



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Wood Buffalo Recovery Committee

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Wednesday, September 07, 2016
6:00 p.m.

Agenda

In Camera (2:00 p.m. - 5:00 p.m.)

- Policy Options
(in camera pursuant to Section 24 of the *Freedom of Information and Protection of Privacy Act*)
- Personnel Matter
(in camera pursuant to Section 17 of the *Freedom of Information and Protection of Privacy Act*)
- Advice from Officials
(in camera pursuant to Section 24 of the *Freedom of Information and Protection of Privacy Act*)

Call To Order

Adoption of Agenda

Minutes of Previous Meetings

1. Minutes of Wood Buffalo Recovery Committee Meeting - August 31, 2016

Presentations

2. Long Term Recovery Plan
3. Interim Housing

New and Unfinished Business

4. Sub-Committee Reports
5. Wildfire Recovery Team Update

Adjournment

Unapproved Minutes of a Meeting of the Wood Buffalo Recovery Committee held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, August 31, 2016, commencing at 6:00 p.m.

Present: J. Bancarz, Chair
K. Fleury
S. Germain, Councillor
M. Giles
M. Hodson
K. Jenkins
K. McGrath, Councillor
A. Vinni, Councillor

Absent: M. Farrington, Vice-Chair

Administration: J. Brown, Supervisor, Legislative Services
C. Hanly, Municipal Legal Counsel
S. Harper, Legislative Officer

Call To Order

Chair J. Bancarz called the meeting to order at 6:01 p.m.

Adoption of Agenda

Moved by K. Fleury that the Agenda be adopted as presented.
CARRIED UNANIMOUSLY

Minutes of Previous Meetings

1. Minutes of Wood Buffalo Recovery Committee Meeting - August 24, 2016

Moved by M. Giles that the minutes of the Wood Buffalo Recovery Committee Meeting held on August 24, 2016 be approved as presented.
CARRIED UNANIMOUSLY

Presentations

2. Terry Cooper, Abasand Rebuild Committee
(6:03 p.m. – 7:30 p.m.)

Terry Cooper, representing the Abasand Rebuild Committee, spoke to the need for a land use bylaw text amendment to give property owners some form of surety that they will be permitted to rebuild on their lots without being denied due to current provisions of the land use bylaw. Mr. Cooper further highlighted the difficulties and complexities that rebuilding poses for some residents, including lots size, differing insurance policies and neighbours plans for redevelopment.

Exit:

Mr. K. Fleury exited the meeting at 6:38 p.m.

Exit and Return:

Councillor K. McGrath exited the meeting at 6:42 p.m. and reentered at 6:49 p.m.

Mr. Cooper distributed several handouts, which he committed to providing to Committee members electronically.

Recess:

A brief recess occurred from 7:07 p.m. - 7:16 p.m.

Moved by M. Giles that the Wood Buffalo Recovery Committee supports bringing directly to Council for first reading an overlay amendment to the Land Use Bylaw 99/059 that would direct that rebuilding of destroyed structures to preexisting footprints will be permitted and that also sets out a range of options for rebuilding in cases where rebuild to preexisting footprints is not possible or feasible as soon as practical.

CARRIED UNANIMOUSLY

New and Unfinished Business**3. Update on Interim Housing**
(7:31 p.m. – 7:45 p.m.)

Erin O'Neill, Recovery Branch Lead, and Caitlin Downie, People Services Team, provided an update relative to the provision of Interim Housing in the wake of the May 2016 wildfires, indicating that a broad strategy was being developed to coordinate the efforts to acquire and house people in interim housing, which will include a communication strategy with tip sheets for public use.

4. Abasand and Beacon Hill Green Home Phase 1 Re-entry Orientation
(7:46 p.m. – 7:51 p.m.)

Erin O'Neill, Recovery Branch Lead, provided an overview of the Abasand and Beacon Hill Green Home Phase 1 Re-entry Orientation, citing that information booths have been set up in both Abasand and Beacon Hill with positive turnout at both locations during the first official day of re-entry to those communities.

5. Sub-Committee Reports
(7:52 p.m. – 8:01 p.m.)

Community Engagement Sub-Committee – Kim Jenkins, Chair, and Sarah Murrant, Manager, Stakeholder Relations, provided an overview of the community engagements to date and the plan for future engagements to address specific issues, citing that they are continuously working on tools to enhance communication with residents.

Recruitment and Strategic HR Attraction Sub-Committee – Mark Hodson, Chair, provided an update on the process of developing a plan for recruitment of a permanent Team Lead for the Recovery Task Force, indicating that further information would be brought forward to the Committee in the near future.

6. Wildfire Recovery Team Update

(8:02 p.m. – 8:03 p.m.)

Dana Woodworth, Interim Recovery Team Leader, provided an update on Recovery Task Force activities and plans going forward, which included a discussion of budgetary needs and collaborative efforts with municipal administration.

Adjournment

As all scheduled business matters had been concluded, Chair J. Bancarz declared the meeting adjourned at 8:03 p.m.

Chair

Chief Legislative Officer

Long Term Recovery Planning

Update to the Wood Buffalo Recovery Committee

Presented by Jim Julien
September 7, 2016



Briefing Outline

- Deliverables
- Approach
- Team Timeline
- Campaign Plan (V2.1 - Draft)
- The RWMB Recovery Plan

Deliverables

Specified:

- Updated Campaign Plan
- RMWB Recovery Plan
- Recovery Task Force Organization
- Budget

Implied:

- Engagement with stakeholders
- Internal Plan review

Approach

- Informed by stakeholder engagement
- Involved with the staff
- Aligned with existing plans
- Adaptive

Team Timeline

September

- Week 1: Orient/Read in
- Week 2: Analyze/Plan
- Week 3: Produce
- Week 4: Submit and Amend

October

- Deeper Dive on one year
- Performance Measures
- Assess
- Adapt to conditions

Campaign Plan

- Purpose
- Scope
- Version 2.1 dated September 4, 2016
- Remains a draft document
- Action areas aligned with the five pillars of:
 - People
 - Economy
 - Environment
 - Rebuild
 - Mitigate

The RMWB Recovery Plan

Main Documents

- Background/Intro/Vision
- Stakeholders/Governance
- Action Areas/Outcomes/Performance
- Projects/Activities/Funding

The RMWB Recovery Plan

Supporting Documents

- Budget
- Implementation Timeline
- Other (risks, organization, links to relevant supporting plans)

Interim Housing

Update to the Wood Buffalo Recovery Committee

*Presented by Linda Thompson-Brown
September 7, 2016*

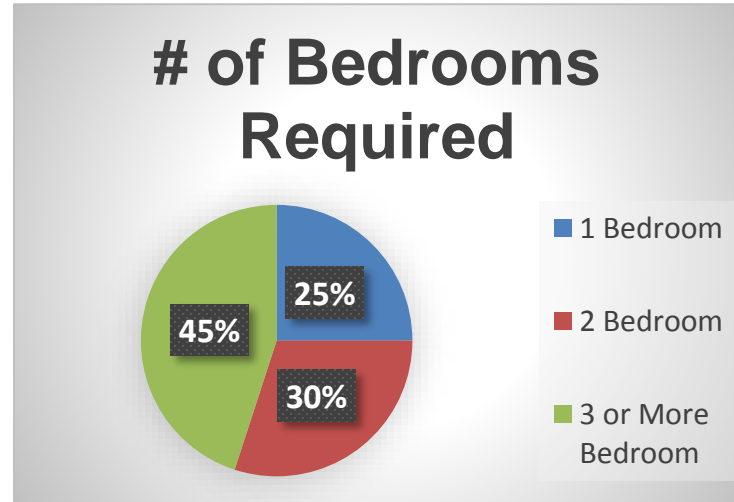
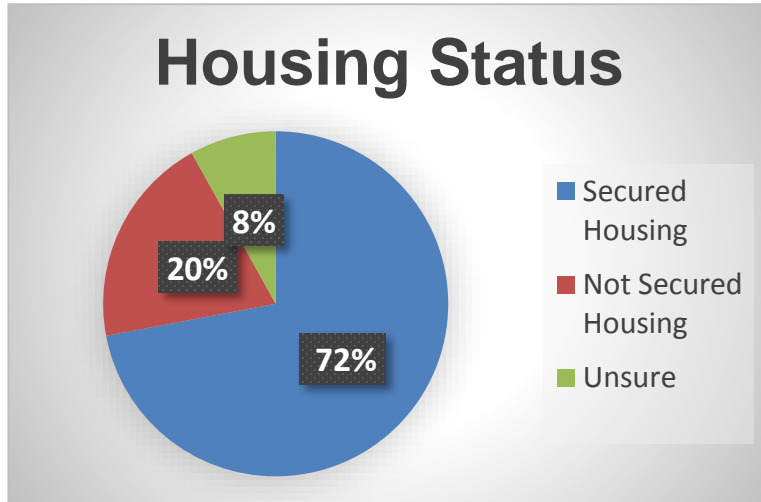


Background

- Request made on July 14th to the Government of Alberta for interim, pet-friendly housing units with three or more bedrooms to be made available to affected residents
- A Housing Needs Survey was conducted to determine the number of residents who require interim housing support and the specific needs and barriers they may face
- The Government of Alberta announced on September 1st that mobile units will be brought in for families who need three or more bedrooms

Housing Needs Survey Data

- 76% of respondents intend on returning to the region
- 46% of respondents own pets



As of August 11, 2016, 1167 responses were received with a confidence level of 99 per cent +/-1 per cent margin of error.

Strategies

- Hotels
 - Long term stay rates, 1-3 bedroom, pet friendly
- Communications Strategies
 - Encourage residents to become landlords
 - Pet Friendly Accommodation Tip sheet
- Assistance Programs
 - Red Cross
 - Rental or Mortgage Assistance
 - Security deposits, permits, storage, furniture, etc.

Interim Housing

Eligibility

- Families with children requiring 3 or 4 bedrooms
- Destroyed or no longer habitable home
- Pet friendly
- First-come first-serve basis

Program concludes at the end of 2018

- Residents are expected to move out when:
 - House is habitable
 - Vacancy rates increase

Interim Housing

Leases & Fees

- Initial 6 month lease, 3 month leases subject to approval thereafter
- Residents may terminate lease (14 day notice)
- Rent:
 - Three Bedroom: **\$2,500** per month
 - Four Bedroom: **\$2,650** per month

Interim Housing

Financial Assistance

- Red Cross housing assistance: rent & mortgage
- Red Cross assistance: deposit, furniture & storage

Interim Housing

Required Documents

- Needs Assessment, Application & Deposit
- ID of all household members
- Proof of pre-fire residence in the region
- Proof of ability to pay all applicable fees

Interim Housing

Timeline

- Demo Home open Sept 9th at the Youth Assessment Centre
- Applications will begin on Sept 9th
- Government of Alberta to prepare site and units
- First tenants to move in mid-to-late October



WOOD BUFFALO RECOVERY COMMITTEE REPORT

Meeting Date: September 7, 2016

**Subject: Wood Buffalo Recovery Committee
Recruitment & Strategic HR Attraction
Sub-committee Update**

Summary and Background:

At the August 31, 2016 meeting of the Wood Buffalo Recovery Recruitment & Strategic HR Attraction Sub-committee the attached job description was reviewed and finalized with RMWB Director of Human Resources, Terry Hartley.

The intention is to post the position for three weeks (longer if required) on Thursday, September 8. The Sub-committee is allowing 2-3 months to complete the hiring process.

Attachment:

1. Job Description: Team Leader, Wood Buffalo Recovery Task Force.

REGIONAL MUNICIPALITY OF WOOD BUFFALO

Job Description: Team Leader, Wood Buffalo Recovery Task Force

Division/Department: Wood Buffalo Recovery Committee

Title: *Team Leader*, Wood Buffalo Recovery Task Force

Reports to: Wood Buffalo Recovery Committee

GENERAL DESCRIPTION

Under the direction of the 9-member Wood Buffalo Recovery Committee ("WBRC," a Committee of RMWB Council); the *Team Leader* of the Recovery Task Force will have overall operational authority and responsibility to lead a multi-faceted team dedicated to the recovery of Wood Buffalo from the May-June 2016 Forest Fires. This Task Force is expected to remain in place for 3 years, with the possibility of extension.

Primary responsibilities of this position include:

Leadership, Planning, and Implementation: Will work with the WBRC to execute and improve the overall Strategic Plan, including Critical Success Factors with Outcomes, Measures of Success, and Key Timelines.

The Team Leader will have responsibility to hire, organize and performance manage the workforce under his/her authority including Communications, Engineering, Policy & Programming and Community interface staff.

Management, Financial, and Administrative: Ensure the Task Force Team is functioning as an effective and collaborative partner within the larger RMWB context. Work with the RMWB CAO to ensure integrated services and initiatives work effectively and in a timely manner to meet the needs of community members.

The Team Leader will develop for approval by the WBRC, a business plan and budget, and then work towards its implementation and make adjustments to accommodate changes yet stay within budgets established.

Departmental Development: Initiates, develops, and adjusts departmental resource requirements, goals, and objectives to create a blueprint and cohesion in achieving its goals. Consults with and coaches the managers reporting to this position.

Other General Duties include:

- Ensure timely and responsive services to residents, indigenous people, business owners, industry and the social sector throughout Wood Buffalo to assist in their own recovery efforts, as well as asserting unique service requirements and initiatives that might be required by different neighbourhoods. Major initiatives envisaged include addressing:
 - People – health, safety, education and recreation
 - Economic – Economic development, community-based service provision (medical, retail, etc.)
 - Environmental – stewardship of environment, waste management, contamination remediation
 - Reconstruction & Mitigation – housing, re-entry into communities, hazard removal/containment; municipal capital asset & infrastructure
 - Stakeholder co-ordination – NGO's, businesses, Indigenous, neighbouring communities
- Work closely with all levels of government.
- Work closely with other Wood Buffalo recovery organizations.
- Prepare reports and recommendations and raise red-flag issues to the WBRC as might be requested and needed for its accountability to Council and community.

SKILLS REQUIREMENTS

Candidates need to show evidence of the following:

- Experience in introducing transformational change in a highly complex situation.
- Excellent communication, interpersonal, leadership, problem-solving, negotiation, facilitation, and mediation skills.
- Ability to empower people, strong organizational skills, and use of innovative approaches in situations involving rapid change, shifting priorities, and simultaneous demands.
- High emotional intelligence capacity including the ability to deal effectively with ambiguity, remain calm and neutral in conflict situations.
- Proven ability to establish and maintain effective working relationships with managers, employees, leaders, and external contacts and interacts in a manner that builds trust, credibility, and rapport.
- Demonstrated financial management and background in a computerized environment.

- Demonstrated ability to work under own initiative and make sound decisions, sometimes under stressful conditions.
- Demonstrated understanding of municipal processes and procedures and strategic and business direction.

WORK EXPERIENCE REQUIREMENTS

Minimum of twenty (20) years' managerial experience, including significant experience with management of large scale and complex projects.

Experience in or knowledge of public sector/municipal/agency environment.

Experience in disaster response/recovery considered an asset.

Experience working in a private/public sector environment with unionized and non-unionized employees considered an asset.

EDUCATION REQUIREMENTS

Degree in Public Administration, Business Administration, Engineering or related discipline.

Project Management Professional (PMP) Designation considered an asset.

An equivalent combination of education and experience may be considered.

SAFETY

As an employee/contractor of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while in the employ of the Regional Municipality of Wood Buffalo the health and safety of employees, contractors and the public.

This position is employed in a senior management capacity. As such the employee is required to have or obtain additional safety training in accordance with municipal procedures and directives.

PHYSICAL/ VISUAL/AUDITORY DEMANDS, WORKING CONDITIONS, & OPERATOR'S LICENSE REQUIREMENTS

Due to the physical requirements of some positions, a Physical Demands Analysis (PDA) may be required.

Is a fitness for duty declaration required?

Yes, must be medically and physically fit to perform all of the duties of this position on an ongoing basis. No

Is auditory baseline testing required?

Yes No

Working Conditions:

Yes, must be willing to work outside in all weather conditions. No

Yes, may be required to work in unsanitary conditions. No

If yes, immunizations are strongly recommended.

Operator's License Requirements:

Class 1, 2, 3, 4

Valid Alberta class Operator's license is required (A clean driving abstract is preferred).

Class 5

Valid Alberta Class five (5) operators license is required as incumbent may be required to operate a personal or municipal vehicle for business use.

Q-endorsement

'Q' – Endorsement (Air Brakes) is required.

APPROVAL

Chair, HR Committee
Wood Buffalo Recovery Committee

Human Resources

Creation Date: September 1, 2016

Revision Date: