



## **Council Meeting**

Jubilee Centre Council Chamber  
9909 Franklin Avenue, Fort McMurray

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

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### **Agenda**

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

#### **Call To Order**

#### **Opening Prayer**

#### **National Anthem**

#### **Adoption of Agenda**

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

1. Minutes from Council Meeting - March 10, 2015

#### **Bylaws**

2. Delegation of Council Authority - Bylaw No. 15/007  
- 1st reading (Proposed Date for 2nd and 3rd reading - April 14, 2015)

#### **Reports**

3. Subdivision Time Extension Request - Lot 2 Block 17 Plan 802 2678 Anzac  
- delegations

4. Amalgamation 20th Anniversary  
- delegations
5. Small Communities Fund Grant Applications  
- delegations
6. Rescinding of Leave of Absence Motion  
- delegations
7. Council Committee Appointments  
- delegations
8. Review of 2015 Operating Budget  
- delegations
9. Review of Approved Capital Projects  
- delegations

**Reporting - Boards and Committees**

**Adjournment**

**Unapproved Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, March 10, 2015, commencing at 6:00 p.m.**

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

**Absent:** J. Chadi, Councillor

**Administration:** B. Couture, Acting Chief Administrative Officer  
D. Leflar, Chief Legislative Officer  
A. Hawkins, Acting Senior Legislative Officer  
S. Harper, Legislative Officer  
E. Franks, Legislative Coordinator

**Call To Order**

Mayor M. Blake called the meeting to order at 6:06 p.m.

**Opening Prayer**

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

**National Anthem**

**Adoption of Agenda**

Moved by Councillor T. Ault that the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

**Minutes of Previous Meetings**

**1. Minutes from Council Meeting - February 24, 2015**

Moved by Councillor P. Meagher that the Minutes of the Council Meeting held on February 24, 2015 be approved as presented.

CARRIED UNANIMOUSLY

**Delegations**

**2. Ron Fetzko, Tom Tabbert, and Darrell Scheers - McMurray Sno-Drifters, re: 2016 Alberta Snowmobile Association (ASA) Jamboree  
(6:11 p.m. – 6:33 p.m.)**

**Ron Fetzko, President and Tom Tabbert, 1<sup>st</sup> Vice President, McMurray Sno-Drifters,** announced that the 2016 Alberta Snowmobile Association Jamboree will be held in the Regional Municipality of Wood Buffalo and requested a letter of support for the event from Mayor and Council.

Moved by Councillor K. McGrath:

- That the presentation from the McMurray Sno-Drifters be accepted as information; and
- That a letter for the McMurray Sno-Drifters be drafted in support of the 2016 Alberta Snowmobile Association Jamboree.

CARRIED UNANIMOUSLY

#### Exit and Return

Councillor S. Germain exited the Chamber at 6:39 p.m. and returned at 6:40 p.m.

#### Bylaws

3. **Land Use Bylaw Amendment - Portions of W 1/2 32-81-6 W4M, NE 32-81-6 W4M, S 5-82-6 W4M, NE 5-82-6 W4M - Highway 881, 77 Km northwest of Janvier - Bylaw No. 15/005**  
(6:34 p.m. – 6:41 p.m.)

Moved by Councillor J. Stroud:

- That Bylaw No. 15/005, being an amendment to the Land Use Bylaw No. 99/059, be read a first time; and
- That the required public hearing be held on April 14, 2015.

CARRIED

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

Opposed: J. Stroud

#### Reports

4. **Fire Quality Management Plan**  
(6:42 p.m. – 7:06 p.m.)

**Chief Darby Allen, Deputy Chief Perry Gillam, and Fire Marshall Nick Brenner,** gave a brief presentation of the Fire Quality Management Plan. They highlighted the inspection process as well as how they assess risks and minimize hazards.

Moved by Councillor J. Stroud that the revised Fire Quality Management Plan, dated March 10, 2015 be approved.

CARRIED UNANIMOUSLY

**5. Amendment to the Community Investment Program Policy**

(7:07 p.m. – 7:10 p.m.)

**Carole Bouchard, Director, Community Services**, provided an overview of the proposed changes to the Community Investment Program Policy.

Moved by Councillor P. Meagher that amended Community Investment Policy - FIN-220, dated March 10, 2015, be approved as presented.

CARRIED UNANIMOUSLY

**6. Taxable Benefits Policy FIN-250**

(7:11 p.m. – 7:12 p.m.)

Moved by Councillor K. McGrath that Taxable Benefits Policy FIN-250, be approved as presented.

CARRIED UNANIMOUSLY

**7. 2014 Expense Summary - Council and Office of the Chief Administrative Officer**

(7:12 p.m. – 7:13 p.m.)

Moved by Councillor P. Meagher that the 2014 Expense Summary - Council and Office of the Chief Administrative Officer, be received as information.

CARRIED UNANIMOUSLY

**New and Unfinished Business****8. Review of Approved Capital Projects**

(7:14 p.m. – 7:43 p.m.)

Discussion occurred regarding the current economic climate and the necessity to review the approved capital projects in the 2015 Budget to identify potential cost savings opportunities.

Moved by Councillor T. Ault that the agenda for the March 24, 2015 Council Meeting include a review by Council of all approved capital projects for which budget approval has been given in an amount over \$10 million, with the objective of identifying projects that could be cancelled, phased, deferred or reduced in scope.

CARRIED

For: T. Ault, L. Bussieres, J. Cardinal,  
S. Germain, K. McGrath

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

**9. Review of 2015 Operating Budget**

(7:44 p.m. – 8:00 p.m.)

Moved by Councillor S. Germain that administration be directed to review the 2015 operating budget for any cost reduction in discretionary spending and to report back to the Audit and Budget Committee on opportunities for savings prior to March 24, 2015.

CARRIED UNANIMOUSLY

**Recess**

A break occurred from 8:00 p.m. to 8:16 p.m.

**10. Secondment of Project Management Staff**

(8:16 p.m. – 8:19 p.m.)

Moved by Councillor S. Germain that administration be directed to explore secondment agreements with industry for Capital Project management professionals and report back to Council.

CARRIED UNANIMOUSLY

**11. Preliminary Assessment of Waterfront Steering Committee Recommendations**

(8:20 p.m. – 9:05 p.m.)

**Kevin Scoble, Executive Director, Infrastructure and Engineering,** presented Administration's initial analysis of the Waterfront Steering Committee's Recommendations. The overview consisted of financial impacts, effects on traffic studies as well as next steps for consideration on issues such as development of the Snye Point Park and flood mitigation plans. Kevin Scoble noted that Administration will be meeting with the former Waterfront Steering Committee next week for further discussion on the recommendations.

**Ian Dirom, Chair, Former Waterfront Steering Committee,** indicated that further discussions with Administration would provide clarification on some of the recommendations.

**Paul Hunt, Member, Former Waterfront Steering Committee,** expressed his concerns regarding the functionality of Snye Point Park if it were backfilled to the 250m flood level.

Discussions ensued, and Kevin Scoble committed to providing Council with a status update on the flood mitigation grant process by way of a briefing note.

Moved by Councillor P. Meagher:

- That Administration be directed to incorporate the Waterfront Steering Committee recommendations for Snye Point Park in an expedient manner for the 2015 Western Canada Summer Games.
- That Administration be directed to advise the former Waterfront Steering Committee members of the findings of the preliminary review related to Flood Mitigation/Prairie Loop Boulevard and Administration present final recommendations for the upcoming construction season to Council on April 14, 2015.

- That Administration undertake to examine alternatives to the current Flood Mitigation Plan and present those findings to Council on April 14, 2015.
- That Administration seek opportunities to incorporate the Waterfront Steering Committee recommendations, considered to be of medium to low impact and aligned or neutral, with existing or planned projects, programs and services.

CARRIED UNANIMOUSLY

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

Councillor J. Stroud – WinterPLAY, Urban Market, Black History month banquet, Regional Aboriginal Recognition Awards

Councillor A. Vinni – Announced that the Regional Municipality of Wood Buffalo has been awarded the Fall 2017 Federation of Municipalities Quarterly Board Meeting

Councillor P. Meagher – KAOS Power Up Banquet, Memorial for George Decker

Councillor K. McGrath – Regional Aboriginal Recognition Awards, KAOS Power Up Banquet, Mountaineers Auction, Black History month banquet, WinterPLAY, Association of Professional Engineers and Geoscientists of Alberta (APEGA), Holy Trinity Pink Day

Councillor J. Cardinal – Winter Carnival in Fort Chipewyan, Fort Chipewyan Community Engagement

Councillor T. Ault - Communities in Bloom retreat, WinterPLAY

Mayor M. Blake – Proclamation for '3 Day' on March 3, Celebration for Women in Business, Alberta Colleges Athletic Conference (ACAC) Provincial Basketball Competition at Keyano College, Leadership Wood Buffalo, Alberta Francophone Association – Francophone Day, KAOS Power Up Banquet

### **Adjournment**

Moved by Councillor P. Meagher that the meeting be adjourned.  
CARRIED UNANIMOUSLY

The meeting adjourned at 9:19 p.m.

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Mayor

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Chief Legislative Officer





**Subject: Delegation of Council Authority – Bylaw No. 15/007****APPROVALS:**

David Leflar, Director  
Bob Couture, Acting Chief Administrative Officer

**Administrative Recommendation:**

THAT Bylaw No. 15/007, being the Delegation of Council Authority Bylaw be read a first time.

**Summary:**

Bylaw No. 15/007, if enacted, would delegate two specific types of authority conferred upon Council under the *Municipal Government Act*:

- (a) the authority under Section 547 of the statute to review a Stop Order issued under Section 545 or 546 – this is proposed to be delegated to the Subdivision and Development Appeal Board;
- (b) the authority under Section 657(6) of the *Municipal Government Act* to approve an extension of time for submission of a subdivision plan to the subdivision authority or for registration of a subdivision plan at the Land Titles Office – this is proposed to be delegated to the Chief Administrative Officer, who would be empowered to further sub-delegate this function.

**Background:**

With respect to the authority to review a Stop Order, these kinds of matters do not often come before Council but when they do they can be very technical and detailed, sometimes even requiring expert evidence. As such they have the potential to require a large amount of Council's time, to hear and consider all of the evidence and issue a decision. In addition, individual Council members may have already publicly expressed opinions on the circumstances that led to the issuance of a stop order – and in such cases it is not appropriate for a review [which is effectively an appeal] to be heard by persons who are on public record as favouring one or the other side in a dispute. The principles of fundamental justice require not only that an appeal body be independent and impartial, but that it be manifestly perceived as such.

With respect to the authority to grant an extension of time to complete a subdivision, these matters are frequently on Council agendas and are invariably of a routine, administrative nature. Council has on several occasions expressed a desire to focus more of its time and attention on policy and governance matters, and time extensions for subdivisions do not fall within that category of business. It is in fact something of an anomaly that the *Municipal Government Act* which generally gives very clear direction that Council should deal with governance and policy matters, would also have assigned this relatively mundane administrative task to the council. However, the *Municipal Government Act* also contains a clause that allows Council to delegate any power or

duty assigned to it, other than the power to pass bylaws. Accordingly, it is recommended that the authority to grant time extensions for subdivisions be delegated to Administration.

**Rationale for Recommendation:**

Delegation of the stop order review function would ensure that such reviews are carried out by a body that is better suited to handle them, from both the technical and the legal perspective.

Delegation of the authority to grant subdivision extensions would ensure that Council's time is more focused on high level matters of policy and governance.

**Attachments:**

1. Bylaw No. 15/007
2. Excerpts from *Municipal Government Act*.

**BYLAW NO. 15/007**

**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO DELEGATE CERTAIN POWERS AND DUTIES CONFERRED UPON THE COUNCIL UNDER THE MUNICIPAL GOVERNMENT ACT**

**WHEREAS** Section 657(6) of the *Municipal Government Act* provides that a council may grant an extension of the time within which a plan or other instrument effecting a subdivision must be provided to the subdivision authority, or the time within which a subdivision plan must be registered at the Land Titles Office;

**AND WHEREAS** Section 547 of the *Municipal Government Act* provides that a council shall upon the request of a person receiving a stop order under Section 545 or 546 carry out a review of the order and make a decision to confirm, vary, substitute or cancel the order;

**AND WHEREAS** the Council of the Regional Municipality of Wood Buffalo is of the opinion that its authority under Section 657(6) of the *Municipal Government Act* is appropriately delegated to the administration of the municipality, and that its authority under Section 547 of the *Municipal Government Act* is appropriately delegated to an established independent and impartial tribunal with experience in dealing with both land matters and stop orders;

**AND WHEREAS** Section 203 of the *Municipal Government Act* allows Council to delegate any of its powers or duties, other than the power or duty to pass bylaws;

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

**SHORT TITLE**

1. This Bylaw may be cited as the “Delegation of Council Authority Bylaw”.

**DELEGATION OF POWERS AND DUTIES**

2. The powers and duties of the Council of the Regional Municipality of Wood Buffalo under Section 547 of the *Municipal Government Act* are hereby delegated to the Subdivision and Development Appeal Board established under Bylaw No. 95/033, in accordance with the consequential amendments to Bylaw No. 95/033 set out in section 5 of this Bylaw.
3. The powers and duties of the Council of the Regional Municipality of Wood Buffalo under Section 657(6) of the *Municipal Government Act* are hereby delegated to the Chief Administrative Officer of the Regional Municipality of Wood Buffalo.
4. The Chief Administrative Officer may further delegate any power or duty delegated under Section 3 of this Bylaw.

## CONSEQUENTIAL

5. Bylaw No. 95/033, the Subdivision and Development Appeal Board Bylaw, is amended by adding the following after Section 11 and before Section 12:

### ***11.1 Review of Order under Section 547 of the Municipal Government Act***

*11.1.1 The Board shall conduct a review under section 547 of the Municipal Government Act upon the written request of a person who receives an order issued under section 545 or section 546, if the request is delivered to the Secretary of the Board within 14 days after the order is served upon that person.*

*11.1.2 The Board must conduct a review and issue a written decision under section 11.1.1 within 60 days after a request is made under Section 11.1.1 within the time limited for doing so.*

*11.1.3 In conducting a review under section 11.1.1 the Board may, but is not required to, follow or substantially follow the procedures prescribed for appeals under Part 17, Division 10 of the Municipal Government Act.*

*11.1.4 The Chair of the Board may appoint a single Board member or a panel of 3 or 5 Board members to conduct a review under Section 547 of the Municipal Government Act if the order being reviewed does not include a direction to demolish all or part of a building or other structure, and in such case the Board member or Board panel has all the powers and duties of the full Board.*

## COMING INTO FORCE

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

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, AD. 2015.

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

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2015.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2015.

\_\_\_\_\_  
Mayor

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

Excerpts from

**Municipal Government Act, c.M-26, R.S.A. 2000**

**Definition**

- 1(1)(f) “council committee” means a committee, board, or other body established by a council under this Act.

**Delegation by Council**

- 203(1) A council may by bylaw delegate any of its powers, duties or functions under this or any other enactment or a bylaw to a council committee, the chief administrative officer or a designated officer, unless this or any other enactment or bylaw provides otherwise.
- 203(2)(e) A council may not delegate a duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case by case basis, unless the delegation is to a council committee and authorized by bylaw.
- 203(3) The council when delegating a matter to a council committee, the chief administrative officer or a designated officer may authorize the committee or officer to further delegate the matter.

**Order to remedy contraventions**

- 545(1) If a designated officer finds that a person is contravening this or any other enactment that the municipality is authorized to enforce or a bylaw, the designated officer may, by written order, require the person responsible for the contravention to remedy it if the circumstances so require.

**Order to remedy dangers and unsightly property**

- 546(1) If, in the opinion of a designated officer, a structure, excavation or hole is dangerous to public safety or property, because of its unsightly condition, is detrimental to the surrounding area, the designated officer may by written order
- (a) require the owner of the structure to
    - (i) eliminate the danger to public safety in the manner specified, or
    - (ii) remove or demolish the structure and level the site;
  - (b) require the owner of the land that contains the excavation or hole to
    - (i) eliminate the danger to public safety in the manner specified, or
    - (ii) fill in the excavation or hole and level the site;

- (c) require the owner of the property that is in an unsightly condition to
  - (i) improve the appearance of the property in the manner specified, or
  - (ii) if the property is a structure, remove or demolish the structure and level the site.

### **Review by council**

- 547(1) A person who receives a written order under section 545 or 546 may by written notice request council to review the order...
- 547(2) After reviewing the order, the council may confirm, vary, substitute or cancel the order.

### **Subdivision registration**

- 657(1) An applicant for subdivision approval must submit to the subdivision authority the plan of subdivision or other instrument that effects the subdivision within one year from the latest of the following dates:
  - (a) the date on which the subdivision approval is given to the application;
  - (b) if there is an appeal to the subdivision and development appeal board or the Municipal Government Board, the date of that board's decision or the date on which the appeal is discontinued;
  - (c) if there is an appeal to the Court of Appeal under section 688, the date on which the judgment of the Court is entered or the date on which the appeal is discontinued.
- 657(5) If the plan of subdivision or other instrument is not registered in a land titles office within one year after the date on which it is endorsed pursuant to this section or within the extended period prescribed under subsection (6), the subdivision approval of the plan or instrument and the endorsement are void and the plan or instrument may not be accepted by a Registrar for registration.
- 657(6) The council may extend
  - (a) the one-year period referred to in subsection (1), or
  - (b) the one-year period referred to in subsection (5),whether or not the time period under those subsections has expired.

**Subject: Subdivision Time Extension Request – Lot 2 Block 17 Plan 802 2678 Anzac (File Number 2013-SU-00007)**

**APPROVALS:**

Bradley Evanson, Acting Director  
Brian Moore, Executive Director  
Bob Couture, Acting Chief Administrative Officer

**Administrative Recommendation:**

THAT the application for Subdivision Time Extension for Lot 2 Block 17 Plan 802 2678 be approved for one year until August 16, 2015.

**Summary:**

An application has been received to request a Subdivision Time Extension for Lot 2 Block 17 Plan 802 2678 in Anzac.

The authority to grant a time extension on a subdivision approval is vested with Council under Subsection 6 of Section 657 of the *Municipal Government Act*.

**Background:**

The subdivision application for the lands described as Lot 2 Block 17 Plan 802 2678 in Anzac was approved on August 16, 2013. This approval granted permission to subdivide this parcel into 2 residential lots and was in effect until August 16, 2014. (Attachment 1)

**Rationale for Recommendation:**

The proposed subdivision is still in accordance with the Anzac Area Structure Plan (Bylaw No.12/018), as there have been no changes to this statutory plan since the original subdivision approval. Additionally, the application still aligns with the Land Use Bylaw (Bylaw No. 99/059) and applicable regulations. The applicant requires a subdivision time extension of one year to meet all the conditions of subdivision approval.

Administration supports this extension and recommends that a time extension of one year be granted for this subdivision approval.

**Attachment:**

1. Subject Property Map

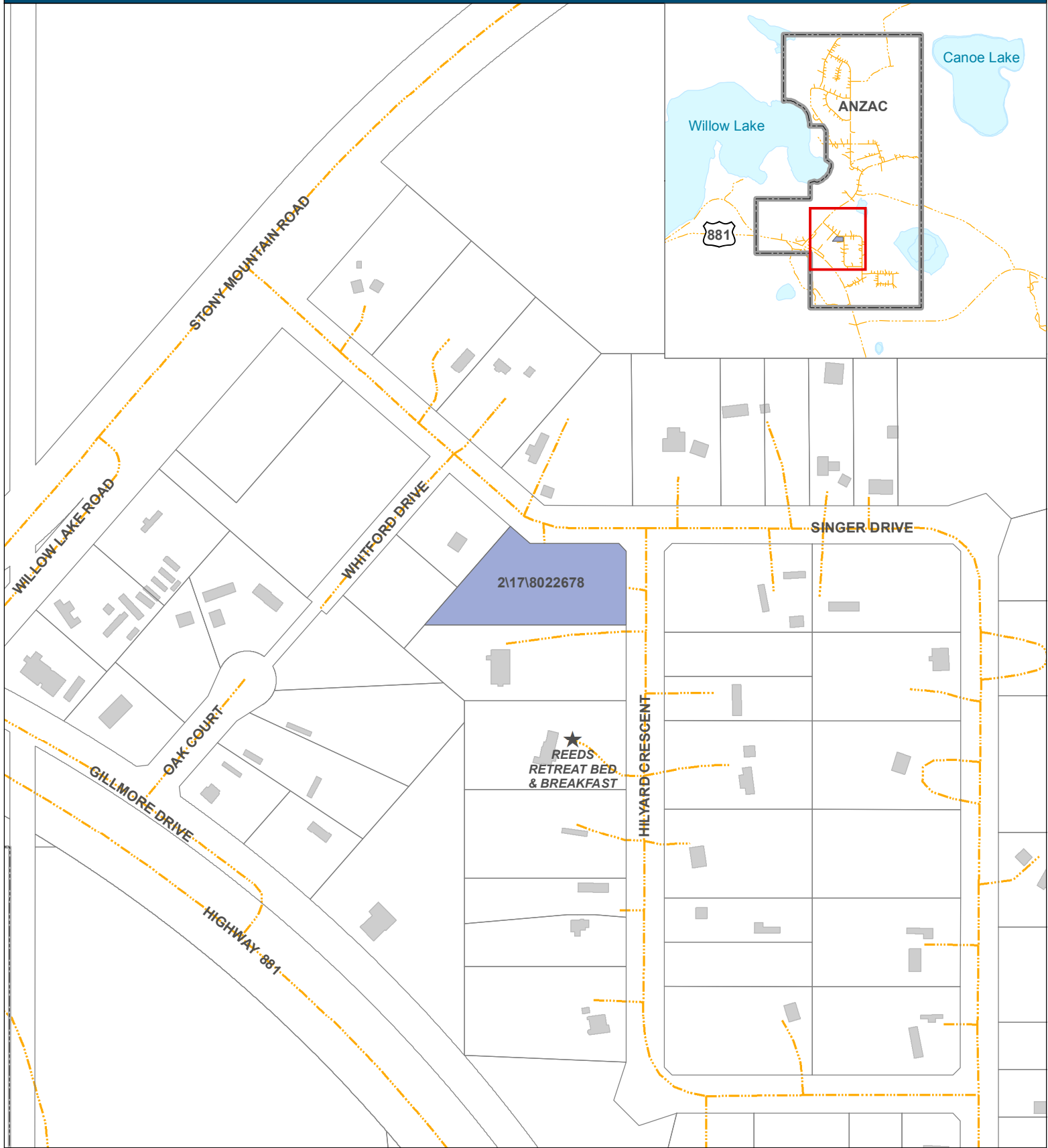




# SUBJECT AREA MAP

## Lot 2, Block 17, Plan 802 2678

## Attachment 1



- Subject\_Area
- Survey\_Parcels
- Roadways
- Water\_Bodies
- Building\_Footprints
- Community\_Boundary

1 cm = 40 meters





**Subject: Amalgamation 20<sup>th</sup> Anniversary****Public Engagement and Communications Committee Recommendation:**

THAT the celebration of the amalgamation be deferred until the 25<sup>th</sup> anniversary in 2020.

**Background:**

The Amalgamation 20<sup>th</sup> Anniversary report was presented to the Public Engagement and Communications Committee on March 10, 2015. At that meeting the Committee passed the following resolutions:

“THAT the request to defer the celebration of the amalgamation until the 25<sup>th</sup> anniversary in 2020 be recommended to Council for approval.”

**Attachment:**

1. Public Engagement and Communications Committee Report – March 10, 2015





## PUBLIC ENGAGEMENT AND COMMUNICATIONS COMMITTEE REPORT

Meeting Date: March 10, 2015

**Subject: Amalgamation 20<sup>th</sup> Anniversary**

**APPROVALS:**

Bob Couture, Executive Director  
Marcel Ulliac, Chief Administrative Officer

**Administrative Recommendation:**

That the request to defer the celebration of the amalgamation until the 25<sup>th</sup> anniversary in 2020 be recommended to council for approval.

**Background:**

On April 1, 1995 the City of Fort McMurray amalgamated with Improvement District No. 143 to form the Municipality of Wood Buffalo, which was renamed on August 14, 1996 to the Regional Municipality of Wood Buffalo.

**Budget/Financial Implications:**

Funds in the amount of \$250,000 were requested and approved in the Communication and Stakeholder Relations 2015 budget. In keeping with the municipality's commitment to examine discretionary spending. Cancellation of the celebration presents an opportunity for cost savings.

**Rationale for Recommendation:**

With a recessed economy, timing is poor for celebrating this community milestone. Also, a quarter-century celebration 2020 would be more typical. This event can be cancelled without any significant impact.



**Subject: Small Communities Fund Grant Applications****APPROVALS:**

Kola Oladimeji, Director  
Kevin Scoble, Executive Director  
Bob Couture, Acting Chief Administrative Officer

**Administrative Recommendation(s):**

THAT Administration submit an application for the Small Communities Fund Grant for the Rural Water and Sewer Servicing capital project.

THAT Administration submit an application for the Small Communities Fund Grant for the Beacon Hill Outfall and Pipelines Upgrade capital project.

**Summary:**

The Small Communities Fund is a competitive program under the federal government's New Building Canada Plan. In order for Administration to apply for the grant, a Council resolution is required. The deadline for applications is April 2, 2015. Only two applications can be submitted per municipality.

**Background:**

In Alberta, the program is governed through an agreement between the Provincial and Federal Governments. Applications are submitted to Alberta Municipal Affairs, where they are evaluated against established criteria. Successful projects receive joint approval from the Minister of Municipal Affairs and the Minister of Infrastructure Canada.

**Budget/Financial Implications:**

There is a \$3 million funding limit per share, per municipality. Therefore, the maximum the Municipality would receive, if successful, is as follows

Government of Canada	\$3,000,000
Government of Alberta	\$3,000,000
Municipality	\$3,000,000 (minimum contribution to project)

Municipalities may utilize funding acquired from other provincial grant programs, including Municipal Sustainability Initiative (MSI), for a portion or the entirety of the municipal contribution, as long as stacking is allowed under that program. Stacking is defined as utilizing more than one grant for a project. Funds must be expended by December 31, 2022.

**Rationale for Recommendation(s):**

Administration has identified two projects that are within the criteria for the Small Communities Grant. Council resolution is required to accompany the grant applications due April 2, 2015.



**Subject: Rescinding of Leave of Absence Motion****APPROVALS:**

David Leflar, Director  
Bob Couture, Acting Chief Administrative Office

**Administrative Recommendation:**

THAT the following resolution passed by Council on November 26, 2013:

*“the absence of Councillor John Chadi from regular Council meetings due to health reasons be authorized.”*

be rescinded.

**Summary:**

A resolution of Council is necessary in order to rescind a previous resolution that purported to authorize a Councillor's prolonged absence from regular Council meetings, in a manner not consistent with the relevant provisions of the *Municipal Government Act*.

**Background:**

On November 26, 2013 Council passed the resolution set out above, after learning of a potential long-term absence of Councillor John Chadi. The intent was to allow the Councillor whatever time he needed to address his health situation. It was later discovered that the resolution, although well-intended, is worded in a way that is not consistent with relevant provisions of the *Municipal Government Act*. The statute contemplates a resolution authorizing an absence that has already occurred, not an anticipated and indeterminate future absence. In addition, the statute contemplates an absence of not more than eight weeks before being re-considered by Council if the absence continues beyond that length of time.

**Rationale for Recommendation:**

The November 26, 2013 resolution should be rescinded to ensure that Council is operating within the requirements of the *Municipal Government Act* in this situation. Rescinding the resolution would not mean that Councillor Chadi is disqualified from serving on Council. It would mean that, if his absence continues, Council would have to pass resolutions every eight weeks, excusing him from the absence over the immediately preceding eight week period, to allow him to continue as a Councillor.

**Attachments:**

1. Excerpts from *Municipal Government Act*



Excerpts from

**Municipal Government Act, c.M-26, R.S.A. 2000**

- 174(1)(d) A councillor is disqualified from council if the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) applies;
- 174(2) A councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if the absence is authorized by a resolution of council passed
- (a) at any time before the end of the last regular meeting of the council in the 8-week period, or
  - (b) if there is no other regular meeting of the council during the 8-week period, at any time before the end of the next regular meeting of the council.



**Subject: Council Committee Appointments****Selection Committee Recommendations:**

THAT the following be appointed to the Community Services Committee:

- Michelle Bechtel, effective immediately, until December 31, 2015; and
- Jamie Fraleigh, effective April 1, 2015, until December 31, 2016; and

THAT Nabil Malik be appointed to the Public Art Committee, effective immediately until December 31, 2016.

**Summary:**

The Selection Committee, which is comprised of the Mayor and Councillors Bussieres, Cardinal and Vinni, has made recommendations pertaining to existing vacancies on the Community Services and Public Art Committees. In keeping with the established bylaws, the appointment of individuals to Council committees must be approved by Council.

**Background:**

The Community Services Committee has two vacancies that need to be filled; one due to a recent resignation and the second due to a resignation that is effective March 31, 2015. The Municipality conducted a lengthy recruitment campaign in the fall 2014, which resulted in far more highly qualified applicants coming forward than there were positions available. As not all applicants could be accommodated during the annual Committee appointments, several alternates were identified as potential mid-term appointments in the event that a further vacancy occurs. The Selection Committee is now recommending that alternates be appointed to the Community Services Committee to fill the balance of the terms, which expire on December 31, 2015 and 2016.

The Public Art Committee recently had a resignation and, as an alternate was unavailable, a recruitment campaign to fill the vacancy was conducted from February 27 to March 12, 2015, which involved advertising in the local newspapers, on the municipal website and social media. On March 16, 2015, the Selection Committee met to review the applications received, and is now recommending that Nabil Malik be appointed to the Public Art Committee to fill the balance of the term, which expires on December 31, 2016.

**Rationale for Recommendations:**

The appointment of members to the Community Services and Public Art Committees is necessary to ensure the continued viability of these Council committees.



<b>Subject: Review of 2015 Operating Budget</b>
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**Audit and Budget Committee Recommendation:**

THAT the discretionary spending reductions of \$14,056,400 as identified by Administration within the 2015 Operating Budget be approved.

**Background:**

In accordance with a resolution passed by Council at their March 10, 2015 Council Meeting, the Review of the 2015 Operating Budget was presented to the Audit and Budget Committee on March 17, 2015. At that meeting, the Audit and Budget Committee passed the following resolution:

“THAT Audit and Budget Committee recommend that Council support the discretionary spending reductions of \$14,056,400 as identified by Administration within the 2015 Operating Budget.”

**Attachment:**

- I. Audit and Budget Committee Report – March 17, 2015







## AUDIT AND BUDGET COMMITTEE REPORT

Meeting Date: March 17, 2015

**Subject: Review of 2015 Operating Budget**

**APPROVALS:**

Kola Oladimeji, Director  
Elsie Hutton, Executive Director  
Bob Couture, Acting Chief Administrative Officer

**Administrative Recommendation:**

THAT Audit and Budget Committee recommend that Council support the discretionary spending reductions of \$14,056,400 as identified by Administration within the 2015 Operating Budget.

**Summary:**

On March 10, 2015, Council supported a Notice of Motion – Review of 2015 Operating Budget. Administration was directed to review the 2015 Operating Budget for any cost reductions in discretionary spending. Administration has undertaken an expedited review in order to report back to the Audit and Budget Committee by March 17, prior to the March 24 Council meeting. The initial review has resulted in a proposed reduction of \$14,056,400, 2.8% of the approved 2015 Operating Budget.

**Background:**

Discretionary spending can be defined as expenses that are established and adjusted on an annual basis that do not impact service delivery in the short-term. Examples of discretionary spending include, but not limited to, training and development, business travel, materials, goods and supplies, and contracted resources for non-critical projects. In some cases, maintenance can be discretionary but typically cannot be foregone for the longer term without impacting service delivery or a capital asset. A determination of whether to budget for the continued reduction in the next budget cycle would be considered based on the impact.

Training and development costs have been reduced with only mandatory training occurring until the Learning and Development Policy and Procedure are approved. The 2015 budget was developed without this guiding policy and procedure in place. In addition, there will be increased focus on internal training opportunities.

Administration typically commences updating yearend projections after the first quarter of the year. The updated year-to-date financial status as well as yearend projections are provided quarterly to Audit and Budget Committee. In consideration of the Notice of Motion, Administration will take a more aggressive approach to reduce discretionary spending and continue to achieve operational efficiencies. Staff at all levels of the organization, where possible, participate in the ongoing review of spending reductions and operational efficiencies.

The identification of proposed reductions in discretionary spending does not take into consideration other areas of the budget that are considered during the first quarter financial status update. For example, revenue shortfalls have not been reviewed or projected to yearend. In addition, there is a significant risk relative to assessment appeals that are unknown until the appeal deadline passes on May 1. Subsequent to May 1, an estimate of potential appeal losses will be projected. Assessment roll information is currently being reviewed to confirm whether the anticipated new construction growth will be realized as budgeted for 2015.

**Budget/Financial Implications:**

The discretionary spending reductions identified will be included in the first quarter financial status update in addition to projection updates for other areas of the operating budget. The projections will continue to be updated as new information becomes available. There is a risk that the discretionary spending reductions may be required to offset revenue shortfalls in other areas. The \$14,056,400 proposed discretionary spending reductions were in the following areas:

Contracted and general services	\$13,236,200	94%
Materials, goods and supplies	687,200	5%
Small equipment and furnishings	133,000	1%
Total	<u>\$14,056,400</u>	<u>100%</u>

The contracted and general services reduced spending includes:

Contracted services	\$ 5,675,000 (deferral and in-house delivery)
Consulting and professional fees	4,322,600 (deferral and in-house delivery)
Employee-related	2,095,700 (includes training, recruitment, travel etc.)
Other	<u>1,142,900</u>
Total	<u>\$13,236,200</u>

**Rationale for Recommendation:**

Administration does not anticipate a short-term impact of the discretionary spending reductions proposed. A more holistic review will form part of the first quarter financial status update that will be presented to Audit and Budget Committee as part of our normal reporting cycle.

**Subject: Review of Approved Capital Projects****APPROVALS:**

Kola Oladimeji, Director  
Elsie Hutton, Executive Director  
Bob Couture, Acting Chief Administrative Officer

**Administrative Recommendation:**

THAT Council review all capital projects for which budget approval has been given in an amount over \$10 million, with the objective of identifying projects that could be cancelled, phased, deferred or reduced in scope per Attachment 1 dated March 24, 2015.

**Summary:**

On March 10, 2015, Council supported a Notice of Motion – Review of Approved Capital Projects. Administration was directed to provide a listing of all approved capital projects for which budget approval has been given in an amount over \$10 million, with the objective of identifying projects that could be cancelled, phased, deferred or reduced in scope. Attachment 1 includes 36 projects totaling \$1.65 billion in capital budget.

**Background:**

In response to the March 10 Notice of Motion, Administration has identified all projects that are within the \$10 million criteria. The Capital Projects Steering Committee has held a number of meetings to review and prioritize the projects contained within the capital portfolio. In addition, staff involved in project execution were consulted to determine the impact of a project cancellation, deferral, phasing or reduction in scope.

The Capital Projects Steering Committee applied a priority ranking matrix as follows:

- A Core Services
- B Non Core Services
- C Organizational
- D New Development
  
- 7 Imminent Health or Safety
- 6 Legislation/Contractual Obligation
- 5 Maintain Existing Assets
- 4 Maintain Current Service Levels
- 3 Increase Efficiencies
- 2 Increase Level of Existing Service
- 1 New Service

Attachment 1 is presented in priority order based on the matrix. Although the Notice of Motion specifically identified capital projects in excess of \$10 million, the Capital Projects Steering Committee has expanded the review to include all projects. This review is ongoing and the results will be presented in subsequent Audit and Budget Committee meetings for review.

**Budget/Financial Implications:**

Based on Council's review and direction, Administration will prepare the necessary capital budget amendments for Council approval.

**Rationale for Recommendation:**

In order to ensure that the current construction season is not impacted, direction is required from Council to allow for the continuation of procurement processes. Administration will continue to provide Audit and Budget Committee quarterly capital project status updates as part of the normal reporting cycle.

**Attachment:**

1. Approved Multi-Year Capital Budget  $\geq$  \$10 million by Priority

Approved Multi-Year Capital Projects >\$10 Million by Priority  
Council Meeting - March 24, 2015

Legend
Approved in a prior year (carry forward), no future budget request
Other than first year of a multi-year project
First year of a pre-approved multi-year project - Construction Phase
First year of a multi-year project
Single year project

#	Budget Approval Year	Priority Ranking	Project Name	2015 & Prior Approved	Actual Costs to Date (March 2015)	Commitments (March 2015)	Total Costs to Date (March 2015)	Available (March 2015)	2015 Approved Budget	2016 Request	2017 Request	2018 Request	2019 Request	Total Budget All years
1	2012	A7	Confederation Way Sanitary Sewer Bypass - Construction	17,000,000	633,937	2,830	636,767	16,363,233	5,000,000	11,000,000	-	-	-	28,000,000
2	2007	A6	Anzac WWTP & Effluent Pipeline	43,500,000	34,306,165	6,970,515	41,276,680	2,223,320	3,000,000	8,000,000	-	-	-	51,500,000
3	2014	A6	Clearwater Park System (Riverside Park System) - Remediation	14,300,000	1,042,901	568,350	1,611,251	12,688,749	-	-	6,500,000	-	-	20,800,000
4	2014	A6	Flood Mitigation - Predesign/Design	7,000,000	122,874	1,013,611	1,136,485	5,863,515	6,200,000	2,800,000	-	-	-	9,800,000
5	2014	A6	Flood Mitigation - Construction	38,600,000	1,884,687	1,490,627	3,375,314	35,224,686	25,600,000	63,500,000	46,800,000	50,800,000	-	199,700,000
6	2014	A6	Fort Chipewyan WTP Expansion - Construction	12,000,000	41,358	4,242,701	4,284,059	7,715,941	9,100,000	10,000,000	8,700,000	3,300,000	-	34,000,000
7	2014	A5	Building Lifecycle	6,739,000	571,366	42,661	614,027	6,124,973	2,639,000	187,000	1,648,000	10,850,000	1,236,000	20,660,000
8	2013	A5	Urban Infrastructure Rehabilitation Program 2014-2016 - Design	5,400,000	645,310	988,445	1,633,755	3,766,245	1,400,000	-	-	-	-	5,400,000
9	2014	A5	Urban Infrastructure Rehabilitation Program 2014-2016 - Construction	95,000,000	19,339,383	37,067,376	56,406,759	38,593,241	55,000,000	80,000,000	-	-	-	175,000,000
10	2015	A5	Anzac Fire Hall - Construction	4,000,000	-	-	-	4,000,000	4,000,000	8,000,000	-	-	-	12,000,000
11	2015	A5	Fort MacKay Fire Hall - Construction	4,000,000	-	-	-	4,000,000	4,000,000	11,000,000	-	-	-	15,000,000
12	2014	A4	Beacon Hill Outfall and Pipeline Upgrades - Construction	15,000,000	-	803,325	803,325	14,196,675	9,000,000	-	-	-	-	15,000,000
13	2008	A4	Lift Station Upgrades (South)	24,731,680	10,776,645	2,256,423	13,033,068	11,698,612	6,000,000	4,000,000	-	-	-	28,731,680
14	2008	A4	Prairie Loop Boulevard	59,773,167	35,673,468	12,950,573	48,624,041	11,149,126	-	9,850,000	22,350,000	6,728,400	-	98,701,567
15	2015	A4	MacKenzie Blvd Lift Station Diversion & Sewer Upgrade - Construction	15,150,000	-	-	-	15,150,000	15,150,000	15,150,000	-	-	-	30,300,000
16	2015	A4	Northern Utility Corridor - Predesign	7,000,000	-	-	-	7,000,000	7,000,000	5,000,000	-	-	-	12,000,000
17	2015	A4	Rural Infrastructure Rehabilitation 2015-2017 - Design	1,300,000	-	-	-	1,300,000	1,300,000	1,300,000	-	-	-	2,600,000
18	2015	A4	Rural Infrastructure Rehabilitation 2015-2017 - Construction	16,000,000	-	-	-	16,000,000	16,000,000	27,000,000	27,000,000	-	-	70,000,000
19	2009	A3	Rural Water & Sewer Servicing - Design	9,750,000	364,385	110,415	474,800	9,275,200	3,900,000	6,000,000	-	-	-	15,750,000
20	2014	A3	Rural Water & Sewer Servicing - Construction	15,250,000	-	-	-	15,250,000	15,000,000	30,000,000	45,000,000	30,000,000	30,000,000	150,250,000
21	2014	A3	Southwest Water Supply Line Phase 1 - Construction	27,000,000	14,173	1,355,828	1,370,000	25,630,000	19,000,000	8,000,000	-	-	-	35,000,000
22	2013	A3	Transit Facility Construction Green Trip	53,887,500	4,407,640	1,048,413	5,456,053	48,431,447						53,887,500
23	2012	A2	Conklin Wastewater Treatment Plant - Construction	1,000,000	78,334	7,000	85,334	914,666	-	5,000,000	15,000,000	14,000,000	5,000,000	40,000,000
24	2008	A1	Saline Creek Drive and Bridge	76,175,000	64,326,119	8,979,221	73,305,339	2,869,661	4,000,000	-	-	-	-	76,175,000
25	2015	A1	Road B at Saline Creek - Construction	5,000,000	-	-	-	5,000,000	5,000,000	7,000,000	-	-	-	12,000,000
26	2014	B2	Waterways & Horse Pasture Park - Construction	3,371,000	1,410,824	544,997	1,955,821	1,415,179	1,871,000	-	15,158,000	5,032,000	-	23,561,000
27	2014	B1	Clearwater Park System (Riverside Park System) - Construction	5,038,000	30,000	99,455	129,455	4,908,545	1,838,000	5,000,000	23,529,000	-	-	33,567,000
28	2013	B1	Conklin Multiplex - Construction	21,500,000	-	225,080	225,080	21,274,920	2,000,000	20,000,000	8,500,000	-	-	50,000,000
29	2013	B1	Fort Chipewyan Swimming Pool - Construction	16,000,000	6,120,071	9,879,929	16,000,000	-	8,000,000	20,473,100	-	-	-	36,473,100
30	2012	B1	MacDonald Island Park Expansion Grant	128,900,000	121,600,000	5,300,000	126,900,000	2,000,000	2,000,000	-	-	-	-	128,900,000
31	2014	B1	Vista Ridge 2014-2016 Capital Grant	12,035,000	6,575,000	-	6,575,000	5,460,000	5,460,000	1,150,000	-	-	-	13,185,000
32	2014	B1	Northside Multi-Use Facility - Phase 1 (Twin Arenas)	38,842,310	-	-	-	38,842,310	33,409,310	2,957,690	-			41,800,000
33	2013	B1	Northside Multi-Use Facility Phase 2 (Complete Design)	13,500,000	5,529,806		5,529,806	7,970,194	6,500,000					13,500,000
34	2007	C5	Enterprise Resource Planning	29,868,043	22,949,521	-	22,949,521	6,918,522	5,000,000	17,200,000	1,000,000	-	3,000,000	51,068,043
35	2014	C5	Jubilee Centre Reno/Construction 2014-2016	12,820,000	586,984	1,154,518	1,741,502	11,078,498	6,820,000	2,290,000	-	-	-	15,110,000
36	2013	D2	District Energy Supply and Return Pipe - PLB Portion	9,850,000	728,150	781,100	1,509,250	8,340,750	8,350,000	17,446,000	-	-	-	27,296,000
				866,280,700	339,759,099	97,883,393	437,642,492	428,638,208	298,537,310	399,303,790	221,185,000	120,710,400	39,236,000	1,646,715,890

NB Actual + Commitments as at 18 March, 2015

Priority Ranking Matrix	
A - Core Services	7 - Imminent Health or Safety
B - Non Core Services	6 - Legislation/Contractual Obligation
C - Organizational	5 - Maintain Existing Assets
D - New Development	4 - Maintain Current Service Levels
	3 - Increase Efficiencies
	2 - Increase Level of Existing Services
	1 - New Service



# **CAPITAL BUDGET 2015 PROJECT REVIEW**

Council Meeting - March 24, 2015

Presented by: Kevin Scoble & Elsie Hutton

[www.woodbuffalo.ab.ca](http://www.woodbuffalo.ab.ca)



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# PRIORITY RANKING MATRIX

A – Core Services	7 – Imminent Health or Safety
B – Non Core Services	6 – Legislation/Contractual Obligation
C – Organizational	5 – Maintain Existing Assets
D – New Development	4 – Maintain Current Service Levels
	3 – Increase Efficiencies
	2 – Increase Level of Existing Services
	1 – New Service



# NEXT STEPS

- Administration will use priority matrix for capital projects >\$10M
- Administration reviewing other capital projects <\$10M
- March 24 review of >\$10M prioritized by Administration
- Council Direction

