon grant approval and includes:

- Performance measurements
- Statement of volunteer involvement
- Demonstrated public recognition of the program
- Declaration and statement of sponsorship expenditure

Applicants are expected to provide an accountability report within 60 days of the project completion date.

## 9. Key Dates and Timelines

Funding is allocated twice annually:

- Fall – March
- Spring – August

Organizations must spend grant funding as per the funding agreement, and within the calendar year.

## 10. General Contact Information

Community Services Department  
Crime Prevention Community Liaison  
9909 Franklin Ave.  
Fort McMurray, AB T9H 2K4  
mark.kay@woodbuffalo.ab.ca

For more information or to find out what the specific deadline for a grant is, please visit the municipal website.



# GAMES LEGACY GRANT

## 1.7 GAMES LEGACY GRANT

### 1. Program Description

The Games Legacy Grant Program is used to encourage participation in amateur sport and cultural activities by providing financial assistance to athletes and performers competing or training at a provincial, national or international level.

### 2. Program Objectives

As a result of hosting the 1985 Alberta Summer Games, 1992 Alberta Winter Games, 2003 Alberta Senior Games, and 2004 Arctic Winter Games, a Games Legacy grant was created with surplus monies from these events.

This grant is designed to:

- Promote and encourage development and growth in activities related to amateur sport and cultural activities for youth and adults within the priority framework
- Promote and develop future local talent within the community
- Offer financial assistance to talented residents to achieve their maximum potential

### 3. Eligibility Guidelines for Assessment and Approval for Funds

Within the priority framework, to qualify an applicant must be:

- A resident of the Regional Municipality of Wood Buffalo for a minimum of one (1) year
- A student living outside the region with parents residing in the region for a minimum of five (5) years. The student must consider the region his/her principal residence
- A person that participates in a recognized sport or cultural organization based in the Municipality

### 4. Application Process

The application process is advertised on the municipal website, and encourages community groups and non-profit organizations to submit grant applications. Proof regarding the legitimacy of the sanctioning organizations is also required to be submitted with the application. Applications should be in the spirit and intent of the Games Legacy Grant.

Applications must be submitted on the appropriate form on the municipal website, and include two reference letters, as well as a copy of the applicant's most recent program budget. Reference letters are used to establish the applicant's competence, accomplishments, and growth potential. Letters can be supplied by provincial associations, coaches, instructors, or club executives, and should include contact details. Letters cannot come from immediate family members.

Upon receipt, applications are reviewed to make sure they meet grant requirements (e.g., event/activity applied for occurs between the deadline for the first allocation and second allocation). Applicants must be available to meet with the designated coordinator at least one week prior to the submission deadline; the time and date is scheduled at the discretion of the coordinator.

Reference letters can be faxed to:  
Regional Municipality of Wood Buffalo  
Attention Games Legacy Grant, Community Services Department.  
780.743.7025

*\*NOTE: Letters must be received on or before the grant deadline in order for the application to be considered complete and eligible for evaluation.*



## 5. Approved Uses of Grants

Grant recommendations shall be based on the proven costs of specific services, such as:

- Participation at provincial, national or international competitions where the athlete, participant or team has qualified to compete as per governing body requirements
- Funding athletes and/or coaches to attend provincial, national or international courses or clinics, not available locally, for acquiring or upgrading skills
- Bringing specialized personnel to the Municipality for training and educational purposes at a provincial, national or international level
- Funds towards competition/opportunities at provincial, national, international events as sanctioned by governing bodies

*\*NOTE: Applications from minors who attend provincial, national or international competitions on their own accord or who were invited will not be funded unless the event is sanctioned by the national sport or cultural organization. An applicant who volunteers his/her services will be given consideration over an applicant of equivalent eligibility who is remunerated for his/her services.*

## 6. Ineligible Expenses

- Operational expenses
- Debt principal payment
- Costs funded under other grant programs
- Activities deemed by the Municipality as ineligible on a case-by-case basis
- Education
- Tuition (e.g., university, college, etc.)
- Specialized equipment approved through funds of provincial organizations
- League play
- Perishable items  
(life expectancy less than one year)
- Purchase of items for resale
- Any request from a group that is not for developmental purposes  
(i.e., costs must be for training or instruction not available locally)

## 7. Evaluation Criteria for Assessment and Approval for Funds

Priority is given to junior and young athletes/minor coaches. Minor is defined as anyone under the age of eighteen (18). Adult is defined as anyone over the age of eighteen (18).

# GAMES LEGACY GRANT

**Figure 11: Priority Framework for Games Legacy Grant**

Weight	Rank	Athletic	Cultural
100%	1	Minor athlete or group that meets event qualification requirements sanctioned by sport governing body to compete at an international level.	Minor performer or groups that meet event qualification requirements set by the event governing body to compete at an international level.
90%	2	Minor athlete or group that meets event qualification requirements sanctioned by the sport governing body to compete at a national level.	Minor performer or groups that meet event qualification requirements sanctioned by the event governing body to compete at a national level.
80%	3	Minor coach or instructor of an athlete or group that meets qualification requirements sanctioned by the sporting body at an international level.	Minor coach or instructor of a student or group that meets event qualification requirements set by the event governing body to compete at an international level.
70%	4	Minor athlete or group that meets event qualification requirements sanctioned by the sport governing body to compete at a provincial level.	Minor performer or group that meets event qualification requirements set by the event governing body to compete at a provincial level.
60%	5	Minor athlete or group that is invited to attend training or education camps as sanctioned by the national sporting body at a national or international level.	Minor performer or group that is invited to attend training or education camps as sanctioned by their national cultural body at a national or international level.
50%	6	Adult athlete or group that meets event qualification requirements sanctioned by the national sporting body to compete at an international level.	Adult performer or group that meets event qualification requirements set by the event governing body to compete at an international level.
40%	7	Minor coach or instructor - of athletes who meet qualification requirements sanctioned by the national sporting body at a national level.	Minor coach or instructor of performer who meets qualification requirements sanctioned by the cultural body at a national level.
30%	8	Adult athlete or group that meets event qualification requirements sanctioned by the national sporting body to compete at a national level.	Adult performer or group that meets event qualification requirements sanctioned by the cultural body to compete at a national level.
20%	9	Minor coach or instructor of athletes who meet event qualification requirements sanctioned by the provincial sporting body at a provincial level.	Minor coach or instructor of performer who meet event qualification requirements sanctioned by the cultural body at a provincial level.
10%	10	Minor athlete or group that is invited to attend training or education camps as sanctioned by the provincial sporting body at a provincial level; OR To attend international and national competitions that are sanctioned by the national sporting body to gain competition experience and skills; OR Adult athlete or group that meets event qualification requirements sanctioned by the national sporting body to compete at a provincial level.	Minor performer or group that is invited to attend training or education camps as sanctioned by their provincial cultural body at a provincial level; OR Attend international and national competition that is sanctioned by the national governing body to gain competition experience and skills; OR Adult athlete or group that meets event qualification requirements sanctioned by the national sporting body to compete at a provincial level.

## 8. Reporting Requirements

For applicants requesting a grant of \$500 or more, the Municipality will allocate 50 per cent of funding upon approval. In order to receive the remaining 50 per cent, a Games Legacy Funding Claim Form must be submitted within two months of completing the project or attending the event.

For applications involving retroactive funding, approved funding will be issued in full upon receipt of the Games Legacy Funding Claim Form and required documentation.

A condition of accepting funding is that the Municipality has the authority to examine the successful applicant's records at any time to ensure grant monies are being used in the manner originally agreed upon.

## 9. Key Dates and Timelines

In keeping with the original trust conditions, funding is distributed biannually under the authority of the CSC. Actual dates may vary, but spring allocation is typically on or around April 30; while fall allocation is on or around September 30.

The total annual grant distribution shall be allocated at no less than 30 per cent to cultural development and no more than 70 per cent to sports development, provided sufficient applications are received in each division.

If all eligible applicants within a division receive maximum funding, any surplus funds are transferred to the other division to maximize allocations. Once maximum funding amounts are allocated, any surplus funds are returned to the Games Legacy Fund; 50 per cent is added to the principal of the reserve fund while the other 50 per cent is reserved for the next funding allocation.

The Municipality, in conjunction with the CSC, reserves the right to distribute the funding available in such a manner and amounts as deemed to be in the best interest of the Municipality.

## 10. General Contact Information

Community Services Department  
Regional Municipality of Wood Buffalo  
9909 Franklin Ave.  
Fort McMurray, AB T9H 2K4  
CIP@woodbuffalo.ab.ca

For more information or to find out what the specific deadline for a grant is, please visit the municipal website.

# JOINT INITIATIVES GRANT

## 1.8 JOINT INITIATIVES GRANT

### 1. Program Description

Joint Initiatives Grant program is used to develop partnerships that promote, encourage and assist community groups and non-profit organizations that enhance the quality of life for residents in Wood Buffalo.

### 2. Program Objectives

The Joint Initiatives Grant program is designed to build a vibrant culture through the support of and partnership with community groups and non-profit organizations.

Objectives are as follows:

- Promote and support community capacity
- Facilitate and promote investment in local projects by residents
- Provide funding to projects that meet the requirements identified by the CSD

### 3. Eligibility Guidelines

The organization applying for grant funding must:

- Be registered as a non-profit organization under the Societies Act
- Have operated in Wood Buffalo for at least one (1) year prior to applying
- Have the project and the majority of its participants residing in the region
- Deliver a project that enhances leisure, cultural, recreational opportunities, and/or improves the quality of life within the region
- Wherever possible, produce or present projects, programs and events that accommodate people of all abilities
- Maintain a program for recruiting, training and using volunteers

### 4. Application Process

Joint Initiative Grant Funding applications will be advertised on the municipal website and accepted throughout the year.

Allocations will be disbursed on a quarterly basis:

- February
- April
- June
- October

Applications will be reviewed by the coordinator, who recommends applicants to the supervisor and director for approval. Successful applicants are notified by letter.

### 5. Approved Uses of Grants

Operating expenses solely for the purpose or program as defined in the application and agreement.

### 6. Ineligible Expenses

- Applications that have more than one (1) years worth of unrestricted operating reserve cash
- Conferences, symposiums, banquets or similar events or travel to attend such events
- Retroactive funding for any expenses incurred prior to the application approval
- Religious organizations and activities that serve primarily their membership, unless the community-at-large will benefit significantly
- Sabbatical leaves or student exchanges
- Medical facilities or equipment
- Publication of books
- Educational institutions (schools, colleges)
- Capital projects and Operating Funding

*\*NOTE: Anything deemed not to be in the best interest of the Municipality will be considered ineligible.*

## 7. Evaluation Criteria for Assessment and Approval for Funds

The application forms should be completed in full and must include the following:

- Proof of non-profit status under the Societies Act
- Current list of the board of directors
- Brief description of the project
- Target group(s)
- Community benefits
- Project budget
- Recent financial statement
- Contact information

Requests for more than \$10,000 will be assessed by the Manager of Community Strategies, or designee. The Director of Community Services reserves the right to distribute grants in such a manner deemed to be in the best interest of the Municipality.

## 8. Reporting Requirements

A reporting template will be provided upon grant approval and includes:

- Before, during and after photos
- Performance measurements
- A statement of volunteer involvement
- Demonstration of public recognition of the program
- Declaration and statement of sponsorship expenditure

Applicants are expected to provide an accountability report within 60 days of the project completion date.

## 9. Key Dates and Timelines

Funding is allocated on a quarterly basis. Organizations must spend grant monies as per the funding agreement and within the calendar year.

- February
- April
- June
- October

## 10. General Contact Information

Community Services Department  
Regional Municipality of Wood Buffalo  
9909 Franklin Ave.  
Fort McMurray, AB T9H 2K4  
CIP@woodbuffalo.ab.ca

For more information or to find out what the specific deadline for a grant is, please visit the municipal website.

# WOOD BUFFALO BIG SPIRIT GRANT

## 1.9 WOOD BUFFALO BIG SPIRIT (WBBS) GRANT

### 1. Program Description

The Wood Buffalo Big Spirit (WBBS) Grant is designed to improve the community of Wood Buffalo by fostering artistic growth, excellence in sporting and stimulating economic development.

### 2. Program Objectives

The aim of this program is to enhance the quality of life of residents, instill community pride, improve perceptions of the region and enrich the cultural landscape of Wood Buffalo.

### 3. Eligibility Guidelines

Eligible applicants include:

- Organizations must be located within the Regional Municipality of Wood Buffalo
- Registered non-profit organizations or a registered charitable organization whose project align with the organization's mandate
- Community groups in partnership with registered non-profit organizations

### 4. Application Process

The WBBS grant is advertised on the municipal website in February with an application deadline of March for spring allocation, and August for fall allocation. Applicants may apply for grant funding up to a maximum of \$10,000; however, they must be able to match the grant amount awarded with their own funds.

Applications will be reviewed by the WBBS Committee, whose members will represent the community-at-large. Once applications are approved, applicants are notified of the grant amount and conditions of accepting the funding through a letter. All funded agencies must sign a funding letter/agreement with the Municipality prior to receiving funding.

Funding is provided by the Municipality, and administered by the WBBS Committee. Funds provided to each recipient must be used to further the applicant's non-profit activities and must not, either directly or indirectly, be intended and used to further a for-profit venture or for operational or capital purposes of any sort.

### 5. Approved Uses of Grants

The WBBS Grant is designed to support new community and cultural projects that will become self-sufficient. Grants shall be used only for the purpose(s) outlined in the application. Any changes in scope, key personnel, and/or time frame must be reported immediately to the WBBS Committee.

## 6. Ineligible Expenses

These costs are not eligible:

- Support for ongoing programs or services
- Operating or capital expenses that are not directly related to the project for which the grant was awarded
- Expense or financial commitments made before the organization's grant application was submitted.
- Projects already receiving funding through the Municipal Community Investment Programs

*\*NOTE: Anything deemed not to be in the best interest of the Municipality will be considered ineligible.*

# WOOD BUFFALO BIG SPIRIT GRANT

## 7. Evaluation Criteria for Assessment and Approval for Funds

**Figure 11: Priority Framework for Games Legacy Grant**

Every grant application would be assessed by the WBBS Committee using the following form.

**Rating:**

1 – Incomplete/Unable to assess, 2 – Weak, 3 – Acceptable/Neutral, 4 – Good, 5 - Outstanding

Assessment Criteria	Rating (1 - 5)	Notes
<b>A) Program &amp;/or Project Merit &amp; Quality of Activities</b>		
Culture/Art: Is of high artistic or cultural quality that attains a clear vision.		
Sport: Is of significant value to the region (i.e., quality of life, developmental, legacy, etc.).		
Image: Aims to significantly and measurably improve upon the image of the region.		
Economic Development: Makes a significant impact (business, economic activity, development activity, etc.).		
Volunteerism: Does this increase the capacity of this category in the region? Is there a legacy aspect?		
Other: Anything beyond the above mentioned five (5) categories		
To what degree is the program/project consistent with the applicant's mandate and/or ongoing long-term goals for their organization?		
Does the program/project provide value to the Wood Buffalo region?		
Does the applicant demonstrate innovation in the program/project activities?		
The project is well planned (achievable, realistic outcomes and a methodology that can achieve and demonstrate these outcomes.		
Involves people/organizations with the expertise to deliver the program/project objectives.		
<b>Total Score for Section A)</b>		



**Rating:**

1 – Incomplete/Unable to assess, 2 – Weak, 3 – Acceptable/Neutral, 4 – Good, 5 - Outstanding

Assessment Criteria	Rating (1 - 5)	Notes
<b>B) Community Benefits &amp; Involvement</b>		
Delivers on broader community outcomes, while engaging professionals/practitioners.		
Demonstrates a good understanding of the needs and expectations of the targeted community and/or audience.		
Strategies to increase participation opportunities for people who do not currently engage in, or are only minimally engaged in, the given activity (e.g., culture, art, sport, etc.).		
Does the project use new approaches to engage the public?		
To what degree do the applicant's activities increase the public awareness and understanding of the given activity in the region?		
Does the project actively engage or encourage the participation of the Wood Buffalo community (e.g., volunteers, participants, audiences, or collaborators) as is relevant?		
Do the project's activities take place primarily in Wood Buffalo and/or for the benefit of the residents of Wood Buffalo?		
How much of the project funding will be expended in the Wood Buffalo region?		
To what degree does the project increase access to quality local culture, arts, sport, business, image building, etc.?		
To what extent does the project encourage diversity?		
<b>Total Score for Section B)</b>		

# WOOD BUFFALO BIG SPIRIT GRANT

## Rating:

1 – Incomplete/Unable to assess, 2 – Weak, 3 – Acceptable/Neutral, 4 – Good, 5 - Outstanding

Assessment Criteria	Rating (1 - 5)	Notes
<b>C) Quality of Management, Financial Responsibility &amp; Measurement</b>		
The demonstrated capacity of the applicant to realize the program/project: It is feasible? Will there be adequate financial, personnel and other resources to implement the program/project? Are there timelines appropriate, with milestones and checkpoints in place for program/project implementation? Where relevant, is the program/project sustainable beyond the Wood Buffalo Big Spirit grant program?		
Does the proposal explain how the individual/organization is going to measure the success of the program/project? Are these assessment strategies feasible and appropriate to the program/project?		
Does the individual/organization demonstrate that they are able to integrate the knowledge gained into future strategies?		
Does the program/project make effective and efficient use of existing resources?		
Does the applicant and/or organization demonstrate responsible financial management and has a history of good governance?		
Was there any consideration given to the local mandates of similar organizations?		
There is no history of management, financial, or delivery issues for this individual/organization within the Wood Buffalo		
Budget – revenue and expenses are realistic and achievable; and includes sufficient level of detail; adequate provision for insurance and other liabilities; as well as adequate provision for artistic/creative/sport professionals/ etc. fees.		

**Rating:**

1 – Incomplete/Unable to assess, 2 – Weak, 3 – Acceptable/Neutral, 4 – Good, 5 - Outstanding

Assessment Criteria	Rating (1 - 5)	Notes
<b>C) Quality of Management, Financial Responsibility &amp; Measurement</b>		
Demonstrates viability and value for funding.		
Includes revenues from sources other than the Wood Buffalo Big Spirit grant program.		
Demonstrates appropriate use of the public funds requested.		
<b>Total Score for Section B)</b>		

## 8. Reporting Requirements

A reporting template will be provided to the successful applicant and is available on the Wood Buffalo Big Spirit grant program website (<http://bigspirit.ca/grantprogram/>).

This report should include:

- Any supporting documentation (any documents that substantiate the project activities)
- Financial statements (e.g., invoices - post grant approval letter receipt, proof of payment, etc.)

An interim report is required at the halfway point of the project. A final report is also required and should be submitted within 45 days of the project's completion.

Grant recipients are required to acknowledge the support of the Wood Buffalo Big Spirit grant program in all publications and collateral materials relating to the activities for which the funds are granted. Current logos and instructions for their use for organizations may be obtained by contacting the WBBS Committee.

A condition of accepting funding is that the Municipality has the authority to examine a successful applicant's records at any time to ensure grant funding is being used in the manner originally agreed upon.

## 9. Key Dates and Timelines

Funding is allocated bi-annually:

- Spring and summer projects – March
- Fall and winter projects – August

## 10. General Contact Information

All potential applicants are encouraged to contact the WBBS Committee at [grants@bigspirit.ca](mailto:grants@bigspirit.ca)

OR

Community Services Department  
9909 Franklin Ave.  
Fort McMurray, AB T9H 2K4  
780.743.7966  
[cip@woodbuffalo.ab.ca](mailto:cip@woodbuffalo.ab.ca)

For more information or to find out what the specific deadline for a grant is, please visit the municipal website.



# CONCLUSION

## CONCLUSION

Like many municipalities in Alberta and Canada, the Regional Municipality of Wood Buffalo uses a combination of direct service delivery, shared service delivery and community investment to meet residents' demands and expectations for recreational, cultural and social programming and services. Through the Community Investment Program, the Municipality partners with community groups and non-profit organizations to improve the quality of life for all residents in the region.

As a form of checks and balances, Council ensures that ongoing operating and capital investments are efficient and effectively align with pre-established priorities and goals.

Council has the responsibility to:

- Establish the strategic direction of a community investment program, and
- Determine the level of funding that will be allocated to the program on an annual basis

Success of the CIP depends upon stakeholders working effectively, in partnership, to achieve a common vision for the region. By providing grant funding and agreements to community groups and non-profit organizations, the CSD:

- Creates a sense of community
- Increases social cohesion
- Develops a vibrant culture
- Improves community connectedness
- Attracts and retains population in the region

It is critical for the CIP Administrator to ensure internal and external programs, services, facilities, and events are supported financially. Moreover, it is crucial that the grant funding application process is clear, the evaluation criteria are transparent, and that groups and organizations are held accountable for how funding is spent.

Collectively, these stakeholders play active roles in the development of the region and provide opportunities for meaningful, effective partnerships.





# DEFINITIONS

## DEFINITIONS

**Applicant** – Shall refer to any group, club, individual, or organization incorporated as a nonprofit, charitable or Part IX Corporation.

**Community Based Organization (CBO)** – The Regional Municipality of Wood Buffalo is the designated organization responsible for coordinating the implementation of the Provincial Outreach Support Services Initiative. The CBO receives funding from both the provincial and federal governments to help fulfill its role. The CBO channels this funding to Housing First service providers.

**Community Group** – A non-incorporated group within the Regional Municipality of Wood Buffalo, composed of individual residents who have joined together. Membership must be open and available to all municipal residents.

**Community Impact** – Shall refer to the lasting result of initiatives that enhance people's quality of life through improvements in the conditions and environments that govern how people live, work and play.

**Community Investment Program (CIP)** – This program provides financial assistance to a number of community groups and non-profit organizations that are responsible for the delivery of various recreational, cultural and social programs and services, development and operation of community facilities, and organization of major community events.

**Community Investment Program Administrator** – Shall refer to the employee responsible for overseeing the implementation of the Community Investment Program.

**Community Plan on Homelessness (CPH)** – The Community Plan on Homelessness (2007-2010) and Affordable Housing was prepared as a three-year plan to address assets and gaps, and set priorities for the Regional Municipality of Wood Buffalo. The plan became a component

of the National Homelessness Partnership Strategy and guides funding to various partners.

**Community Services Committee (CSC)** – A Council-appointed committee that reviews and evaluates funding requests for community groups and non-profit organizations engaged in the delivery of social, recreational and cultural programs and services.

**Community Services Department (CSD)** – This Department supports community groups and non-profit organizations by providing grant funding through the Community Investment Program.

**Director of Community Services** – Shall refer to the Manager hired by the Municipality to oversee the entire department, or their designate.

**Efforts to Outcomes (ETO)** – A comprehensive case management and data collection software system that ensures community needs, impacts, and detailed information on homeless citizens and their experiences are captured. The purpose is to track progress for performance management.

**Family and Community Support Services (FCSS)** – FCSS is an 80/20 funding partnership between the Government of Alberta and municipalities or Metis settlements provided through the FCSS Act and Regulation.

**Financial Statement** – A statement of all revenue and expenditures of the organization (including, but not limited to, the grant) verified by a member-at-large.

**Framework** – A matrix that is used to evaluate grant applications in order to ensure the process is fair and equitable.

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



# DEFINITIONS



## DEFINITIONS

**Grant Programs** – Funding programs created to directly administer grants to applicants under specific guidelines (i.e., Joint Initiatives Program, Games Legacy Fund, Community Development Funding, Community Plan on Homelessness Funding).

**Municipality** – Includes all rural and urban service areas located within the geographic confines of the Regional Municipality of Wood Buffalo, excepting lands comprising any Aboriginal, First Nations or Métis settlement situated therein.

**Project Period** – Shall refer to the terminology used in the federal contract in relation to the effective date and duration of the contract.

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

**Request for Proposal (RFP)** – A solicitation made, often through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals.

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

**Term** – Shall refer to the terminology used in the provincial contract in relation to the effective date and duration of the contract.

**Wood Buffalo Big Spirit (WBBS)** – Shall refer to the Wood Buffalo Big Spirit Grant program.

**Wood Buffalo Big Spirit Committee** – A Committee, whose members represent the community-at-large, that is responsible for assessing the WBBS Grant applications.



## CITY OF FORT McMURRAY

BYLAW NO. 94/31

BEING A BYLAW OF THE CITY OF FORT McMURRAY TO SET FORTH THE DUTIES AND RESPONSIBILITIES OF THE COMMUNITY SERVICES ADVISORY COMMITTEE IN ADMINISTERING THE FORT McMURRAY GAMES LEGACY RESERVE FUND.

WHEREAS as a result of hosting the 1985 Alberta Summer Games, and the 1992 Alberta Winter Games, legacies were received by the City of Fort McMurray and placed in the Fort McMurray Games Legacy Reserve Fund; and

WHEREAS Council deems it desirable to delegate to Community Services Advisory Committee the authority for awarding grants from this fund.

NOW THEREFORE, the Municipal Council for the City of Fort McMurray, in the Province of Alberta, enacts as follows:

1. This Bylaw may be cited as the Fort McMurray Games Legacy Reserve Fund Bylaw.
2. In this Bylaw:
  - (a) "Board" means the Community Services Advisory Committee;
  - (b) "City" means the City of Fort McMurray;
  - (c) "Council" means the Council of the City of Fort McMurray;
  - (d) "Amateur Sport" means an activity undertaken for reasons other than gainful employment which includes the essential factors of physical and mental skill, competition, structure and standard rules;
  - (e) "Cultural Activity" means those activities which allow for the creation, production, transmission, and/or preservation of the various forms of cultural expression in the visual or performing arts;
  - (f) "Annually" means as per the fiscal year for the City of Fort McMurray.
3. The Community Services Advisory Committee is hereby authorized to award grants from the Fort McMurray Games Legacy Reserve Fund.

4. The purpose of the fund is to promote and encourage development and growth in amateur sport and culture through the awarding of grants for development in those areas.
5. There is established a Fort McMurray Games Legacy Reserve Fund wherein shall be deposited bequests or donations which may be received by the Committee.
6. The City of Fort McMurray shall manage the Reserve Fund in accordance with the approved Investment Policy, and shall advise the Committee annually, or on request, of the amount of interest available for awards.
7. One Hundred Per Cent (100%) of the sum of donations or bequests received will be added to the principal of the fund and are not available for distribution.
8. In considering applications, the Committee shall be bound by the following criteria:
  - (a) The maximum award will not exceed \$1,000 for individuals; for groups the maximum award will be \$2,000: the definition of **group** for this purpose will be 'two or more individuals affiliated with the same organization attending the same event'.
  - (b) Total annual distribution of grants for any calendar year shall not be greater than 70% of said funds for amateur sport and 30% for cultural activity; however, in any year where qualified applications for either amateur sport or cultural activity do not meet the required 70% or 30% respectively, the Committee may, in such circumstances, divert the remaining funds to the other activity.
  - (c) The purpose for which the award is made shall be developmental in nature, such as for furtherance of an individual's training, instruction, or participation in a specific sport or cultural activity; as well as for groups to bring in trainers for developmental purposes only;
  - (d) To qualify, an applicant must be:
    - (i) a resident of the City for a minimum of one year; or
    - (ii) a resident of the area within 100 kilometres of the City and currently attending school in the City; or be a member of a recognized sport or cultural organization which is based in the City; or
    - (iii) a recognized sport or cultural organization which is based in the City of Fort McMurray; and
  - (e) Other criteria as recommended by the Committee and approved by Council.
9. Each application shall include the information and documentation specified by the Committee.

10. All applications shall be reviewed according to criteria approved by Council.
11. Each recipient of a grant shall meet the accountability requirements set forth by the Committee.
12. The Committee shall advertise to the general public in a timely and appropriate manner, the availability of the grants, and shall provide information on the criteria on which the applications will be considered.
13. Bylaw Numbers 89/12 and 91/36 are hereby repealed.
14. This Bylaw shall come into force as of and on the date of Final Reading.

READ A FIRST TIME THIS 23rd DAY OF AUGUST, A.D., 1994.

READ A SECOND TIME THIS 23rd DAY OF AUGUST, A.D., 1994.

READ A THIRD AND FINAL TIME THIS 23rd DAY OF AUGUST, A. D. 1994.

  
MAYOR

  
CITY CLERK





**BYLAW NO. 07/026****BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND FORT MCMURRAY GAMES LEGACY RESERVE FUND BYLAW NO. 94/31**

WHEREAS Section 191 of the Municipal Government Act, R.S.A. 2000, c.M-26, as amended, provides that a Council may pass a bylaw to amend or repeal an existing bylaw;

AND WHEREAS the Regional Municipality of Wood Buffalo has established the Fort McMurray Games Legacy Reserve Fund for the purpose of promoting and encouraging development and growth in amateur sport and culture through the awarding of grants for development in those areas;

AND WHEREAS the Council of the Regional Municipality of Wood Buffalo wishes to amend the Fort McMurray Games Legacy Reserve Fund Bylaw by establishing priority ranking criteria for the allocation of funds and by enlarging the geographic area to encompass the Regional Municipality of Wood Buffalo in its entirety;

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

1. THAT Bylaw No. 94/31 is amended by:
  - (a) deleting Section 2(b) in its entirety and renumbering the remainder of Section 2 accordingly;
  - (b) Inserting the following new section 2(f):  
"Municipality means the Regional Municipality of Wood Buffalo in the Province of Alberta, as established by Order In Council No. 817/94, as amended.";
  - (c) deleting the words "City of Fort McMurray" from sections 2(c), 2(f), 6, and 8(d)(iii), and inserting "Regional Municipality of Wood Buffalo";
  - (d) deleting the word "City" from Section 2(d)(i) and inserting "Municipality";
  - (e) deleting Section 8(d)(ii) in its entirety and renumbering the remainder of Section 8 accordingly; and.
  - (f) deleting the existing text from Section 8(e) and inserting the following: "The priority ranking criteria, as set out in Schedule A."
2. THAT this bylaw shall be passed and become effective when it has received third reading and been signed by the Mayor and Chief Legislative Officer.

READ a first time this 27<sup>th</sup> day of March, A.D. 2007

READ a second time this 27<sup>th</sup> day of March, A.D. 2007

READ a third and final time this 27<sup>th</sup> day of March, A.D. 2007

SIGNED and PASSED this 28<sup>th</sup> day of March, A.D. 2007

CERTIFIED A TRUE COPY

  
MAYOR

CHIEF LEGISLATIVE OFFICER

  
CHIEF LEGISLATIVE OFFICER

## SCHEDULE A

### GAMES LEGACY GRANT PRIORITY FRAMEWORK

An applicant who volunteers his/her services shall be given consideration over an applicant of equivalent eligibility who is remunerated for his/her services.

ATHLETIC	CULTURAL
1. <i>Individual</i> Youth Athlete/Participant competing at an international level	1. Individual Youth - international level
2. <i>Group</i> Youth Athletes/Participants competing at an international level	2. Group Youth – international level
3. Youth Coach/Instructor training at an international level	3. Youth Instructor - international level
4. <i>Individual</i> Youth Athlete/Participant - national level	4. Individual Youth - national level
5. <i>Group</i> Youth Athletes/Participants – national level	5. Group Youth – national level
6. Youth Coach/Instructor - national level	6. Youth - national level
7. Adult Coach/Instructor - international level (working with youth)	7. Adult Instructor - international level (working with youth)
8. Adult Athlete/Participant - international level	8. Adult - international level
9. Adult Coach/Instructor - national level (working with youth)	9. Adult Instructor - national level (working with youth)
10. Adult Athlete/Participant - national level	10. Adult - national level
11. <i>Individual</i> Youth Athlete/Participant - provincial level	11. <i>Individual</i> Youth - provincial level
12. <i>Group</i> Youth Athletes/Participants – provincial level	12. <i>Group</i> Youth – provincial level
13. Youth Coach/Instructor - provincial level	13. Youth Instructor - provincial level
14. Adult Coach/Instructor - provincial level (working with youth)	14. Adult Instructor - provincial level (working with youth)
15. Adult Athlete/Participant - provincial level	15. Adult - provincial level



## **Subject: Provincial Land Transfer Projects – Interim Financing**

### **APPROVALS:**

Kola Oladimeji, Divisional Manager  
Marcel Ulliac, Interim Chief Administrative Officer

### **Administrative Recommendations:**

1. THAT interim capital financing of \$66,250,000 for road improvement projects as part of the Master Agreement with Alberta Infrastructure and Alberta Transportation be approved.
2. THAT the cash flow of Capital Projects for 2014 and 2015 of \$33,500,000 and \$32,750,000, respectively, be approved for interim financing from the Capital Infrastructure Reserve.

### **Summary:**

On January 14, 2014, Council approved a Master Agreement with the Province to have 412 acres of developable land in Parsons Creek and Saline Creek released to the Municipality for re-sale. In exchange, the Municipality will finance and implement road improvements, and assume direction, control and management of part of Highway 69. The Chief Administrative Officer was authorized to execute the agreement on behalf of the Municipality.

Interim financing approval is needed to begin the infrastructure projects pending the sale of the Provincial lands when Municipality will be fully reimbursed as per the Master Agreement. Tenders have been issued to complete the twinning of Highway 69; that work needs to get underway this construction season.

### **Background:**

The projects will be implemented in stages over five years, with a provision to extend the timeframe as much as five years, if needed. As part of the Parsons Creek Interchange Improvement Agreement, the Province will widen the shoulder of Highway 686 from the Parsons Creek subdivision to the Parsons Creek Interchange in order to add a bypass bus lane. The Municipality will need to embark on the following projects on behalf of the Province:

	2014	2015	2016 & thereafter
• Highway 63: Bus lane additions between Highway 69 and Hospital Street	\$ -	\$ 750,000	\$ 4,250,000
• Highway 63: Bus lane addition at Thickwood Interchange	-	-	25,500,000

	2014	2015	2016 & thereafter
• Highway 63: Intersection Improvements at Highway 69 and Mackenzie Boulevard	2,000,000	4,500,000	-
• Highway 69: Improve intersection at Highway 69 and West Airport Boundary Road	4,000,000	-	-
• Six Lane Highway 63 from Hospital Interchange to the Athabasca Bridge	-	-	20,000,000
• Parsons Creek Highway 686 Bus lane addition	-	10,000,000	10,000,000
• Highway 69: Twin Highway 69 West of Saline Creek to Range Road 85 (West Airport Boundary Road)	27,500,000	17,500,000	-
<b>Total</b>	<b>\$33,500,000</b>	<b>\$32,750,000</b>	<b>\$59,750,000</b>

**Budget/Financial Implications:**

Initial interim capital financing of \$66,250,000 from the Capital Infrastructure Reserve is required for the first two years to be offset by the provincial land sale proceeds as per the Master Agreement with the Province of Alberta, subject to borrowing interest rate of prime +1%.

	2014	2015	2016 & thereafter	<b>Total</b>
Cash flow:	\$33,500,000	\$32,750,000	\$59,750,000	\$126,000,000

**Rationale for Recommendation:**

Interim financing by the Municipality must be approved before the Municipality can start executing its part of the Master Agreement pending the sale proceeds of the provincial land as per the Master Agreement.

**Attachments:**

1. Interim Capital Request Forms for Provincial Land Transfer Projects.



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## PROVINCIAL LAND TRANSFER PROJECT

**CURRENT PROJECT NAME:** Twin Hwy 69 West of Saline Creek to Range Road 85 (West Airport Boundary Rd)

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

**ORDER CODES (if assigned):**

### PROJECT BUDGET

Year	Annual Cost
2013 & Prior	-
2014	27,500,000.00
2015	17,500,000.00
2016	-
Thereafter	-
<b>TOTAL</b>	<b>45,000,000.00</b>

### CURRENT COST AND COMMITMENT

Current Budget	Actual to Date	Commitments	Available
-			-

### DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

This amendment is to request funding for the completion of the second stage of upgrades to Highway 69. The initial program was established in 2007 as part of the Fort McMurray Community Development Program. It was one of many infrastructure projects identified as necessary to support the continued growth and development of the Urban Service Area. Construction on Highway 69 Twinning Stage 1 was initiated in 2010 with road widening, lighting and signals improvement from the intersection of Highway 69/63 eastwards to the MacKenzie Boulevard Intersection. Landscaping and drainage improvements were completed in the fall of 2013.

The current project is the second stage which is to provide similar improvements to the section of Highway 69 from West of Saline Creek (MacKenzie Boulevard) all the way to the Range Road 85 (West Airport Boundary Road). The improvements include road widening, lighting, signals drainage improvements and landscaping. The intersection of the West Airport Boundary Road has already considered the proposed widening. The completion of Stage 2 will result in a complete four lane arterial roadway from Highway 63 east through the Urban Service area and the Airport.

### PROJECT ACCOUNTABILITY

ENGINEERING DEPARTMENT DIRECTOR

Date:

FINANCE DEPARTMENT DIRECTOR

Date:

COUNCIL

Date:



**CURRENT PROJECT NAME:** Hwy 63: Bus lane addition at Thickwood Interchange

**Group I/O**

**Revenue I/O**

**Expense I/O**

**New Project**

**ORDER CODES (if assigned):**

**PROJECT BUDGET**

Year	Annual Cost
2013 & Prior	-
2014	-
2015	750,000.00
2016	4,250,000.00
Thereafter	-
TOTAL	5,000,000.00

**CURRENT COST AND COMMITMENT**

Current Budget	Actual to Date	Commitments	Available
-			-

**DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT**

This amendment is to request funding to remove the existing median at the Thickwood Boulevard interchange, widen the roadway on the loop and convert it to two lanes to accommodate buses. Alberta Transportation is currently building this interchange. There will be only one lane from East to North on this interchange at completion as per the design of Alberta Transportation. To accommodate a dedicated bus lane on Thickwood Boulevard it is necessary to have two lanes on the interchange and on the loop ramp heading to North.

**PROJECT ACCOUNTABILITY**

ENGINEERING DEPARTMENT DIRECTOR

Date:

FINANCE DEPARTMENT DIRECTOR

Date:

COUNCIL

Date:



**CURRENT PROJECT NAME:** Hwy 63: Bus lane additions between Hwy 69 and Hospital St

Group I/O

Revenue I/O

Expense I/O

New Project

**ORDER CODES (if assigned):**

**PROJECT BUDGET**

Year	Annual Cost
2013 & Prior	-
2014	-
2015	-
2016	10,000,000.00
Thereafter	15,500,000.00
TOTAL	25,500,000.00

**CURRENT COST AND COMMITMENT**

Current Budget	Actual to Date	Commitments	Available
-			-

**DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT**

This amendment is to request funding to widen Hwy 63 between Hwy 69 and Hospital Street for the addition of bus lanes in both directions. The major work will include earth work, subgrade, base and bituminous surface, installation of guard rails, pavement marking and signs etc. The improvements also include lighting, signals, drainage improvements and landscaping.

The proposed developments and continued growth requires improvements to the existing transportation infrastructure in order to accommodate the planned population and will eliminate on going traffic congestion significantly on Hwy 63.

**PROJECT ACCOUNTABILITY**

ENGINEERING DEPARTMENT DIRECTOR

Date:

FINANCE DEPARTMENT DIRECTOR

Date:

COUNCIL

Date:



**CURRENT PROJECT NAME:** Hwy 63: Intersection Improvements at Hwy 69 and MacKenzie Blvd

Group I/O

Revenue I/O

Expense I/O

New Project

**ORDER CODES (if assigned):**

**PROJECT BUDGET**

Year	Annual Cost
2013 & Prior	-
2014	2,000,000.00
2015	4,500,000.00
2016	-
Thereafter	-
TOTAL	6,500,000.00

**CURRENT COST AND COMMITMENT**

Current Budget	Actual to Date	Commitments	Available
-			-

**DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT**

This project includes intersection improvements at Highway 63 & Highway 69 and Highway 63 & McKenzie Blvd.

Mackenzie/Highway 63 intersection improvements include:

- Additional priority bus lane through the Intersection North bound and South bound on Highway 63
- New right turn lanes into the Quarry Ridge Development
- Two left turn lanes and a straight through lane into the Quarry Ridge Development
- Additional left turn lane from Highway 63 south bound onto Mackenzie Blvd
- Dedicated Straight through lane from Mackenzie Blvd. across Highway 63 into the Quarry Ridge Development

Highway 69 & 63 intersection improvements include:

- Additional priority bus lane through the Intersection North bound and South bound on Highway 63
- New right turn lane into Quarry Ridge Development
- Combine left and straight through lane and combined right and straight through lane into the Quarry Ridge Development
- Realignment of the right turn merge lane from Highway 69 onto Highway 63 north bound

**PROJECT ACCOUNTABILITY**

ENGINEERING DEPARTMENT DIRECTOR

Date:

FINANCE DEPARTMENT DIRECTOR

Date:

COUNCIL

Date:



**CURRENT PROJECT NAME:** Hwy 69: Improve intersection at Hwy 69 and West Airport Boundary Road

**Group I/O**

**Revenue I/O**

**Expense I/O**

**New Project**

**ORDER CODES (if assigned):**

**PROJECT BUDGET**

Year	Annual Cost
2013 & Prior	-
2014	4,000,000.00
2015	-
2016	-
Thereafter	-
TOTAL	4,000,000.00

**CURRENT COST AND COMMITMENT**

Current Budget	Actual to Date	Commitments	Available
-			-

**DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT**

This amendment is to request reimbursement of funding for construction services for the improvement of the intersection at Hwy 69 and West Airport Boundary Road. This project includes one intersection, a round-about, and a roadway section between Hwy 69 and the existing Airport Road. This projects includes all the typical road work such as earth work, sub-base/base, bituminous surface, concrete, markings, signs, lightings, etc.

**PROJECT ACCOUNTABILITY**

ENGINEERING DEPARTMENT DIRECTOR

Date:

FINANCE DEPARTMENT DIRECTOR

Date:

COUNCIL

Date:



**CURRENT PROJECT NAME:** Six lane Hwy 63 from Hospital Interchange to the Athabasca Bridge

Group I/O

Revenue I/O

Expense I/O

New Project

**ORDER CODES (if assigned):**

**PROJECT BUDGET**

Year	Annual Cost
2013 & Prior	-
2014	-
2015	-
2016	3,000,000.00
Thereafter	17,000,000.00
TOTAL	20,000,000.00

**CURRENT COST AND COMMITMENT**

Current Budget	Actual to Date	Commitments	Available
-			-

**DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT**

This amendment is to request funding to build a six lane Highway on Highway 63 between Highway 69 and Hospital Street. This project includes the widening of Hwy 63 between Hospital Street and Athabasca Bridge and adding a lane in both directions. The major work to be included will be earth work, subgrade, base and bituminous road surface, installation of guard rails, pavement marking, signs, etc. The improvements also include lighting, signals, drainage improvements and landscaping.

The proposed developments and continued growth require improvements to the existing transportation infrastructure in order to accommodate the planned population. The increased capacities of Hwy 63 will eliminate traffic delays and congestions significantly at Hwy 63.

**PROJECT ACCOUNTABILITY**

ENGINEERING DEPARTMENT DIRECTOR

Date:

FINANCE DEPARTMENT DIRECTOR

Date:

COUNCIL

Date:





**CURRENT PROJECT NAME:** Parsons Creek Hwy 686: Bus lane addition

**Group I/O**

**Revenue I/O**

**Expense I/O**

**New Project**

**ORDER CODES (if assigned):**

**PROJECT BUDGET**

Year	Annual Cost
2013 & Prior	-
2014	-
2015	10,000,000.00
2016	10,000,000.00
Thereafter	-
<b>TOTAL</b>	<b>20,000,000.00</b>

**CURRENT COST AND COMMITMENT**

Current Budget	Actual to Date	Commitments	Available
-			-

**DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT**

The purpose of this amendment is to request funding in the amount of \$20M for shoulder widening of Hwy 686, from the Parsons Creek subdivision to Parsons Creek Interchange, for the purpose of adding a bypass bus lane on the right shoulder. Alberta Transportation has included a 4m wide sidewalk instead of the standard 3m sidewalk on the ongoing Parsons Creek Interchange project. This project also included 4m wide shoulder on all loop and on/off ramp lanes for the Parsons Creek Interchange to accommodate buses on the shoulder.

**PROJECT ACCOUNTABILITY**

ENGINEERING DEPARTMENT DIRECTOR

Date:

FINANCE DEPARTMENT DIRECTOR

Date:

COUNCIL

Date:



**Subject: Council Compensation Review Committee Appointments****Selection Committee Recommendation:**

THAT Michelle Bechtel, Todd Hillier, Tracy McKinnon, Alex Middleton, Gene Ouellette, Erin Power and Jody Pratt be appointed to the Council Compensation Review Committee, effective immediately.

**Summary:**

The Selection Committee, which is comprised of the Mayor and Councillors Bussieres, Cardinal, Stroud and Vinni, has made its recommendations pertaining to appointments to the Council Compensation Review Committee. In keeping with the established bylaw, the appointment of Committee Members must be approved by Council.

**Background:**

The Regional Municipality of Wood Buffalo Council Compensation Committee (the “Committee”) was established by bylaw on June 10, 2014 to review the Elected Officials Compensation, Travel, Expense and Support Policy and make recommendations to the Audit and Budget Committee on fair, consistent and adequate compensation for Council Members. In anticipation of the bylaw passing third and final reading in June, the recruitment campaign was conducted from early May to June 10, and involved advertising in the local newspapers, social media and the municipal website.

On June 16, 2014, the Selection Committee met to review the applications received, and has made recommendations in accordance with the provisions of the respective municipal bylaws and legislation. The term of appointment for all Committee Members will end once the final report has been presented to the Audit and Budget Committee.

**Rationale for Recommendation:**

The appointment of members is necessary to establish the Council Compensation Review Committee.



**Subject: Notice of Motion – Corporate Restructuring****Recommendation:**

1. The following positions shall effective April 23, 2014 become direct reports to the Council:
  - the Municipal Auditor
  - the Chief Legislative Officer
  - the Director of Legal Services/Regional Legal Counsel
2. The Audit and Budget Committee [which includes the members of the Governance, Agenda and Priorities Committee] shall make a recommendation to Council, for consideration not later than the regularly scheduled Council meeting on April 22, 2014, concerning (a) the details of the reporting requirements and Council oversight for each of the aforementioned positions and (b) amendments to the employment contracts for the incumbents in those positions to reflect their new reporting structure and reporting requirements.
3. (a) For the purposes of the *Municipal Government Act* effective April 23, 2014 the Municipal Auditor, the Chief Legislative Officer and the Director of Legal Services/Regional Legal Counsel shall have the status of designated officers;
- (b) The Director of Legal Services/Regional Legal Counsel is hereby requested to bring forward any new bylaws or necessarily consequential amendments to the *Chief Administrative Officer Bylaw*, for consideration by Council not later than the regularly scheduled Council meeting on April 22, 2014, to give effect to clauses 1, 2 and 3(a) above.
4. Effective April 23, 2014: the Audit and Budget Committee is re-named the “Finance Committee”, its mandate is expanded to include responsibility for governance oversight of all aspects of the municipality’s financial affairs, the Executive Director of Finance/Chief Financial Officer becomes an additional direct administrative point of contact with the Finance Committee and provides regular reports to meetings of the Finance Committee, and the Director of Legal Services/Regional Legal Counsel is hereby requested to bring forward for consideration by Council not later than the regularly scheduled Council meeting on April 22, 2014 any necessarily consequential amendments to the *Council Committees Bylaw* to give effect to these matters.

**Summary and Background:**

At the regular Council meeting held on Tuesday, March 25, 2014, Councillor Boutilier served notice of his intent to bring forward the following motion for consideration at the April 8, 2014 Council Meeting:

1. The following positions shall effective April 23, 2014 become direct reports to the Council:
  - the Municipal Auditor
  - the Chief Legislative Officer
  - the Director of Legal Services/Regional Legal Counsel
2. The Audit and Budget Committee [which includes the members of the Governance, Agenda and Priorities Committee] shall make a recommendation to Council, for consideration not later than the regularly scheduled Council meeting on April 22, 2014, concerning (a) the details of the reporting requirements and Council oversight for each of the aforementioned positions and (b) amendments to the employment contracts for the incumbents in those positions to reflect their new reporting structure and reporting requirements.
3. (a) For the purposes of the *Municipal Government Act* effective April 23, 2014 the Municipal Auditor, the Chief Legislative Officer and the Director of Legal Services/Regional Legal Counsel shall have the status of designated officers;  
  
(b) The Director of Legal Services/Regional Legal Counsel is hereby requested to bring forward any new bylaws or necessarily consequential amendments to the *Chief Administrative Officer Bylaw*, for consideration by Council not later than the regularly scheduled Council meeting on April 22, 2014, to give effect to clauses 1, 2 and 3(a) above.
4. Effective April 23, 2014: the Audit and Budget Committee is re-named the “Finance Committee”, its mandate is expanded to include responsibility for governance oversight of all aspects of the municipality’s financial affairs, the Executive Director of Finance/Chief Financial Officer becomes an additional direct administrative point of contact with the Finance Committee and provides regular reports to meetings of the Finance Committee, and the Director of Legal Services/Regional Legal Counsel is hereby requested to bring forward for consideration by Council not later than the regularly scheduled Council meeting on April 22, 2014 any necessarily consequential amendments to the *Council Committees Bylaw* to give effect to these matters.

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

**Subject: Notice of Motion – City Centre Steering Committee****Recommendation:**

THAT the existing administrative committee known as the Waterfront Advisory Committee be replaced with a Council Committee called the City Centre Steering Committee to ensure that citizens play a more active role in assisting Council with Policy guidance and direction with respect to future development of the City Centre and waterfront areas.

**Summary and Background:**

At the regular Council meeting held on Tuesday, June 10, 2014, Councillor Boutilier served notice of his intent to bring forward the following motion for consideration at the June 24, 2014 Council Meeting:

THAT the existing administrative committee known as the Waterfront Advisory Committee be replaced with a Council Committee called the City Centre Steering Committee to ensure that citizens play a more active role in assisting Council with Policy guidance and direction with respect to future development of the City Centre and waterfront areas.

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

