



## **Council Meeting**

Jubilee Centre Council Chamber  
9909 Franklin Avenue, Fort McMurray

Tuesday, November 25, 2014  
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 - October 28, 2014

### **Delegations**

2. Elaine Martens and Julie Moretto re: Wood Buffalo Communities in Bloom - Annual Update

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

3. Portion of SW30-88-8-W4M (adjacent to Snow Eagle Drive)
  - Highway 69/Clearwater River Valley Area Structure Plan Amendment - Bylaw No. 14/036
  - Land Use Bylaw Amendment - Bylaw No. 14/037
  - Public Hearing
  - 2nd and 3rd readings

### **Bylaws**

4. Reserve Designation Removal and Sale of Portion of Block R1, Plan 752 0462 (Gregoire) - Bylaw No. 14/040
  - 1st reading (Proposed Date for Public Hearing, 2nd and 3rd readings - January 27, 2015)

### **Reports**

5. Transit Fares
  - Delegations
6. Penhorwood Demolition
  - Delegations
7. Animal Control Services
  - Delegations
8. Citizen Recognition Program Recommendations
  - Delegations
9. Rural Water and Sewer Servicing – Fixed Fees
  - Delegations
10. Lease of Port of Entry Building to Arts Council Wood Buffalo
  - Delegations

**Reporting - Boards and Committees**

**Adjournment**





**Unapproved Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, October 28, 2014, commencing at 6:00 p.m.**

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

**Absent:** J. Chadi, Councillor

**Administration:** M. Ulliac, Interim Chief Administrative Officer  
D. Leflar, Chief Legislative Officer  
R. Kendall, Supervisor, Legislative Services  
E. Franks, Legislative Coordinator

**Call To Order**

The Mayor called the meeting to order at 6:22 p.m.

**Opening Prayer**

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

**National Anthem**

**Adoption of Agenda**

Moved by Councillor G. Boutilier that the Agenda be amended to change the order of item numbers 8 and 9.

CARRIED

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

Opposed: M. Blake

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

CARRIED UNANIMOUSLY

**Minutes of Previous Meetings**

**1. Minutes from Council meeting - October 14, 2014**

Moved by Councillor J. Stroud that the minutes from the Council meeting held on October 14, 2014 be adopted as presented.

CARRIED UNANIMOUSLY

**Bylaws**

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

Moved by Councillor K. McGrath:

- that Bylaw No. 14/036, being an amendment to the Highway 69/Clearwater River Valley Area Structure Plan to change the designation of a portion of Section Southwest 30, Township 88, Range 8 & W4M from Open Space to Proposed Business Industrial, be read a first time;
- that Bylaw No. 14/037, being an amendment to the Land Use Bylaw to change the designation of a portion of Section Southwest 30, Township 88, Range 8 & W4M from Urban Expansion District (UE) to Business Industrial District (BI), be read a first time; and;
- that the required Public Hearings be held on November 25, 2014.

CARRIED UNANIMOUSLY

3. **Vehicle for Hire Bylaw Amendment - Bylaw No. 14/038**

Moved by Councillor P. Meagher:

- that Bylaw No. 14/038, being an amendment to the Vehicle for Hire Bylaw, be read a first time; and
- that a non-statutory public hearing be held on Tuesday, December 9, 2014.

CARRIED UNANIMOUSLY

**Reports**

4. **Phase II Update - Accountability, Integrity and Transparency Audit**

**Marcel Ulliac, Interim Chief Administrative Officer**, gave an overview of the findings of the Audit Report that was conducted by KPMG.

**Michael Durocher, resident**, spoke in support of the audit, but suggested that the audit parameters should be expanded to include groups that are municipally funded.

Councillor G. Boutilier exited the Chamber at 6:59 p.m. and returned at 7:09 p.m.

Moved by Councillor K. McGrath that the Phase II update on the work undertaken by Administration relative to the Accountability, Integrity and Transparency Audit be accepted as information.

CARRIED UNANIMOUSLY

**5. Criteria for 2015 Community Investment Program Applicant Presentations**

Moved by Councillor K. McGrath that the following criteria be established for the presentation of 2015 Community Investment Program funding applications to the Audit and Budget Committee:

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

**Carole Bouchard, Director, Community Services**, gave a brief outline of the requirements for all Community Investment Program applications.

Discussions ensued regarding the rationale behind presenting the applications to the Audit and Budget Committee for organizations with operating grants over \$1 Million.

Moved by Councillor G. Boutilier that the main motion be amended from \$1 Million to \$500,000.

CARRIED

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

Voting the occurred on the main motion, as amended which now reads as follows:

Moved by Councillor K. McGrath that the following criteria be established for the presentation of 2015 Community Investment Program funding applications to the Audit and Budget Committee:

- Operating grant over \$500,000; and
- New funding requests, as amended.

CARRIED

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

**6. Appointments to 2015 Western Canada Summer Games Host Society Board of Directors**

Moved by Councillor T. Ault that Council appoint Dennis Vroom to the Wood Buffalo Host Society Board of Directors as liaison for the Western Canada Summer Games on behalf of the Regional Municipality of Wood Buffalo.

CARRIED UNANIMOUSLY

**Recess**

A break occurred from 7:37 p.m. to 8:00 p.m.

## **7. Sports and Entertainment Centre (SEC) Non-Binding Letter of Intent (LOI)**

**Ted Zlotnik, Director, Supply Chain Management**, provided a summary of events that have occurred leading up to this point. He identified the lead proponent as Clearwater Consortium as well as introduced the negotiation team.

**Bryce Kumka, resident**, expressed his support of the Sports and Entertainment Centre and indicated that this was a positive step for the community and supports rejuvenation of the downtown core.

**Michael Durocher, resident**, indicated that he is in support of the Sports and Entertainment Centre, but is apprehensive about the location and potential for cost overruns.

Council posed several questions to the negotiation team regarding the next steps, financing, potential tenants and events for the Centre, as well as size of the arena.

Moved by Councillor J. Stroud:

- that the Chief Administrative Officer or his delegate be instructed by Council to execute on behalf of the Municipality a non-binding Letter of Intent ["LOI"] with Clearwater Consortium that establishes basic parameters of the legal, commercial, operational, financial, and design terms and requirements for the Sports and Entertainment Centre ["SEC"] on the downtown block bordered by Franklin Avenue, Main Street, MacDonald Avenue and Morrison Street; and
- that Administration be instructed to proceed with negotiations with Clearwater Consortium, after execution of the LOI, for a final design and binding contracts for the SEC, subject to the final approval of Council in its sole and unfettered discretion.

CARRIED UNANIMOUSLY

## **Recess**

A break occurred from 9:25 p.m. to 9:45 p.m.

## **New and Unfinished Business**

### **9. Request for Amendment to Waterfront Steering Committee Bylaw**

Moved by Councillor P. Meagher that Bylaw No.14/039 being an amendment to the Waterfront Steering Committee Bylaw be read a first time.

CARRIED UNANIMOUSLY

**Ian Dirom, Chair, and Cathy Dreier, Vice-Chair, Waterfront Steering Committee**, requested an amendment to the Waterfront Steering Committee Bylaw to allow for an extension to the deadline for public engagement before reporting back to Council with the final report.

Moved by Councillor L. Bussieres that the meeting be extended beyond 10:00 p.m.

CARRIED

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

Opposed: S. Germain

Moved by Councillor G. Boutilier that Bylaw No.14/039 be read a second time.

CARRIED UNANIMOUSLY

Moved by Councillor P. Meagher that Bylaw No.14/039 be considered for third reading

CARRIED UNANIMOUSLY

Moved by Councillor A. Vinni that Bylaw No. 14/039 be read a third and final time.

Moved by Councillor A. Vinni that section 1 be amended to read as follows: "Bylaw No. 14/031, the Waterfront Steering Committee Bylaw, is amended by striking the words "November 3, 2014" from section 6 (b) and inserting in their place "January 12, 2015"; and by striking the words "December 9, 2014" wherever found and inserting in their place "January 27, 2015"

CARRIED UNANIMOUSLY

Voting then occurred on third and final reading of Bylaw No. 14/039, as amended.

CARRIED UNANIMOUSLY

## **8. Parkland Zoning Along Snye and Clearwater River**

Councillor A. Vinni introduced the intent behind his notice of motion that was served to Council on October 14, 2014 that would direct Administration to develop a plan to rezone waterfront lands as parklands.

**Gene Ouelette, member of the Waterfront Steering Committee**, raised concerns on how this proposed plan would impact the work of the Waterfront Steering Committee.

Councillor K. McGrath exited the Chamber at 10:39 p.m. and returned at 10:41 p.m.

**Ian Dirom, Chair, Waterfront Steering Committee**, expressed his concern regarding the timing of this plan.

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

DEFEATED

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

Opposed: M. Blake, T. Ault, L. Bussieres,  
J. Cardinal, K. McGrath,  
P. Meagher

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

- Mayor M. Blake - Oil Sands Banquet, Kids Forever Foundation, Fort McMurray Chamber of Commerce Gala, Conklin Community Engagement
- Councillor J. Stroud - Groundbreaking Ceremony for Conklin Multiplex, Veterans Memorial Highway Association, Fort McMurray Public Library Literacy Month, Ports to Plains Conference
- Councillor A. Vinni - Art Gallery, Keyano College: Missing and Murdered Women, Invitation - Guy Fawkes' Annual Bonfire event, November 7, 2014
- Councillor P. Meagher – Saline Creek Bridge Opening Ceremony

### **Adjournment**

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

The meeting adjourned at 11:07 p.m.

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Mayor

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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	November 25, 2014
Name of Presenter(s)	Elaine Martens and Julie Moretto
Organization Represented	Wood Buffalo Communities in Bloom
Topic	Annual Update and Presentation of 2014 National Awards (Outstanding Achievement Award – Environmental Action and 2014 National Winner of 50,000+ Population category)
Please List Specific Points/Concerns	<ul style="list-style-type: none"><li>- Annual Update (PowerPoint)</li><li>- 2014 Profile book (handout)</li><li>- 2014 National Scorecard and results (handout)</li><li>- Presentation of Awards</li></ul>
Action Being Requested of Council	Information
<b>Are you providing any supporting documentation (ie: Powerpoint)?</b> Yes	
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.*





# Wood Buffalo Communities in Bloom

2014 Activities and National Awards

Elaine Martens & Julie Moretto

Wood Buffalo

Communities in Bloom Committee

November 25, 2014



# Judging Criteria

Efforts of Municipal, Business, Residential & Community Involvement

- Tidiness
- Environmental Action
- Heritage Conservation
- Urban Forestry
- Landscape
- Floral Displays





# Judges Visit

July 28 - 30





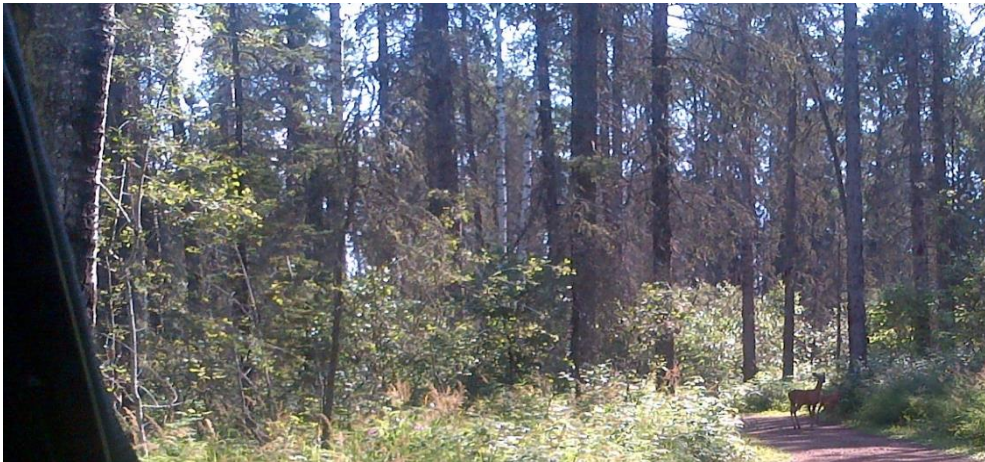
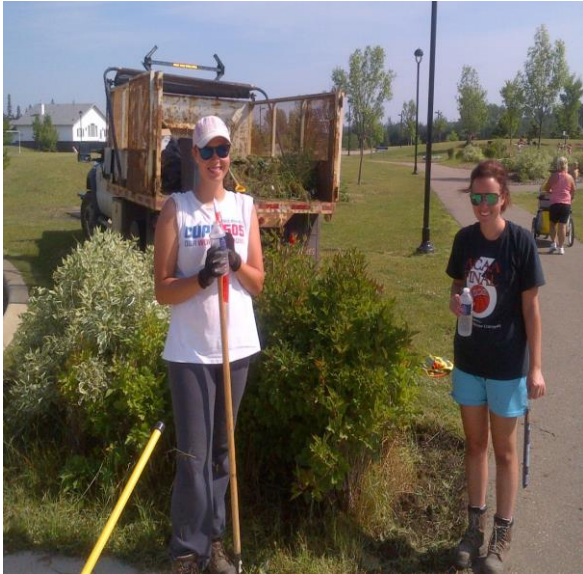
# Judges Visit

July 28 - 30



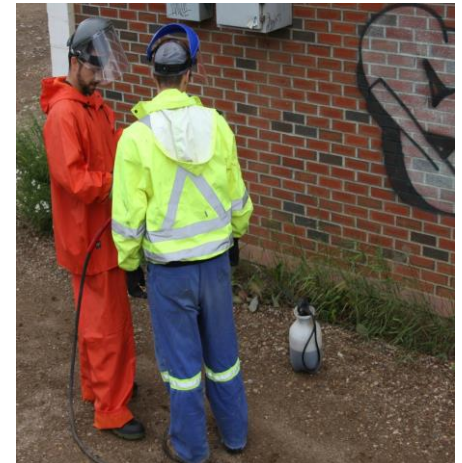


# Operational Support





# Operational Support





# Operational Support





# Party in the Park

July 30





# Special Mention

## Marine Park



# 2014 Activities





# 2014 Activities



community **CLEAN UP**

**SPRING CLEAN UP - APRIL 16 TO MAY 11**  
Pick up and Pitch In! Register for a one-time clean up with your friends, family and neighbours to create a litter-free Wood Buffalo! You pick the location, and we'll provide the clean up supplies.

**HIGHWAY CLEAN UP - MAY 9 & 10**  
Volunteers must be 18 years or older. Shuttle service to designated areas will be provided.

**ADOPT-A-TRAIL/ROADWAY/PARK - MAY THROUGH SEPTEMBER**  
Fundraising Opportunity: Program requires a minimum commitment of four litter picks between May to September. Honourariums are issued based on kilometers adopted, and program completion.

Bags, gloves and picker sticks supplied.  
To register, please visit [www.woodbuffalo.ab.ca/cleanup](http://www.woodbuffalo.ab.ca/cleanup)

For more information, call 780.743.7966  
or email [beautification@woodbuffalo.ab.ca](mailto:beautification@woodbuffalo.ab.ca)  
Find us on Facebook: Wood Buffalo Beautification

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





REGIONAL MUNICIPALITY  
OF WOOD BUFFALO





# 2014 Activities

**WOOD BUFFALO @ WORK**  
 YOUR MUNICIPAL NEWS & UPDATES • WE'RE WORKING TOGETHER FOR YOU  
 ISSUE 7 • SATURDAY, JUNE 21, 2014

**TODAY**  
 Information for you

Designed by Malwina Jachimczak

Designed by Sabin Ackmovic

Designed by Nando

Designed by Juan Jones

## Scenes of Wood Buffalo

Bus shelters get artistic facelift | Page 5

**On the inside**

- 2 Mayor's Message
- 3 A Team in the Winner's Circle
- 4 Diversity Sparks Dialogue
- 5 Designs Showcase Natural Wonders
- 6 Weighing in on Supply and Demand
- 7 Interim CAO Synonymous with Resilience
- 8 Teamwork Saves a Life
- 9 Teamwork Saves a Life
- 10 It's Ticking with Excitement
- 11 Urban Market Opens June 18

get CONNECTed! info@macmedia.ca

## Centre of Hope & Red Arrow get BAM'd by CIB

Chadwick, from top left: The 'left' side of Centre of Hope. Photo by Megan Wilson. The 'left' side of Red Arrow. Photo by Megan Wilson. The 'right' side of Centre of Hope. Photo by Megan Wilson. The 'right' side of Red Arrow. Photo by Megan Wilson.

In July 22nd, the Regional Municipality of Wood Buffalo and the local chapters of the Buffalo Communities in Bloom (CIB) team posed with their work. Red Arrow Industries.

Organizers are pleased to see the work of Hope and Red Arrow also has a new initiative in place. Organizers are pleased to see the work of Hope and Red Arrow also has a new initiative in place.



# 2014 Activities

## NOMINATE YOUR NEIGHBOUR



Thank you to all the participants and volunteers of the 2014 Nominate your Neighbour program. Over 100 homes and businesses were recognized for their outstanding effort in front yard beautification! Visit the Wood Buffalo Communities in Bloom Facebook page to view photos of these nominated yards.



Residential Display of  
the week:



Business Display of  
the week:

Anzac Esso  
Convenience Store

### Self Guided Garden Tour

Visit the Wood Buffalo Communities in Bloom website to view a map of recognized yards.

### For more information

Facebook: Wood Buffalo Communities in Bloom  
Email: [cib@woodbuffalo.ab.ca](mailto:cib@woodbuffalo.ab.ca)

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



## NOMINATE YOUR NEIGHBOUR



The Nominate your Neighbour program recognizes **homes and businesses** for their outstanding effort in winter light displays and decorations. Thank you to all the volunteers, program participants, and to all those who make our neighbourhoods shine!

### Special Recognition



### Self Guided Tour

Visit the Wood Buffalo Communities in Bloom website to view a map of recognized displays.

### For more information

Website: [www.woodbuffalo.ab.ca/nyn](http://www.woodbuffalo.ab.ca/nyn)  
Facebook: Wood Buffalo Communities in Bloom  
Email: [cib@woodbuffalo.ab.ca](mailto:cib@woodbuffalo.ab.ca)

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





# Opportunities

A word cloud featuring various terms in different colors and orientations. The words include: Tidiness, Heritage, FLORAL, Environment, Community, Riverfront, Competition, HOME, Forest, THANKS, Volunteer, Landscape, Pride, Collaborate, Zero-Waste, Art Trails, Gardens, displays, Conference, Business, Remembrance, Grasses, and NyN. The word 'Gardens' is the largest and most prominent, oriented vertically. Other large words include 'Environment', 'Riverfront', 'Competition', 'Forest', 'THANKS', 'Volunteer', 'Landscape', 'Pride', 'Collaborate', 'Zero-Waste', 'Art Trails', 'displays', 'Conference', and 'Business'. Smaller words include 'Tidiness', 'Heritage', 'FLORAL', 'Community', 'HOME', 'Partnerships', 'Culture', 'Grasses', 'Remembrance', and 'NyN'.

# 5 Bloom WINNER 50,000+ category



## Outstanding Achievement Award – Environmental Action

Presentation of Awards to  
Mayor Blake



# Wood Buffalo Communities in Bloom



A word cloud featuring various terms related to community and environmental initiatives. The words are arranged in a cluster, with 'Gardens' being the largest and most prominent. Other words include 'Floral', 'Environment', 'Community', 'Riverfront', 'Competition', 'HOME', 'Partnerships', 'Culture', 'Forest', 'THANKS', 'Volunteer', 'Landscape', 'Pride', 'Collaborate', 'Zero-Waste', 'Art Trails', 'displays', 'Conference', 'Business', 'Grasses', 'Remembrance', 'NATIONAL', 'Heritage', 'Tidiness', and 'NyN'.





**3. Public Hearing re: Portion of SW30-88-8-W4M (adjacent to Snow Eagle Drive)**  
**- Highway 69/Clearwater River Valley Area Structure Plan Amendment –**  
**Bylaw No. 14/036**  
**- Land Use Bylaw Amendment - Bylaw No. 14/037**

- A. Introduction from Administration
  - Tom Schwerdtfeger, Supervisor, Development Control
- B. Opening Statement from Applicant
  - Richard Boerger, Axiom Architecture on behalf of B&D Contracting Services
- 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: Portion of SW30-88-8-W4M (adjacent to Snow Eagle Drive)**

- Highway 69/Clearwater River Valley Area Structure Plan Amendment - Bylaw No. 14/036
- Land Use Bylaw Amendment - Bylaw No. 14/037

**APPROVALS:**

Felice Mazzoni, Director  
Brian Moore, Acting Chief Administrative Officer

**Administrative Recommendations:**

1. THAT Bylaw No. 14/036, being an amendment to the Highway 69/Clearwater River Valley Area Structure Plan to change the designation of a portion of Section Southwest 30, Township 88, Range 8 & W4M from Open Space to Proposed Business Industrial, be read a second time.
2. THAT Bylaw No. 14/036 be read a third and final time.
3. THAT Bylaw No. 14/037, being an amendment to the Land Use Bylaw to change the designation of a portion of Section Southwest 30, Township 88, Range 8 & W4M from Urban Expansion District (UE) to Business Industrial District (BI), be read a second time.
4. THAT Bylaw No. 14/037 be read a third and final time.

**Summary:**

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

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

**Background:**

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

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

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

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

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

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

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

### **Rationale for Recommendations:**

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

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

**Attachments:**

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



Saline Creek Development - Rotary Lands

Saline Creek Development - Keyano College Lands

SNOW EAGLE DRIVE

To Fort McMurray Airport

To HWY 63

DML070109  
MISCELLANEOUS  
LEASE

SW-30-88-8

SE-30-88-8

69

**Proposed Site of  
Business Industrial Rezone**

 Subject Area  Highway  
 Parcel  Road

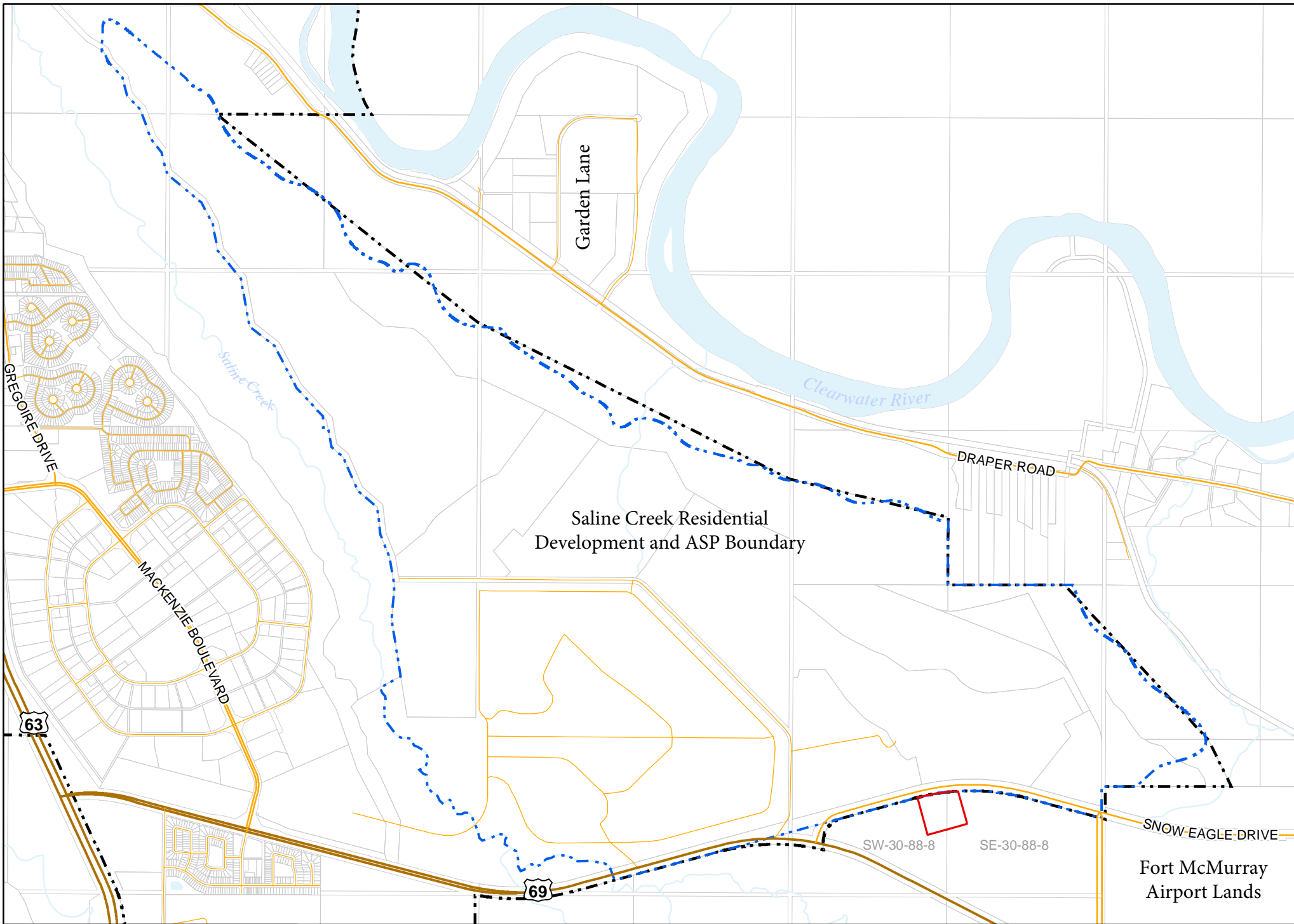


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Meters

1:4,000







**Proposed Site of  
Business Industrial Rezone**

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



0 250 500  
Meters

1:25,000



**BYLAW NO. 14/036**

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

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

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

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

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

READ a first time this 28<sup>th</sup> day of October, A.D. 2014.

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

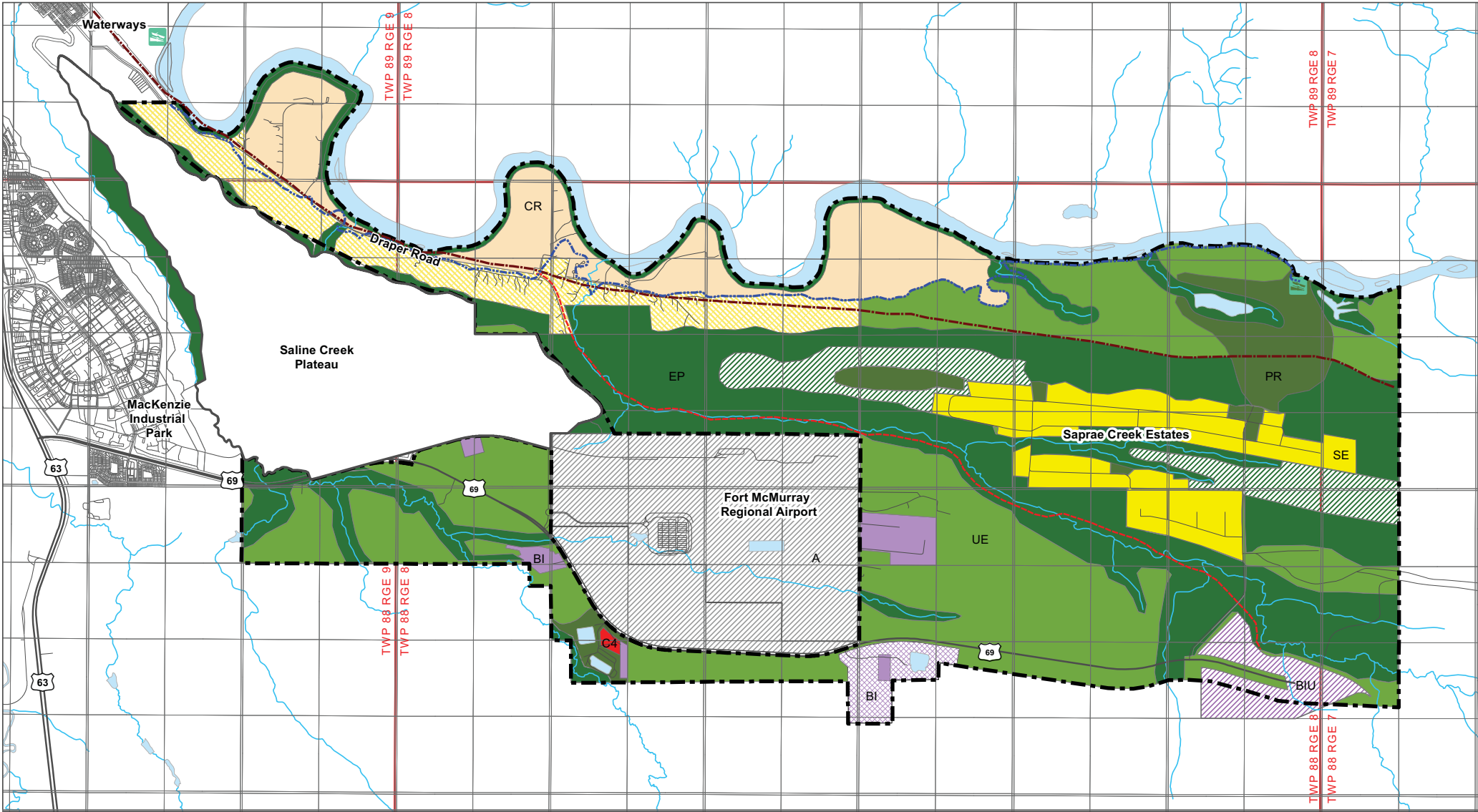
READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D.2014.

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

\_\_\_\_\_  
Mayor

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





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

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

*Amendment Date: Pending*



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



**BYLAW NO. 14/037**

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

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

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

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

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

READ a first time this 28<sup>th</sup> day of October, A.D. 2014.

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

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

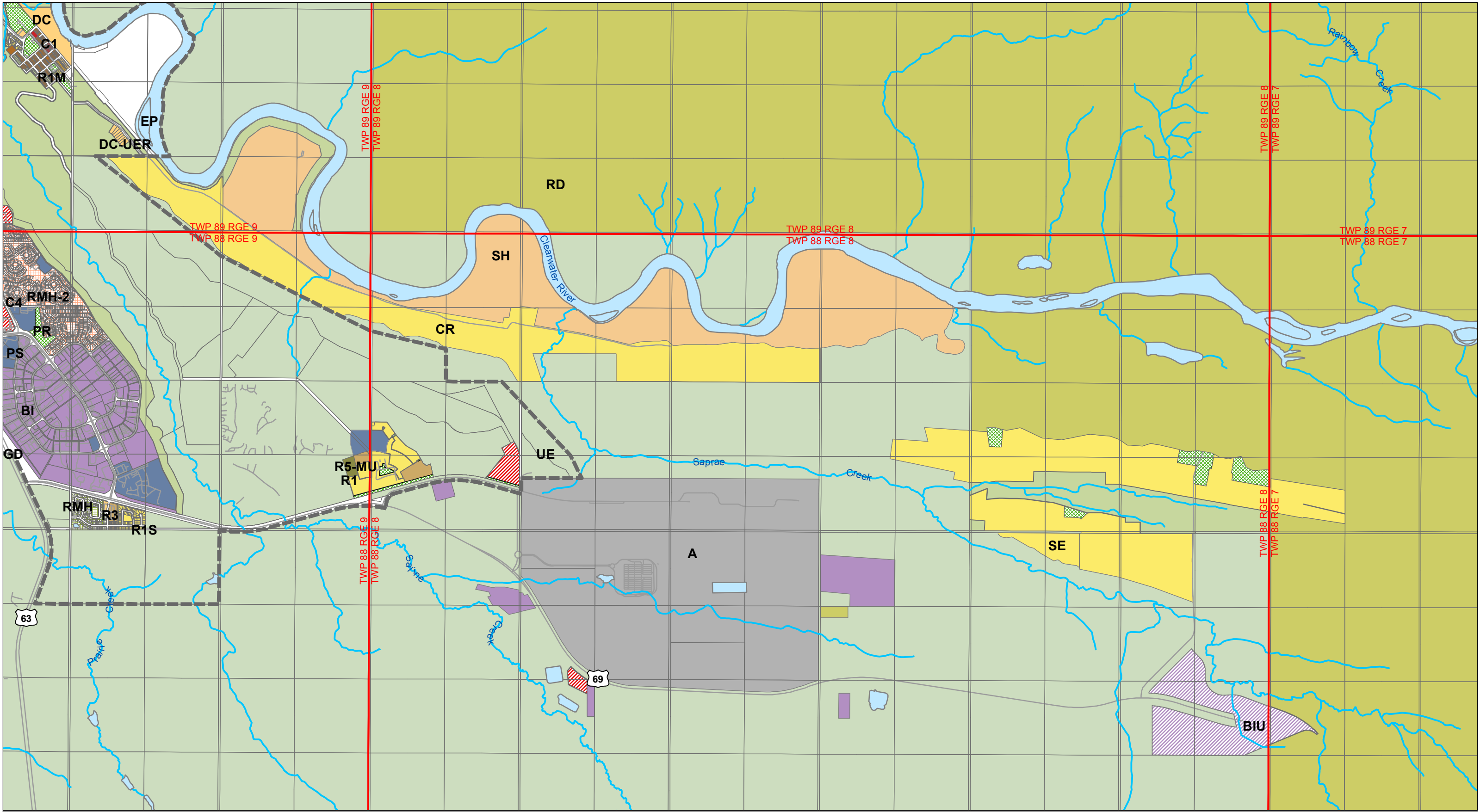
SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D.2014.

\_\_\_\_\_  
Mayor

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







**Land Use Districts - Rural Service Area**

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

**AIRPORT LANDS  
LAND USE DISTRICTS**

REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

N

1 cm = 380 meters

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



**Subject: Reserve Designation Removal and Sale of Portion of Block R1, Plan 752 0462 (Gregoire) - Bylaw No. 14/040****APPROVALS:**

Keith Smith, Acting Director  
Brian Moore, Executive Director  
Kevin Scoble, Acting Interim Chief Administrative Officer

**Administrative Recommendations:**

1. THAT Bylaw No. 14/040, being a bylaw to remove a portion of the reserve designation within Block R1, Plan 752 0462, be read a first time (Attachment 1);
2. THAT the required public hearing be held on January 27, 2015; and
3. THAT subject to the passing of the reserve removal, Council approve the disposition, at market value, of a 0.21 hectare (0.52 acre) portion of the parcel legally described as Block R1, Plan 752 0462, subject to the Terms and Conditions dated October 2014 (Attachment 2).

**Summary:**

The Municipality received an unsolicited offer to purchase a portion of Block R1, Plan 752 0462, located north and adjacent to the property legally described as Unit 2, Plan 142 1965, known as 427 Gregoire Drive (Attachment 3 – Subject Area Map). A portion of Block R1, Plan 752 0462, will be consolidated with the adjacent land for the purposes of additional parking associated with the redevelopment of Unit 2, Plan 142 1965.

The subject parcel contains a reserve designation; to create a new title and facilitate the sale of a portion of Block R1, Plan 752 0462, removal of the reserve designation is required. The authority to remove the reserve designation is vested with Council under the Municipal Government Act. Therefore, the matter of reserve designation removal is being brought before Council for consideration and approval as part of the disposition process.

**Background:**

The owner of 427 Gregoire Drive is currently in the process of developing the existing lot and has requested to purchase the subject property for the development of additional parking.

The proposed configuration of the subject property is due to land being needed by the Municipality to access a newly installed sanitary sewer vault.

Upon removal of the reserve designation and subsequent subdivision, title will be created which will enable the Municipality to transfer ownership of the land. This will allow for the property to be consolidated with the adjacent lands, resulting in the consolidated properties becoming one contiguous parcel.

Approvals of a similar nature had been previously approved by Council on June 10, 2002, and July 12, 2005. At that time the Municipality recommended the removal of reserve designations and subsequent disposal of said lands based on the rationale that the receipts from the sale would be utilized to fund parks and recreation areas as per Municipal Government Act while simultaneously accommodating property owners with a more functional land base required with the development of hotels and office buildings in this area of the Municipality. Property owners that benefitted from larger footprints now include the Radisson Hotel, Fort McMurray Business Centre Ltd, and Rusty's National Hotel Ltd.

The proposed land sale and reserve designation removal has been circulated to internal municipal departments, franchise and utility agencies. No objections were raised regarding the proposed land sale and removal of the reserve designation as the area is within the safe slope setback. The sale of the subject property and removal of the reserve designation will have no impact on municipal or franchise operations.

**Budget/Financial Implications:**

Payment of the purchase price is scheduled within ninety (90) days after subdivision approval. Net proceeds of the sale shall be used for public parks or recreation areas as per Municipal Government Act.

**Rationale for Recommendations:**

The subject site does not provide physical access to any public utilities nor does it serve as public access to any of the adjacent lands. Legal and physical access to the newly consolidated parcel will continue to be via Gregoire Drive.

Given the removal of reserve designation in this area in the past and that net proceeds of the sale will be directed towards parks and recreational areas, Administration supports the removal of the reserve designation, subsequent sale, and consolidation with the adjacent property.

**Attachments:**

1. Bylaw 14/040
2. Terms and Conditions dated October 2014
3. Subject Area Map

**BYLAW NO. 14/040**

**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO FOR THE PURPOSE OF REMOVING A PORTION OF THE RESERVE DESIGNATION WITHIN SUBDIVISION 752 0462**

**WHEREAS**, Section 675 of the Municipal Government Act, c.M-26, RSA 2000, as amended, provides that a Council may remove the designation of reserve;

**WHEREAS**, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act; and

**WHEREAS**, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

**NOW THEREFORE BE IT RESOLVED** that the Council of the Regional Municipality of Wood Buffalo in the Province of Alberta, duly assembled, enacts the following:

1. That a portion of the Reserve designation within a portion Block R1, Plan 752 0462, is hereby removed which is cross hatched on attached Attachment 3, and more specifically called Plan \_\_\_\_\_, Block \_\_\_\_, Lot \_\_\_\_.
2. This Bylaw comes into effect on the day it is passed.

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

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

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

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

\_\_\_\_\_  
Mayor

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



**Summary**  
**Land Sale – Terms and Conditions**

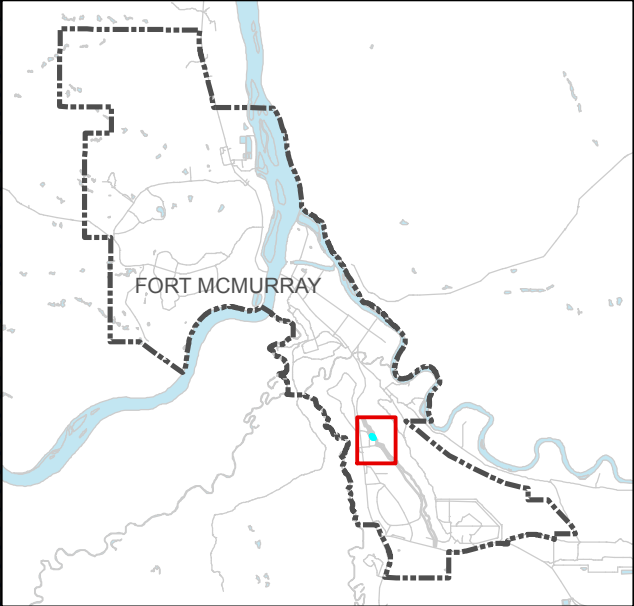
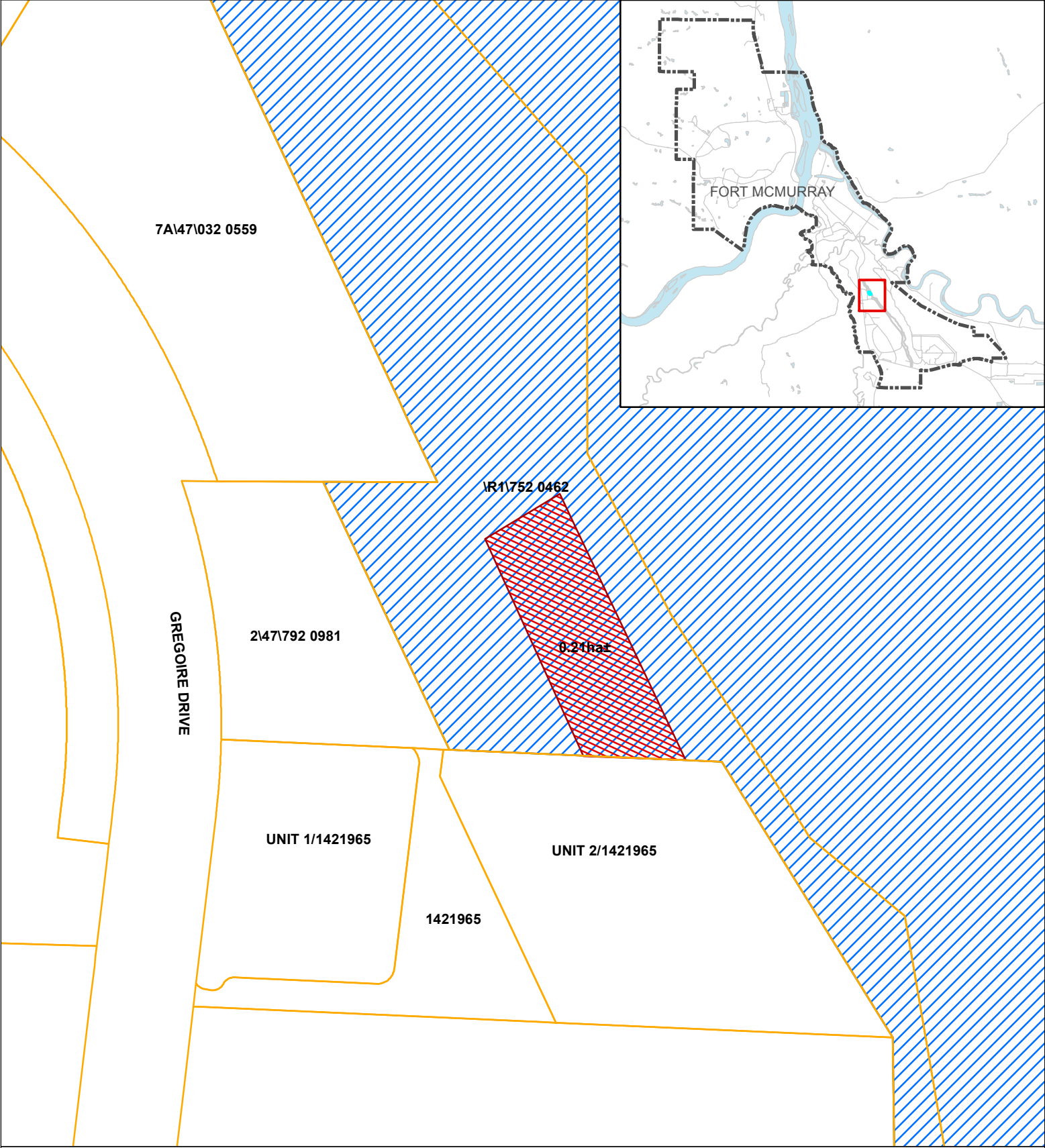
<b>Legal Description:</b>	Portion of Block R1, Plan 752 0462  Excepting thereout all mines and minerals
<b>Purchaser:</b>	Allstar Property Management
<b>Sale Price:</b>	\$342,000 Plus additional seven percent of sale price for administration fee
<b>Environmental Considerations:</b>	The subject lands will be sold on an “as is – where is” basis.
<b>Survey and Consolidation:</b>	<p>The purchaser shall be responsible for preparation of a legal survey plan that will subdivide and consolidate the portion of Block R1, Plan 752 0462 with the adjacent lot.</p> <p>The purchaser shall be responsible for applying for and submitting the subdivision and consolidation plan to the Municipality for approval.</p> <p>The sale will be conditional upon approval of subdivision and subsequent consolidation.</p> <p>Upon subdivision approval and endorsement by the Municipality, the purchaser shall submit the plan(s) to Alberta Land Titles Office for registration.</p>
<b>Land Use Bylaw:</b>	By removing the R designation under the Municipal Government Act, the subject lands will still be restricted to the uses allowed under the Environmental Preservation District (EP) requirements of the Land Use Bylaw.
<b>Fees and Disbursements:</b>	The purchaser shall be responsible for all legal and registration fees associated with the transaction.





SUBJECT AREA MAP  
Portion of Plan 752 0462, Block R1

Attachment 3



Survey Parcels **ZONE**

Subject Area EP

1 cm = 15 meters



Map created by the Land Administration Department  
23 Oct 2014  
RP096-Final



**Subject: Transit Fares****APPROVALS:**

Robert Kirby, Director  
Kevin Scoble, Executive Director  
Marcel Ulliac, Interim Chief Administrative Officer

**Administrative Recommendation:**

THAT Wood Buffalo Transit fares remain as currently structured.

**Summary:**

Council requested that Administration investigate the feasibility of providing family transit passes or free transit for all riders. Several ways to offer a discount were researched and analyzed, and fare models in other municipalities were studied. After careful consideration, Administration determined that the hourly operating rate charged by TOK Transit would need to be adjusted to reflect the loss of revenue. The Regional Municipality of Wood Buffalo already has the lowest per-ride cash fare in Canada (according to the Canadian Urban Transportation Association).

**Background:**

The cash fare for conventional urban public transit is \$1.25 per ride for adults or \$12.50 for an 11-ride ticket book. Seniors and children five years old and younger ride free. Adult monthly passes are \$45 and student passes are \$34.25 (including Keyano College).

The cash fare for rural transit is \$10 per one-way ride for adults and students (13 to 18 years old); \$40 for five rides, and \$80 for 10 rides. Seniors and children seven to 12 years old pay half those fares. Children six years old or younger ride free.

All specialized transit riders in the urban area pay the same fare: \$1.25 per ride; \$12.50 for an 11-ticket booklet; \$25 for a 20-ticket booklet. Rural users pay \$10 one way.

**Alternatives:**

- Offer discounted student passes. Currently, students within 2.4 km of the school they attend pay full price for passes. The Municipality could offer a discount to match the lower fee charged students who travel more than 2.4 km to attend school.

There are currently only two municipalities in Alberta offering discounted student passes, as follows:

<b>EDMONTON SCHOOLS</b>	<b>Regular Fee</b>	<b>Discount Fee (families buy 3+)</b>
Kindergarten, monthly, regular Edmonton Transit System (ETS) and yellow bus	No charge	No charge
Elementary, monthly ETS	\$30	\$26
Elementary, monthly yellow bus	\$30	\$26
Elementary, annual yellow bus	\$300	\$260
Junior/Senior High, monthly ETS	\$47	\$43
Junior/Senior High, monthly yellow bus	\$47	\$43
Junior/Senior High, annual ETS	\$470	\$430
<b>GRANDE PRAIRIE SCHOOLS</b>	<b>Regular Fee</b>	<b>Discount Fee</b>
Children (11 years old or younger)	Tickets only	N/A
Youth (12-17 years old), monthly, unlimited rides	\$43	N/A
Youth (12-17 years old), monthly, limited rides (weekdays, 7:00 a.m. to 6:00 p.m.)	N/A	\$22
Pass Paks, sold 3 times a year, offer 4 passes for the price of one of 3. One pak is good for January-April; one for May-August, and one for September-December	N/A	\$129

- Offer a discount when families purchase a certain number of passes, possibly with a set maximum.
- Offer free transit to all riders.
- Eliminate fares for specialized transit users. The loss of revenue would have a minimal effect on the hourly rate charged by TOK Transit. Revenue for the last 12 months was \$17,232.
- Eliminate fares for rural seniors. Revenue for the last 12 months was \$10,231. This would also have a minimal effect on TOK's hourly rate.

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

Fare restructuring would affect the financial model that determines the hourly operating rate charged by TOK Transit. Depending on the selected model, the hourly rate increase would likely be minimal - up to a 16-per-cent. In the case of free ridership and no fare revenue, TOK advises that the hourly rate would rise from \$112.13 to \$125.13, adding approximately \$2.5 million to the proposed 2015 operating budget.

Student passes generate more revenue than adult passes: Adult, \$224,775.00, and student, \$595,299.25.

**Rationale for Recommendation:**

School boards purchase student transit passes from the Municipality and sell them to their students. Both districts offer a subsidized rate for families with more than one child enrolled in kindergarten to Grade 6 traveling beyond 2.4 km to attend school. The Municipality could also offer that family rate to students travelling within 2.4 km to attend school.

Free transit would likely increase ridership, resulting in additional operating costs for buses, operators, maintenance, security, etc.

The Municipality supplies tickets and passes to several local agencies to help low-income households with transportation (see Attachment 1). From January to September 2014, they received 19 youth passes, 88 adult passes and 164 single ticket booklets (11 tickets each).

**Attachment:**

1. Transit Assistance for Social Agencies





## RMWB Bus Pass Distribution

September 2014				
Agency	Youth passes	Adult passes	Single ticket books	Comments
AISH		5	3	743-7444
Alberta Brain Injury		1	6	791-3342
Boys and Girls Club			8	791-7775
Center of Hope		10	12	743-3912
Center of Hope - Community Outreach			2	743-3912
Centre D'Accueil et D'etablissement	2	3	8	780-750-7779
CHOICES		2	8	791-3009
CMHO - Community Mental Health Outreach		7	5	788-1321
FCSS Counselling Services			1	Inhouse
Girls Inc.			3	790-9236
HIV North			2	791-3391
Marshall House			1	
McMan Youth and Family Services		7	7	743-9721
McMan TSIL			3	790-1645, 790-1647
NEAFAN		1	4	750-6678
Pastew Place			5	791-2525
RMWB Community Services			10	743-7087
Salvation Army - Family Services	12	30	15	743-4135
Salvation Army - Housing First		2	5	
Salvation Army - Start		6		
Stepping Stones	5		5	750-2252
STHT		3	1	748-1239
Unity House			28	743-4691
Victim Services			3	799-8846
WB Multicultural Association			2	791-5186
WJS Canada		3	2	
YMCA Immigrant Housing First		2	5	370-2530
YMCA Immigrant Services		6	10	743-2970
<b># of Passes requested by Agencies</b>	<b>19</b>	<b>88</b>	<b>164</b>	
# of Passes/tickets distributed by RMWB	19	88	164	
# of Passes/Tickets Returned	0	0	0	
<b>Net Distribution</b>	<b>19</b>	<b>88</b>	<b>164</b>	

Inventory	0	0	0	
Estimated requests by Agencies for next month	19	88	164	
<b># of Passes to request from RMWB for next month</b>	<b>19</b>	<b>88</b>	<b>164</b>	



# TRANSIT FARE OPTIONS

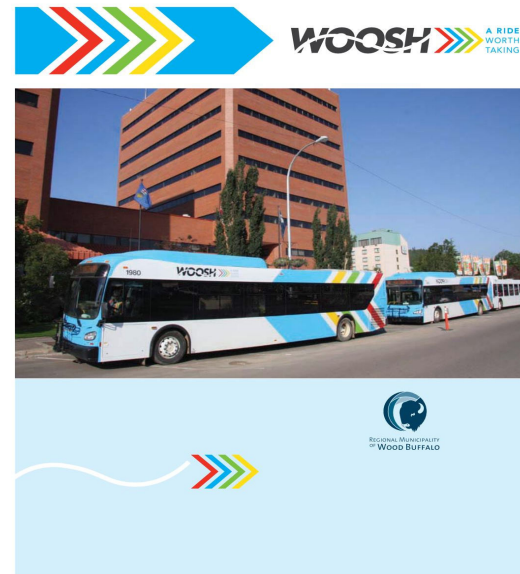
BY ROBERT KIRBY

DIRECTOR (ACTING), PUBLIC WORKS

# ISSUE

Council requested that Administration investigate fare options to reduce transit costs for families and to encourage greater use of Wood Buffalo Transit:

- Discount Student Passes
- Family Passes
- Free Transit



# CURRENT FARES

Conventional Urban Transit			
Category	One-way Ride	Booklet (11 tickets)	Monthly
Adult	\$1.25	\$12.50	\$45
Student	\$1.25	\$12.50	\$34.25
Seniors (65+)	Free	Free	Free
Children (5-)	Free	Free	Free

# CURRENT FARES (cont.)

Rural Transportation			
Category	One-way Ride	5 Rides	10 Rides
Adult & Student (13–18)	\$10	\$40	\$80
Children (7–12) & Seniors (65+)	\$5	\$20	\$40
Children (6-)	Free	Free	Free



# CURRENT FARES (cont.)

Specialized Transit				
Category	One-way Ride	Booklet (11 tickets)	Booklet (20 tickets)	Rural One-way
All Passengers	\$1.25	\$12.50	\$25.00	\$10.00

# FARE COMPARISONS

## CONVENTIONAL TRANSIT

<b>C = Cash</b> <b>P = Pass</b>	<b>Adult</b>		<b>Student</b>		<b>Senior</b>	
	C	P	C	P	C	P
Wood Buffalo	1.25	45.00	1.25	34.25	Free	Free
Calgary	3.00	94.00	1.75	57.50	3.00	95.00
Edmonton	3.20	89.00	3.20	69.00	3.20	14.00
Grande Prairie	2.00	54.00	1.50	43.00	1.50	27.00
Lethbridge	2.75	76.00	2.75	61.00	2.75	27.00
Medicine Hat	2.75	62.00	2.75	34.00	2.75	38.50
Red Deer	2.40	65.00	2.10	57.00	2.10	32.50

# FARE COMPARISONS (cont.)

## SPECIALIZED TRANSIT

<b>C = Cash</b> <b>P = Pass</b>	<b>Adult</b>		<b>Student</b>		<b>Senior</b>	
	C	P	C	P	C	P
Wood Buffalo	1.25	-	1.25	-	1.25	-
Calgary	3.00	94.00	1.75	57.50	3.00	-
Edmonton	3.20	89.00	3.20	81.00	3.20	14.00
Grande Prairie	3.00	65.00	3.00	65.00	3.00	65.00
Lethbridge	2.55	102.0	2.55	102.0	2.55	102.0
Medicine Hat	2.75	-	-	-	2.75	-
Red Deer	2.55	-	3.00	-	3.00	-

# STUDENT PASSES

- The local school boards purchase student passes from the Municipality and sell them to their students.
- They pay full price for the passes but do not reimburse the Municipality for the extra operational costs involved in accommodating student transit needs. They do subsidize yellow bus service, which is used in conjunction with public transit.
- There are very few municipalities that offer any kind of family rate for school passes.

# STUDENT PASSES (cont.)

- Edmonton has a family rate for all categories of student passes when three or more are purchased.
- There is a lower fee in Grande Prairie for youth passes that are only valid on weekdays for a specified time period, and a value package is offered.
- Kelowna has a family maximum for student passes of \$95. Single passes are \$38.

# STUDENT PASSES (cont.)

## EDMONTON

Category	Regular	3 or more
Kindergarten, monthly	Free	Free
Elementary monthly	\$30	\$26
Jr/Sr monthly	\$47	\$43
Jr/Sr annual	\$470	\$430



# STUDENT PASSES (cont.)

## Grande Prairie

Category	Regular	3 or more
Children (11-)	Tickets	N/A
Youth (12-17), monthly	\$43	N/A
Youth (12-17) limited	N/A	\$22
Pass Paks Quarterly, 4 for price of 3	N/A	\$129 Quarterly

# STUDENT PASSES (cont.)

- TOK receives all fare revenue. Discounts would affect the contractual financial model; the Municipality would have to make up the difference.
- Student passes generate more than double the revenue from adult passes.

# FAMILY PASSES

- As far as Transit Services can determine, a few municipalities offer a very limited family deal but there is generally no comprehensive family pass for regular service.
- What many municipalities do offer is a one-day family pass.
- Community Services helps 36 agencies provide transit assistance. From January to September 2014, 19 youth passes, 88 adult passes and 164 single ticket booklets (11 tickets) were supplied

# FREE TRANSIT (cont.)

- The revenue to cost ratio for Wood Buffalo Transit is about 8%, the lowest in Canada (norm is 35% to 39%). Free transit would affect the financial model, increasing the hourly rate by \$13 per hour. The Municipality would have to make up the difference.
- If ridership increases, there could be more operating costs for equipment, maintenance, fuel, staff and security.
- With the growth projections for the region and expected development, free transit might not be feasible down the road

# FREE TRANSIT (cont.)

Fare Revenue July 2013 to July 2014: **\$1,895,142**

- Fare Box Cash: \$972,194
- Adult Passes: \$224,775
- Eleven-Ride Booklets: \$81,137
- Student Passes: \$595,299
- Rural Tickets: \$4,370
- Specialized Transit: \$17,367







**Subject: Penhorwood Demolition****APPROVALS:**

Robert Kirby, Director  
Kevin Scoble, Acting Interim Chief Administrative Officer

**Administrative Recommendation:**

THAT funding for the Penhorwood demolition of \$3,000,000 be accommodated from:

- The 2014 Corporate Operating Budget surplus, or
- The Emerging Issues Reserve,

in that order.

**Summary:**

Penhorwood condominium residents were evacuated in March 2011 because of concerns about the structural integrity of the seven three-story buildings that make up the complex. The buildings have been vacant since then and have further deteriorated to the point where they now pose an imminent and serious danger to people and property and must be demolished.

**Background:**

Following issuance of a structural engineering report commissioned by the Penhorwood Condominium Association, a Safety Codes Officer permanently evacuated residents – owners and tenants - of the Penhorwood condos on March 11, 2011. The report found serious structural issues, leading the Municipality to determine that the seven-building complex was unsafe to live in. The units have remained empty since then, becoming even more damaged and uninhabitable. The Safety Codes Officer has determined the buildings are such that there is a danger of serious injury or damage to persons or property. The Safety Codes Officer directed the Municipality to erect fences around the complex and provide security to ensure public safety.

In early September the Safety Codes Officer issued a Demolition Order with a September 30, 2014 deadline. Demolition did not occur within that time frame and has still not occurred. It is probable that the condo owners do not have, or are not prepared to spend, the necessary funds to effect demolition. Administration is therefore requesting funds to enable the Municipality to carry out the demolition and perform any necessary site rehabilitation. An RFP for that work was issued on October 7, 2014, and closed on October 23, 2014. There were 11 bidders. Demolition could start as early as mid-December 2014 and be completed by mid-February 2015.

According to the *Safety Codes Act*, failure to comply with a Demolition Order is an offence that could result in quasi-criminal charges with the possibility that the Court could impose very large

finer. However, the Municipality has made clear that it does not intend to use these statutory provisions in that way, nor would we support any prosecution commenced by the Province.

**Budget/Financial Implications:**

Demolition, site rehabilitation and security will cost an estimated \$3 million which will be funded from a 2014 corporate operating budget surplus. In the event a corporate surplus does not exist or is insufficient, the remaining funding will be provided from the Emerging Issues Reserve.

**Rationale for Recommendation:**

There is no practical alternative to demolition. The devastated Penhorwood complex is not just an eyesore; it threatens public safety. The buildings are beyond salvaging and the condition of the site will only continue to worsen and the risks multiply if action is not taken now.

**Subject: Animal Control Services****Audit and Budget Committee Recommendation:**

- That the Capital Request for Animal Control Services for the Municipality, as summarized on Attachment 1, dated October 7, 2014, be approved; and
- That \$7,400,000 be transferred from the 2014 Operating Budget to the Capital Infrastructure Reserve to fund the capital requests as summarized on Attachment 1, dated October 7, 2014; and
- That the \$130,800 Operating funds for Animal Control Services be funded from:
  - the Bylaw Services 2014 Operating Budget;
  - the Chief Operating Officer's 2014 Operating Budget surplus;
  - the 2014 Corporate Operating Budget surplus; or
  - the Emerging Issues Reserve;in that order.

**Background:**

The Animal Control Services report was presented to the Audit and Budget Committee on November 4, 2014. At that meeting, the Audit and Budget Committee passed the following resolution:

THAT the following be recommended to Council for approval:

- That the Capital Request for Animal Control Services for the Municipality, as summarized on Attachment 1, dated October 7, 2014, be approved; and
- That \$7,400,000 be transferred from the 2014 Operating Budget to the Capital Infrastructure Reserve to fund the capital requests as summarized on Attachment 1, dated October 7, 2014; and
- That the \$130,800 Operating funds for Animal Control Services be funded from:
  - the Bylaw Services 2014 Operating Budget;
  - the Chief Operating Officer's 2014 Operating Budget surplus;
  - the 2014 Corporate Operating Budget surplus; or
  - the Emerging Issues Reserve;in that order.

**Attachment:**

I. Audit and Budget Committee Report – Animal Control Services – November 4, 2014





## AUDIT AND BUDGET COMMITTEE REPORT

Meeting Date: November 4, 2014

**Subject: Animal Control Services**

**APPROVALS:**

Bob Couture, Director  
Marcel Ulliach, Interim Chief Administrative Officer

**Administrative Recommendations:**

THAT the Capital Request for Animal Control Services, for the Municipality, as summarized on Attachment 1, dated October 7, 2014, be recommended to Council for approval; and

THAT \$7,400,000 be transferred from the 2014 Operating Budget to the Capital Infrastructure Reserve to fund the capital requests as summarized on Attachment 1, dated October 7, 2014; and

THAT the \$130,800 Operating funds for Animal Control Services be funded from:

- the Bylaw Services 2014 Operating Budget;
- the Chief Operating Officer's 2014 Operating Budget surplus;
- the 2014 Corporate Operating Budget surplus; or
- the Emerging Issues Reserve;

in that order.

**Summary:**

As of October 1, 2014, the Fort McMurray SPCA has ceased the provision of animal control services, and the responsibility has now been assumed by the Municipality's Bylaw Services Department. Additional staff is required to fulfill legislated obligations to the end of 2014, and capital funds are required for the construction of adequate animal control facilities in both Fort McMurray and Fort Chipewyan. Specialized animal control vehicles are also required to fulfill this service.

**Background:**

Up until the mid-1990's animal control was performed by Bylaw Services. In 1997 a formal agreement was structured with the Fort McMurray SPCA (FMSPCA) to provide animal control services to the Municipality while continuing the charitable function of the FMSPCA. In the intervening years the Municipality has supported the FMSPCA by providing both an increased financial contribution based on animal control services as well as capital dollars for the renovation to both lands and building in support of an animal control service.

In May of 2013 the FMSPCA announced that as an organization they would cease delivery of animal control services to the Municipality. Over the course of the following 16 months ongoing negotiations between Municipality representatives and the FMSPCA has netted an agreed upon course of action. The agreement would have the Municipality continue to provide the building and lands for use by the FMSPCA under a lease agreement. On October 1, 2014 the FMSPCA

ceased providing animal control services, resulting in Bylaw Services assuming this responsibility. It was also agreed that the Municipality would provide a seamless transition of the FMSPCA animal control officers into the employment of the Municipality which has been accomplished. The FMSPCA was requested to continue to provide kennel services in support of the animal control operation after October 1<sup>st</sup>, on an interim basis, to allow the Municipality to build the facilities and capacity to support animal control operations (shelter and kennel's). The FMSPCA has taken the position not to perform this task.

In order to ensure that the Municipality has an effective reliable animal control process in place, Bylaw Services has made arrangements for the use of an interim facility for use as a shelter and kenneling of animals, leasing of vehicles, purchasing of equipment and supplies in direct support of animal control operations, using allocated funds within the present Bylaw Services Animal Control Budget.

The Municipality, through Bylaw Services, has begun the process of developing a fully operational, functional and professional Municipal Animal Control Centre. To provide a facility that will address the safety, security and health of the animals, in addition to addressing concerns of the general public and the professional community, there is a requirement for 2014 capital funding as proposed below.

- 1997 - Agreement made with FMSPCA to provide animal control services.
- 2011 - Begin to negotiate a new animal control agreement with the FMSPCA.
- 2012 - FMSPCA audit conducted by the Municipality (\$200,000 variance identified).
- 2013 - FMSPCA budget requested for operations \$2.7 million (October 2012).
- 2013 - FMSPCA announces they no longer will provide animal control services.
- 2013 - Negotiations continue in an effort to develop a new agreement.
- 2013 - Negotiations with the FMSPCA indicate they would not agree to provide service to Fort Chipewyan.
- 2014 - Agreement for the lease of property and building is signed by the FMSPCA.
- 2014 - Parks building to be renovated for Bylaw Services, Animal Control Centre (Jan. 2015 Occupancy).
- 2014 - Meeting with Director, RCMP Support/Bylaw Services Department and FMSPCA provides no agreement.
- 2014 - Bylaw Services prepares for the transfer of animal control responsibilities.
- 2014 - FMSPCA declines to provide kenneling services post October 1<sup>st</sup>, in support of animal control operations.

**Alternatives:**

1. There are no alternatives at this time.



**Budget/Financial Implications:**

- \$3.5 million Fort Chipewyan animal control facility.
- \$3.5 million Fort McMurray animal control facility, renovations to Parks building.
- \$400,000 Purchase of specific animal control vehicles.
- \$770,400 Six (6) FTE Veterinarian Technicians (\$130,800 for Quarter 4 of the 2014 budget, and \$639,600 for 2015).
- 2015 budget impacts will be included in the 2015 budget.

Based on the Third Quarter 2014 Financial Performance Update, a sufficient surplus is projected to fund the impact of the capital requests as well as the remaining 2014 animal control operations. Funding for the capital items is proposed to be transferred from the 2014 operating budget into the Capital Infrastructure Reserve to fund the capital budget requests attached.

**Rationale for Recommendation(s):**

The Municipality's Bylaws and Provincial Legislation related to the care, treatment and responsibility of animal ownership lies directly with the Municipality. It is only by the vesting of authority through Council to those sworn in as Bylaw Officers that they have the authority to enforce the legislation. The Municipality provided to the FMSPCA special dispensation for their staff to be authorized Bylaw representatives of the Municipality. When the FMSPCA gave notice of their intention to cease delivery of this service the responsibility to uphold the bylaws of the Municipality reverted to Bylaw Services.

It is incumbent upon the Municipality to provide an animal control service that is above reproach. The Municipality will be scrutinized not only by public exposure and opinion but by regulatory officers and those who provide animal care as a profession. It is a responsibility of those in the animal control field to be at the forefront of best practices for animal care procedures and facilities. There must be no question as to the health and care of animals, along with animal control programs which will provide for health and safety of the community served. Animal control services is a function required of all municipalities and a function that brings along with it, emotions and public concerns not found in other municipal services. The Municipality Animal Control Centre will need to be functional, state-of-the-art and open to the public if it is to have any impact on the public. The Bylaw Services Animal Control Centre will provide a standard of care that supersedes minimum requirements along with educational programming and an open-to-the-public capability. Adoption, licensing, disease control, emergency readiness, spay, neutering, micro chipping, homing and return to owner are only a few of the tasks that will be performed by the Centre.


Currently there is no facility within Fort McMurray or Fort Chipewyan that is capable at this time to shelter or kennel animals in support of animal control operations. In order to address this issue it is the recommendation to renovate the present Parks and Recreation building adjacent to the FMSPCA at an estimated cost of \$3.5 million. In addition, due to the isolation of the community of Fort Chipewyan, it is the recommendation to construct a new facility, on a smaller scale, to support animal control operations, at an estimated cost of \$3.5 million.

It is the responsibility of the Municipality to provide animal control operations within the entire region. As it is well known, our environmental conditions are extreme and the roadways in the areas to be serviced are not always easily accessible. In order to accomplish this task, meeting with the Municipality's high standards, and given consideration for the care and safety of animals, it is recommended that four (4) specially built and designed vehicles are purchased at a total cost of \$400,000.

In order to ensure that all animals taken into the custody of the Municipality are provided an excellent standard of care (feeding, watering, exercising, and medical attention), and for this new service to become successful, it is recommended that six (6) additional FTEs are authorized to the Bylaw Services Branch – Animal Health Technologists, at a cost of \$130,800 for Quarter 4 of 2014 budget, and \$639,600 for the 2015 budget.

**Attachments:**

1. Fort Chipewyan Animal Control Services: Capital Budget Amendment, Capital Budget Business Case, Capital Budget Request.
2. Fort McMurray Animal Control Services: Capital Budget Amendment, Capital Budget Business Case, Capital Budget Request.
3. Animal Control Vehicles: Capital Budget Amendment, Capital Budget Business Case.

	<b>REGIONAL MUNICIPALITY OF WOOD BUFFALO</b>	<b>CAPITAL BUDGET AMENDMENT</b>				
<b>CURRENT PROJECT NAME:</b> Fort Chipewyan Animal Control Centre						
<b>AMENDED PROJECT NAME:</b>						
Group I/O	Revenue I/O	Expense I/O				
New Project						
<b>ORDER CODES (if assigned):</b>						
<b>CURRENT PROJECT BUDGET</b> <b>Funded capital project</b>						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2013 & Prior	-					
2014	-					
2015	-					
2016	-					
Thereafter	-					
<b>TOTAL</b>	-	-	-	-	-	-
<b>CURRENT COST AND COMMITMENT</b>						
As at	Current Budget	Actual to Date	Commitments	Available		
	-			-		
<b>DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT</b> <p>On October 1, 2014 the Regional Municipality of Wood Buffalo assumed the responsibility of animal control within its boundaries from the local SPCA who had requested to be relinquished of the duties. Bylaw Services, understanding the nature of the need to provide safe and healthy surroundings for animals brought into their care. The facility will allow for animals brought into the care of Bylaw Service to obtain the care, nurturing and safe surroundings required to maintain the health of each animal. The facility will provide the required standard of biosecurity having an isolation room for both felines and canines to ensure general population safety. The facility will maintain a triage space to adequately care for animals injured or in distress, this facility will be utilized by Municipal staff along with providing the proper work area for veterinarians. The facility will be a meeting place for the public to both seek animals they have lost and to meet animals that they may adopt. There will be room available for use as a training and education center for both Officers and the residents of the Municipality. Office space to accommodate Officers and Technologists, lunch room and reception will all form the completed center. The facility will have a high standard of cleanliness including hotsy, laundry and utensil sterilization and cleaning equipment. Exterior compounds will be developed to allow animals to exercise and to continue to stabilize within a social environment.</p>						
<b>AMENDED PROJECT BUDGET</b> <b>Funded capital project</b>						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2013 & Prior	-					
2014	200,000.00			200,000.00		
2015	3,300,000.00			3,300,000.00		
2016	-					
Thereafter	-					
<b>TOTAL</b>	3,500,000.00	-	-	3,500,000.00	-	-
<b>FISCAL RESPONSIBILITY POLICY CRITERIA:</b>						
Will the change result in an efficient administrative and project delivery process?						Yes
Will the change result in an addition or cancellation of a capital project?						Yes
Will the underlying scope change alter the nature and type of capital project?						n/a
Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?						n/a
Will the change result in Council set debt and debt service limits being exceeded?						No
In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.						



PROJECT NAME

Fort Chipewyan Animal Control Centre

## 1. EXECUTIVE SUMMARY

On October 1, 2014 the Regional Municipality of Wood Buffalo assumed the responsibility of animal control within its boundaries from the local SPCA who had requested to be relinquished of the duties. Bylaw Services, understanding the nature of the need to provide safe and healthy surroundings for animals brought into their care. The facility will allow for animals brought into the care of Bylaw Service to obtain the care, nurturing and safe surroundings required to maintain the health of each animal. The facility will provide the required standard of biosecurity having an isolation room for both felines and canines to ensure general population safety. The facility will maintain a triage space to adequately care for animals injured or in distress, this facility will be utilized by Municipal staff along with providing the proper work area for veterinarians. The facility will be a meeting place for the public to both seek animals they have lost and to meet animals that they may adopt. There will be room available for use as a training and education center for both Officers and the residents of the Municipality. Office space to accommodate Officers and Technologists, lunch room and reception will all form the completed center. The facility will have a high standard of cleanliness including hotsy, laundry and utensil sterilization and cleaning equipment. Exterior compounds will be developed to allow animals to exercise and to continue to stabilize within a social environment.

## 2. STRATEGIC PRIORITY ACTIONS

- Build complete communities

## 3. ANALYSIS

### 3.1 Justification

Please see attached.

### 3.2 Assumptions

### 3.3 Priority Score

	Rate 1 to 5
Imminent Health or Safety	5
Legislation/Contractual Obligation	5
Link to Strategic Plan	5
Maintain Existing Assets	0
Maintain Current Service Levels	0
Increase Revenue	0
Decrease in Expenses	0
Increase Level of Existing Service	0
New Service	0
Other _____	0
	15



## 4. IMPLEMENTATION

### 4.1 Estimated Schedules / Milestones

Project Planning*	Predesign	Design	Construction	Completion
Q4-2014	Q1-2015	Q1-2015	Q2-2015	Q3-2015

\* If Project Planning includes public consultation and/or land acquisition, the timelines are included in this section.

### 4.2 Annual Project Capital Cash Flow Requirement

2014 Capital Cash Flow Requirements	Q1	Q2	Q3	Q4	2014 Total
Engineering Consulting Services				200,000	200,000
Consultant Fees					-
General Services - Contracted					-
Land					-
Equipment & Furnishing					-
Contingency					-
Inflation					-
Other					-
	-	-	-	200,000	200,000

2015 Capital Cash Flow Requirements	Q1	Q2	Q3	Q4	2015 Total
Engineering Consulting Services					-
Consultant Fees					-
General Services - Contracted	825,000	825,000	825,000	825,000	3,300,000
Land					-
Equipment & Furnishing					-
Contingency					-
Inflation					-
Other					-
	825,000	825,000	825,000	825,000	3,300,000

2016 Capital Cash Flow Requirements	Q1	Q2	Q3	Q4	2016 Total
Engineering Consulting Services					-
Consultant Fees					-
General Services - Contracted					-
Land					-
Equipment & Furnishing					-
Contingency					-
Inflation					-
Other					-
	-	-	-	-	-

2017 Capital Cash Flow Requirements	Q1	Q2	Q3	Q4	2017 Total
Engineering Consulting Services					-
Consultant Fees					-
General Services - Contracted					-
Land					-
Equipment & Furnishing					-
Contingency					-
Inflation					-
Other					-
	-	-	-	-	-

2018 Capital Cash Flow Requirements	Q1	Q2	Q3	Q4	2018 Total
Engineering Consulting Services					-
Consultant Fees					-
General Services - Contracted					-
Land					-
Equipment & Furnishing					-
Contingency					-
Inflation					-
Other					-
	-	-	-	-	-

#### 4.3 Project Cash Flow, Capital Budget and Plan

Year	Q1	Q2	Q3	Q4	Total Annual Cost
2014 & Prior				200,000	200,000
2015	825,000	825,000	825,000	825,000	3,300,000
2016					
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
Thereafter	-	-	-	-	-
Total	825,000	825,000	825,000	1,025,000	3,500,000

#### 4.4 Impact on Operating Budget

Impact on Operating Budget	2015	2016	2017	2018	2019	Thereafter
REVENUES						
EXPENSES						
Salaries, Wages & Benefits		220,000				
Contracted/General Services						
Materials, Goods & Utilities	20,000					
Other Expenses						
TOTAL EXPENSES	20,000	220,000	-	-	-	-
NET OPERATIONAL REQUIREMENT	(20,000)	(220,000)	-	-	-	-


CHANGE TO STAFF REQUIREMENTS (+/-)

Note: No permanent staff stationed in Ft. Chip until 2016

### 5. TOTAL COST OF OWNERSHIP

Year	Total Capital Costs	Total Operating Costs	Total Annual Costs
2014 & Prior	200,000		200,000
2015	3,300,000	20,000	3,320,000
2016		220,000	220,000
2017	-	-	-
2018	-	-	-
2019	-	-	-
Thereafter	-	-	-
Total	3,500,000	240,000	3,740,000

### 6. APPENDICES

	<b>REGIONAL MUNICIPALITY OF WOOD BUFFALO</b>	<b>CAPITAL BUDGET AMENDMENT</b>				
<b>CURRENT PROJECT NAME:</b> Fort McMurray Animal Control Centre <b>AMENDED PROJECT NAME:</b>						
	Group I/O	Revenue I/O	Expense I/O	New Project		
<b>ORDER CODES (if assigned):</b>						
<b>CURRENT PROJECT BUDGET</b> Funded capital project						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2013 & Prior	-					
2014	-					
2015	-					
2016	-					
Thereafter	-					
<b>TOTAL</b>	-	-	-	-	-	-
<b>CURRENT COST AND COMMITMENT</b>						
As at	Current Budget	Actual to Date	Commitments	Available		
	-			-		
<b>DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT</b> On October 1, 2014 the Regional Municipality of Wood Buffalo assumed the responsibility of animal control within its boundaries from the local SPCA who had requested to be relinquished of the duties. Bylaw Services, understanding the nature of the need to provide safe and healthy surroundings for animals brought into their care, have proposed that the Parks building being decommissioned for its purpose be renovated to provide a full scale Animal Control Facility. The facility will allow for animals brought into the care of Bylaw Service to obtain the care, nurturing and safe surroundings required to maintain the health of each animal. The facility will provide the required standard of biosecurity having an isolation room for both felines and canines to ensure general population safety. The facility will maintain a triage space to adequately care for animals injured or in distress, this facility will be utilized by Municipal staff along with providing the proper work area for veterinarians. The facility will be a meeting place for the public to both seek animals they have lost and to meet animals that they may adopt. There will be room available for use as a training and education center for both Officers and the residents of the Municipality. Office space to accommodate Officers and Technologists, lunch room and reception will all form the completed center. The facility will have a high standard of cleanliness including hotsy, laundry and utensil sterilization and cleaning equipment. Exterior compounds will be developed to allow animals to exercise and to continue to stabilize within a social environment.						
<b>AMENDED PROJECT BUDGET</b> Funded capital project						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2013 & Prior	-					
2014	200,000.00			200,000.00		
2015	3,300,000.00			3,300,000.00		
2016	-					
Thereafter	-					
<b>TOTAL</b>	3,500,000.00	-	-	3,500,000.00	-	-
<b>FISCAL RESPONSIBILITY POLICY CRITERIA:</b>						
Will the change result in an efficient administrative and project delivery process?						Yes
Will the change result in an addition or cancellation of a capital project?						Yes
Will the underlying scope change alter the nature and type of capital project?						n/a
Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?						n/a
Will the change result in Council set debt and debt service limits being exceeded?						No
In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.						





PROJECT NAME

Fort McMurray Animal Control Centre

## 1. EXECUTIVE SUMMARY

On October 1, 2014 the Regional Municipality of Wood Buffalo assumed the responsibility of animal control within its boundaries from the local SPCA who had requested to be relinquished of the duties. Bylaw Services, understanding the nature of the need to provide safe and healthy surroundings for animals brought into their care, have proposed that the Parks building being decommissioned for its purpose be renovated to provide a full scale Animal Control Facility. The facility will allow for animals brought into the care of Bylaw Service to obtain the care, nurturing and safe surroundings required to maintain the health of each animal. The facility will provide the required standard of biosecurity having an isolation room for both felines and canines to ensure general population safety. The facility will maintain a triage space to adequately care for animals injured or in distress, this facility will be utilized by Municipal staff along with providing the proper work area for veterinarians. The facility will be a meeting place for the public to both seek animals they have lost and to meet animals that they may adopt. There will be room available for use as a training and education center for both Officers and the residents of the Municipality. Office space to accommodate Officers and Technologists, lunch room and reception will all form the completed center. The facility will have a high standard of cleanliness including hotsy, laundry and utensil sterilization and cleaning equipment. Exterior compounds will be developed to allow animals to exercise and to continue to stabilize within a social environment.

## 2. STRATEGIC PRIORITY ACTIONS

- Build complete communities

## 3. ANALYSIS

### 3.1 Justification

Please see attached.

### 3.2 Assumptions

### 3.3 Priority Score

	Rate
	1 to 5
Imminent Health or Safety	5
Legislation/Contractual Obligation	5
Link to Strategic Plan	5
Maintain Existing Assets	0
Maintain Current Service Levels	0
Increase Revenue	0
Decrease in Expenses	0
Increase Level of Existing Service	0
New Service	0
Other _____	0
	15

## 4. IMPLEMENTATION

### 4.1 Estimated Schedules / Milestones

Project Planning*	Predesign	Design	Construction	Completion
Q4-2014	Q1-2015	Q1-2015	Q1-2015	Q4-2015

\* If Project Planning includes public consultation and/or land acquisition, the timelines are included in this section.

### 4.2 Annual Project Capital Cash Flow Requirement

2014 Capital Cash Flow Requirements	Q1	Q2	Q3	Q4	2014 Total
Engineering Consulting Services				200,000	200,000
Consultant Fees					-
General Services - Contracted					-
Land					-
Equipment & Furnishing					-
Contingency					-
Inflation					-
Other					-
	-	-	-	200,000	200,000
<b>2015 Capital Cash Flow Requirements</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2015 Total</b>
Engineering Consulting Services					-
Consultant Fees					-
General Services - Contracted	825,000	825,000	825,000	825,000	3,300,000
Land					-
Equipment & Furnishing					-
Contingency					-
Inflation					-
Other					-
	825,000	825,000	825,000	825,000	3,300,000
<b>2016 Capital Cash Flow Requirements</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2016 Total</b>
Engineering Consulting Services					-
Consultant Fees					-
General Services - Contracted					-
Land					-
Equipment & Furnishing					-
Contingency					-
Inflation					-
Other					-
	-	-	-	-	-
<b>2017 Capital Cash Flow Requirements</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2017 Total</b>
Engineering Consulting Services					-
Consultant Fees					-
General Services - Contracted					-
Land					-
Equipment & Furnishing					-
Contingency					-
Inflation					-
Other					-
	-	-	-	-	-

2018 Capital Cash Flow Requirements	Q1	Q2	Q3	Q4	2018 Total
Engineering Consulting Services					-
Consultant Fees					-
General Services - Contracted					-
Land					-
Equipment & Furnishing					-
Contingency					-
Inflation					-
Other					-
	-	-	-	-	-

#### 4.3 Project Cash Flow, Capital Budget and Plan

Year	Q1	Q2	Q3	Q4	Total Annual Cost
2014 & Prior				200,000	200,000
2015	825,000	825,000	825,000	825,000	3,300,000
2016					-
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
Thereafter	-	-	-	-	-
Total	825,000	825,000	825,000	1,025,000	3,500,000

#### 4.4 Impact on Operating Budget

Impact on Operating Budget	2014	2015	2016	2017	2018	Thereafter
REVENUES						
EXPENSES						
Salaries, Wages & Benefits	130,800	639,600	770,400	770,400	770,400	770,400
Contracted/General Services						
Materials, Goods & Utilities		30,000	30,000	30,000	30,000	30,000
Other Expenses			140,000	140,000	140,000	140,000
TOTAL EXPENSES	130,800	669,600	940,400	940,400	940,400	940,400
NET OPERATIONAL REQUIREMENT	(130,800)	(669,600)	(940,400)	(940,400)	(940,400)	(940,400)

CHANGE TO STAFF REQUIREMENTS (+/-) **Note: 2014 salaries already being spent**

### 5. TOTAL COST OF OWNERSHIP

Year	Total Capital Costs	Total Operating Costs	Total Annual Costs
2014 & Prior	200,000	130,800	330,800
2015	3,300,000	669,600	3,969,600
2016		940,400	940,400
2017	-	940,400	940,400
2018	-	940,400	940,400
2019	-	940,400	940,400
Thereafter	-	940,400	940,400
Total	3,500,000	5,502,400	9,002,400

### 6. APPENDICES



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## CAPITAL BUDGET AMENDMENT

**CURRENT PROJECT NAME:** Fort McMurray Animal Control Vehicles

**AMENDED PROJECT NAME:**

Group I/O

Revenue I/O

Expense I/O

New Project

**ORDER CODES (if assigned):**

**CURRENT PROJECT BUDGET**

**Funded capital project**

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2013 & Prior	-					
2014	-					
2015	-					
2016	-					
Thereafter	-					
<b>TOTAL</b>	-	-	-	-	-	-

### CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
	-			-

### DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

It is the responsibility of the Municipality to provide animal control operations within the entire region. As it is well known, our environmental conditions are extreme and the roadways in the areas to be serviced are not always easily accessible. In order to accomplish this task, meeting with the Municipality's high standards, and given consideration of the care and safety of animals, it is recommended that four (4) specially built and designed vehicles are purchased at a total cost of \$400,000.

### AMENDED PROJECT BUDGET

**Funded capital project**

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2013 & Prior	-					
2014	100,000.00			100,000.00		
2015	300,000.00			300,000.00		
2016	-					
Thereafter	-					
<b>TOTAL</b>	400,000.00	-	-	400,000.00	-	-

### FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process?

Yes

Will the change result in an addition or cancellation of a capital project?

Yes

Will the underlying scope change alter the nature and type of capital project?

n/a

Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?

n/a

Will the change result in Council set debt and debt service limits being exceeded?

No

*In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.*





PROJECT NAME

Fort McMurray Animal Control Vehicles

## 1. EXECUTIVE SUMMARY

*This request is for the purchase of 4 SUVs (vehicles) designed for animal control, to a total cost of \$400,000.*

## 2. STRATEGIC PRIORITY ACTIONS

- Build complete communities

## 3. ANALYSIS

### 3.1 Justification

*It is the responsibility of the Municipality to provide animal control operations within the entire region. As it is well known, our environmental conditions are extreme and the roadways in the areas to be serviced are not always easily accessible. In order to accomplish this task, meeting with the Municipality high standards, and given consideration of the care and safety of animals, it is recommended that four (4) specially built and designed vehicles are purchased at a total cost of \$400,000.*

### 3.2 Assumptions

### 3.3 Priority Score

	Rate 1 to 5
Imminent Health or Safety	5
Legislation/Contractual Obligation	5
Link to Strategic Plan	5
Maintain Existing Assets	0
Maintain Current Service Levels	0
Increase Revenue	0
Decrease in Expenses	0
Increase Level of Existing Service	0
New Service	0
Other _____	0
	15

## 4. IMPLEMENTATION

### 4.1 Estimated Schedules / Milestones

Project Planning*	Predesign	Design	Construction	Completion
Q4-2014	Q1-2015	Q1-2015	Q1-2015	Q1-2015

\* If Project Planning includes public consultation and/or land acquisition, the timelines are included in this section.

### 4.2 Annual Project Capital Cash Flow Requirement

2014 Capital Cash Flow Requirements	Q1	Q2	Q3	Q4	2014 Total
Engineering Consulting Services					-
Consultant Fees					-
General Services - Contracted					-
Land					-
Equipment & Furnishing				100,000	100,000
Contingency					-
Inflation					-
Other					-
	-	-	-	100,000	100,000
<b>2015 Capital Cash Flow Requirements</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2015 Total</b>
Engineering Consulting Services					-
Consultant Fees					-
General Services - Contracted					-
Land					-
Equipment & Furnishing	300,000				300,000
Contingency					-
Inflation					-
Other					-
	300,000	-	-	-	300,000
<b>2016 Capital Cash Flow Requirements</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2016 Total</b>
Engineering Consulting Services					-
Consultant Fees					-
General Services - Contracted					-
Land					-
Equipment & Furnishing					-
Contingency					-
Inflation					-
Other					-
	-	-	-	-	-
<b>2017 Capital Cash Flow Requirements</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2017 Total</b>
Engineering Consulting Services					-
Consultant Fees					-
General Services - Contracted					-
Land					-
Equipment & Furnishing					-
Contingency					-
Inflation					-
Other					-
	-	-	-	-	-

2018 Capital Cash Flow Requirements	Q1	Q2	Q3	Q4	2018 Total
Engineering Consulting Services					-
Consultant Fees					-
General Services - Contracted					-
Land					-
Equipment & Furnishing					-
Contingency					-
Inflation					-
Other					-
	-	-	-	-	-

#### 4.3 Project Cash Flow, Capital Budget and Plan

Year	Q1	Q2	Q3	Q4	Total Annual Cost
2013 & Prior					
2014	-	-	-	100,000	100,000
2015	300,000	-	-	-	300,000
2016	-	-	-	-	-
2017	-	-	-	-	-
2018	-	-	-	-	-
Thereafter	-	-	-	-	-
Total	300,000	-	-	100,000	400,000

#### 4.4 Impact on Operating Budget

Impact on Operating Budget	2014	2015	2016	2017	2018	Thereafter
REVENUES						
EXPENSES						
Salaries, Wages & Benefits						
Contracted/General Services						
Materials, Goods & Utilities						
Other Expenses			30,000	30,000	30,000	120,000
TOTAL EXPENSES	-	30,000	30,000	30,000	30,000	120,000
NET OPERATIONAL REQUIREMENT	-	(30,000)	(30,000)	(30,000)	(30,000)	(120,000)

CHANGE TO STAFF REQUIREMENTS (+/-)

Note: \$7500.00/vehicle for maintenance per year (4 vehicles). Life expectancy is 8 years)

### 5. TOTAL COST OF OWNERSHIP

Year	Total Capital Costs	Total Operating Costs	Total Annual Costs
2013 & Prior			
2014	100,000	-	100,000
2015	300,000	30,000	330,000
2016	-	30,000	30,000
2017	-	30,000	30,000
2018	-	30,000	30,000
Thereafter	-	120,000	120,000
Total	400,000	240,000	640,000

### 6. APPENDICES



**Subject: Citizen Recognition Program Recommendations****APPROVALS:**

Carole Bouchard, Director  
Brian Moore, Executive Director  
Marcel Ulliac, Interim Chief Administrative Officer

**Community Services Committee Recommendation:**

THAT the Community Services Committee (CSC) recommendations for the 2014 Citizen Recognition Program be approved, to be revealed at the Toast of Champions Ceremony.

**Summary:**

The Citizen Recognition Program Policy (PRL-090) approved on June 26, 2012, states that the Community Services Committee is responsible to review all eligible nominations and recommend recipients for Council approval.

**Background:**

Initially established in 1998, the Citizen Recognition Program Policy (PRL-090) was developed to acknowledge outstanding individuals or groups that make a significant contribution or positive impact within the Regional Municipality of Wood Buffalo.

The Community Services Committee met on Wednesday, October 22, 2014, to review all 14 nominations for the Citizen Recognition Program – Mayor and Council's Toast of Champions. The CSC short listed candidates based on completion of their application, their broad community impact, notable philanthropic efforts and volunteer commitment.

The CSC unanimously recommended eight (8) recipients for the Citizen Recognition Program, seven (7) of which were based in the Urban Service Area and one (1) in the Rural Service Area. Further, the CSC had an additional recommendation for Council to recognize one (1) recipient for lifetime achievement for a total of nine (9) recipients.

**Budget/Financial Implications:**

The 2014 budget for the Citizen Recognition Program is \$70,000.

**Rationale for Recommendation:**

The recommendations presented by the CSC adhere to the criteria outlined in the Citizen Recognition Program Policy (PRL-090). CSC members unanimously agreed the nine (9) nominees were worthy of being recognized at the Mayor and Council's Toast of Champions on January 29, 2015, for their many outstanding efforts and contributions to Wood Buffalo.



**Subject: Rural Water and Sewer Servicing – Fixed Fees****APPROVALS:**

Darcy Dragonetti, Director  
Kevin Scoble, Executive Director  
Marcel Ulliac, Interim Chief Administrative Officer

**Administrative Recommendations:**

THAT the property owners' contribution of capital costs will be fixed at \$16,000 for piped water and sewer systems in Anzac, Conklin, Draper, Gregoire Lake Estates, and Janvier.

THAT the property owners' contribution of capital costs will be fixed at \$16,000 for sewer systems in Saprae Creek for property owners with existing sewer tanks.

THAT the property owners' contribution of capital costs will be fixed at \$10,000 for sewer systems in Saprae Creek for property owners with existing septic fields.

THAT the property owners that defer connection to the system will be charged the appropriate fixed fee plus inflation and interest.

**Summary:**

Council approved that residents in the rural water and sewer servicing program will pay a portion of the total capital costs. Clarification and cost certainty is provided to property owners by charging a fixed fee instead of charging a percentage (10%) of the total project costs.

**Background:**

At Council's request for clarification, Administration has reviewed the private property owners' contribution of the total capital cost.

**Alternatives:**

Alternatives include either leaving private property owners' contribution as a percentage of total capital costs or changing the contribution to a fixed fee.

**Budget/Financial Implications:**

Changing the fee structure will not significantly impact the fees recovered by the Municipality, from the residents, for the following reasons:

- The private contribution, at a maximum of 10%, is low relative to the total capital project costs.

- Current cost estimates have a built-in contingency which would help cover any future variances.
- Total capital costs will be difficult to determine as some private connections will be delayed up to 25 years.
- Detailed design, currently underway, will provide more accurate costing.
- While a fixed fee is not expected to significantly impact the Municipality's financial contribution to the project, project cash flows will be updated in proposed future Capital Plans to reflect both the more precise cost estimates resulting from detailed design and the fixing of ratepayers' contribution as recommended.

**Rationale for Recommendations:**

The recommendations recognize the challenges of charging residents percentage-based fees.

**Subject: Lease of Port of Entry Building to Arts Council Wood Buffalo****APPROVALS:**

Keith Smith, Acting Director  
Brian Moore, Executive Director  
Kevin Scoble, Acting Interim Chief Administrative Officer

**Administrative Recommendation:**

THAT the existing lease between Arts Council Wood Buffalo and the Municipality for the Port of Entry Building at 400 Sakitawaw Trail, Fort McMurray within Reserve Block 5, Plan 752 0462 be amended to a nominal lease rate of One Dollar per annum, retroactively to September 1, 2014, with Lessee responsible for all costs associated with utilities, insurance, and tenant improvements.

**Summary:**

Arts Council Wood Buffalo (ACWB) entered into a month-to-month, market rate lease with the Municipality to occupy the Port of Entry building effective September 1, 2014.

Operational funding for ACWB, a registered non-profit organization, comes almost exclusively from the Municipality. Consequently, ACWB has requested that their market lease rate of \$4,950 per month (as determined by a third party appraisal) be waived for this location. The proposed amended lease will stipulate a nominal One Dollar (\$1.00) per annum rate, with all other terms and conditions remaining the same.

Council approval is required to authorize a lease at a nominal One Dollar per annum rate.

**Background:**

The Municipality is the registered owner of the land and building located at 400 Sakitawaw Trail, Fort McMurray. The building was vacated by Fort McMurray Tourism effective April 11, 2014. Alberta Transportation has confirmed the building's removal will be necessary when highway widening construction commences in approximately three years' time.

On May 27, 2014, Council approved a nominal rate lease to Wood Buffalo Community Village (WBCV), also a nonprofit organization, in the Port of Entry building. Planned occupation did not occur on July 1st, as circumstances forced the organization's dissolution effective June 26, 2014. Subsequent to WBCV's dissolution announcement, ACWB submitted a request to lease the Port of Entry building.

Council's authorization for a nominal lease rate was not available prior to the ACWB's required occupancy date of September 1st, so ACWB, with Boreal Artist Institute, also a registered nonprofit, as its subtenant, entered a fair market rate lease to occupy the Port of Entry building.

The Municipality supports other social profit agencies with nominal rate leases similar to the one recommended here.

The Municipality is not required to advertise its intention to enter into this lease at less than fair market value, since the lessee is a non-profit organization as defined in section 241(f) of the *Municipal Government Act*.

**Budget/Financial Implications:**

No direct budgetary or financial impact will result from this proposed lease.

**Rationale for Recommendations:**



Social profit organizations contribute significantly to the quality of life in the Municipality. These organizations find it increasingly challenging to acquire suitable space from which to provide programming and services, given the rising cost of real estate in our region. ACWB operates as a registered non-profit and its revenue source is almost exclusively municipal funding.

In the past the Municipality has entered into similar agreements with other charities and/or social profit service groups allowing them use of municipal assets without financial compensation. Administration supports this application for assistance, recognizing that Arts Council Wood Buffalo is similarly deserving on account of the benefits it provides to our community.


**Attachment:**

1. Subject Area Map



-  LEASE AREA
-  SURVEY PARCELS



0 4.25 8.5 17 25.5  
 Meters

400 Sakitawaw Trail, Fort McMurray  
Part of Reserve Block 5,  
Plan 752 0462



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

Map created by the Land Administration Department  
August 18, 2014

