



Council Meeting

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, January 12, 2016
6:00 p.m.

Agenda

In Camera Session (5:00 p.m. – 6:00 p.m.)

- Naming of Municipal Utility Corporation

(In Camera pursuant to Section 24(1) of the Freedom of Information and Protection of Privacy Act)

- Legal Matters

(In Camera pursuant to Section 27 of the Freedom of Information and Protection of Privacy Act)

Call To Order

Adoption of Agenda

Minutes of Previous Meetings

1. Minutes of Council Meeting December 8, 2015

Delegations

2. Vehicle for Hire Bylaw
 - Ronald W. MacNeill, Sun Taxi
 - Dogar Mohammad, Sun Taxi Drivers

Bylaws

3. Bylaw No. 15/029 - Grayling Terrace Road Closure
 - public hearing
 - 2nd and 3rd readings

4. Bylaw No. 15/030 - Land Use Bylaw Amendment and Disposal of Waterways Community Centre (Lot 14, Block 2, Plan 3969ET)
 - public hearing
 - 2nd and 3rd readings
5. Bylaw No. 15/027 - Offsite Levy Bylaw
 - Non-statutory public hearing
 - 2nd and 3rd readings

Reports

6. Selection Committee Recommendation - Public Art Committee Appointment
7. Selection Committee Recommendation: Member Appointments to Composite Assessment Review Board to hear Machinery and Equipment Assessment Complaints
8. Urban Snow and Ice Control Policy (PRL – 150)
 - presentation from Administration (R. Billard, Public Works)
 - delegations

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, December 08, 2015, commencing at 6:00 p.m.

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

Absent: C. Tatum, Councillor

Administration: M. Ulliac, Chief Administrative Officer
A. Rogers, Senior Legislative Officer
S. Harper, Legislative Officer

Call To Order

Mayor M. Blake called the meeting to order at 6:02 p.m.

Adoption of Agenda

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

CARRIED UNANIMOUSLY

Minutes of Previous Meetings

1. Minutes from Council Meeting - December 1, 2015

Moved by Councillor J. Stroud that the Minutes of the Council Meeting held on December 1, 2015 be approved as presented.

CARRIED

For: M. Blake, T. Ault, L. Bussieres, P.
Meagher, J. Stroud, A. Vinni

Opposed: K. McGrath

Presentations

2. Elsie Hutton, Chief Financial Officer re: 2016 Capital and Operating Budgets, 2017 - 2021 Capital and Financial Plans
(6:07 p.m. – 7:55 p.m.)

Elsie Hutton, Chief Financial Officer; and Kola Oladimeji, Director of Finance, provided a presentation on the 2016 Capital and Operating Budgets, and the 2017-2021 Capital and Financial Plans.

Arrival:

Councillor J. Cardinal entered the meeting at 6:17 p.m.

Nathan Petherick, Brown and Associates Planning Group, on behalf of Pacific Investments, requested that Council consider an amendment to the 2016 Capital Budget to include \$15,000,000 to support the construction of the South MacKenzie water line to allow for water servicing to the Prairie Creek Business Park.

Reegan McCullough, Executive Director; Oil Sands Community Alliance, spoke relative to the declining competitiveness of the oil industry in the region as a result of global oil prices and the need for the Municipality and industry to work together to find a mutually beneficial solution to reduce the amount of assessment appeals.

Exits and Returns:

Councillor K. McGrath exited the meeting at 7:02 p.m. and reentered at 7:05 p.m.

Councillor L. Bussieres exited the meeting at 7:03 p.m. and reentered at 7:04 p.m.

Peter Fortna, resident, came forward to express thanks to Council for all their hard work in preparing the budget.

Jeffrey O'Donnell, Conklin Resource Development Advisory Committee, spoke to the community of Conklin's excitement for the commencement of construction on the Conklin Multiplex Project, citing that it will provide a much needed facility in the community.

Arrival:

Councillor S. Germain entered the meeting at 7:06 p.m.

Diane Slater, resident, expressed concern over the 2016 Capital and Operating Budgets, requesting that Council pass an interim budget and take the time to reassess spending needs in 2016.

Mike Durocher, resident, expressed concern over the proposed spending in the 2016 Capital and Operating budgets, suggesting that a more cautious spending plan and a reduction in taxes collected might be more prudent considering the current economic climate.

Gene Ouellette, resident, presented Council with some research information suggesting that the proposed spending levels as presented in the 2016 Capital and Operating budgets are inflated for the region.

Ian Dirom, resident, expressed his concern suggesting that the proposed budgets are inflated, public engagement on the budget process needs to be improved, and the budget documents lack comprehensiveness.

Recess and Exit:

A recess occurred from 7:56 p.m. to 8:12 p.m., at which time Councillor T. Ault left the meeting due to illness. Before departing, Councillor Ault requested that another member of Council present his proposed amendment to the Operating Budget for Council's consideration.

With the consent of Council, it was agreed that the remaining items on the agenda would be dealt with first due to their time sensitive nature, and that deliberations on the 2016 Capital and Operating budgets would resume thereafter.

Bylaws

3. **Bylaw No. 15/026 - Land Use Amendment - Keyano Clearwater Campus (Lots 1-5, Block 2, Plan 5030TR; Lot 12, Block 2, Plan 5030TR; Lot 1, Plan 3790 NY; Lot 15MR, Block 2, Plan 922 0240; Lot 2, Block 2, Plan 772 2192)**
(8:13 p.m. – 8:25 p.m.)

Mayor M. Blake declared the public hearing open at 8:13 p.m.

Bradley Evanson, Director of Planning and Development, and Dan Fitzgerald, Planner II, provided an introductory presentation, citing that the bylaw will allow Keyano College to pursue a greater mix of commercial and office uses on site.

David Symes, IBI Group, provided a brief presentation on behalf of Keyano College in support of Bylaw 15/026, citing that the amendment will streamline the process for future development by removing the need to come forward for various other amendments.

Moved by Councillor K. McGrath that Bylaw No. 15/026, being an amendment to the Land Use Bylaw No. 99/059 specific to Lots 1-5, Block 2, Plan 5030TR; Lot 12, Block 2, Plan 5030TR; Lot 1, Plan 3790 NY; Lot 15MR, Block 2, Plan 922 0240; and Lot 2, Block 2, Plan 772 2192 be read a second time.

CARRIED UNANIMOUSLY

Moved by Councillor P. Meagher that Bylaw No. 15/026 be read a third and final time.

CARRIED UNANIMOUSLY

4. **Bylaw No. 15/027 Offsite Levy Bylaw**
(8:26 p.m. – 8:27 p.m.)

Moved by Councillor J. Stroud that Bylaw No. 15/027, being an Offsite Levy Bylaw, be read a first time; and that a non-statutory public hearing be held on January 12, 2016.

CARRIED UNANIMOUSLY

Reports

5. **Selection Committee Recommendations - Annual Committee Appointments**
(8:28 p.m. – 8:37 p.m.)

Moved by Councillor A. Vinni:

- THAT Keith Haxton be appointed to the Composite Assessment Review Board as an acting member, effective immediately, until December 31, 2017;
- THAT Donald Gorman, Jennifer Reid and Samuel Odemuyiwa (acting) be appointed to the Composite Assessment Review Board, effective January 1, 2016, until December 31, 2017;

- THAT remuneration for Local and Composite Assessment Review Board Members be set at the same level as provincial remuneration rates for Municipal Government Board Members.
- THAT Elliot White, representing UDI Wood Buffalo, be appointed to the Land Planning and Development Advisory Committee effective immediately to October 31, 2016; and
- THAT the following appointments be approved, effective January 1, 2016:

Advisory Committee on Aging:

- Verna Murphy, urban public-at-large representative, Pam Burns, Seniors Resource Committee representative, and Paul McWilliams, Wood Buffalo Health Advisory Council representative, to December 31, 2017;

Combative Sports Commission:

- Brenda Fortais, Neal Perry, Rene Wells, and Alex Wong to December 31, 2017;

Communities in Bloom Committee:

- Erin Alexanders to December 31, 2016;
- Julia Bennett, Jacob Connolly, Qasim Malik, Julie Moretto, and James Sedgwick to December 31, 2017;

Community Identification Committee:

- Cathy Dreier, representing the Fort McMurray Historical Society, Carol Cleminson, and Jerry Bussieres, to December 31, 2017;

Community Services Committee:

- Funke Banjoko, Maxime Duval-Charland, and Robert Parmenter to December 31, 2017;

Fort McMurray Airport Authority:

- Joanne Day to December 31, 2019;

Landlord and Tenant Advisory Board:

- James Marten to December 31, 2016;
- Kashif Hussain, Samra Ilyas, Paul St. John, and Robert Woodward to December 31, 2017;

Library Board:

- Amanda MacPherson to December 31, 2016;
- Roy Amalu to December 31, 2017;
- Amelia Schofield, Pratik Tripathi, and Greg White to December 31, 2018;

Public Art Committee:

- Ana Maria Mendez-Barks, and Sharon Heading to December 31, 2018;

Regional Advisory Committee on Inclusion, Diversity and Equality:

- Zubair (Zak) Akthar to December 31, 2016;
- Janice Bailey, Sara Eweida, and Cristabell Simb to December 31, 2017;

Regional Recreation Corporation:

- Nicholas Germain, and Francesca Shannahan to December 31, 2016;
- Allan Grandison to December 31, 2017;
- Jonathan Grant, Mark Hodson, and David Tien to December 31, 2018;

Subdivision and Development Appeal Board:

- Ali Farhat to December 31, 2016;
- Alethea Austin, Stacey Houston, Debbie Moses, and Rene Wells to December 31, 2017;

Wood Buffalo Housing and Development Corporation:

- Jennifer Best, Maggie Farrington, and Jason Shulz to December 31, 2018.

CARRIED UNANIMOUSLY

6. Intervenor Status in Supreme Court of Canada

(8:38 p.m. – 8:55 p.m.)

Moved by Councillor P. Meagher that the Regional Municipality of Wood Buffalo make application to be granted intervenor status at the Supreme Court of Canada, in the case of Edmonton East (Capilano) Shopping Centres Ltd. v. City of Edmonton.

David Leflar, Chief Legislative Officer, provided a presentation and explanation on the report requesting the Municipality to pursue intervenor status in the Supreme Court of Canada case of Edmonton East (Capilano) Shopping Centres Ltd. v. the City of Edmonton. Mr. Leflar noted that being granted intervenor status would allow the Municipality to argue in favour of having the Supreme Court of Canada issue a judgement acknowledging that the courts are responsible for holding the Assessment Review Board accountable to the correct interpretation of the law.

CARRIED UNANIMOUSLY

New and Unfinished Business**7. 2016 Capital and Operating Budgets, 2017 - 2021 Capital and Financial Plans**
(8:56 p.m. – 10:18 p.m.)

As previously agreed to, discussion resumed on the 2016 Capital and Operating Budgets as all other scheduled business items had been dealt with.

2016 Capital Budget, 2017-2021 Capital Plan

The following motion was put forward for consideration:

Moved by Councillor J. Stroud:

1. THAT the 2016 Capital Budget in the amount of \$464,157,791 and \$492,128 Public Art Fund transfer totaling \$464,649,919 be approved as set out in Attachment 1, 2016 Capital Budget, dated December 8, 2015, as follows:

Capital Infrastructure Reserve	\$373,628,022
Debenture Financing	51,707,690
Grants	38,995,275
Others (Offsite Levy/Developer Charges etc.)	<u>318,932</u>
Total	<u>\$464,649,919</u>

2. THAT the net budget reduction on multi-year projects in progress totaling \$72,800,291 as set out on Attachment 2, 2016 Capital Budget – Multi-Year Projects – In Progress – Cash Flow Changes, dated December 8, 2015, be approved.
3. THAT the new multi-year projects totaling \$150,159,303 as set out on Attachment 3, 2016 Capital Budget New Multi-Year Projects – Cash Flow, dated December 8, 2015, be approved.
4. THAT the cash flow on multi-year projects totaling \$552,261,753 as set out on Attachment 4, 2017 - 2021 Capital Plan – Multi-Year Projects – Cash Flow – Funded, dated December 8, 2015, be approved.

The following motion was then brought forward:

Moved by Councillor K. McGrath that the proposed Operating Budget be deferred until after the report from the operational review is received, and that Council adopt an interim operating budget equal to 90% of the 2015 Operating Budget, to be in effect until March 31, 2016.

DEFEATED

For: L. Bussieres, S. Germain, K. McGrath, A. Vinni

Opposed: M. Blake, J. Cardinal, P. Meagher, J. Stroud

The following amending motion was then brought forward relative to the main motion:

Moved by Councillor L. Bussieres that Capital Project #193 – Casman Centre Building Management System Upgrade, in the amount of \$85,000 be moved from unfunded to funded in 2016.

Exits and Returns:

Councillor S. Germain exited the meeting at 9:17 p.m. and reentered at 9:18 p.m.

Councillor J. Stroud exited the meeting at 9:18 p.m. and reentered at 9:19 p.m.

CARRIED UNANIMOUSLY

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

Moved by Councillor J. Stroud:

1. THAT the 2016 Capital Budget in the amount of \$464,242,791 and \$492,128 Public Art Fund transfer totaling \$464,734,919 be approved as set out in Attachment 1, 2016 Capital Budget, dated December 8, 2015, as follows:

Capital Infrastructure Reserve	\$373,713,022
Debenture Financing	51,707,690
Grants	38,995,275
Others (Offsite Levy/Developer Charges etc.)	<u>318,932</u>
Total	<u>\$464,734,919</u>

2. THAT the net budget reduction on multi-year projects in progress totaling \$72,800,291 as set out on Attachment 2, 2016 Capital Budget – Multi-Year Projects – In Progress – Cash Flow Changes, dated December 8, 2015, be approved.
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4. THAT the cash flow on multi-year projects totaling \$552,261,753 as set out on Attachment 4, 2017 - 2021 Capital Plan – Multi-Year Projects – Cash Flow – Funded, dated December 8, 2015, be approved.

Exits and Returns:

Councillor L. Bussieres exited the meeting at 9:36 p.m. and reentered at 9:38 p.m.

Councillor K. McGrath exited the meeting at 9:44 p.m. and reentered 9:47 p.m.

Councillor S. Germain requested that the record reflect that he supports the 2016 Capital Budget, and the Conklin Multiplex project, in principle, but believes the project to be overfunded at \$50,000,000.

A request was made to have the design documents for the Doug Barnes Cabin project shared with Council to allow for a review of the design prior to the commencement of construction.

CARRIED UNANIMOUSLY

2016 Operating Budget, 2017-2018 Financial Plan

The following motion was put forward for consideration:

Moved by Councillor K. McGrath:

- THAT the 2016 Operating Budget, in the amount of \$860,708,200 be approved, representing \$520,495,300 for Municipal operations and \$340,212,900 as a transfer to the Capital Infrastructure Reserve; and
- THAT the 2017 – 2018 Financial Plan in the amount of \$889,417,400 and \$903,112,000 respectively, with funding transfers to the Capital Infrastructure Reserve of \$353,852,500 and \$350,065,800 respectively, be used as the basis for the development of the respective subsequent budgets.

Councillor S. Germain then put forward the following motion on Councillor T. Ault's behalf:

Moved by Councillor S. Germain that that the 2016 Operating Budget be reduced by \$30 million in accordance with the following:

- (a) the amount to be transferred to Capital Infrastructure Reserve to be reduced by \$20 million;
- (b) an additional reduction of \$10 million achieved in part by managing the elimination of 30 vacant full-time equivalent ("FTE") positions throughout 2016, and in part through other measures at Administration's discretion provided that the amount budgeted for Community Investment Program grant funding must not be reduced.

CARRIED

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

Opposed: M. Blake, J. Stroud

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

Moved by Councillor K. McGrath:

- THAT the 2016 Operating Budget, in the amount of \$830,708,200 be approved, representing \$510,495,300 for Municipal operations and \$320,212,900 as a transfer to the Capital Infrastructure Reserve, and
- THAT the 2017 – 2018 Financial Plan in the amount of \$859,417,400 and \$873,112,000 respectively, with funding transfers to the Capital Infrastructure Reserve of \$333,852,500 and \$330,065,800 respectively, be used as the basis for the development of the respective subsequent budgets.

CARRIED UNANIMOUSLY

Adjournment

Christmas Greetings were extended by Council to all residents of the Regional Municipality of Wood Buffalo.

As all scheduled business matters had been concluded, Mayor M. Blake declared the meeting adjourned at 10:19 p.m.

Mayor

Chief Legislative Officer



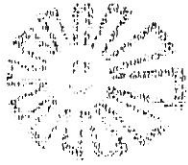
REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Council Meeting Presentation Request

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

Presentation Information	
Preferred Date of Presentation	January 12, 2016
Name of Presenter(s)	Ronald W. MacNeill
Organization Represented	Sun Taxi (Lft. McMurray) Inc.
Topic	Add \$13.00 to Schedule B for Airport pickup under Bylaw 13/001 or 14/038
Please List Specific Points/Concerns	In Dec 9/14 meeting of Council this subject was said to be brought back but never done so we are asking
Action Being Requested of Council	Add \$3.00 to Schedule B of the Vehicle for hire By law for all trips being picked up at the Airport
Are you providing any supporting documentation (ie: Powerpoint)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, the documentation <u>must</u> accompany this request, as handouts will not be distributed at the meeting. To ensure that your documents meet minimum standards, please see presentation guidelines on the next page.	
Supporting documents may be e-mailed to Legislative.Assistants@woodbuffalo.ab.ca .	

As per Procedure Bylaw No. 14/025, a request to make a presentation may be referred or denied.



SUN TAXI
FAST EFFICIENT SERVICE

MCMURRAY
AIRPORT LIMO

We at Sun Taxi Ft McMurray Inc. and Fort McMurray Airport Limo are in support of having \$3.00 added to Schedule B of the Vehicle for hire bylaw. This would create a special fare, which can only be applied to a fare being picked up at the airport, in the bylaw which allows Fort McMurray Airport Limo, as well as Sun Taxi, to start the meter at a rate in which drivers can recoup the cost of the Fort McMurray Airports parking fee which is imposed on them. We find this is standard business practice for taxi and limo in other cities and local government, who work with the industry to assist drivers in being able to make a living in this region.

Thanks



Ronald W. MacNeill

Sun Taxi (Ft McMurray) Inc.

Date: Nov 30/15



Younus Alhatimi

Fort McMurray Airport Limo

Date: Nov 30/15

FOR. Robic
Legislature



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	Any date on which MR RON, Sun Taxi owner speak on Topic.
Name of Presenter(s)	DOGAR MOHAMMAD
Organization Represented	Sun Taxi DRIVERS
Topic	\$3.00 fees at Air Port.
Please List Specific Points/Concerns	—
Action Being Requested of Council	\$3.00 fees for air port per trip may be born by Public.
Are you providing any supporting documentation (ie: Powerpoint)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, the documentation <u>must</u> accompany this request, as handouts will not be distributed at the meeting. To ensure that your documents meet minimum standards, please see presentation guidelines on the next page.	
Supporting documents may be e-mailed to Legislative.Assistants@woodbuffalo.ab.ca .	

As per Procedure Bylaw No. 14/025, a request to make a presentation may be referred or denied.



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Consolidated Version
of
Vehicle for Hire Bylaw

(being Bylaw No. 13/001 of the Regional Municipality of Wood Buffalo, as amended by Bylaws 13/035 and 14/038, consolidated and printed under the authority of the Chief Administrative Officer of the Regional Municipality of Wood Buffalo)

This is certified to be a true copy of consolidated Bylaw No. 13/001 of the Regional Municipality of Wood Buffalo.

David S. Leflar
Director, Legal and Legislative Services
Chief Legislative Officer

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The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change. For example, (BL 14/038) refers to Bylaw No. 14/038.

BYLAW NO. 13/001

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF REGULATING AND CONTROLLING TAXI AND LIMOUSINE SERVICES WITHIN THE BOUNDARIES OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO

WHEREAS pursuant to section 7 of the *Municipal Government Act*, R.S.A 2000, c.M-26, a council may pass bylaws for municipal purposes respecting:

1. the safety, health and welfare of people and the protection of people and property;
2. transport and transportation systems;
3. businesses, business activities and Persons engaged in business; and
4. the enforcement of bylaws;

AND WHEREAS pursuant to section 8 of the *Municipal Government Act*, R.S.A 2000, c.M-26, a council may in bylaw:

1. regulate or prohibit;
2. deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;
3. provide for a system of licences, permits or approvals including any or all of the items enumerated therein;
4. establish and specify the fees, rates, fares, tariffs or charges that may be charged for the hire of taxis or limousines; and
5. provide for an appeal, the body that is to decide the appeal and related matters.

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

I. DEFINITIONS, INTERPRETATION AND APPLICATION

Short Title

1. This Bylaw may be cited as the “Vehicle for Hire Bylaw”.

Definitions

2. In this Bylaw, unless the context otherwise requires:

- (a) “Accessible Taxi” means a Motor Vehicle displaying a valid Vehicle for Hire Licence with an Accessible Taxi endorsement;
- (b) “Airport Endorsement” means a supplemental permit issued by the Fort McMurray Airport to a Vehicle for Hire;
- (c) “Applicant” means a Person who applies for a Licence;
- (d) “Brokerage” means a Person named on a valid Brokerage Licence;
- (e) “Brokerage Licence” means a Brokerage Licence issued pursuant to this Bylaw authorizing the Licensee to conduct Brokerage Operations;
- (f) “Brokerage Operations” include:
 - (i) administering Taxi, Limousine and Shuttle fleets;
 - (ii) employing or contracting with one or more Drivers;
 - (iii) accepting calls for the dispatch of Taxis through a manned communication system that operates 24 hours a day, 365 days a year;
 - (iv) accepting calls for contracts for services of Limousines; and
 - (v) setting fixed routes for Shuttles;
- (g) “Certificate” means a Meter Accuracy Certificate and a Mechanical Inspection Certificate;
- (h) “Chauffeur’s Permit” means a Chauffeur's Permit issued pursuant to this Bylaw authorizing the Licensee to Operate a Taxi, Accessible Taxi, Limousine or Shuttle, as applicable, within the Municipality;
- (i) “Chief of Bylaw Services” means the Chief of Bylaw Services of the Municipality, or his delegate; (BL 14/038)
- (j) “Chief Taxi Inspector” means the Chief Taxi Inspector of the Municipality, or his delegate;
- (k) “Colour Scheme” means the one (1) or two (2) specific colour(s) to be used, including reference paint or colour sample, where the colour(s) will be applied on

the body of the Motor Vehicle, logos (if any), colour and design of top lights, and vehicle numbering system;

- (l) “Council” means Council of the Municipality;
- (m) “Courtesy Vehicle” means a Motor Vehicle Operated by a Person for purposes of gratuitous shuttle of passengers and other members of the public to and from a place of business, but does not include a service provided by an employer to such employer’s employees only;
- (n) “Driver” means a Person who holds a valid Chauffeur's Permit to Operate a Vehicle for Hire;
- (o) “Electronic Payment System” means a system by which a passenger may pay a fare by an immediate electronic withdrawal from his bank account or charge to his credit card account;
- (p) “Emergency” means situations including the medical distress of a passenger, motor vehicle collisions, fires or the commission of an offence which are observed by a Driver or a passenger;
- (q) “Highway” means a highway as defined in the *Traffic Safety Act*;
- (r) “Independent Driver Owner” means a Person named on both a Chauffeur's Permit and a Vehicle for Hire Licence who owns and Operates a Vehicle for Hire that is not affiliated with or dispatched by a Brokerage;
- (s) “Independent Driver Owner Licence” means a Licence issued pursuant to this Bylaw authorizing the Licensee to operate as an Independent Driver Owner;
- (t) “Land Use Bylaw” means the Municipality’s Land Use Bylaw No. 99/059, as amended or repealed and replaced from time to time;
- (u) “Licence” means a Chauffeur’s Permit, a Vehicle for Hire Licence, Brokerage Licence or an Independent Driver Owner Licence;
- (v) “Licensed Mechanic” means a Person holding a valid Alberta Journeyman Certificate as an automotive service technician or heavy duty mechanic issued pursuant to the *Apprenticeship and Industry Training Act* or an Interprovincial Red Seal certification recognized by Alberta Industry and Training;
- (w) “Licensee” means a Person named on a Licence;
- (x) “Limousine” means a Motor Vehicle displaying a valid Vehicle for Hire Licence with a Limousine endorsement;

- (y) “Mechanical Fitness Regulations” means those regulations governing the mechanical fitness of Taxis, Accessible Taxis, Limousines, Shuttles and Courtesy Vehicles, as specified by the Chief Taxi Inspector from time to time, a copy of which shall be available for inspection at the office of the Chief Taxi Inspector;
- (z) “Mechanical Inspection Certificate” means a Mechanical Inspection Certificate issued in writing pursuant to this Bylaw certifying that the Motor Vehicle is mechanically fit to be Operated as a Vehicle for Hire or Courtesy Vehicle;
- (aa) “Meter Accuracy Certificate” means a Meter Accuracy Certificate issued in writing pursuant to this Bylaw certifying the accuracy of a Taxi Meter installed in a Taxi or an Accessible Taxi;
- (bb) “Mobility Aid” means a device, including a manual wheelchair, electric wheelchair or scooter that is used to facilitate the transport, in a normal seated orientation, of a Person with a disability;
- (cc) “Motor Vehicle” means a motor vehicle as defined in the *Traffic Safety Act*;
- (dd) “Municipality” means the municipal corporation of the Regional Municipality of Wood Buffalo and includes the geographical area within the boundaries of the Regional Municipality of Wood Buffalo where the context so requires;
- (ee) “Operate”, “Operating”, or “Operation” when used in relation to a Motor Vehicle, means to drive or to have care or control of the Motor Vehicle; (BL 14/038)
- (ff) “Owner” when used in relation to a Motor Vehicle means:
 - (i) any Person named as an owner or a lessee on the provincial vehicle registration certificate; or
 - (ii) any Person with a beneficial ownership interest in the Motor Vehicle pursuant to a written bill of sale in their favour from a Person named as an owner on the provincial vehicle registration certificate;
- (gg) “Peace Officer” means a community peace officer or bylaw enforcement officer employed by the Municipality and authorized to enforce this Bylaw, or a police officer;
- (hh) “Person” includes a corporation and the heirs, executors, administrators or other legal representatives of a person;
- (ii) Deleted (BL 14/038)

- (jj) “Previously Arranged” means:
 - (i) in the case of a Limousine affiliated with a Brokerage, the passenger has entered into a written or electronic agreement with the Brokerage prior to the pick up; or
 - (ii) in the case of a Limousine that is an Independent Driver Owner, the passenger has entered into a written or electronic agreement with the Driver of the Limousine prior to the pick-up.
- (kk) “RCMP” means the Royal Canadian Mounted Police;
- (ll) “Rural Service Area” means the rural service area as defined in Order-in-Council 817/94, as amended;
- (mm) “Rural Service Area connected by Winter Road” means those portions of the Rural Service Area with only seasonal road access to the Urban Service Area;
- (nn) “Service Dog” means:
 - (i) service dog as defined by the *Service Dogs Act*, Chapter s-7.5, R.S.A. 2000 as amended or replaced from time to time; or
 - (ii) a guide dog as defined by the *Blind Person’s Rights Act*, Chapter B-3, R.S.A. 2000 as amended or replaced from time to time.
- (nn) “Shuttle” means a Motor Vehicle displaying a valid Vehicle for Hire Licence with a Shuttle endorsement;
- (oo) “Stand” means to park, either with the engine running or not running, a Vehicle for Hire for the purpose of picking up or soliciting customers; (BL 14/038)
- (pp) “Taxi” means a Motor Vehicle displaying a valid Vehicle for Hire Licence with a Taxi endorsement;
- (qq) “Taxi Meter” means a device which is used to compute and display the fare payable for services provided by a Taxi or Accessible Taxi;
- (rr) “Trip” means the distance and time travelled or the distance and time to be travelled, measured from the time and point at which the passenger first enters a Vehicle for Hire or when the Taxi Meter is first engaged, whichever comes first, to the point and time at which the passenger leaves the Vehicle for Hire or when the Taxi Meter is disengaged, whichever comes last;
- (ss) “Trip Sheet” means the written record of the details of each Trip;

- (tt) “Urban Service Area” means the Fort McMurray Urban Service Area as defined in Order-in-Council 817/94, as amended;
- (uu) “Van” means a Motor Vehicle that has a seating capacity for a minimum of six (6) adults; (BL 14/038)
- (vv) “Vehicle for Hire” means a Taxi, an Accessible Taxi, Limousine or Shuttle but does not include a Courtesy Vehicle;
- (ww) “Vehicle for Hire Inspection Station” means a business that holds a commercial vehicle inspection station licence issued by Alberta Transportation and approved by the Chief Taxi Inspector to conduct Mechanical Inspections for the purpose of this Bylaw; (BL 14/038)
- (xx) “Vehicle for Hire Licence” means a Vehicle for Hire Licence issued pursuant to this Bylaw authorizing a specific Motor Vehicle to be Operated as either a Taxi, Accessible Taxi, Limousine or Shuttle, as applicable.
- (yy) “Vehicle Inspection Certificate” means a Vehicle Inspection Certificate issued in writing by a Peace Officer pursuant to this Bylaw certifying that the Motor Vehicle is in compliance with this Bylaw and the regulations prescribed by the Chief Taxi Inspector from time to time, excluding the Mechanical Fitness Regulations.
- (zz) Deleted (BL 14/038)

Application

- 3. (a) This Bylaw applies to the Operation of Motor Vehicles offered for the transportation of at least one (1) passenger in return for a fare or other fee from any place within the Municipality to a destination either within or outside of the Municipality and to the Operation of Courtesy Vehicles. (BL 13/035)
- (b) The fares, rates, charges and surcharges that may be charged for the services provided by means of a Vehicle for Hire are as set out in Schedule B to this Bylaw. (BL 13/035)

Exemptions

- 4. This Bylaw does not apply to:
 - (a) a Motor Vehicle that is designed to carry fifteen (15) or more passengers, including a Motor Vehicle being Operated pursuant to a valid provincial Operating Authority Certificate; (BL 14/038)
 - (b) a Motor Vehicle owned or Operated by or on behalf of the Municipality;

- (c) an ambulance;
- (d) any service where the passenger is driven without a fare or other fee in his or her own Motor Vehicle; or
- (e) a Motor Vehicle used in providing care to clients who require personal assistance with activities of daily living where:
 - (i) the arrangement and provision of that transportation is not the primary business of the Person providing the service; and
 - (ii) no fare or other fee is directly charged or collected for the provision of the transportation portion of the service being provided.

Rural Service Area

- 5. (a) A Brokerage or Independent Driver Owner and a Vehicle for Hire shall be deemed to be operating exclusively in the Rural Service Area if:
 - (i) service is provided exclusively between points in the Rural Service Area; or
 - (ii) service originates in the Rural Service Area and involves transporting a passenger or passengers to the Urban Service Area with or without a return trip by the same passenger or passengers to a point or points in the Rural Service Area.
- (b) Any service that originates in the Urban Service Area and involves transporting a passenger entirely or partly in the Urban Service Area is deemed to be operating in the Urban Service Area. (BL 14/038)
- (c) All Vehicles for Hire operating within the Hamlet of Fort Chipewyan are restricted to fares that originate or end in the Hamlet of Fort Chipewyan. (BL 14/038)

II. CHIEF TAXI INSPECTOR

Delegation of Authority

- 6. Council hereby delegates the administration of this Bylaw and the power to make any decision required under this Bylaw to the Chief Taxi Inspector and to the Chief of Bylaw Services, respectively, as and to the extent provided herein. The Chief Taxi Inspector and Chief of Bylaw Services may further delegate their respective authority to employees of the Municipality. (BL 14/038)

Powers of Chief Taxi Inspector

7. Without restricting any other power, duty or function granted by this Bylaw, the Chief Taxi Inspector may:
- (a) carry out any inspections required to determine compliance with this Bylaw;
 - (b) take any steps or carry out any actions required to remedy a contravention of this Bylaw;
 - (c) prescribe forms for the purposes of this Bylaw;
 - (d) prescribe procedures for the administration of this Bylaw;
 - (e) prescribe the manner in which Chauffeur Permits and Vehicle for Hire Licences are to be displayed in Vehicles for Hire;
 - (f) prescribe the manner in which rates are to be displayed in Vehicles for Hire;
 - (g) prescribe equipment and maintenance standards for Vehicles for Hire;
 - (h) prescribe makes, models and years of production for Vehicles for Hire that are not inconsistent with this Bylaw;
 - (i) specify the requirements or acceptability of any program, course or test that an Applicant or Licensee must successfully complete to be proficient in:
 - (i) driver safety, including defensive driving; (BL 14/038)
 - (ii) the English language;
 - (iii) customer service, diversity and human rights;
 - (iv) knowledge of the Municipality, map reading and tourism;
 - (v) transportation of the disabled;
 - (vi) business management;
 - (vii) vehicle maintenance and safety; and
 - (viii) the obligations and responsibilities of Persons under this Bylaw and any other laws governing the delivery of Vehicle for Hire services;
 - (j) prescribe the Colour Scheme for Vehicles for Hire;

- (k) specify or prohibit safety equipment or devices which may be placed in or on Vehicles for Hire;
- (l) specify the type, content, format and location of advertising or promotional material, brochures, cards, stickers, signs, decals or other similar material which may be carried in or on a Vehicle for Hire;
- (m) Deleted (BL 13/035)
- (n) specify, prescribe and change any other matter necessarily incidental to the purpose of this Bylaw and not inconsistent with any other provision of this Bylaw or any provincial or federal legislation.

Effective Date

8. The exercise of those powers set out in section 7 shall be made in writing and are effective upon the date they are signed by the Chief Tax Inspector unless the Chief Tax Inspector specifies an effective date.

Bulletins

9. Where the Chief Tax Inspector exercises any of the powers conferred in section 7, the Chief Tax Inspector shall cause a bulletin to be published in accordance with this section.
- (a) The Chief Tax Inspector shall publish bulletins by:
 - (i) making a copy of the bulletin available for public viewing during normal business hours at the office of the Chief Tax Inspector and on the Municipality's website; and
 - (ii) providing a copy of the bulletin to all Brokerages and Independent Driver Owners by electronic mail transmission to the electronic mail address provided to the Chief Tax Inspector by the Licensee. (BL 14/038)
 - (b) The Chief Tax Inspector may publish bulletins in respect of matters other than those set out in section 7 where the Chief Tax Inspector believes it is in the interest of the Vehicle for Hire industry to be advised on those matters.

Brokerage Posting

10. Upon receipt of a bulletin, a Brokerage shall:
- (a) immediately post the bulletin in a prominent location within the Brokerage premises; and

- (b) provide a copy to all Drivers affiliated with the Brokerage. (BL 14/038)

Service of Bulletins

- 11. All bulletins published by the Chief Taxi Inspector in accordance with sections 9 and 10 are deemed to be served within three (3) days of the date of publication of the bulletin. (BL 14/038)
- 11.1 A bulletin published and signed by the Chief Taxi Inspector or certified true copy of the bulletin signed by the Chief Taxi Inspector is a business record of the Municipality. (BL 14/038)

III. LICENSING PROVISIONS

Division 1 – Chauffeur’s Permit

Permit Required

- 12. A Person shall not:
 - (a) Operate a Vehicle for Hire offered for the transportation of at least one (1) passenger in return for a fare or other fee from any place within the Municipality to a destination either within or outside of the Municipality unless they have a valid Chauffeur’s Permit.
 - (b) Cause or permit the Operation of a Vehicle for Hire by any Person unless that Person holds a valid Chauffeur’s Permit. (BL 14/038)
 - (c) The Chauffeur’s Permit requirements of section 12(b) will not apply when the Vehicle for Hire is being taken in for servicing or inspection or under direction of an order issued under this Bylaw.
- 12.1. A Chauffeur’s Permit is not valid if the Chauffeur’s Permit has expired, has been suspended or if any requirements of the application for the Chauffeur’s Permit are not provided or are found to be incomplete, inaccurate, incorrect or invalid, in the sole opinion of the Chief Taxi Inspector. (BL 14/038)

Permit Conditions

- 13. A Person shall not Operate or cause or permit the Operation of a Vehicle for Hire contrary to any restrictions or conditions placed on the Chauffeur’s Permit. (BL 14/038)

Display of Permit

14. (a) A Person shall not Operate a Vehicle for Hire unless their Chauffeur's Permit is displayed within the Vehicle for Hire in the manner prescribed by the Chief Taxi Inspector and clearly visible to the passenger.
- (b) The Chauffeur's Permit, as issued, shall be available for inspection on request by the Chief Taxi Inspector, a Peace Officer, or a passenger.
- (c) A Licensee who fails to show his Chauffeur's Permit on request by the Chief Taxi Inspector, a Peace Officer, or a passenger is guilty of an offence.

Permit Application

15. (a) A Person may apply to the Chief Taxi Inspector for a Chauffeur's Permit in accordance with the provisions of this Bylaw.
- (b) An Applicant for a Chauffeur's Permit shall attend in person and not by agent or attorney at the office of the Chief Taxi Inspector and provide all of the following to the Chief Taxi Inspector:
- (i) a completed application in the form prescribed by the Chief Taxi Inspector;
 - (ii) the fee for the issue of a Chauffeur's Permit prescribed by Schedule A of this Bylaw;
 - (iii) a valid Province of Alberta Class 1, 2, or 4 operator's licence issued to the Applicant;
 - (iv) an abstract of the Applicant's driving record issued by the Province of Alberta Registrar of Motor Vehicle Services dated within thirty (30) days of the application subject to subsection 18(c); (BL 14/038)
 - (v) confirmation of a criminal record check including a vulnerable sector search acceptable to the Chief Taxi Inspector from the RCMP dated within ninety (90) days of the application; (BL 14/038)
 - (vi) proof, satisfactory to the Chief Taxi Inspector, that the Applicant is legally entitled to work in Canada;
 - (vii) confirmation in writing that the Applicant is affiliated with a Brokerage, unless the Applicant is applying as an Independent Driver Owner;

- (viii) an active electronic mail address to which documents may be served or delivered and which must be updated in writing within twenty-four (24) hours of any change to the address; (BL 14/038)
 - (ix) confirmation that the Applicant has successfully completed a defensive driving course; and (BL 14/038)
 - (x) anything else that the Chief Taxi Inspector may reasonably require to process the application.
- (c) A Licensee in their first two (2) years of licensing is required to provide the driver abstract pursuant to Section 18(a)(iv) every four months in the first year of licensing in the Municipality and every six months in the second year of licensing in the Municipality. (BL 14/038)
 - (d) Every Applicant or a Licensee directed by the Chief Taxi Inspector to attend additional testing, training, educational or awareness programs shall attend and successfully complete such testing or programs at the appointed date, time and place, at the Applicant's or Licensee's own expense.
 - (e) Where a complaint has been received by the Chief Taxi Inspector relating to a Driver's conduct or performance, the Chief Taxi Inspector may require the Driver to successfully complete additional testing, training, educational or awareness programs approved by the Chief Taxi Inspector within a specific time period at the Driver's own expense.(BL 14/038)

Property of the Municipality

- 16. Every Chauffeur's Permit issued under this Bylaw or any bylaw preceding this Bylaw remains at all times the sole property of the Municipality and the Person in possession of a Chauffeur's Permit shall immediately return it to the Chief Taxi Inspector upon the suspension, cancellation or expiry of the Chauffeur's Licence.

Expiry

- 17. (a) Unless otherwise cancelled, every Chauffeur's Permit shall be valid for one (1) year and shall expire on the expiration date shown on the Chauffeur's Permit. (BL 14/038)
- (b) Deleted (BL 14/038)

Replacement

- 18. The Chief Taxi Inspector may issue a replacement Chauffeur's Permit upon payment of the fee for replacement prescribed by Schedule A of this Bylaw, if:

- (a) the Chauffeur's Permit is damaged and it has been returned to the Chief Taxi Inspector;
- (b) the Chauffeur's Permit is lost or stolen and a police report has been filed; or (BL 14/038)
- (c) the Chauffeur's Permit is lost or stolen and a police report has not been filed. (BL 14/038)

Transfer

19. A Chauffeur's Permit is not transferrable.

Automatic Suspension

20. A Chauffeur's Permit is immediately suspended upon any suspension of the Licensee's Province of Alberta operator's licence or any conviction under the *Criminal Code of Canada*. (BL 14/038)

Division 2 - Vehicle for Hire Licence

Licence Required

21. A Person shall not Operate, cause or permit the Operation of a Motor Vehicle offered for the transportation of at least one (1) passenger in return for a fee or other compensation from any place within the Municipality to a destination either within or outside of the Municipality unless that Motor Vehicle is a Vehicle for Hire and has a valid Vehicle for Hire Licence. (BL 14/038)
- 21.1. A Vehicle for Hire Licence is not valid if the Vehicle for Hire Licence has expired, has been suspended, or if any requirements of the application for the Vehicle for Hire Licence are not provided or are found to be incomplete, inaccurate, incorrect or invalid, in the sole opinion of the Chief Taxi Inspector. (BL 14/038)

Licence Conditions

22. A Person shall not Operate, cause or permit the Operation of a Vehicle for Hire contrary to any restrictions or conditions placed on the Vehicle for Hire Licence.

Display of Licence

23. (a) A Person shall not Operate, cause or permit the Operation of a Vehicle for Hire unless the Vehicle for Hire Licence for that Vehicle for Hire is displayed within the Vehicle for Hire in the manner prescribed by the Chief Taxi Inspector and clearly visible to the passenger.

- (b) The Vehicle for Hire Licence, as issued, shall be available on request by the Chief Taxi Inspector, a Peace Officer, or a passenger.
- (c) An Owner or Driver who fails to show the Vehicle for Hire Licence for the Motor Vehicle on request by the Chief Taxi Inspector, a Peace Officer, or a passenger is guilty of an offence.

Licence Application

- 24. (a) A Person may apply to the Chief Taxi Inspector for a Vehicle for Hire Licence in accordance with the provisions of this Bylaw.
- (b) An Applicant for a Vehicle for Hire Licence shall provide all of the following to the Chief Taxi Inspector:
 - (i) a completed application in the form prescribed by the Chief Taxi Inspector;
 - (ii) the fee for the issue of a Vehicle for Hire Licence prescribed by Schedule A of this Bylaw;
 - (iii) proof in a form satisfactory to the Chief Taxi Inspector that the Applicant is the Owner or lessee of the Motor Vehicle on which the Vehicle for Hire Licence will be displayed; (BL 14/038)
 - (iv) proof in a form satisfactory to the Chief Taxi Inspector that the Motor Vehicle on which the Vehicle for Hire Licence will be displayed has a valid Province of Alberta registration certificate and complies with all requirements prescribed by this Bylaw and by the Chief Taxi Inspector;
 - (v) a Mechanical Inspection Certificate issued by a Licensed Mechanic;
 - (vi) if the application is for a Taxi or Accessible Taxi, confirmation in writing that the Applicant has an agreement with a Brokerage to provide dispatch services for the Motor Vehicle on which the Vehicle for Hire Licence will be displayed, unless the Motor Vehicle is to be Operated by an Applicant as an Independent Driver Owner;
 - (vii) proof of valid insurance in the Livery classification with a minimum of two million (\$2,000,000.00) dollar third party liability; (BL 14/038)
 - (viii) proof that the Motor Vehicle is equipped with a fully functioning Electronic Payment System that is capable of use in processing all non-cash transactions; (BL 14/038)

- (ix) if the application is for a Limousine, confirmation in writing that the Applicant has an agreement with a Brokerage to provide booking arrangements for the Motor Vehicle on which the Vehicle for Hire Licence will be displayed unless the Motor Vehicle is to be Operated by an Applicant as an Independent Driver Owner.
- (x) if the application is for a Shuttle, confirmation in writing that the Applicant has an agreement with a Brokerage to provide the fixed route for the Motor Vehicle on which the Vehicle for Hire Licence will be displayed, unless the Motor Vehicle is to be Operated by an Applicant as an Independent Driver Owner and the fixed route for the Motor Vehicle on which the Vehicle for Hire Licence will be displayed;
- (xi) confirmation that the Applicant has:
 - (1) a valid Chauffeur's Licence; and/or
 - (2) a valid Brokerage Licence; and/or
 - (3) a valid Independent Driver Owner Licence.
- (xii) a valid Vehicle Inspection Certificate issued by a Peace Officer; and
- (xiii) anything else the Chief Taxi Inspector may reasonably require to process the application.

Property of Municipality

25. Every Vehicle for Hire Licence issued under this Bylaw or any bylaw preceding this Bylaw remains at all times the sole property of the Municipality and the Person in possession of a Vehicle for Hire Licence shall immediately return it to the Chief Taxi Inspector upon the suspension, cancellation or expiry of the Vehicle for Hire Licence.

Expiry

26. Unless otherwise cancelled, every Vehicle for Hire Licence shall be valid for one (1) year from the date the Vehicle for Hire Licence is issued.

Replacement

27. The Chief Taxi Inspector may issue a replacement Vehicle for Hire Licence upon payment of the fee for replacement prescribed by Schedule A of this Bylaw, if:
- (a) the Vehicle for Hire Licence is damaged and it has been returned to the Chief Taxi Inspector;

- (b) the Vehicle for Hire Licence is lost or stolen and a police report has been filed; or (BL 14/038)
- (c) the Vehicle for Hire Licence is lost or stolen and a police report has not been filed. (BL 14/038)

Transfer

28. A Vehicle for Hire Licence is not transferrable.

Division 3 - Brokerage Licence

Licence Required

29. A Person shall not conduct Brokerage Operations unless they have a valid Brokerage Licence.
- 29.1. A Brokerage Licence is not valid if the Brokerage Licence has expired, has been suspended or if any requirements of the application for a Brokerage Licence are not provided or are found to be incomplete, inaccurate, incorrect, or invalid, in the sole opinion of the Chief Taxi Inspector. (BL 14/038)

Licence Conditions

30. A Person shall not conduct Brokerage Operations contrary to any restrictions or conditions placed on the Brokerage Licence.

Display of Licence

31. A Person shall not conduct Brokerage Operations unless their Brokerage Licence is clearly displayed on the Brokerage premises in a manner and location that is clearly visible to all Drivers.

Licence Application

32. A Person may apply to the Chief Taxi Inspector for a Brokerage Licence in accordance with the provisions of this Bylaw.
33. An Applicant for a Brokerage Licence shall provide all of the following to the Chief Taxi Inspector:
- (a) a completed application in the form prescribed by the Chief Taxi Inspector;
 - (b) the fee for the issue of a Brokerage Licence prescribed by Schedule A of this Bylaw;

- (c) Deleted (BL 14/038)
- (d) an active electronic mail address to which documents may be served or delivered and which must be updated in writing within twenty-four (24) hours of any change to the address; (BL 14/038)
- (e) proof in a form satisfactory to the Chief Taxi Inspector that the Applicant has an agreement, or agreements, to provide dispatch services or accepting calls for contracts for the service of Taxis or Limousines (as the case may be) to at least:
 - (i) six (6) Taxis or two (2) Limousines, if operating in the Urban Service Area; or
 - (iii) two (2) Taxis, if operating exclusively in the Rural Service Area;
- (f) notification to the Chief Taxi Inspector within seven (7) days of a change of location; (BL 14/038)
- (g) proof in a form satisfactory to the Chief Taxi Inspector that the Applicant is in compliance with the Land Use Bylaw; and
- (h) anything else the Chief Taxi Inspector may reasonably require to process the application.

Property of Municipality

- 33.1. Every Brokerage Licence issued under this Bylaw or any bylaw preceding this Bylaw remains at all times the sole property of the Municipality and the Person in possession of a Brokerage Licence shall immediately return it to the Chief Taxi Inspector upon the suspension, cancellation or expiry of the Brokerage Licence. (BL 14/038)

Expiry

- 33.2. Unless otherwise cancelled, every Brokerage Licence shall be valid for one (1) year from the date the Brokerage Licence is issued. (BL 14/038)

Licence Inspection

- 33.3. (a) Each Brokerage Licence shall be available on request by the Chief Taxi Inspector, a Peace Officer, or a Driver affiliated with the Brokerage. (BL 14/038)
- (b) A Person who fails to show the Brokerage Licence on request by the Chief Taxi Inspector, a Peace Officer, or a Driver affiliated with the Brokerage is guilty of an offence. (BL 14/038)

Transfer

33.4. Brokerage Licences are not transferrable. (BL 14/038)

Automatic Cancellation

33.5. A Brokerage Licence is immediately cancelled if the Brokerage is not providing dispatch services or accepting calls for contracts for the service of Taxis or Limousines (as the case may be) to at least:

- (a) six Taxis or two Limousines, if operating in the Urban Service Area; or
- (b) two Taxis, if operating exclusively in the Rural Service Area.

The Chief Taxi Inspector must provide notice of a Brokerage Licence being cancelled pursuant to this section to the Licensee and to the holders of any Vehicle for Hire Licences the Brokerage was providing dispatch services or accepting calls for service. (BL 14/038)

Division 4 – Independent Driver Owner Licence

Licence Required

34. An Independent Driver Owner shall not:

- (a) Operate a Motor Vehicle for Hire unless he has a valid Independent Driver Owner Licence; or
- (b) allow any other person to Operate a Motor Vehicle for Hire owned by such Independent Driver Owner unless such Operation occurs through or under a Licenced Brokerage except that where the Independent Driver Owner provides the Chief Taxi Inspector with satisfactory proof of illness or medical incapacity such that the Independent Driver Owner cannot Operate the Vehicle for Hire, the Independent Driver Owner may employ one Driver to Operate the Motor Vehicle for no more than 12 hours in a single 24 hour shift. (BL 14/038)

34.1. An Independent Driver Owner Licence is not valid if the Independent Driver Owner Licence has expired, has been suspended, or if any requirements of the application for the Independent Driver Owner Licence are not provided or are found to be incomplete, inaccurate, incorrect, or invalid, in the sole opinion of the Chief Taxi Inspector. (BL 14/038)

Licence Conditions

35. An Independent Driver Owner shall not Operate a Motor Vehicle for Hire contrary to any restrictions or conditions placed on the Independent Driver Owner Licence.

Display of Licence

36. An Independent Driver Owner shall not Operate a Motor Vehicle for Hire unless his Independent Driver Owner Licence is clearly displayed in the Motor Vehicle in a manner and location that is clearly visible to the passenger.

Licence Application

37. A Person may apply to the Chief Taxi Inspector for an Independent Driver Owner Licence in accordance with the provisions of this Bylaw.
38. An Applicant for an Independent Driver Owner Licence shall provide all of the following to the Chief Taxi Inspector:
- (a) a completed application in the form prescribed by the Chief Taxi Inspector;
 - (b) the fee for the issuance of an Independent Driver Owner Licence prescribed by Schedule A of this Bylaw;
 - (c) confirmation of a criminal record check including a vulnerable sector search acceptable to the Chief Taxi Inspector from the RCMP dated within ninety (90) days of the application; (BL 14/038)
 - (d) an active electronic mail address to which documents may be served or delivered and which must be updated in writing within twenty-four (24) hours of any change to the address; and (BL 14/038)
 - (e) anything else the Chief Taxi Inspector may reasonably require to process the application.

Property of Municipality

39. Every Independent Driver Owner Licence issued under this Bylaw or any bylaw preceding this Bylaw remains at all times the sole property of the Municipality and the Person in possession of an Independent Driver Owner Licence shall immediately return it to the Chief Taxi Inspector upon the suspension, cancellation or expiry of the Independent Driver Owner Licence (BL 14/038)

Expiry

40. Unless otherwise cancelled, every Independent Driver Owner Licence shall be valid for one (1) year from the date the Independent Driver Owner Licence is issued. (BL 14/038)

Licence Inspection

41. Each Independent Driver Owner Licence, as issued, shall be available on request by the Chief Taxi Inspector, a Peace Officer, or a passenger. (BL 14/038)
- (a) A Person who fails to show the Independent Driver Owner Licence on request by the Chief Taxi Inspector, a Peace Officer, or a passenger is guilty of an offence. (BL 14/038)

Replacement

42. The Chief Taxi Inspector may issue a replacement Independent Driver Owner Licence upon payment of the fee for replacement prescribed by Schedule A of this Bylaw, if:
- (a) the Independent Driver Owner Licence is damaged and it has been returned to the Chief Taxi Inspector;
- (b) the Independent Driver Owner Licence is lost or stolen and a police report has been filed; or (BL 14/038)
- (c) the Independent Driver Owner Licence has been lost or stolen and a police report has not been filed. (BL 14/038)

Transfer

43. Independent Driver Owner Licences are not transferrable. (BL 14/038)
44. Deleted (BL 14/038)

Division 5 - Licensing Powers

Authority of Chief Taxi Inspector

45. The Chief Taxi Inspector may refuse to issue a Licence, may suspend or cancel a Licence, and may impose any conditions on a Licence for the following reasons:
- (a) the Applicant or Licensee does not or no longer meets the requirements prescribed by this Bylaw or by the Chief Taxi Inspector with respect to the Licence applied for or held;

- (b) information provided by the Applicant or Licensee in the Applicant or Licensee application is not provided or is found to be incomplete, inaccurate, incorrect or invalid, in the sole opinion of the Chief Taxi Inspector; (BL 14/038)
- (c) the Motor Vehicle does not or no longer meets the requirements prescribed by this Bylaw or by the Chief Taxi Inspector with respect to the Licence applied for or held;
- (d) the Applicant or Licensee:
 - (i) has nine (9) or more demerit points given under the authority of the *Traffic Safety Act*;
 - (ii) furnishes false information or misrepresents any fact or circumstance to a Peace Officer or the Chief Taxi Inspector;
 - (iii) fails to pay a fine imposed by a court for a contravention of this Bylaw;
 - (iv) fails to pay any fee required by this Bylaw; or
- (e) in the opinion of the Chief Taxi Inspector, based on reasonable grounds, it is in the public interest to do so.

Refuse, Cancel or Suspend a Licence

46. If the Chief Taxi Inspector:

- (a) refuses the issuance of a Licence;
- (b) suspends or cancels a Licence; or
- (c) makes a Licence subject to conditions, other than conditions imposed by this Bylaw;

(each, an "Order"),

the Chief Taxi Inspector shall serve a "Notice of Order" on the Applicant or Licensee by way of electronic mail at the address provided by the Applicant or Licensee and the Notice of Order shall be deemed served twenty-four (24) hours after the date and time the electronic mail was sent. (BL 14/038)

46.1. A Notice of Order signed by the Chief Taxi Inspector or a certified copy of a Notice of Order signed by the Chief Taxi Inspector is conclusive evidence of the Notice of Order as a business record of the Municipality. (BL 14/038)

Appeal

47. Subject to section 48, a Person may appeal the Notice of Order within fourteen (14) days of the date of the Notice of Order to the Chief of Bylaw Services. (BL 14/038)
48. A Person may not appeal:
- (a) a refusal to issue a Licence if the reason for the refusal is the failure to pay any fee, fine or to provide any required information under this Bylaw; or
 - (b) any condition, suspension or cancellation imposed automatically by the provisions of this Bylaw.
49. An appeal must: (BL 14/038)
- (a) be made in writing;
 - (b) attach a copy of the Notice of Order being appealed;
 - (c) be delivered to the Bylaw Services Office within fourteen (14) days of the date of the Notice of Order; (BL 14/038)
 - (d) state why the Person appealing the Notice of Order believes the order should not have been issued to him; and
 - (e) include an address and a daytime telephone number of the Person making the appeal.
50. When considering an appeal, the Chief of Bylaw Services may: (BL 14/038)
- (a) speak with the appellant at the daytime telephone number provided by the Person in accordance with Section 49(e);
 - (b) call a hearing to consider evidence from both the Chief Taxi Inspector and the Person and any other person the Chief of Bylaw Services believes may have relevant information; (BL 14/038)
 - (c) make inquiries into the matter without calling a hearing, or
 - (d) determine the matter based solely on the written appeal.
- Nothing in this section shall be construed as granting an appellant the right to an oral hearing.
- 50.1. The Chief of Bylaw Services will provide the decision on appeal to the appellant at the electronic mail address as provided by the appellant. (BL 14/038)

51. An appeal of the Chief Taxi Inspector's Notice of Order to the Chief of Bylaw Services does not in any way act as a stay of the notice. The Notice of Order must be complied with unless and until it has been superseded by the Chief of Bylaw Services' decision. (BL 14/038)
52. If the Chief of Bylaw Services believes the Chief Taxi Inspector's Notice of Order was not warranted or the terms of the order were not reasonable, the Chief of Bylaw Services may do one or more of the following: (BL 14/038)
- (a) revoke the Notice of Order;
 - (b) change the terms of the Notice of Order;
 - (c) extend the time for compliance with the Notice of Order; and
 - (d) waive or reduce any reinstatement fees that arose as a result of the Notice of Order.
53. A Person who has been refused the issuance of a Licence by the Chief Taxi Inspector, or on appeal, the Chief of Bylaw Services, is prohibited from re-applying for a Licence for a period of six (6) months from the date of refusal. (BL 14/038)

IV. VEHICLE PROVISIONS

Division 1 - General

Appearance and Cleanliness

54. Every Vehicle for Hire and Courtesy Vehicles shall be maintained in good repair in accordance with the following requirements:
- (a) the interior of the vehicle shall be kept clean, dry, neat, in good repair and free of refuse, loose papers, noxious substances and other materials;
 - (b) all vehicle upholstery including roof interior, door panels, floors and floor mats, shall be kept clean and free from all dust, dirt, grease, oil, and any other item that can be transferred on the person, clothing or possessions of a passenger and be in good repair having no holes, rips or stains on the upholstery;
 - (c) the interior of the vehicle trunk shall be kept clean, neat, free of refuse, loose papers and other materials, and free of hazards that may stain or tear passenger luggage;

- (d) the dashboard and rear window ledge shall be free of any item or material that may impair the Driver's vision or give the impression of an unkempt appearance;
- (e) the vehicle exterior shall be kept in a clean condition at all times and free from all dust, dirt, grease, oil, adhesive resin and any other item that can be transferred on the person, clothing or possessions of a passenger, except water or snow;
- (f) there shall be no ornamentation other than the original equipment of the vehicle, except as approved in advance by the Chief Taxi Inspector;
- (g) all exterior vehicle trim and moulding shall be intact and maintained as closely as possible to the original manufacturer's trim. Damaged or missing exterior vehicle trim shall be replaced;
- (h) all exterior vehicle body panels shall be free from damage and maintained as closely as possible to the original manufacturer's specifications. Dents and rust areas shall be repaired to match the Colour Scheme;
- (i) all wheels shall have, where equipped, appropriate and matching rims and hubcaps in good condition or alloy wheels;
- (j) front and rear bumpers and grill of the vehicle shall be in good condition and affixed properly;
- (k) the vehicle shall be equipped with a spare tire in good condition and all tools and equipment required to change a tire;
- (l) all decals, Licences and notices required by this Bylaw shall be properly placed, intact, clean and visible without obstruction.

Security Camera System

55. (a) Every Vehicle for Hire shall be equipped with a fully functional digital video recorder camera of a make and model approved by the Chief Taxi Inspector.
- (b) Brokerages, Independent Driver Owners and Drivers shall comply with all applicable privacy legislation.
- (c) The digital video recorder camera shall be in operation in accordance with applicable Mechanical Fitness Regulations.
- (d) The digital video recorder camera shall be in operation at all times the Vehicle for Hire is Operating.

- (e) Every Vehicle for Hire must have affixed a decal notifying the passengers of the digital video recorder camera, in the form and content as approved by the Chief Taxi Inspector and in accordance with applicable legislation.
- (f) The Chief Taxi Inspector or a Peace Officer may require access to and the production of information captured by a digital video recorder camera for the purpose of:
 - (i) addressing safety issues;
 - (ii) amending vehicle safety equipment requirements;
 - (iii) ensuring compliance with this Bylaw; and
 - (iv) other reasons as determined by the Chief Taxi Inspector;
- (g) Under no circumstances shall the view or sound reception of the digital video recorder camera be obstructed or obscured.

Global Positioning System

- 56. (a) Every Vehicle for Hire shall be equipped with a global positioning system of a make and model approved by the Chief Taxi Inspector.
- (b) The global positioning system shall enable a Brokerage to track and locate the position of the Vehicle for Hire.
- (c) For Independent Driver Owners, the global positioning system shall enable a third party to track and locate the position of the Vehicle for Hire.
- (d) The global positioning system shall be in operation in accordance with applicable Mechanical Fitness Regulations.
- (e) The global positioning system shall be in operation at all times while the Vehicle for Hire is Operating.

Winter Tires

- 57. Every Vehicle for Hire and Courtesy Vehicle shall be equipped with tires specifically designed by the manufacturer for winter use, of a brand and model approved by the Chief Taxi Inspector, from November 1 to April 30.

Division 2 - Taxis and Accessible Taxis

Licence Approval

58. The Chief Taxi Inspector shall not approve a Motor Vehicle as a Taxi or issue a Vehicle for Hire Licence for it unless that Motor Vehicle:
- (a) has at least three (3) passenger doors;
 - (b) has a seating capacity for a minimum of five (5) adults, including the Driver with all seats constructed by the manufacturer and unaltered;
 - (c) is of a make and model approved for use as a Taxi by the Chief Taxi Inspector;
 - (d) is not more than ten (10) model years old;
 - (e) is equipped with a Taxi Meter which is:
 - (i) of a type, make and model approved by the Chief Taxi Inspector;
 - (ii) mounted in such a manner that the fare can easily be read by passengers in any seat of the vehicle;
 - (iii) illuminated so that the fare can be read at all times by passengers in any seat of the vehicle;
 - (iv) sealed by a Peace Officer under the direction of the Chief Taxi Inspector; and (BL 14/038)
 - (v) capable of producing a printout or receipt containing the following information:
 - (1) amount of fare;
 - (2) rate used;
 - (3) Chauffeur's Permit number;
 - (4) Vehicle for Hire Licence number; and
 - (5) time and date of trip;
 - (f) displays the rates and fare to be charged for the hire of the Taxi, in a manner approved by the Chief Taxi Inspector and in a form with content specified by the Chief Taxi Inspector;

- (g) displays the name, trade name or trademark of the Brokerage or Independent Driver Owner with which the Taxi is affiliated, in a manner approved by the Chief Taxi Inspector;
- (h) is painted with the Colour Scheme approved by the Chief Taxi Inspector;
- (i) displays numbers and decals in the manner, position and colour approved by the Chief Taxi Inspector;
- (j) displays the rights and obligations of passengers and Drivers, in a manner approved by the Chief Taxi Inspector, and in the form and content specified by the Chief Taxi Inspector;
- (k) displays advertising only in a manner, form and content approved by the Chief Taxi Inspector;
- (l) has an operating two-way communications system;
- (m) has a top light approved by the Chief Taxi Inspector with the term “Taxi” or the name of the Brokerage on both the front facing and rear facing profiles which is connected in such a manner so as to be illuminated when the Taxi is available for hire and turned off or bagged when the Taxi is not available for hire; and (BL 14/038)
- (n) is equipped with a functioning Electronic Payment System. (BL 14/038)

Notwithstanding subsection (e), a Motor Vehicle intended to be Operated exclusively in the Rural Service Area is not required to be equipped with a Taxi Meter.

Accessible Taxi

59. The Chief Taxi Inspector shall not approve a Motor Vehicle as an Accessible Taxi or issue a Vehicle for Hire Licence for it unless the Motor Vehicle:
- (a) meets all of the requirements for a Taxi prescribed in section 58;
 - (b) has been designed and manufactured or converted for the purpose of transporting Persons who use Mobility Aids; and
 - (c) meets federal regulations and the Canada Standards Association standards D409-02, Motor Vehicles for the Transportation of Persons with Physical Disabilities and Z605-03, Mobility Aid Securement and Occupant Restraint (MASOR) Systems for Motor Vehicle Standards, as amended from time to time.

Child Car Seat Anchoring Device

60. All Vehicles for Hire shall be equipped with a child car seat anchoring device that meets the specifications for child car safety seat anchoring devices as required by the federal *Motor Vehicle Safety Regulations* and the *Motor Vehicle Restraint Systems and Booster Seat Safety Regulations*. (BL 14/038)
- (a) The anchoring device shall be:
 - (i) installed in accordance with the manufacturer's instructions; and
 - (ii) available for use at all times by a passenger.
 - (b) Nothing in this Bylaw obligates a Driver to:
 - (i) provide a passenger with a child car safety seat;
 - (ii) attach a child car safety seat to the anchoring device;
 - (iii) make any assessment of whether the child car safety seat is properly affixed to the anchoring device; or
 - (iv) make any assessment of whether a child safety seat used by a passenger meets the requirements for a seat, or is appropriate for a child being transported in it.
 - (c) If a Vehicle for Hire makes available a child car safety seat to passengers, the child car safety seat must meet the Canadian Motor Vehicle Safety Standards (CMVSS213). (BL 14/038)
 - (d) If a passenger requests the use of a Vehicle for Hire's child car safety seat, the passenger may be charged an additional user fee of five (\$5.00) dollars. (BL 14/038)

Division 3 - Limousines

Licence Approval

61. The Chief Taxi Inspector shall not approve a Motor Vehicle as a Limousine or issue a Vehicle for Hire Licence for it unless the Motor Vehicle is:
- (a) a Sedan Limousine;
 - (b) a Luxury Sport Utility Limousine;
 - (c) a Stretch Limousine; or

- (d) a Specialized Limousine;
- that meets the criteria of this Division.

Sedan Limousine

62. A Sedan Limousine is a Motor Vehicle which:
- (a) is a top-of-the-line, full-size, four-door, luxury class sedan Motor Vehicle of a make and model, as determined by the Chief Taxi Inspector from time to time; (BL 14/038)
 - (b) has not been altered in any way, except by the manufacturer;
 - (c) has a maximum seating capacity of six (6) Persons, including the Driver; and
 - (d) is no more than ten (10) model years old.

Luxury Sport Utility Limousine

63. A Luxury Sport Utility Limousine is a Motor Vehicle which:
- (a) is a top-of-the-line, full-size, four-door, luxury class sport utility Motor Vehicle of a make and model as determined by the Chief Taxi Inspector from time to time; (BL 14/038)
 - (b) has not been altered in any way, except by the manufacturer;
 - (c) has a maximum seating capacity of eight (8) Persons, including the Driver; and
 - (d) is no more than ten (10) model years old.

Stretch Limousine

64. A Stretch Limousine is a Motor Vehicle which:
- (a) has been altered by having the frame cut or altered and extended at least eight (8) inches;
 - (b) is a luxury Motor Vehicle of a make and model as designated by the Chief Taxi Inspector from time to time;
 - (c) meets all federal and provincial regulations and manufacturer's specifications; and

- (d) is no more than fifteen (15) model years old.

Specialized Limousine

65. A Specialized Limousine is a Motor Vehicle approved by the Chief Taxi Inspector as a Specialized Limousine.
- (a) The Chief Taxi Inspector may approve a Motor Vehicle as a Specialized Limousine if:
 - (i) the Motor Vehicle does not otherwise qualify as a Sedan Limousine, a Luxury Sport Utility Limousine, or a Stretch Limousine; and
 - (ii) the Chief Taxi Inspector is satisfied that the Motor Vehicle:
 - (1) can be Operated safely;
 - (2) can provide comfort to passengers; and
 - (3) offers a unique experience or luxury to passengers.

Advertising

66. A Limousine shall not have affixed any advertising whatsoever or any other thing that detracts from the professional appearance of the Limousine in the opinion of the Chief Taxi Inspector.

Division 4 - Shuttles

Licence Approval

67. The Chief Taxi Inspector shall not approve a Motor Vehicle as a Shuttle or issue a Vehicle for Hire Licence for it unless the Motor Vehicle:
- (a) has at least three (3) passenger doors;
 - (b) has a seating capacity for a minimum of five (5) adults, including the Driver with all seats constructed by the manufacturer and unaltered;
 - (c) is of a make and model approved for use as a Shuttle by the Chief Taxi Inspector;
 - (d) is not more than ten (10) model years old;
 - (e) displays, in a manner approved by the Chief Taxi Inspector and in a form with content specified by the Chief Taxi Inspector, the rates and fares to be charged for the hire of the Shuttle;

- (f) displays, in a manner approved by the Chief Taxi Inspector, the name, trade name or trademark of the Brokerage or Independent Driver Owner with which the Shuttle is affiliated;
- (g) is painted with the Colour Scheme approved by the Chief Taxi Inspector;
- (h) displays numbers and decals in the manner, position and colour approved by the Chief Taxi Inspector;
- (i) displays, in a manner approved by the Chief Taxi Inspector, and in the form and content specified by the Chief Taxi Inspector, the rights and obligations of passengers and Drivers;
- (j) displays advertising only in a manner, form and content approved by the Chief Taxi Inspector;
- (k) has an operating two-way communications system; and
- (l) is equipped with a functioning Electronic Payment System. (BL 14/038)

V. VEHICLE FOR HIRE INSPECTIONS

Division 1 - Taxi Meters

Meter Accuracy Certificate

68. (a) Every Taxi Meter required to be installed in a Vehicle for Hire shall be tested and inspected for accuracy in recording the correct fare and will have the accuracy of the Taxi Meter certified in writing by a Peace Officer under the direction of the Chief Taxi Inspector (such certification is herein referred to as a Meter Accuracy Certificate): (BL 14/038)
- (i) prior to a Vehicle for Hire Licence being issued for the Motor Vehicle in which the Taxi Meter is installed;
 - (ii) once per year thereafter; and (BL 14/038)
 - (iii) within thirty (30) days of any rate increase to the fares prescribed by Schedule B of this Bylaw.
- (b) The Meter Accuracy Certificate shall be in the form prescribed by the Chief Taxi Inspector.

- (i) The Chief Taxi Inspector may require or cause a Taxi Meter to be inspected at any time notwithstanding that an inspection has been performed within the previous one (1) year. (BL 14/038)
- (ii) The failure to obtain a Meter Accuracy Certificate pursuant to subsection 68(a) may result in the suspension or cancellation of a Vehicle for Hire Licence. (BL 14/038)

Taxi Meter Accuracy

69. A Taxi Meter shall be considered accurate when it registers between ninety-eight point five percent (98.5%) and one-hundred one point five percent (101.5%) of the actual distance travelled.
- (a) If a Taxi Meter is incorrectly recording the distance and corresponding fare, the holder of the Vehicle for Hire Licence shall forthwith notify the Chief Taxi Inspector, who shall cause the Taxi Meter to be inspected.
 - (b) If the Taxi Meter is found to be defective, such Taxi Meter shall not be used until it is repaired, certified and resealed.
 - (c) The failure to immediately report a defective Taxi Meter or the operation of a Vehicle for Hire with a defective Taxi Meter may result in the suspension or cancellation of a Vehicle for Hire Licence. (BL 14/038)

Replaced Taxi Meter

70. If a Licensee has a Taxi Meter in the Vehicle for Hire replaced or repaired at any time following the issuance of a Meter Accuracy Certificate, the Licensee shall have the replaced or repaired Taxi Meter tested and inspected in accordance with section 68 prior to Operating the Motor Vehicle as a Vehicle for Hire. (BL 14/038)

Division 2 - Mechanical Inspections

Requirement for Mechanical Inspection Certificate

71. A Person shall not Operate, cause or permit the Operation of a Vehicle for Hire or a Courtesy Vehicle unless a valid Mechanical Inspection Certificate has been issued for that Vehicle for Hire or Courtesy Vehicle. (BL 14/038)
- 71.1. Failure of the Owner to obtain a valid Mechanical Inspection Certificate for a Vehicle for Hire or Courtesy Vehicle may result in a suspension or cancellation of a Vehicle for Hire License. (BL 14/038)

Frequency of Inspections

72. Subject to subsection (a), every Vehicle for Hire and Courtesy Vehicle shall be inspected at least once every six (6) months by a Licensed Mechanic at a Vehicle for Hire Inspection Station. (BL 14/038)
- (a) Every Vehicle for Hire and Courtesy Vehicle that Operates exclusively in the Rural Service Area Connected by Winter Road shall be inspected at least once every twelve (12) months by a Licensed Mechanic at a Vehicle for Hire Inspection Station.
 - (b) All costs associated with mechanical inspections shall be borne by the Owner of the Motor Vehicle.

Issuance of Mechanical Inspection Certificate

73. If a Licenced Mechanic is satisfied that a Motor Vehicle complies with the Mechanical Fitness Regulations prescribed by the Chief Taxi Inspector he may issue a Mechanical Inspection Certificate for that Motor Vehicle.
- (a) Deleted (BL 14/038)

Refusal

74. If the Chief Taxi Inspector in his sole opinion believes that a Licenced Mechanic has improperly issued a Mechanical Inspection Certificate, the Chief Taxi Inspector may refuse to accept the Mechanical Inspection Certificate signed by that Licenced Mechanic and may suspend or revoke the approval given to the Vehicle for Hire Inspection Station where the Licenced Mechanic is employed pending the outcome of a review by Alberta Transportation the Chief Taxi Inspector may send to Alberta Transportation any documentation the Chief Taxi Inspector deems necessary for a proper review. (BL 14/038)

Prohibitions

75. (a) No Person shall inspect a Vehicle for Hire or a Courtesy Vehicle or complete, in whole or in part, a Mechanical Inspection Certificate unless such Person is a Licenced Mechanic employed by a Vehicle for Hire Inspection Station. (BL 14/038)
- (b) No Person shall cause or permit a Vehicle for Hire or a Courtesy Vehicle to be inspected or a Mechanical Inspection Certificate to be completed, in whole or in part, unless the Person inspecting the Motor Vehicle is a Licenced Mechanic employed by a Vehicle for Hire Inspection Station. (BL 14/038)
 - (c) No Person shall obstruct or interfere with any inspection that may be required or carried out pursuant to this Bylaw.

Requirement for Vehicle Inspection Certificate

76. (a) The Licensee shall ensure that each Vehicle for Hire or Courtesy Vehicle is inspected by a Peace Officer every six (6) months for compliance with this Bylaw and the requirements established by the Chief Taxi Inspector from time to time.
- (b) The Licensee or Driver of a Vehicle for Hire or Courtesy Vehicle must at all times at the request of a Peace Officer produce a satisfactory Vehicle Inspection Certificate, which certificate must show that such vehicle inspection was successfully completed within the six (6) months immediately preceding.
- (c) Upon the direction of a Peace Officer or the Chief Taxi Inspector, the Licensee named on a Vehicle for Hire Licence shall provide for inspection the Motor Vehicle for which the Vehicle for Hire Licence was issued at the time and location specified by the Peace Officer or Chief Taxi Inspector.
- (d) Failure to complete a vehicle inspection pursuant to section 89(a) or attend to have a vehicle inspection conducted pursuant to section 89(c) may result in suspension or cancellation of the Vehicle for Hire Licence of the Motor Vehicle in question. (BL 14/038)

VI. VEHICLE FOR HIRE OPERATING PROVISIONS

Division 1 - General

Driver Obligations

77. A Driver shall:
- (a) take the most economical route to the passenger's destination unless otherwise requested or directed by the passenger;
- (b) maintain a record of each trip in the manner prescribed by the Chief Taxi Inspector;
- (c) immediately after delivering a passenger check the vehicle for any articles of personal property apparently left behind by a passenger and deal with any such property in the manner prescribed by the Chief Taxi Inspector;
- (d) be professional and courteous at all times and provide reasonable assistance to any passenger as requested or required in the circumstances;
- (e) be neat and clean in person and dress;

- (f) promptly attend to passenger pickups;
- (g) when requested to do so, supply a passenger with a legible receipt;
- (h) take proper care of all baggage and personal property given to him for conveyance, and deliver such property as directed;
- (i) notify the Chief Taxi Inspector within seven (7) days of a change in mailing address and within twenty-four (24) hours of a change in electronic mail address; (BL 14/038)
- (j) advise the passenger of the option to select the applicable set fare or meter rate charges and apply the option selected, where a set fare may be applied instead of the meter rate charges set out in section 1 of Schedule B to this Bylaw;
- (k) be able to provide the passenger with exact change if the passenger pays the fare with cash; and (BL 14/038)
- (l) be able to operate the Electronic Payment System in the Motor Vehicle and always be able to provide the Electronic Payment System as a means to pay the fare. (BL 14/038)

Prohibited Driver Actions

78. A Driver shall not do any of the following:

- (a) consume any food or beverage while the Vehicle for Hire is in motion and is carrying one or more passengers;
- (b) smoke or use any tobacco or non-tobacco product in the Motor Vehicle at any time;
- (c) play the radio or other sound emitting device while one or more passengers are in the Motor Vehicle unless the passengers grant permission to do so;
- (d) loiter or cruise upon any Highway in the Urban Service Area for the purpose of soliciting passengers for the Vehicle for Hire;
- (e) carry a number of passengers in excess of the number stipulated by the manufacturer of the Motor Vehicle;
- (f) take on any additional passengers in the Vehicle for Hire at or following the departure from any one starting point except at the request of a passenger already in the Vehicle for Hire. In each case, a Driver shall

- (i) when transporting additional passengers to different locations, reset the Taxi Meter at the point where each passenger is dropped off;
- (ii) when operating exclusively in the Rural Service Area, only charge additional passengers a set fare for the zones in which the Vehicle for Hire travels, as authorized in Schedule B of this Bylaw.
- (g) demand payment of any fares, rates or benefits not specifically authorized by Schedule B of this Bylaw, except that a Driver may accept gratuities.
- (h) demand payment for any assistance or additional service provided to a person with disabilities not specifically authorized by Schedule B of this Bylaw;
- (i) refuse to provide a receipt, in the amount of the fare, when requested by the passenger;
- (j) permit any passenger to enter or leave the Motor Vehicle while the Motor Vehicle is in motion;
- (k) hold, view, manipulate or otherwise use a cellular telephone or other hand-held electronic device or wireless electronic device, whether in hands-free mode or not, while transporting a passenger except in an Emergency;
- (l) collect any fare or give any change while the Motor Vehicle is in motion;
- (m) permit anything to be placed or remain in the Motor Vehicle in such a position as to obstruct the Driver's vision; and
- (n) Deleted (BL 14/038).

78.1 A Driver shall not operate a vehicle for hire for more than 16 hours in any consecutive 24 hour period. (BL 14/038)

Refusal of Service

- 79. (a) A Driver shall not refuse a request for service from a Person except in accordance with this section.
- (b) A Driver may refuse a request for service from a Person if:
 - (i) the Vehicle for Hire is not in service and the top light is not illuminated;
 - (ii) the Person is indebted to the Driver or Brokerage with which the Vehicle for Hire is affiliated;

- (iii) the Person requests that the Driver carry an animal, other than a Service Dog assisting a Person with a disability, in the Vehicle for Hire that is not in an animal transport cage;
 - (iv) the Person requests the Driver to carry baggage in the Vehicle for Hire which might be detrimental to the repair, cleanliness or sanitary condition of the Vehicle for Hire;
 - (v) the Person requests the Driver to carry any passengers or baggage which the Vehicle for Hire is incapable of carrying;
 - (vi) the Person insists on smoking in the Vehicle for Hire;
 - (vii) the Person insists on undertaking or participating in any illegal activity in the Vehicle for Hire;
 - (viii) the Driver:
 - (1) believes there is danger to his personal safety or of serious harm to property; and
 - (2) such belief is reasonable in the circumstances;
 - (ix) the Person refuses to pay a deposit in advance of service either by preauthorized credit card payment, an estimated debit transaction or a cash deposit on any fare determined to be equal to or greater than one hundred (\$100.00) dollars whether determined by flat rate or meter service. (BL 14/038)
- (c) The mere fact that a Person is disabled or accompanied by a Service Dog does not form the basis for a reasonable belief as referred to in section 79(b)(viii).

Reporting Obligations

80. In the event a request for service is refused, the Driver shall: (BL 14/038)

- (a) immediately provide verbal notice to the Brokerage or, if an Independent Driver Owner to the Chief Taxi Inspector, of the incident including the date, time, location, a complete description of the circumstances and the reason for refusing the request for service; and
- (b) within twenty-four (24) hours of the incident provide a signed written report to the Brokerage or, if an Independent Driver Owner, to the Chief Taxi Inspector with all of the details described above.

Failure to report a refused request for service may result in the Driver's Chauffeur's Permit or Independent Driver Owner Licence being cancelled or suspended, as the case may be. (BL 14/038)

Division 2 - Additional Taxi Driver and Accessible Taxi Driver Responsibilities

Driver Obligations

81. In addition to any other requirements imposed by this Bylaw, a Driver of a Taxi or Accessible Taxi shall:
- (a) have in the Taxi at all times:
 - (i) a valid Mechanical Inspection Certificate for that Motor Vehicle;
 - (ii) a valid Meter Accuracy Certificate for the Taxi Meter installed in that Motor Vehicle;
 - (iii) a valid Vehicle Inspection Certificate for that Motor Vehicle; and
 - (iv) in the case of a Taxi or Accessible Taxi with an Airport Endorsement, a valid Airport Endorsement permit issued by the Fort McMurray Airport.
 - (b) charge exactly the fare displayed on the Taxi Meter using the rates for Taxis prescribed in Schedule B with no reductions or additions except as prescribed by this Bylaw.

Prohibitions

82. A Driver shall not Operate a Taxi or Accessible Taxi in the Urban Service Area unless: (BL 14/038)
- (a) the Motor Vehicle is equipped with an operating Taxi Meter;
 - (b) the Taxi Meter complies with all requirements as prescribed in this Bylaw and by the Chief Taxi Inspector;
 - (c) the rates for Taxis as prescribed in Schedule B are clearly displayed within the Taxi in the manner prescribed by the Chief Taxi Inspector.

Division 3 - Additional Limousine Driver Responsibilities

Driver Obligations

83. In addition to any other requirements imposed by this Bylaw, a Driver of a Limousine shall:
- (a) have in the Limousine at all times:
 - (i) a valid Mechanical Inspection Certificate for that Limousine;
 - (ii) Deleted (BL 14/038)
 - (iii) a valid Vehicle Inspection Certificate for that Limousine; and
 - (iv) in the case of a Limousine with an Airport Endorsement, a valid Airport Endorsement permit issued by the Fort McMurray Airport.
 - (b) keep all appointments;
 - (c) not make other appointments if a Previously Arranged appointment would prevent the Driver from fulfilling it.
 - (d) charge at least the rate for Limousines prescribed by Schedule B of this Bylaw with no reductions.
 - (e) keep a daily Trip Sheet showing:
 - (i) the name of the Driver, the date and Vehicle for Hire Licence;
 - (ii) the location and time of the beginning and end of every Trip made;
 - (iii) the hourly rate charged to the passenger; (BL 14/038)
 - (iv) the amount of the fare collected for each Trip;
 - (v) turn over all Trip Sheets to the Brokerage at the conclusion of each work day; and
 - (vi) shall have available at the Brokerage a record of the booking agreement including the rate charged for service, the time of dispatch and the time of completion of service. (BL 14/038)

Prohibited Driver Actions

84. No Driver of a Limousine shall:

- (a) stand the Limousine in any taxi stand;
- (b) stand the Limousine on any Highway except while under hire;
- (c) pick up passengers unless the Limousine service was Previously Arranged; or
- (d) solicit passengers. (BL 14/038)

Notwithstanding the provision of this section, a Driver of a Limousine with an Airport Endorsement may stand the Limousine at the Fort McMurray Airport for the purpose of picking up passengers. (BL 14/038)

Division 4 - Additional Shuttle Driver Responsibilities

Driver Obligations

85. In addition to any other requirements imposed by this Bylaw, a Driver of a Shuttle shall:

- (a) have in the Shuttle at all times:
 - (i) a valid Mechanical Inspection Certificate for that Shuttle;
 - (ii) a written record of the current contract at all times while under hire;
 - (iii) a valid Vehicle Inspection Certificate for that Shuttle; and
 - (iv) in the case of a Shuttle with an Airport Endorsement, a valid Airport Endorsement permit issued by the Fort McMurray Airport..
- (b) keep all appointments;
- (c) make other appointments if a Previously Arranged appointment would prevent the Driver from fulfilling it.
- (d) keep a daily Trip Sheet showing:
 - (i) the name of the Driver, the date and Vehicle for Hire Licence;
 - (ii) the location and time of the beginning and end of every Trip made;
 - (iii) the amount of the fare collected for each Trip.

- (e) turn over all Trip Sheets to the Brokerage at the conclusion of each work day.

Prohibited Driver Actions

86. No Driver of a Shuttle shall:

- (a) stand the Shuttle in any taxi stand; or
- (b) stand the Shuttle on any Highway except while under hire.

Notwithstanding the provision of this section, a Driver of a Shuttle with an Airport Endorsement may stand the Shuttle at the Fort McMurray Airport for the purpose of picking up passengers. (BL 14/038)

VII. BROKERAGE AND INDEPENDENT DRIVER OWNER PROVISIONS

Division 1 - Brokerage

Vehicle for Hire Responsibilities

87. A Brokerage shall ensure that each Vehicle for Hire affiliated with the Brokerage:

- (a) is in compliance with this Bylaw and Operated in compliance with this Bylaw;
- (b) is Operated by a Person who holds a valid Chauffeur's Licence;
- (c) has a valid Vehicle for Hire Licence, which must be carried in the Vehicle for Hire;
- (d) has a valid Mechanical Inspection Certificate, which must be carried in the Vehicle for Hire;
- (e) has a valid Vehicle Inspection Certificate, which must be carried in the Vehicle for Hire;
- (f) that is a Taxi or an Accessible Taxi, has a Taxi Meter which is sealed by a Peace Officer under the direction of the Chief Taxi Inspector; (BL 14/038)
- (g) that is a Taxi or an Accessible Taxi, charges only fares specified in Schedule B of this Bylaw; (BL 14/038)
- (h) that is a Limousine, charges at least the minimum fares as specified in Schedule B of this Bylaw; and (BL 14/038)

- (i) has a road supervisor available twenty-four (24) hours a day for seven (7) days a week. (BL 14/038)

Licence Posting

88. A Brokerage shall post in a location accessible to all Drivers affiliated with the Brokerage:
- (a) its Brokerage Licence; and
 - (b) any terms and conditions that are imposed with respect to that Brokerage Licence.

Additional Obligations

89. A Brokerage shall:
- (a) maintain the Brokerage premises in a clean state and in good repair;
 - (b) inform the Chief Taxi Inspector, in writing, of all trade names used in connection with the Brokerage Operations;
 - (c) immediately notify the Chief Taxi Inspector when a Vehicle for Hire becomes affiliated or ceases to be affiliated with the Brokerage;
 - (d) maintain an up to date list of all Drivers who Operate a Vehicle for Hire affiliated with the Brokerage and, on demand, provide the Chief Taxi Inspector or a Peace Officer with a copy of such list;
 - (e) maintain an up to date list of all Vehicles for Hire affiliated with the Brokerage that have been issued an Airport Endorsement permit and, on demand, provide the Chief Taxi Inspector or a Peace Officer with a copy of such list;
 - (f) adhere to the Colour Scheme as approved by the Chief Taxi Inspector;
 - (g) provide and install the global positioning system and camera as required by this Bylaw for each Vehicle for Hire affiliated with the Brokerage. (BL 14/038)
 - (h) provide dispatch services on a continuous basis, twenty-four (24) hours per day every day of the year, unless the Brokerage operates exclusively in the Rural Service Area which Brokerage shall provide such dispatch services as required by the Chief Taxi Inspector;
 - (i) provide all Drivers affiliated with the Brokerage training with respect to the use of the Taxi Meter, radio dispatch system, and other equipment used in Vehicle for Hire services including, in the case of Accessible Taxis, training in the use of

specialized equipment used to transport Persons with disabilities and their Mobility Aids as specified by the Chief Taxi Inspector;

- (j) in all but exceptional circumstances, provide to the passenger the services requested, at the location and within the time specified by the passenger upon receiving the passenger's request for services;
- (k) provide the passenger with a Vehicle for Hire with the same capacity for passengers and/or baggage that the Brokerage agreed to provide;
- (l) retain all Trip Sheets of Drivers affiliated with the Brokerage for at least twelve (12) months and make them available for inspection at the request of the Chief Taxi Inspector or a Peace Officer;
- (m) deliver service requests from a call centre and dispatch located within the Municipality; (BL 14/038)
- (n) process all point of sale transactions to clearing houses located within Canada and in compliance with all federal laws governing point of sale legislation; and (BL 14/038)
- (o) abide by the rate schedule as set out by Schedule "B" of this Bylaw. (BL 14/038)

Records

90. (a) For all Vehicles for Hire affiliated with a Brokerage, a Brokerage shall keep the following records and retain them for ninety (90) days and make them available on demand to the Chief Taxi Inspector or a Peace Officer:
- (i) dispatch records, which include:
 - (1) the Driver's Chauffeur Permit number;
 - (2) the date and time the Driver booked on and off duty;
 - (3) the Vehicle for Hire assigned to the Driver; and
 - (4) the date and time of each trip request;
 - (ii) contracts related to the supply of Vehicle for Hire services;
 - (iii) agreements evidencing each Limousine trip; and
 - (iv) documents related to the Shuttle fixed route(s)
- each as applicable.

- (b) Deleted (BL 14/038).

Complaints

91. (a) A Brokerage shall keep a list of all complaints it receives, which list shall include:
- (i) the name, address and phone number of the complainant;
 - (ii) the nature of the complaint and the Chauffeur's Permit number for the Driver of the Vehicle for Hire; and
 - (iii) the Brokerage's response to the complaint.
- (b) The Brokerage shall give the list noted in this section to the Chief Taxi Inspector or a Peace Officer on demand.
- (c) The Brokerage shall advise the Chief Taxi Inspector immediately if a Peace Officer is investigating a complaint.

Division 2 - Independent Driver Owner

Other Drivers Prohibited

92. An Independent Driver Owner shall not cause or permit any other Person to Operate a Vehicle for Hire for which the Independent Driver Owner is the Licensee.

Additional Obligations

93. In addition to any other requirement imposed by this Bylaw, an Independent Driver Owner shall:
- (a) hold a valid Chauffeur's Permit;
 - (b) hold a valid Vehicle for Hire Licence;
 - (c) hold a valid Independent Driver Owner Licence;
 - (d) be the Owner or lessee of the Vehicle for Hire; (BL 14/038)
 - (e) ensure that the Vehicle for Hire:
 - (i) has an operating communications system which is capable of being operated from the Vehicle for Hire;

- (ii) is marked or painted in accordance with the Colour Scheme approved by the Chief Taxi Inspector; and
 - (iii) is equipped with the global positioning system and camera required by this Bylaw. (BL 14/038)
- (f) ensure that he is knowledgeable in the use of the Taxi Meter, communications system, and other equipment used in Vehicle for Hire services including, in the case of Accessible Taxis, training in the use of specialized equipment used to transport Persons with disabilities and their Mobility Aids as specified by the Chief Taxi Inspector;
- (g) in all but exceptional circumstances, provide to the passenger the services requested, at the location and within the time specified by the passenger upon receiving the passenger's request for services;
- (h) not dispatch any other Vehicle for Hire but the Vehicle for Hire Operated by the Independent Driver Owner;
- (i) retain all Trip Sheets for at least twelve (12) months and make them available for inspection at the request of the Chief Taxi Inspector or a Peace Officer; and
- (j) Deleted (BL 14/038)

Records

94. An Independent Driver Owner shall keep the following records and retain them for ninety (90) days and make them available on demand to the Chief Taxi Inspector or a Peace Officer:
- (a) dispatch records which include:
 - (i) the Independent Driver Owner's Chauffeur Permit number;
 - (ii) the date and time he booked on and off duty;
 - (iii) the Vehicle for Hire Licence number; and
 - (iv) the date and time of each trip request;
 - (b) contracts related to the supply of Vehicle for Hire services;
 - (c) agreements evidencing each Limousine trip; and

- (d) documents related to the Shuttle fixed route(s)
- each as applicable.

Complaints

- 95. (a) An Independent Driver Owner shall keep a list of all complaints it receives, which list shall include:
 - (i) the name, address and phone number of the complainant;
 - (ii) the nature of the complaint; and
 - (iii) the Independent Driver Owner's response to the complaint.
- (b) An Independent Driver Owner shall give the list noted in this section to the Chief Taxi Inspector or a Peace Officer on demand;
- (c) An Independent Driver Owner shall advise the Chief Taxi Inspector immediately if a Peace Officer is investigating a complaint;

VIII. ENFORCEMENT

Inspection on Demand

- 96. The Chief Taxi Inspector or a Peace Officer may inspect a Vehicle for Hire or cause a Vehicle for Hire to be inspected to determine the following:
 - (a) the validity of the Vehicle for Hire Licence or Airport Endorsement permit;
 - (b) if a Taxi or an Accessible Taxi, the accuracy of the Taxi Meter in comparison with the rates as set out in Schedule B;
 - (c) the mechanical condition of the Motor Vehicle relating to passenger and public safety;
 - (d) the validity of the Driver's Chauffeur's Licence; or
 - (e) the cleanliness of the Vehicle for Hire.
- 97. A Person who interferes with a Peace Officer's ability to inspect a Vehicle for Hire is guilty of an offence.

Production of Documents

98. On request of a Peace Officer, a Driver Operating a Vehicle for Hire shall produce to the Peace Officer for inspection the following documents as requested by the Peace Officer:
- (a) the Driver's valid Chauffeur's Permit;
 - (b) a valid Mechanical Inspection Certificate for the Vehicle for Hire;
 - (c) a valid Vehicle Inspection Certificate for that Vehicle for Hire;
 - (d) if the Vehicle for Hire is a Taxi or an Accessible Taxi, a valid Meter Accuracy Certificate for the Taxi Meter in the Taxi or Accessible Taxi;
 - (e) a valid Vehicle for Hire Licence and, in the case of a Vehicle for Hire with an Airport Endorsement, an Airport Endorsement permit.

Seizures and Suspensions

99. If a Peace Officer has reasonable grounds to believe that a Vehicle for Hire does not meet the requirements of this Bylaw the Peace Officer may suspend and take possession of the Vehicle for Hire Licence displayed on that Motor Vehicle.
100. If a Peace Officer has reasonable grounds to believe that the holder of a Chauffeur's Permit has failed to comply with this Bylaw the Peace Officer may suspend and take possession of the Licensee's Chauffeur's Permit.
101. Any suspension of a Chauffeur's Permit or Vehicle for Hire Licence by a Peace Officer shall not exceed seventy-two hours.
102. Nothing in sections 99 or 100 limit any Peace Officer's powers to charge a Person with an offence.

Prohibited Operation

103. No Person shall Operate, cause or permit to be Operated a Vehicle for Hire while their Chauffeur's Permit, Independent Driver Owner Licence or the Vehicle for Hire Licence is under suspension. (BL 14/038)

Offence

104. A Person who contravenes this Bylaw is guilty of an offence.

Continuing Offence

105. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a Person guilty of such an offence is liable, upon summary conviction, to a fine in an amount not less than that established by this Bylaw for each such day.

Fines and Penalties

106. A Person who is guilty of an offence is liable, upon summary conviction, to a fine in an amount of not less than that established in this Bylaw and not exceeding \$10,000, and to imprisonment for not more than six (6) months for non-payment of a fine.
107. Without restricting the generality of section 106, the fine amounts established for use on Violation Tickets if a voluntary payment option is offered are as prescribed by Schedule “C” of this Bylaw.

Violation Tickets

108. A Peace Officer may issue a Violation Ticket in accordance with the *Provincial Offences Procedure Act*, to any Person whom the Peace Officer has reasonable and probable grounds to believe has contravened this Bylaw.
- (a) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- (i) specify the fine amount established by this Bylaw for the offence in Schedule “C”; or
 - (ii) require a Person to appear in court without the alternative of making a voluntary payment.

Voluntary Payment

109. A Person who commits an offence may:
- (a) if a Violation Ticket is issued in respect of the offence; and
 - (b) if a Violation Ticket specifies the fine amount established by this Bylaw for the offence;
- make a voluntary payment equal to the specified fine.

Provincial Court Clerk

110. When a clerk records in the court records the receipt of a voluntary payment pursuant to this Bylaw and the *Provincial Offences Procedure Act*, the act of recording receipt of that

payment constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

Licensee Liable

111. Where a Motor Vehicle displaying a Vehicle for Hire Licence is involved in a contravention of this Bylaw, the Licensee named on the Vehicle for Hire Licence is liable for the contravention unless the Licensee proves, on a balance of probabilities, that the Motor Vehicle was being Operated without his consent, either express or implied.

Proof of Licence

112. The onus of proving that a Person has a valid Licence or Certificate is on the Person alleging the existence of the Licence or Certificate on a balance of probabilities.

Operating Without a Licence

113. In a prosecution for a contravention of this Bylaw against a Person Operating without a Licence, proof of one transaction, offer of a transaction or advertisement is sufficient to establish that a Person is Operating as alleged.

IX. GENERAL

Existing Permits and Licences

114. An existing licence, permit or approval issued under Bylaw 03/021, the Taxi Bylaw, remains valid until the term of such licence, permit or approval expires or until it is replaced by a Licence, Permit or approval issued pursuant to this Bylaw.

Transitional Provisions

115. All Brokerages, including but not limited to those Brokerages who have previously submitted Colour Schemes under Bylaw 03/021, the Taxi Bylaw, and approved by the Chief Taxi Inspector, shall submit a new Colour Scheme consistent with the requirements of this Bylaw by October 31, 2013. (BL 14/038)
116. Where the Chief Taxi Inspector approves the new Colour Scheme, the company shall:
- (a) cause vehicles previously registered as Taxis at the time of this Bylaw, and affiliated with the Brokerage under Taxi Bylaw 03/021, to conform to the new Colour Scheme by October 31, 2018; and
 - (b) cause every Motor Vehicle affiliated with the company and intended to be Operated as a Taxi or as an Accessible Taxi, other than those referred to in

subsection (a), to conform to the requirements in this Bylaw prior to receiving a Vehicle for Hire Licence. (BL 14/038)

117. Until October 31, 2020, pursuant to this Bylaw, the Chief Taxi Inspector shall not accept a Colour Scheme that would be likely to deceive any Person or cause confusion or in any way be similar to a specified paint or Colour Scheme used previously by another Brokerage and abandoned pursuant to this Bylaw.. (BL 14/038)
118. A Motor Vehicle licensed as a Vehicle for Hire as of the adoption of this Bylaw may have its affiliated Vehicle for Hire Licence renewed: (BL 14/038)
- (a) during calendar year 2013, if it is not more than twelve (12) model years old;
 - (b) during calendar year 2014, if it is not more than eleven (11) model years old.
119. Deleted (BL 14/038)
120. Deleted (BL 14/038)
121. Deleted (BL 14/038)

Severability

122. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction that provision shall be severed, and all other provisions of this Bylaw shall remain valid and enforceable.

Repeal

123. Bylaw No. 03/021, the Taxi Bylaw, as amended, is repealed.

Effective Date

124. This Bylaw shall come into force on October 1, 2013, (BL 14/038)
125. Deleted (BL 14/038)
126. In the Hamlet of Fort Chipewyan, sections 15(b)(ix), 55, 56 and 58(n) shall not take effect until October 1, 2018 and then shall only apply to Vehicle for Hire Licences issued on or after October 1, 2018.

READ a first time this 22nd day of January, 2013.

READ a second time this 12th day of March, 2013.

READ a third and final time this 12th day of March, 2013.

SIGNED and PASSED this 12th day of March, 2013.

PERMIT, LICENCE AND BROKERAGE FEES
Schedule A (BL 14/038)

Description	Reference	Fee
Application Fee for a Chauffeur's Permit	Section 15	
(a) resident of the Municipality		\$85.00
(b) non-resident		\$170.00
(c) operating exclusively in Fort Chipewyan		\$50.00
Replacement for Damaged Chauffeur's Permit	Section 18(a)	\$25.00
Replacement for Lost or Stolen Chauffeur's Permit with filed police report	Section 18(b)	\$25.00
Replacement for Lost or Stolen Chauffeur's Permit without filed police report	Section 18(c)	\$500.00
Application Fee for a Vehicle for Hire Licence	Section 24	\$500.00
Application Fee for a Vehicle for Hire Licence operating exclusively in Fort Chipewyan		\$150.00
Replacement for Damaged Vehicle for Hire Licence	Section 27(a)	\$25.00
Replacement for Lost or Stolen Vehicle for Hire Licence with filed police report	Section 27(b)	\$25.00
Replacement for Lost or Stolen Vehicle for Hire Licence without filed police report	Section 27(c)	\$500.00
Application Fee for a Brokerage Licence	Section 33	\$50.00
Application Fee for an Independent Driver Owner Licence	Section 38	
(a) resident of the Municipality		\$50.00
(b) non-resident		\$100.00
Replacement for Damaged Independent Driver Owner Licence	Section 42(a)	
(a) resident of the Municipality		\$25.00
(b) non-resident		\$50.00
Replacement for Lost or Stolen Independent Driver Owner Licence with filed police report	Section 42(b)	
(a) resident of the Municipality		\$25.00
(b) non-resident		\$50.00
Replacement for Lost or Stolen Independent Driver Owner Licence without filed police report	Section 42(c)	
(a) resident of the Municipality		\$500.00
(b) non-resident		\$500.00

All fees in Schedule A are non-refundable.

VEHICLE FOR HIRE FARES (BL 13/035, BL 14/038)
Schedule B

1. For all trips performed in the Urban Service Area, the rates that must be charged by a Taxi and by an Accessible Taxi, including GST, shall be:
 - (a) when the vehicle is in motion, a charge of \$3.80 for the first 52 meters plus \$0.10 for each 52 meters thereafter;
 - (b) \$0.60 per minute of waiting time incurred by a Driver while under hire when requested by a passenger to stop at a location and wait.
2. For all trips performed in the Urban Service Area, the rate that must be charged by a Limousine, including GST, shall be:
 - (a) A minimum charge of \$60.00 for the first hour; and
 - (b) \$50.00 for each hour thereafter.
- 2.1 For all trips in the Rural Service Area, the rate that must be charged by Limousines, including GST, shall be:
 - (a) Sedan Limousine – Meter Rate plus 20%;
 - (b) Luxury Sport Utility Limousine - Meter Rate plus 25%;
 - (c) Stretch Limousine – Meter Rate plus 30%;
 - (d) Specialized Limousine – Meter Rate plus 30%.
3. All trips to the Rural Service Area for Taxis or Accessible Taxis shall be by Meter Rate or the long trip rate schedule and rural flat rate schedule by customer choice. For Limousines, in all instances the long trip rate schedule and flat rate schedule shall be used.
4.
 - (a) Notwithstanding section 1 of this Schedule B and excluding any trip governed by the provisions of sections 6 and 7 of this Schedule B, a set fare may be applied where a Taxi or Accessible Taxi operates exclusively in the Rural Service Area, in accordance with this section 4.
 - (b) For a trip with travel in or through more than one zone, the fare charged shall be equal to the combined cost of the set fares applicable in each of the zones in which the trip takes place, which includes:
 - (i) the zone in which the trip originates;
 - (ii) each of the other zone(s), each time travelled in or through; and

(iii) where the trip ends, as applicable.

The zones are established in the Zoned Fare Map at Appendix “1” of this Schedule B.

(c) The set fare for each of the zones in the Rural Service Area shall be:

- (i) in Anzac Zone AZ, \$30.00;
- (ii) in Conklin Zone CK, \$30.00;
- (iii) in the Rural Service Area Zone A, \$32.00;
- (iv) in the Rural Service Area Zone B, \$83.00;
- (v) in the Rural Service Area Zone C, \$60.00;
- (vi) in the Rural Service Area Zone D, \$47.00;
- (vii) in the Rural Service Area Zone E, \$63.00;

5. (a) Notwithstanding section 1 of this Schedule B, a set fare may be applied instead of the charges set out in section 1 of this Schedule B where a Taxi or Accessible Taxi that Operates exclusively in the Rural Service Area is travelling only in and between locations within the boundaries of the Hamlet of Anzac, or only in and between locations within the boundaries of the Hamlet of Conklin, in accordance with this section 5.
- (b) Notwithstanding a trip within a single zone, the set fare applicable to that zone shall be charged.
- (c) For a trip with travel in or through more than one zone, the fare charged shall be equal to the combined cost of the set fares applicable in each of the zones in which the trip takes place, which includes:
- (i) the flag cost;
 - (ii) the zone in which the trip originates;
 - (iii) each of the other zone(s), each time travelled in or through; and
 - (iv) the zone where the trip ends, each as applicable.
- (d) Notwithstanding the zones applicable to trips originating and ending within the boundaries of the Hamlets of Anzac or Conklin are established in the Map of Flat Rate Fare Zones at Appendices “2” and “4” respectively of this Schedule B;

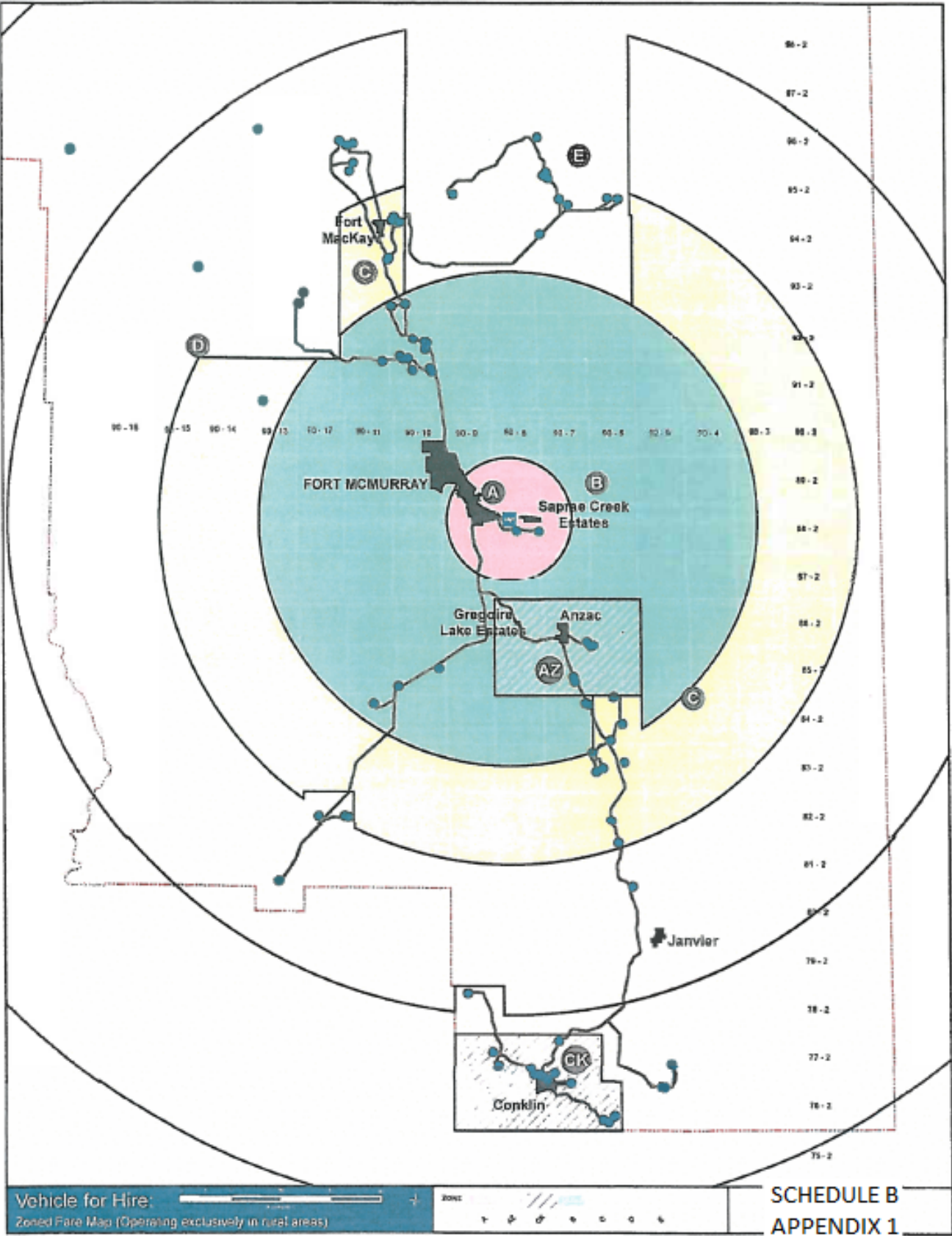
- (e) The set fare for each of the zones in the Hamlet of Anzac shall be:
 - (i) in Zone AZ-1, \$5.00;
 - (ii) in Zone AZ-2, \$7.00;
 - (iii) in Zone AZ-3, \$9.00;
- (f) The set fare for each of the zones in the Hamlet of Conklin shall be:
 - (i) in Zone CK-1, \$8.00;
 - (ii) in Zone CK-2, \$10.00;
 - (iii) in Zone CK-3, \$15.00;
- 6. (a) Notwithstanding section 1 of this Schedule B, a set fare may be applied instead of the charges set out in section 1 of this Schedule B where a Taxi or Accessible Taxi that Operates exclusively in the Rural Service Area is travelling only in and between locations within the boundaries of the Hamlet of Fort Chipewyan, in accordance with this section 6.
- (b) For a trip within a single zone, the set fare applicable to that zone shall be charged.
- (c) The set fare for each of the zones in the Hamlet of Fort Chipewyan shall be:
 - (i) anywhere in in Zone FC-1 and staying in FC-1 or going to FC-2, \$5.00 per passenger;
 - (ii) anywhere in Zone FC-1 or FC-2 to the airport, \$15.00 per passenger
 - (iii) in Zone FC-3 or FC-4 to the airport, \$20.00 per passenger;
 - (iv) in Zone FC-1 to FC-4, \$60.00 flat rate;
 - (v) Maximum rate for any fare is \$60.00.
- 7. (a) Notwithstanding any other section of this Schedule B, the Driver of a Vehicle for Hire may add the following surcharges above the total meter or flat rate, as applicable, where:
 - (i) The Vehicle for Hire is a Van, and
 - (ii) the passenger requested a Van in advance from a dispatcher; or

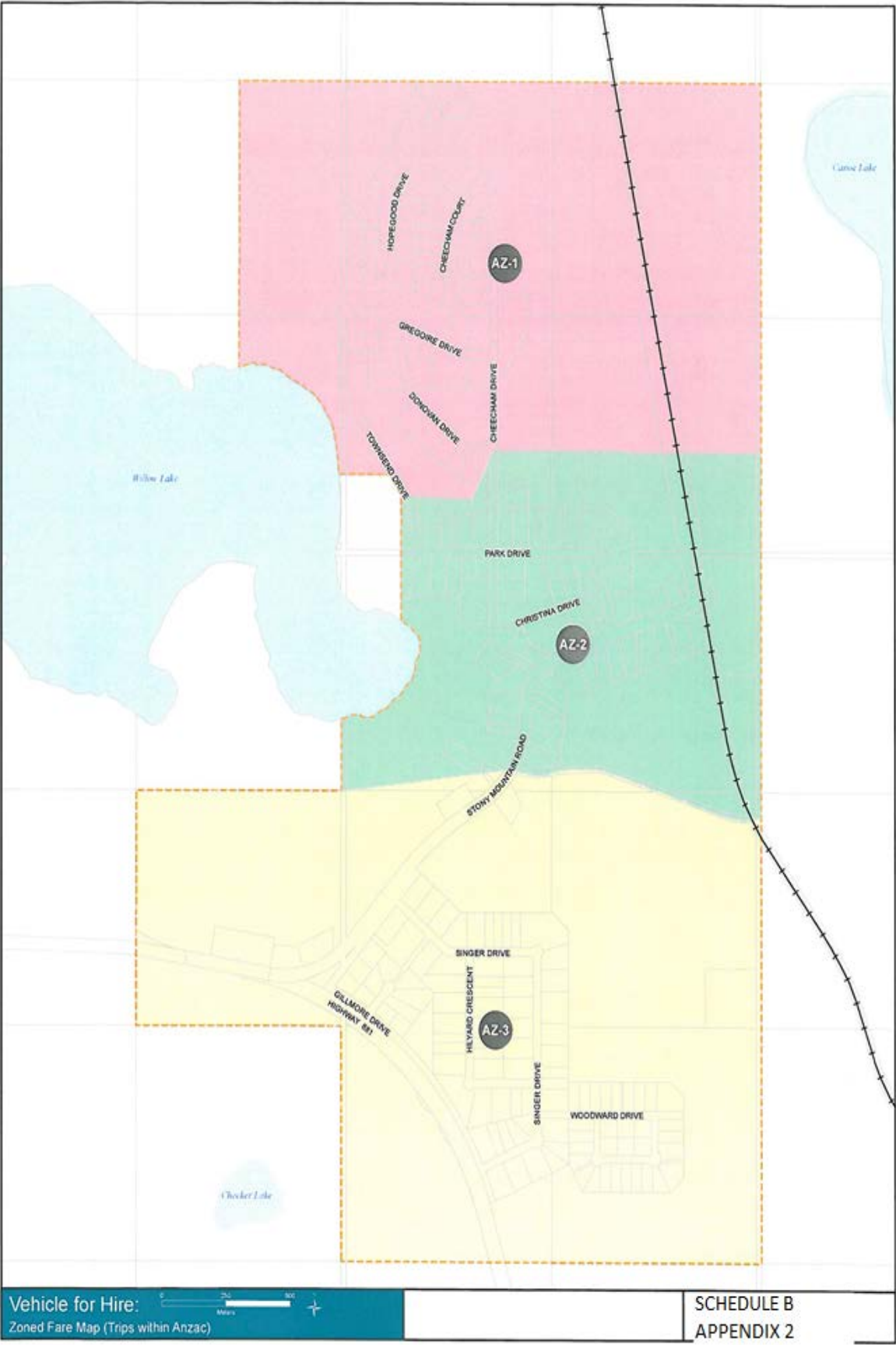
- (iii) the passenger has bypassed available Taxis in a taxi stand queue in order to secure a Van, a surcharge of \$5.00 for a trip beginning and ending in the Urban Service Area and \$10.00 for a trip beginning and/or ending in the Rural Service Area may be added.
- (b) In addition to any other fare, rate or charge prescribed in this Schedule B the Driver of a Vehicle for Hire may add a surcharge of \$75.00 where, due to the action of a passenger, a cleanup of the Vehicle for Hire is required.
8. The Chief Taxi Inspector may conduct a review of taxi rates in the first week of October of each calendar year. The review may determine an appropriate recommendation to Council. If accepted by Council the recommended rates for sections 4 and 5 will be in accordance with the following formulas:

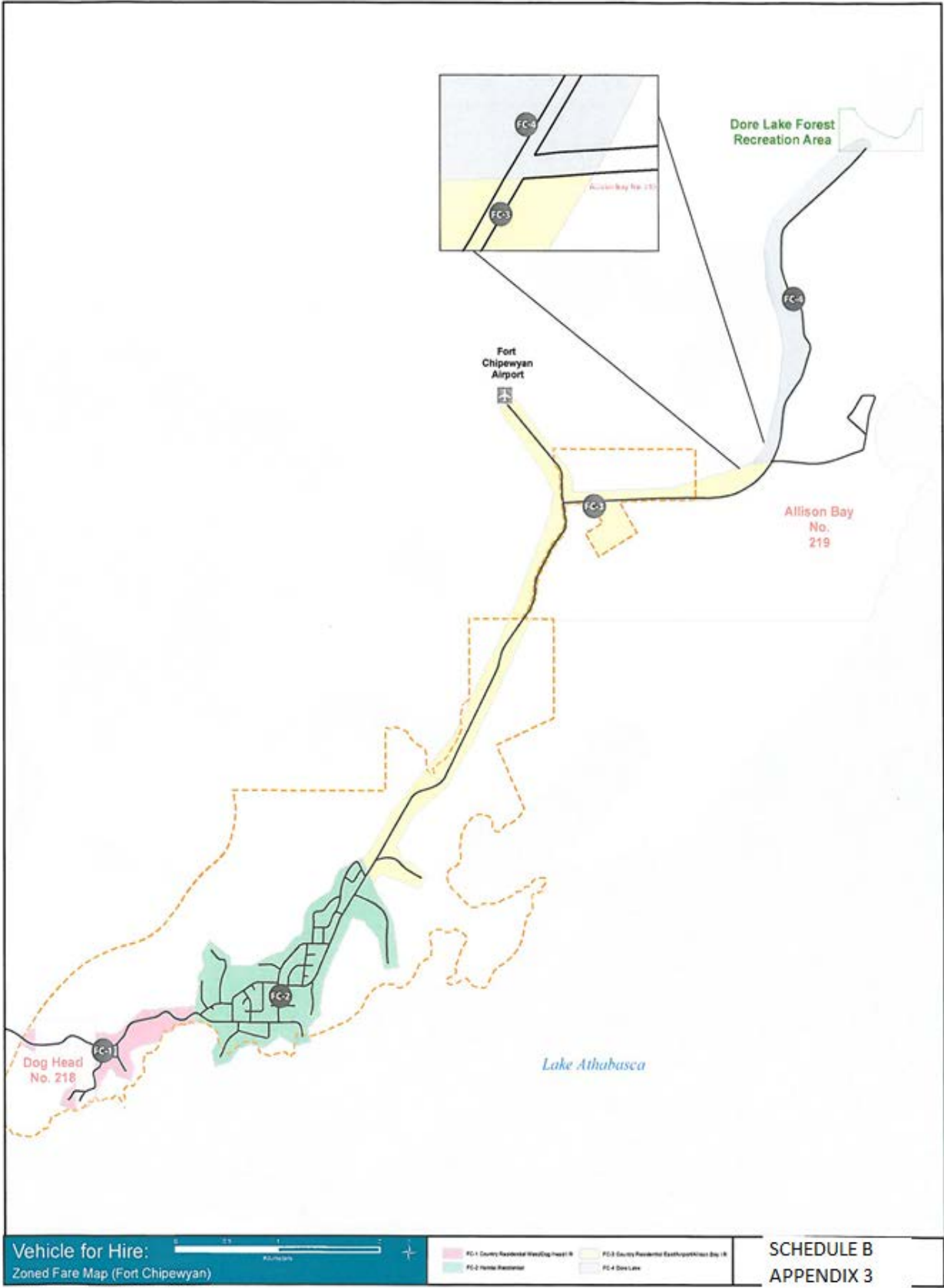
Zone	A	B	C	D	E	F
	Meter Rate each 52m	Average route Distance in zone (m)	Meter Rate Units	Cost of Zone (\$)	Cumulative Zone Cost (\$)	Total Cost (\$)
	As Set	As Measured	$C = B/52$	$D = A * C$	E= Sum of A for this and all zones crossed	F = Flag Cost + E
AZ-1	0.1	849	16.3269	1.63	1.63	5.43
AZ-2	0.1	859	16.5192	1.65	3.28	7.1
AZ-3	0.1	1223	23.5192	2.35	5.63	9.43

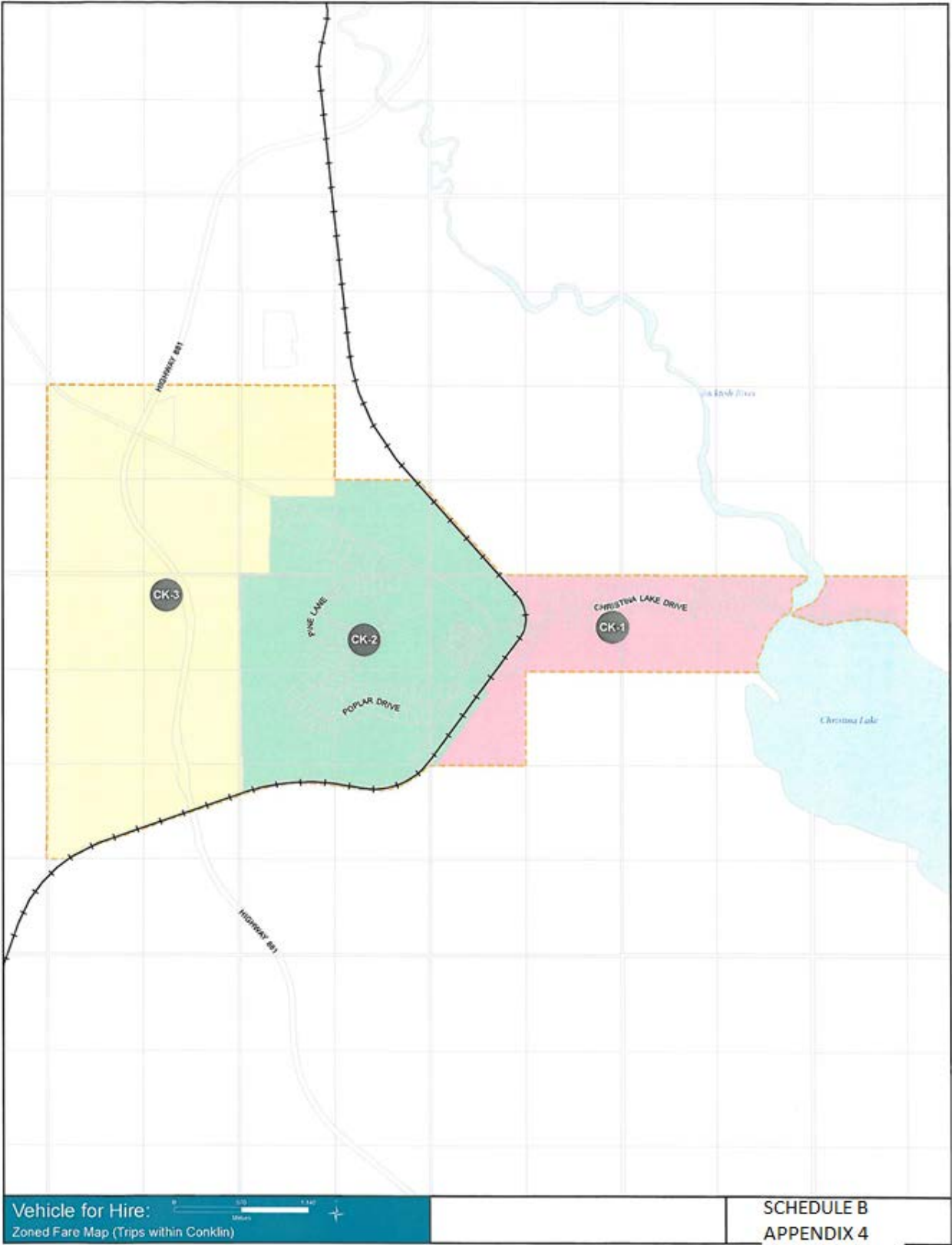
Zone	A	B	C	D	E	F
	Meter Rate each 52m	Average route Distance in zone (m)	Meter Rate Units	Cost of Zone (\$)	Cumulative Zone Cost (\$)	Total Cost (\$)
	As Set	As Measured	$C = B/52$	$D = A * C$	E= Sum of A for this and all zones crossed	F = Flag Cost + E
CK-1	0.1	2091	40.2115	4.02	4.02	7.82
CK-2	0.1	967	18.5962	1.86	5.88	9.68
CK-3	0.1	2568	49.3846	4.94	10.82	14.62

9. All rates recommended by the Chief Taxi Inspector in accordance with Schedule B shall be rounded off to the nearest multiple of \$1.00.
10. The maximum service charge a passenger may be charged for a point of sale transaction is \$1.00 and no minimum or maximum fare charged amount may be enforced.
11. Upon proof the passenger is over sixty-five (65) years old, a ten (10) percent discount may be applied to the Vehicle for Hire fare.









FINES AND PENALTIES (BL 14/038)

Schedule C

Section	Offence	Fine
10(a)	Brokerage fail to post bulletin within Brokerage Premises	\$250.00
12(a)	Operate a Vehicle for Hire without valid Chauffeur's Permit	\$1,000.00
12(b)	Cause or permit a person to operate Vehicle for Hire without valid Chauffeur's Permit	\$1,000.00
13	Operate Vehicle for Hire contrary to restrictions or conditions placed on Chauffeur's Permit	\$1,000.00
14(a)	Fail to display Chauffeur's Permit	\$200.00
14(b)	Fail to show Chauffeur's Permit upon request	\$200.00
16	Fail to return Chauffeur's Permit to Chief Taxi Inspector	\$500.00
21	Operate, cause or permit Operation of Motor Vehicle without Vehicle for Hire Licence	\$1,000.00
22	Operate, cause or permit operation of Vehicle for Hire contrary to restrictions or conditions	\$1,000.00
23(a)	Fail to display Vehicle for Hire Licence	\$200.00
23(b)	Fail to show Vehicle for Hire Licence upon request	\$200.00
25	Fail to return Vehicle for Hire Licence to Chief Taxi Inspector	\$200.00
29	Conduct Brokerage Operations without valid Brokerage Licence	\$1,000.00
30	Conduct Brokerage Operations contrary to restrictions or conditions	\$1,000.00
31	Fail to display Brokerage Licence on Brokerage premises clearly visible to all Drivers	\$500.00
33.1	Fail to return Brokerage Licence to Chief Taxi Inspector	\$200.00
33.3	Fail to show Brokerage Licence to upon request	\$200.00
34(a)	Independent Driver Owner operate Motor Vehicle For Hire without valid Independent Driver Owner Licence	\$1,000.00
34(b)	Independent Driver Owner allow other person to operate Motor Vehicle For Hire	\$1,000.00
35	Independent Driver Owner operate Motor Vehicle For Hire contrary to restrictions or conditions	\$1,000.00
36	Independent Driver Owner fail to display Independent Driver Owner Licence	\$200.00
39	Fail to return Independent Driver Owner Licence to Chief Taxi Inspector	\$500.00

Section	Offence	Fine
41	Fail to show Independent Driver Owner Licence	\$200.00
54	Fail to maintain Vehicle for Hire or Courtesy Vehicle in good repair	\$200.00
55(a)	Vehicle for Hire not equipped with approved digital video recorder camera	\$500.00
55(b)	Brokerage/Independent Driver Owner/Driver fail to comply with privacy legislation	\$500.00
55(c)	Operate Vehicle for Hire without digital video recorder camera in operation in accordance with Mechanical Fitness Regulations	\$500.00
55(d)	Digital video recorder camera not in operation while Vehicle for Hire Is Operating	\$500.00
55(e)	Operate Vehicle for Hire without approved decal	\$500.00
55(f)	Fail to produce information captured by digital video recorder camera	\$500.00
55(g)	Obstruct or obscure view or sound reception of digital video recorder camera	\$500.00
56(a)	Vehicle for Hire not equipped with approved GPS	\$500.00
56(b)	Brokerage fail to track Vehicle for Hire with GPS	\$500.00
56(c)	Independent Driver Owner fail to have GPS tracked by third party	\$500.00
56(d)	Operate Vehicle for Hire without GPS in operation in accordance with Mechanical Fitness Regulations	\$500.00
56(e)	GPS not in operation while Vehicle for Hire is Operating	\$500.00
57	Vehicle for Hire or Courtesy Vehicle not equipped with winter tires	\$200.00
60	Taxi or Accessible Taxi not equipped with child car seat anchoring device	\$200.00
66	Advertising or other thing affixed to Limousine	\$200.00
68(a)	Fail to have Taxi Meter tested and inspected for accuracy	\$1,000.00
69(b)	Use defective Taxi Meter	\$1,000.00
75(a)	Inspection by non-licensed Mechanic	\$1,000.00
75(b)	Cause or permit inspection by non-licensed Mechanic	\$1,000.00
75(c)	Obstruct or interfere with inspection	\$1,000.00
76(b)	Fail to produce Vehicle Inspection Certificate	\$500.00
77(a)	Fail to take most economical route	\$500.00
77(b)	Driver fail to maintain record of each trip	\$200.00
77(c)	Driver fail to check vehicle for/deal with passenger personal property	\$200.00
77(d)	Driver fail to be professional and courteous	\$200.00

Section	Offence	Fine
77(e)	Driver fail to be neat and clean in person and dress	\$200.00
77(f)	Driver fail to promptly attend to passenger pickups	\$200.00
77(g)	Driver fail to supply a passenger with legible receipt	\$500.00
77(h)	Driver fail to take proper care of/convey/deliver baggage and personal property given to him as directed	\$200.00
77(i)	Driver fail to notify Chief Taxi Inspector within 7 days of a change of address	\$500.00
77(j)	Driver fail to advise passenger of option charges/apply option selected by passenger	\$500.00
77(k)	Driver fail to provide passengers with proper change	\$200.00
77(l)	Driver fail to provide Electronic Payment System as a payment option	\$500.00
78(a)	Driver consume food or beverage while Vehicle for Hire in motion with one or more passengers	\$200.00
78(b)	Driver smoke/use tobacco or non-tobacco product in Motor Vehicle	\$200.00
78(c)	Driver play radio or other sound emitting device with one or more passengers in Motor Vehicle	\$200.00
78(d)	Loiter or cruise on Urban Service Area Highway soliciting passengers	\$200.00
78(e)	Carry passengers in excess of number stipulated by the manufacturer of Motor Vehicle	\$200.00
78(f)	Driver take on additional passengers when not requested by a passenger	\$500.00
78(f)(i)	Driver fail to reset Taxi Meter at point where passenger is dropped off	\$500.00
78(f)(ii)	Driver fail to charge set fare for zones travelled in	\$500.00
78(g)	Driver demand unauthorized payment	\$500.00
78(h)	Driver demand unauthorized payment for assistance or additional service provided to person with disability	\$500.00
78(i)	Driver refused to give receipt when requested by the passenger	\$200.00
78(j)	Permit passenger to enter or leave Motor Vehicle while in motion	\$200.00
78(k)	Use cellular telephone or other device in hands-free mode while transporting passenger	\$200.00
78(l)	Collect fare or give change while Motor Vehicle in motion	\$200.00
78(m)	Driver vision obstructed	\$200.00
78.1	Operate Vehicle for Hire for more than 16 hours in any consecutive 24 hour period	\$500.00
79(a)	Unauthorized refusal of service by Driver	\$500.00

Section	Offence	Fine
81(a)(i)	Failure to have valid Mechanical Inspection Certificate in Motor Vehicle	\$200.00
81(a)(ii)	Fail to have valid Meter Accuracy Certificate in Motor Vehicle	\$200.00
81(a)(iii)	Failure to have valid Vehicle Inspection Certificate in Motor Vehicle	\$200.00
81(a)(iv)	Driver of Taxi or Accessible Taxi fail to have valid Airport Endorsement Permit in Motor Vehicle	\$200.00
81(b)	Driver of Taxi or Accessible Taxi fail to charge prescribed fare displayed on Taxi Meter	\$1,000.00
82(a)	Operate Taxi or Accessible Taxi without operating Taxi Meter	\$1,000.00
82(b)	Operate Taxi or Accessible Taxi with Taxi Meter not in compliance with Bylaw	\$1,000.00
82(c)	Operate Taxi or Accessible Taxi without rates displayed	\$200.00
83(a)(i)	Driver of Limousine fail to have valid Mechanical Inspection Certificate in Limousine	\$200.00
83(a)(ii)	Driver of Limousine fail to have valid Vehicle Inspection Certificate in Limousine	\$200.00
83(a)(iii)	Driver of Limousine fail to have valid Airport Endorsement Permit in Motor Vehicle	\$200.00
83(c)	Driver of Limousine make appointment preventing Driver from fulfilling it	\$200.00
83(d)	Driver of Limousine fail to charge prescribed limousine rate	\$1,000.00
83(e)	Driver of Limousine fail to keep daily Trip Sheet	\$500.00
84(a)	Driver of Limousine stand Limousine in Taxi Stand	\$200.00
84(b)	Driver of Limousine stand Limousine in public parking lot while not under hire	\$200.00
84(c)	Driver of Limousine pick up passenger(s) not Previously Arranged	\$200.00
84(d)	Driver of Limousine soliciting passenger(s)	\$200.00
85(a)(i)	Driver of Shuttle fail to have valid Mechanical Inspection Certificate in Shuttle	\$200.00
85(a)(ii)	Driver of Shuttle fail to have written record of current contract while under hire	\$200.00
85(a)(iii)	Driver of Shuttle fail to have valid Vehicle Inspection Certificate in Shuttle	\$200.00
85(a)(iv)	Driver of Shuttle fail to have valid Airport Endorsement Permit in Motor Vehicle	\$200.00

Section	Offence	Fine
85(c)	Driver of Shuttle make appointment preventing Driver from fulfilling it	\$200.00
85(d)	Driver of Shuttle fail to keep a Trip Sheet	\$500.00
85(e)	Driver of Shuttle fail to turn over Trip Sheet(s) to Brokerage at conclusion of work day	\$200.00
86(a)	Driver of Shuttle stand Shuttle in Taxi Stand	\$200.00
86(b)	Driver of Shuttle stand Shuttle on highway while not under hire	\$200.00
87(a)	Brokerage fail to ensure Vehicle for Hire is in compliance with Bylaw	\$1,000.00
87(b)	Brokerage fail to ensure Person operating Vehicle for Hire has valid Chauffeur's Licence	\$1,000.00
87(c)	Brokerage fail to ensure Vehicle for Hire Licence is in Vehicle for Hire	\$1,000.00
87(d)	Brokerage fail to ensure Mechanical Inspection Certificate is in Vehicle for Hire	\$1,000.00
87(e)	Brokerage fail to ensure valid Vehicle Inspection Certificate is in Vehicle for Hire	\$1,000.00
87(f)	Brokerage fail to ensure Taxi or Accessible Taxi has sealed Taxi Meter	\$1,000.00
87(g)	Brokerage fail to ensure Taxi or Accessible Taxi charges specified fares	\$1,000.00
87(h)	Brokerage fail to ensure Limousine charges specified fares	\$1,000.00
87(i)	Brokerage fail to have road supervisor	\$1,000.00
88(a)	Brokerage fail to post Brokerage Licence	\$200.00
88(b)	Brokerage fail to post terms and conditions imposed on Brokerage Licence	\$200.00
89(a)	Brokerage fail to maintain Brokerage premises	\$200.00
89(b)	Brokerage fail to inform Chief Taxi Inspector of all trade names used by Brokerage Operations	\$500.00
89(c)	Brokerage fail to immediately notify Chief Taxi Inspector when Vehicle for Hire ceases to be affiliated with Brokerage	\$500.00
89(d)	Brokerage fail to maintain up to date list of Vehicle for Hire Drivers affiliated with Brokerage/Fail to provide Chief Taxi Inspector or Peace Officer with list on demand	\$1,000.00
89(e)	Brokerage fail to maintain up to date list of affiliated Vehicle(s) for Hire with Airport Endorsement permit/Fail to provide Chief Taxi Inspector or Peace Officer with list on demand	\$1,000.00

Section	Offence	Fine
89(f)	Brokerage fail to adhere to approved Colour Scheme	\$500.00
89(g)	Brokerage fail to install GPS/camera	\$500.00
89(h)	Brokerage fail to provide dispatch services on continuous basis or as required by Chief Taxi Inspector	\$500.00
89(i)	Brokerage fail to provide training to affiliated Drivers	\$1,000.00
89(j)	Brokerage fail to provide services requested by passenger	\$500.00
89(k)	Brokerage fail to provide passenger with same Vehicle for Hire agreed to	\$500.00
89(l)	Brokerage fail to retain all Trip Sheets of affiliated Drivers for 12 months/make Trip Sheets available for inspection	\$500.00
89(m)	Brokerage fail to deliver service requests from call centre in Municipality	\$500.00
89(n)	Brokerage fail to process all POS in Canada	\$500.00
89(o)	Brokerage fail to abide by Schedule “B”	\$500.00
90(a)	Brokerage fail to keep/retain records for 90 days	\$500.00
91(a)	Brokerage fail to keep list of complaints received	\$500.00
91(b)	Brokerage fail to give list of complaints to Chief Taxi Inspector /Peace Officer on Demand	\$500.00
91(c)	Brokerage fail to advise Chief Taxi Inspector of investigation by Peace Officer	\$500.00
92	Independent Driver Owner cause other Person to operate a Vehicle for Hire	\$500.00
93(a)	Independent Driver Owner fail to hold valid Chauffeur’s Permit	\$500.00
93(b)	Independent Driver Owner fail to hold valid Vehicle for Hire Licence	\$500.00
93(c)	Independent Driver Owner fail to hold Independent Driver Owner Licence	\$500.00
93(d)	Independent Driver Owner not Owner /lessee of Vehicle for Hire	\$200.00
93(e)(i)	Independent Driver Owner fail to have communications system in Vehicle for Hire	\$500.00
93(e)(ii)	Independent Driver Owner Vehicle for Hire not marked or painted with approved Colour Scheme	\$500.00
93(e)(iii)	Independent Driver Owner Vehicle for Hire not equipped with GPS/camera	\$500.00
93(f)	Independent Driver Owner not knowledgeable/trained in use of equipment	\$1,000.00

Section	Offence	Fine
93(g)	Independent Driver Owner fail to provide services requested by passenger	\$500.00
93(h)	Independent Driver Owner dispatch other Vehicle for Hire	\$500.00
93(i)	Independent Driver Owner fail to retain all Trip Sheets for 12 months/make Trip Sheets available for inspection	\$500.00
94	Independent Driver Owner fail to keep/retain records for 90 days	\$500.00
95(a)	Independent Driver Owner fail to keep list of complaints received	\$500.00
95(b)	Independent Driver Owner fail to give list of complaints to Chief Taxi Inspector /Peace Officer on demand	\$500.00
95(c)	Independent Driver Owner fail to notify Chief Taxi Inspector of investigation by Peace Officer	\$500.00
97	Interfere with Peace Officer	\$500.00
98	Driver fail to produce documents to Peace Officer	\$200.00
103	Operate/Cause/Permit operation of Vehicle for Hire while Vehicle for Hire Licence suspended	\$1,000.00

All offences under this Bylaw for which no fine is specified in this Schedule “C” shall be a minimum of \$200.00.

3. Public Hearing re: Bylaw No. 15/029 – Grayling Terrace Road Closure

- A. Introduction and Opening Statement from Administration
- Erin O'Neill, Land Administration
- B. Written Presentations
- none received
- C. Verbal Presentations
- none received
- D. Other Verbal Presentations (Time Permitting and with Consent of Council)
- E. Questions of Council
- F. Closing Statement from Administration
- Erin O'Neill, Land Administration



Subject: Bylaw No. 15/029 - Grayling Terrace Road Closure

APPROVALS:

Keith Smith, Director
Brian Moore, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendations:

1. THAT Bylaw No. 15/029, being a bylaw to close a portion of Road Plan 8123109, be read a second time; and
2. THAT Bylaw No. 15/029 be read a third and final time.

Summary:

The Municipality proposes to develop a new lift station within the Grayling Terrace area to replace the outdated facility.

In order to facilitate the construction of the new lift station, a portion of Road Plan 8123109 must be closed and a Public Utility Lot (PUL) be created (Attachment 2). The authority to close a road within the Urban Service Area is vested with Council.

Background:

The existing lift station is currently operating over its design capacity and needs to be upgraded to ensure conformance with regulatory requirements.

In June 2013 the Municipality experienced the Hangingstone River flood that caused flooding of basements in the Grayling Terrace area. Contributing factor to the flooding in the area was a cross connection between the storm system and the sanitary sewer system at the lift station intersection of Grayling Crescent and Garson Place. This cross connection remains in place today and was not an uncommon practice at the time. Current Alberta Environment and Parks (AEP) standards prohibit cross connections between the sanitary and storm systems and require existing cross connections are removed when system upgrades take place.

The Municipality carried out a needs-based assessment of the Lift Station facility to determine what upgrades were necessary to meet regulatory and performance standards. The result of the assessment clearly expressed the need for a full replacement of the old lift station. The new lift station is required to enhance service capacity and to replace the facility that is nearing the end of its life cycle.

The site being proposed for the new station is directly adjacent to the old lift station. The old site does not meet the physical dimensions required to complete the new station. Upon completion, the former site will be demolished and the land will be rehabilitated.

The proposed road closure has been circulated to internal departments as well as external stakeholders; Alberta Transportation, Alberta Environment and Parks, franchise and utility agencies. There were no objections raised by any of these stakeholders.

Residents residing in proximity to the existing lift station have requested that the proposed portion of road be used for the new lift station to alleviate any associated odours and potential construction disturbances.

The legal description of the proposed road closure has been reviewed in advance by the Land Titles Office to ensure accuracy and prompt registration.

Budget/Financial Implications:

There is a financial impact related to not replacing the existing infrastructure (capital savings versus operational costs and potential flooding of basements).

There is no book value assigned to the road; therefore, there will be no financial loss or gain realized by the Municipality as a result of the closure.

Rationale for Recommendations:

Administration supports the closure of the portion of Road Plan 8123109 to facilitate the construction of a new lift station within the Grayling Terrace.

Strategic Plan Linkages:

Pillar 2 – Building Balanced Regional Services

Pillar 6 – Building a Sustainable Region

Attachments:

1. Bylaw No. 15/029

BYLAW NO. 15/029

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO FOR THE PURPOSE OF CLOSING A ROAD

WHEREAS the Council of the Regional Municipality of Wood Buffalo deems it expedient to close a road in the Grayling Terrace area in order to facilitate construction of a sewer lift station;

AND WHEREAS notice of Council's intention to pass a bylaw for this purpose has been given in accordance with Section 606 of the *Municipal Government Act* and no petition has been received for an opportunity to be heard, from any person claiming to be prejudicially affected by the bylaw.

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

1. The following portion of roadway, to be converted to a Public Utility Lot as shown on Schedule A attached to and forming part of this Bylaw, is hereby closed for the purpose of creating title to the said lands:

Plan 8123109

All that portion of road lying within Lot 109PUL Block 1 Plan 152_____

Excepting thereout all mines and minerals

READ a first time this 1st day of December, 2015.

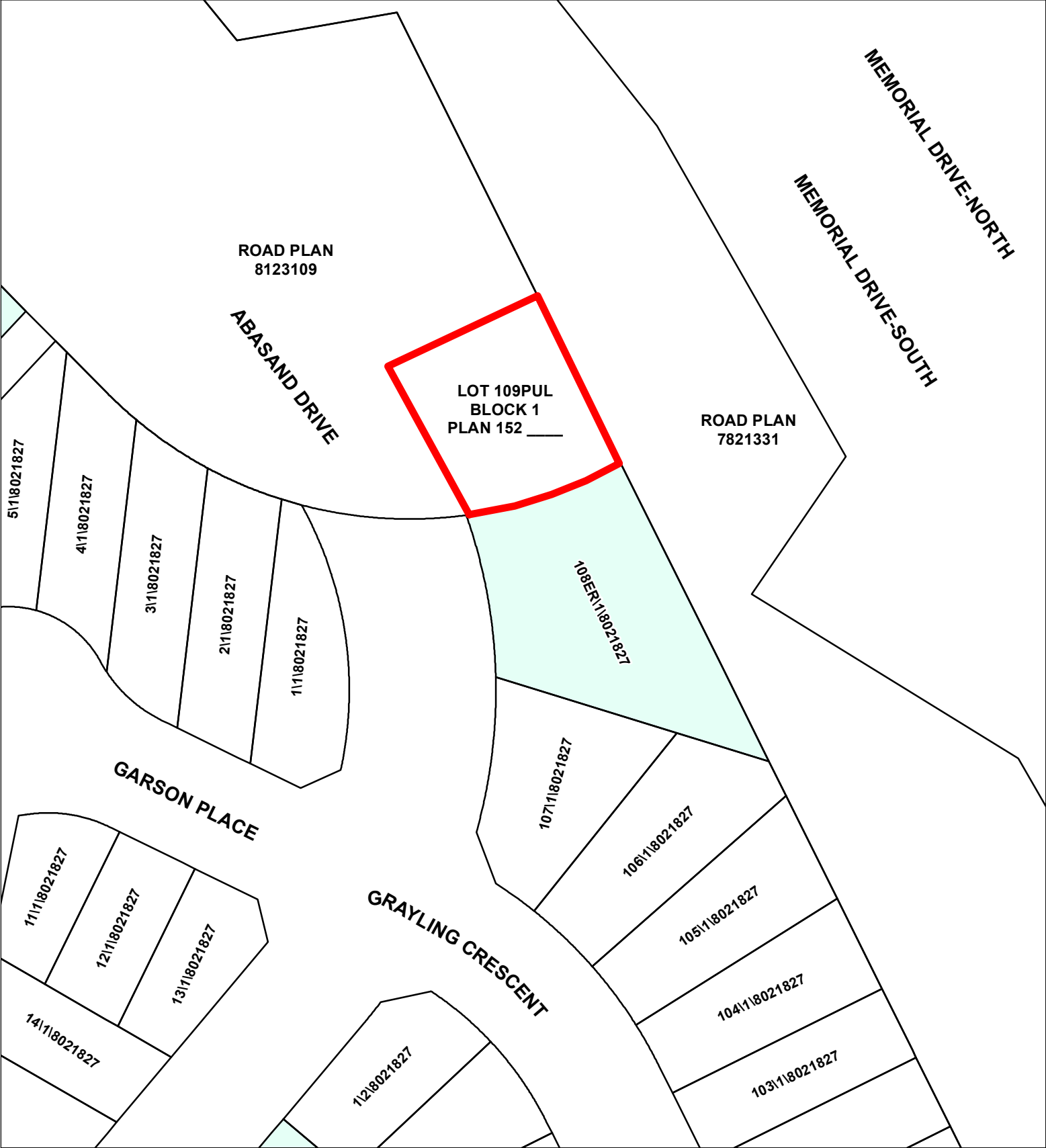
READ a second time this _____ day of _____, 2016.

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

SIGNED and PASSED this _____ day of _____, 2016.

Mayor

Chief Legislative Officer



Subject Area

1 cm = 7 meters



Map created by the Land Administration Department
The use of this map is for reference only.
24 Nov 2015 / JM0111_1.mxd

4. Public Hearing re: Bylaw No. 15/030 – Land Use Bylaw Amendment and Disposal of Waterways Community Centre (Lot 14, Block 2, Plan 3969ET)

- A. Introduction and Opening Statement from Administration
- Keith Smith, Land Administration
- B. Written Presentations
- none received
- C. Verbal Presentations
- Larry Lemesurier, in support of redesignation
- D. Other Verbal Presentations (Time Permitting and with Consent of Council)
- E. Questions of Council
- F. Closing Statement from Administration
- Keith Smith, Land Administration

Email Received January 6, 2016

Chief Legislative Officer,

Please consider this email as a request to appear before Council on Tuesday, January 12, 2016 at the Public Hearing for Bylaw No. 15/030 - Land Use Bylaw Amendment - Waterways Community Centre (Lot 14, Block 2, Plan 3969ET).

Larry LeMesurier

Twenty-nine year resident of Waterways (7311 Cliff Ave.)
Treasurer for the Waterways Neighbourhood Society
lemesurier.larry@shaw.ca

From: "Larry LeMesurier" <lemesurier.larry@shaw.ca>
To: "Legislative Assistants" <Legislative.Assistants@rmwb.ca>
Sent: Wednesday, 6 January, 2016 7:24:13 AM
Subject: re: Bylaw No. 15/030 - Land Use Bylaw Amendment - Waterways Community Centre (Lot 14, Block 2, Plan 3969ET)

Although I support the proposal to redesignate the subject property from Community Commercial District (C1) to Public Service District (PS), I am seeking confirmation that there will be a separate Public Hearing for further discussion on the "intent to proceed with the disposal of land for public use once rezoning occurs" and requesting that full and proper legal documentation of when and how the Regional Municipality of Wood Buffalo became the owner of the subject property be provided at this future Public Hearing.

My understanding is that the Waterways Community Centre was either given or sold to the Municipality or to the City of Fort McMurray, and that currently the Municipality is responsible for maintenance of the building systems including the furnace and replacing the plumbing fixtures when the furnace stops working, as well as agreeing to waive the municipal taxes, while the Waterways Neighbourhood Society is responsible for operating the Waterways Community Centre, which includes paying for natural gas, electricity, business telephone and municipal water and sewer.

Larry LeMesurier

Twenty-nine year resident of Waterways (7311 Cliff Ave.)
Treasurer for the Waterways Neighbourhood Society
lemesurier.larry@shaw.ca



Subject: Land Use Bylaw Amendment - Bylaw 15/030 and Disposal of Waterways Community Centre (Lot 14, Block 2, Plan 3969ET)

APPROVALS:

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

Administrative Recommendations:

1. THAT Bylaw No. 15/030, being a Land Use Bylaw Amendment specific to Lot 14, Block 2, Plan 3969ET, be read a second time
2. THAT Bylaw No. 15/030 be read a third and final time.
3. THAT the Municipality be directed to proceed with the disposal of the land and building on property legally described as Lot 14, Block 2, Plan 3969ET, located at 7302 Bulyea Avenue, Fort McMurray, at fair market value, in “as is” condition, and as per the Land Sale – Terms and Conditions, dated October 2015 (Attachment #2).

Summary:

The Municipality is the registered owner of Lot 14, Block 2, Plan 3969ET located at 7302 Bulyea Avenue in Waterways (Attachment #3), which includes a one-story building currently in use as Waterways Community Centre (WCC). Recent structural and building life cycle assessments (Attachment #4) identified that the WCC requires extensive replacement/repair work, indicating that it has surpassed its useful lifecycle and no longer meets municipal standards for public use. The facility is used minimally, to a point that some residents were unaware it is still in use as a community centre. Due to the cost of estimated repairs and underutilization of the building, the Municipality recommends that the premises be offered for public sale.

During the public consultation regarding the potential disposal of the WCC, a unanimous public opinion expressed was for a public use, rather than the current commercial zoning. As such, Administration submitted an application to amend the Land Use Bylaw to re-designate Lot 14, Block 2, Plan 3969ET from the Community Commercial District (C1) to the Public Service District (PS). The purpose of the amendment is to protect the land for a future public use if Council were to approve a land sale. The authority to amend the Land Use Bylaw is vested with Council under the *Municipal Government Act*.

Background:

The current building, developed in 1970 has been used as a community centre since 1996. In August 2014, Administration received an unsolicited offer to purchase the land and building at fair market value, in “as is” condition, from Tabernacle of Praise Church (TOP). Following concerns expressed by the Waterways Neighbourhood Society (WNS) and a subsequent Administrative Briefing to Council on November 18, 2014, Administration hosted a public engagement session on January 15, 2015 regarding the potential disposal of the WCC land and building.

Attended by approximately 50 residents, many public engagement session attendees recognized the fiscal responsibility of the Municipality’s decision not to upgrade the existing structure. Some attendees supported the disposal of the premises to TOP, while others felt the Municipality should retain and upgrade the WCC to acceptable municipal standards for public use. Other suggestions for use of the lands included a public park, a community garden, or a sale, with the sale proceeds directed to community initiatives in Waterways.

Subsequent to the public engagement session, given the lack of full community support for their offer, TOP officially withdrew its offer to purchase, and shared its intention to bid on the premises if they are offered for public sale.

A unanimous public opinion expressed in all comments garnered as a result of the public engagement was that the public preferred a community use as opposed to a commercial use. While a Community Service Facility is a discretionary use in the C1 – Community Commercial District under Land Use Bylaw 99/059, as amended, given the current zoning of the property, the sale of the premises could result in a commercial use as the C1 district allows for a multitude of neighbourhood and community oriented retail and service commercial facilities.

Due to the overwhelming concerns related to a potential commercial use on the site as opposed to a community use if a sale were to proceed, the Municipality is recommending to redistrict Lot 14, Block 2, Plan 3969ET, located at 7302 Bulyea Avenue from C1 – Community Commercial District to PS – Public Service District. The building is legally non-conforming, as per Section 643(5) of the Municipal Government Act a non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered except (a) to make it a conforming building, (b) for routine maintenance of the building, if the development authority considers it necessary, or (c) in accordance with a land use bylaw that provides minor variance powers to the development authority for the purposes of this section. As such the market value of the land and building with a Public Service District zoning is significantly reduced due to the setback constraints imposed by the land use bylaw.

The purpose of the PS District is to provide for the development of buildings and uses for the delivery of educational, health, government, and other institutional services. More specifically, the PS – Public Service District permits the development of Community Service Facilities, Parks, and Religious Assemblies. Therefore the proposed land use district coincides with majority public opinion for future uses of the subject property.

Alternatives:

1. Proceed with the disposal of the WCC and retain the existing zoning of C1- Community Commercial District
2. Demolish the building and convert the land into a community park:
 - a. Existing electrical and water utility connections have the potential to facilitate a public gathering place and/or a community garden.
 - b. Community use of the site would be retained.
3. Retain and upgrade the existing WCC:
 - a. Costs to upgrade the existing WCC exceed the current asset value of the building.
 - b. Given the non-conforming status, variances will be required from the development authority if any upgrades are completed.
 - c. A new operating agreement, related funding, and facility management selection will be required to conform to municipal standards should the use of the site continue as a community centre.

Budget/Financial Implications:

The sale of the subject property will result in a net gain or loss to the Municipality of:

1. approximately \$92,355 gain on sale, being the difference between current book value of \$202,645 and appraised fair market value of \$295,000 (current zoning district C1), or
2. approximately \$80,645 loss, the difference between current book value of \$202,645 and fair market value of \$122,000 (revised PS zoning district).

The Municipality will also realize revenue from future taxation, and additional savings from the elimination of maintenance costs.

Rationale for Recommendations:

Many attendees of the public engagement session recognized the fiscal responsibility of not upgrading the existing structure. The number of existing community parks in Waterways lends weight to the sale of the WCC as a preferred option.

The land use amendment proposed ensures future conformity of uses available to the subject property if a sale occurs, which aligns with majority public opinion.

Strategic Plan Linkage:

Pillar 7 – Building for a Healthy and Active Lifestyle

Attachments:

1. Bylaw No. 15/030
2. Terms and Conditions of Sale dated October 2015
3. Subject Area Map dated November 12, 2014
4. Facilities Services June 2, 2014 letter outlining building deficiencies

BYLAW NO. 15/030

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND THE LAND USE BYLAW NO. 99/059

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 re-designating Lot 14, Block 2, Plan 3969 ET from Community Commercial District (C1) to Public Service District (PS), as depicted on Schedule A.
2. This bylaw shall be effective when passed.

READ a first time this 1st day of December, A.D. 2015.

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

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

SIGNED and PASSED this _____ day of _____, A.D.2016.

Mayor

Chief Legislative Officer

Summary
Land Sale – Terms and Conditions

Legal Description:	Lot 14, Block 2, Plan 3969ET Excepting thereout all mines and minerals
Purchaser:	To be determined
Minimum Sale Price:	
As C1 District	\$295,000 plus additional seven percent of sale price for Administrative fee
As PS District	\$122,000 plus additional seven percent of sale price for Administrative fee
Environmental Considerations:	The subject lands will be sold on an “as is – where is” basis.
Other Considerations:	The building will be sold on an “as is where is” basis.
Land Use Bylaw:	The existing structure is a legal non-conforming use as per Land Use Bylaw 99/059, as amended. The building cannot be enlarged, added to, rebuilt or structurally altered except (a) to make it a conforming building (b) for routine maintenance of the building, if the development authority considers it necessary, or (c) in accordance with the Land Use Bylaw Any. The Purchaser is solely responsible for any and all applications required in order to effect those changes.
Survey:	The purchaser shall be responsible for preparation of a legal survey plan, if required, to accompany any conditions of Compliance required for any use to which the subject lands may be put, on or after the sale date.
Fees and Disbursements:	The purchaser shall be responsible for all legal and registration fees associated with the transaction.



 Subject Area

1 cm = 5 meters



Map created by the Land Administration Department
The use of this map is for reference only.
03 Nov 2015 / JM005



June 2, 2014

Waterways Community Centre
7302 Bulyea Avenue
Fort McMurray, AB
T9H 1B1

Attention: Jim Rogers

Re: Building Assessment of Community Centre

As a follow up to the request for a building and structural assessment of the Waterways Community Centre site, the findings are outlined below. The Waterways Community Centre was originally developed in 1950, with a new building constructed on the existing foundation in 1970. The building is approximately 700 ft. A building assessment was completed by Golder and Associates, May 8, 2013 at the request of the Building Life Cycle branch of Facilities Services. Building Life Cycle will analyze the report in order to determine the remaining useful life of the facility over the next year.

Golder has recommended the following:

- Replace metal siding
- Replace resilient flooring tiles
- Replace counters/cabinets
- Replace metal roof
- Replace fixed partitions
- Replace water distribution
- Replace waste water
- Reconfigure the washrooms to meet barrier free access
- Replace washroom fixtures
- Replace primary power distribution
- Replace branch wiring
- Replace interior lighting
- Replace substructure
- Complete a structural assessment- regarding observation of cracks in the foundation

The Golder assessment made recommendations for a further assessment of the structural integrity of the building. On January 17, 2014, Chernenko Engineering Ltd Structural Engineer visited the Waterways Site to complete the structural assessment.

Chernenko Engineering has advised the concrete foundation is in serious disrepair and should be replaced. They have recommended the following in the short term:

- Conduct a mould study
- Repair concrete cracks
- Provide connection steel plates to the concrete walls at sheared locations
- Replace walls showing signs of rot with pressure treated studs and plates
- Address the moisture issue around the perimeter of the building, to reduce frost heaving and pressure against the concrete walls.

The Waterways Community Centre has surpassed its expected useful life. In order to extend the life of the facility extensive replacement/repair work needs to be undertaken, as identified by both Golder and Associates and Chernenko Engineering reports.

Sincerely,



Darrell Shymoniak, MMP
Building Life Cycle Supervisor
Facilities Services

5. Public Hearing re: Bylaw No. 15/027 – Offsite Levy Bylaw

- A. Introduction and Opening Statement from Administration
 - Emdad Haque, Director, Engineering, and
 - Julie Rivet, Development Engineer
- B. Written Presentations
 - none received
- C. Verbal Presentations
 - Wes Holodniuk, Urban Development Institute
 - Nathan Petherick, Brown and Associates Planning Group
- D. Other Verbal Presentations (Time Permitting and with Consent of Council)
- E. Questions of Council
- F. Closing Statement from Administration
 - Emdad Haque, Director, Engineering, and
 - Julie Rivet, Development Engineer



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	January 12/16
Name of Presenter(s)	Wes Holodniuk
Organization Represented	UDI Wood Buffalo
Topic	Off Site Levy
Please List Specific Points/Concerns	Support of revised Off Site Levy report
Action Being Requested of Council	Approval of Urban Off Site Levy. Same engagement process for Rural Off Site levys
<p>Are you providing any supporting documentation (ie: Powerpoint)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>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.</p> <p>Supporting documents may be e-mailed to Legislative.Assistants@woodbuffalo.ab.ca.</p>	

As per Procedure Bylaw No. 14/025, a request to make a presentation may be referred or denied.

December 21, 2015

Our Job No: 1885

Regional Municipality of Wood Buffalo
Land Administration
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

Attention: Mayor and Council

**Re: Proposed Off Site Levy Bylaw – Bylaw No. 15/027
Prairie Creek Business Park (Southlands 1A)**

Legal Description: Lot 1 Block 1 Plan 1025452

On behalf of Pacific Investments and Development Ltd., we have had the opportunity to review the proposed Bylaw No. 15/027. For ease of reference, we have addressed and responded to each of the proposed levy charges in the same order as presented within the November off site levy report which forms Schedule “D” of the proposed bylaw.

Our comments are with specific reference to the proposed infrastructure improvements and charges as they relate to Prairie Creek Business Park, which is referred to as Southlands 1A throughout the levy report and bylaw.

Section 2.4 - Water Improvements and Southlands 1A/1B

We have reviewed Section 2.4 of the off-site levy report as it relates to Southlands Area 1A/1B. As per the **RMWB Water Master Servicing Plan (2015)**, the water servicing strategy to meet the ultimate water demands for Southlands 1A/1B is via the SW water supply system. The levy report contemplates that until such time as the SW water supply system is constructed, that **the south regional water supply main planned from Mackenzie Reservoir to Anzac will provide for an interim water service to Southlands 1A and 1B**. The aforementioned south regional water supply main has been identified as part of the ultimate SW system and therefore forms part of the levy charge. **The proposed levy charge of \$2,082 per equivalent person amounts to future water levies from Prairie Creek Business Park amounting to \$ 20,611,800.**

With regards to the water improvements and levy as contemplated, it should be noted that the improvements articulated in the RMWB Water Master Servicing Plan (2015) and carried forward to the off-site levy report represent a departure from the following existing approvals:

- Prairie Creek Business Park Outline Plan (Initial Version) - Approved June 18, 2013
- Prairie Creek Business Park Design Brief - Approved June 18, 2013
- Prairie Creek Business Park Outline Plan (Amended Version) - Approved July 8, 2015

As part of the aforementioned planning approvals, the water system for Prairie Creek Business Park was limited to on-site water reservoir, truck fill and supply main tying into the existing water main at Highway No. 69 in a short and direct alignment. Notwithstanding the inconsistencies between these secured approvals and the RMWB water master servicing, Pacific Investments and Development Ltd. remains supportive of infrastructure planning and implementation which is logical, cost efficient and enhances project synergies.

Based on this understanding, Pacific Investments is in support of the proposed water levy contribution subject to the following:

- **That the RMWB advances budget approval and construction of the south regional water supply line from Mackenzie reservoir to Southlands 1A and that said water supply is operational by Q2 2017 so as to support development and occupancy of Phase 2 of Prairie Creek Business Park and,**
- **That the RMWB advances all necessary planning and design budgetary approvals to support the ultimate design and implementation of the SW water supply system so as to support the phased and continuous development of Prairie Creek Business Park without interruption or delay.**

Section 3.4 – Wastewater Improvements and Southlands 1A/1B

We have reviewed this portion of the off-site levy report and the contemplated wastewater improvements and assignments to the various benefiting areas. Based on our review, **we would again note that the levy report which is based on the RMWB Wastewater Master Servicing Plan (2014) represents a departure from the approved sanitary solution for Prairie Creek Business Park as contemplated in the following approvals:**

- Prairie Creek Business Park Outline Plan (Initial Version) - Approved June 18, 2013
- Prairie Creek Business Park Design Brief - Approved June 18, 2013
- Prairie Creek Business Park Outline Plan (Amended Version) - Approved July 8, 2015

Within each of the above referenced approvals, wastewater servicing matters were addressed, reviewed and approved by the RMWB. In dealing with sanitary matters, **each of the above approvals stated that the ultimate sanitary servicing for Prairie Creek Business Park would be supported via the phased construction of a lift station, force main and tie into the Saline outfall.**

Based on our review of the most recent version of levy report (Section 3.4), the connection to the Saline Creek outfall is now positioned as an interim solution and it is proposed that some form of alternate sanitary servicing solution is required in the future. This approach is rationalized on the allocation of Saline outfall sanitary capacity to Saline plateau and adjacent development areas. Pacific Investment and Development Ltd. wishes to note the following concerns with respect to this matter:

- It is inconsistent with existing servicing solutions approved by the RMWB
- It is premised on allocating Saline creek outfall capacity to adjacent development
- Many adjacent development areas currently have no form of planning approvals

Notwithstanding the above referenced concerns and the inconsistency between the levy report and existing approvals for Prairie Creek Business Park, we do acknowledge the RMWB's desire to work towards an ultimate sanitary servicing solution which would support PCBP and other developments. **The proposed levy charge of \$952 per equivalent population amounts to future wastewater levies from Prairie Creek Business Park amounting to \$9,424,800.**

Based on this acknowledgment Pacific Investments and Development Ltd. is supportive of contributing the proposed wastewater levy of \$952 per equivalent population subject to the following:

- **That the RMWB advances all necessary planning and design budgetary approvals to support the sanitary servicing solution in such a manner as to support the phased and continuous development of Prairie Creek Business Park without interruption or delay.**

Closure

Thank you for the opportunity to comment on the proposed levy bylaw. We look forward to ongoing discussions with Council and administration relative to these matters and in particular the timing of the levy funded water infrastructure necessary to support the immediate development of Prairie Creek Business Park.

Regards,



Brown & Associates Planning Group
Nathan Petherick, RPP, MCIP Principal

CC:

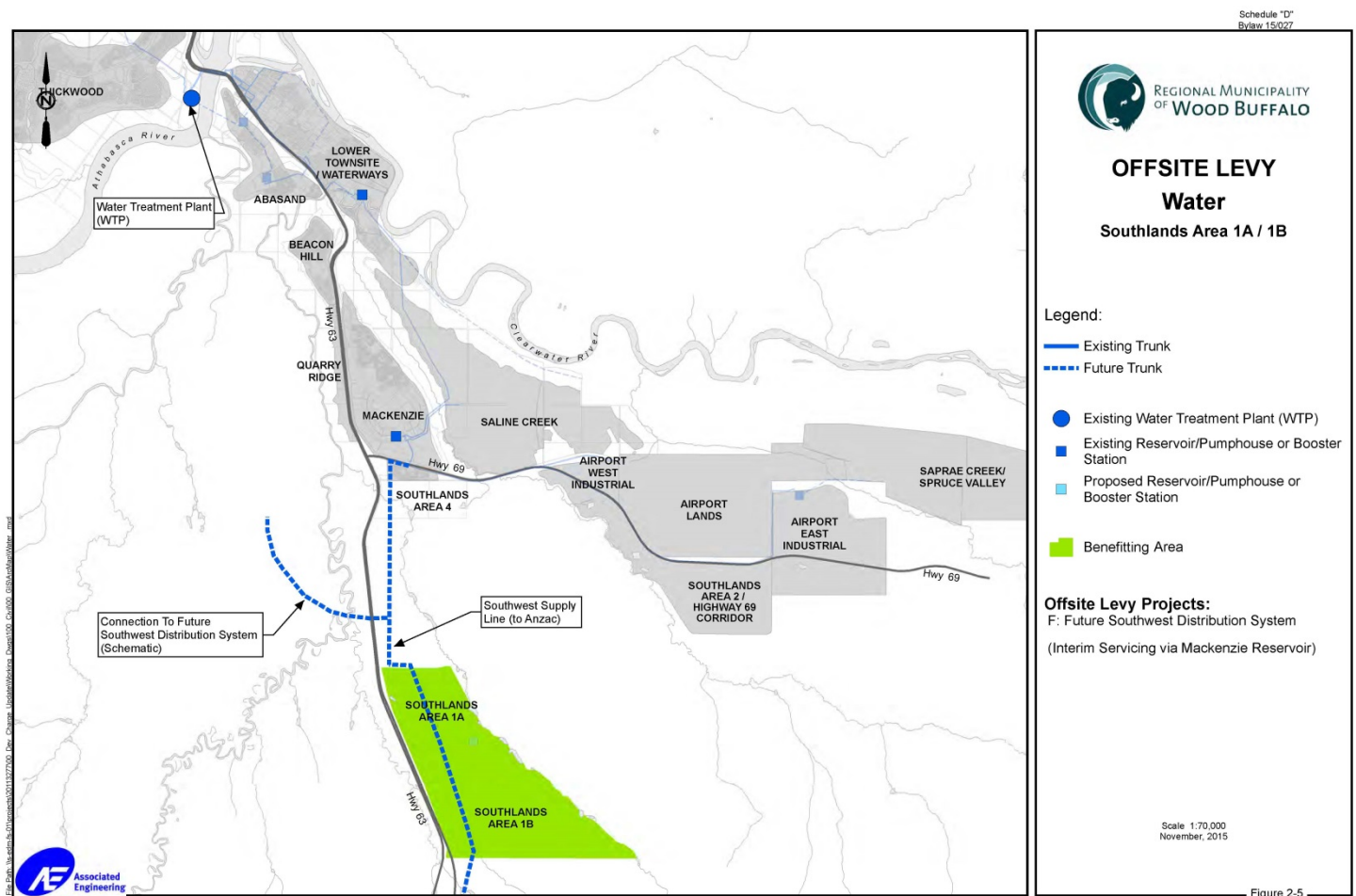
Marcel Uliac, CAO, RMWB
Kevin Scoble, Deputy CAO, RMWB
Brian Moore, Executive Director, Planning and Development, RMWB
Bradley Evanson, Planning and Development, RMWB
Julie Rivet, Engineering, RMWB

Brad Currie, Principal, Stantec Consulting
Jeff Petrick, Pacific Investments and Development Ltd.
Dennis Doherty, Pacific Investments and Development Ltd.

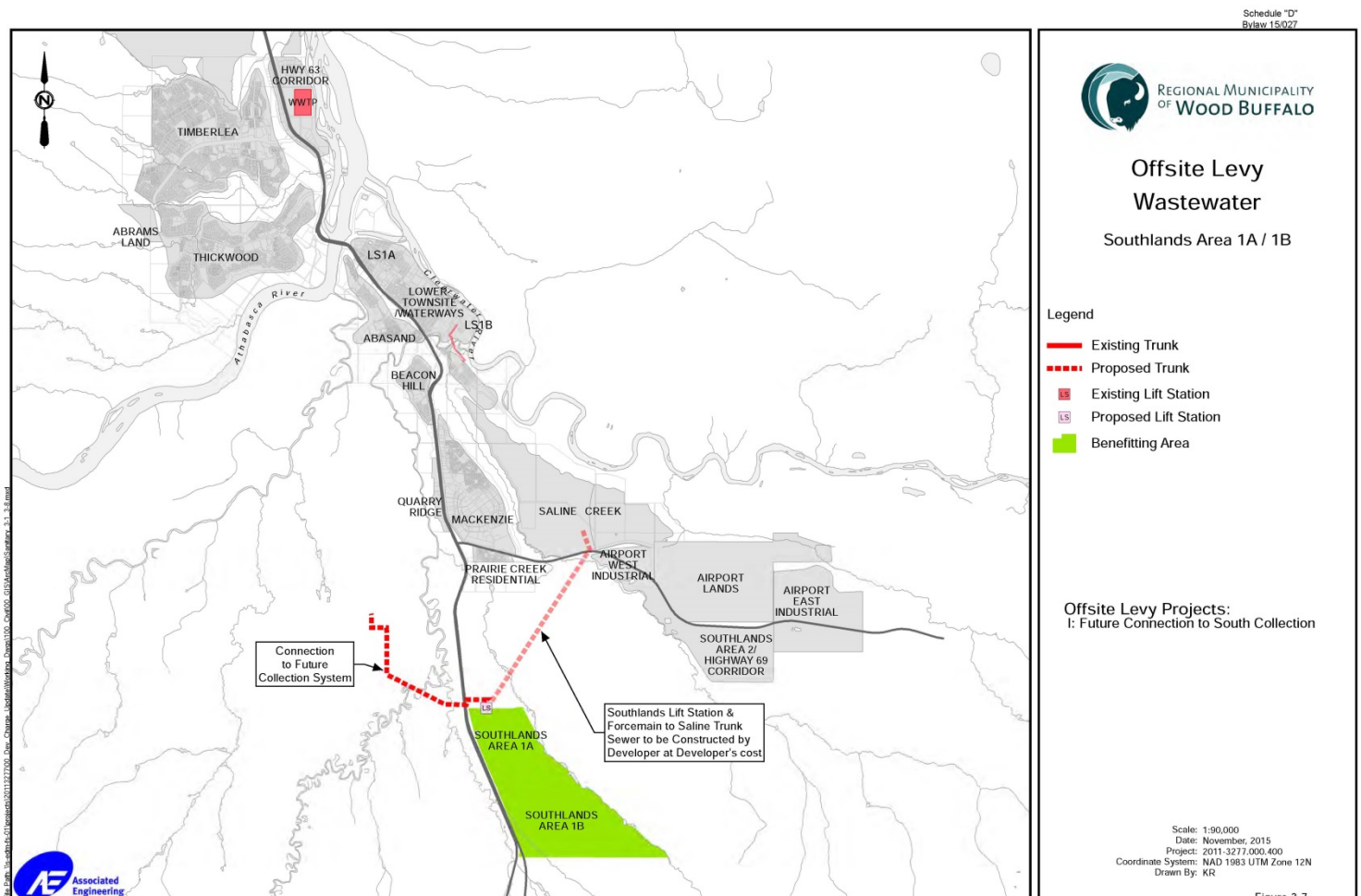
Encl:

01 – Water – Southlands 1A/1B
02 – Wastewater – Southlands 1A/1B

Attachment 01 – Water Improvement and Southlands 1A/1B



Attachment 01 – Wastewater Improvements and Southlands 1A/1B





Subject: Bylaw No. 15/027 Offsite Levy Bylaw

APPROVALS:

Emdad Haque, Director
Kevin Scoble, Deputy Chief Administrative Officer
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

1. THAT Bylaw No. 15/027, being an Offsite Levy Bylaw, be read a second time; and
2. THAT Bylaw No. 15/027 be read a third and final time.

Summary:

Offsite levy bylaws need to be updated regularly to ensure that the levy rates remain current with planned infrastructure improvement projects, the latest development plans, and actual infrastructure cost information. The *Municipal Government Act* requires Council approval to update the offsite levy bylaw.

Background:

The Municipality has experienced significant population growth due to oil sands industrial activity. Municipal water, wastewater and road infrastructure improvements are required to support new development.

The Municipality considers that developers should be responsible for their proportionate share of the costs of municipal infrastructure improvements. The Municipality implements this by assessing offsite levies for development.

This proposed bylaw will repeal existing offsite levy bylaws. Existing offsite levy bylaws are no longer relevant as those areas, such as Wood Buffalo Estates, Real Martin and Timberlea, are built out.

Budget/Financial Implication:

The approval of the Offsite Levy Bylaw will assist the Municipality in covering costs of existing and future infrastructure improvements that are required to support development.

Rationale for Recommendation:

The attached Offsite Levy Report 2015 provides the detailed analysis and methodology that was used to update and calculate the offsite levy charges.

Consultation with affected land owners and developers of the proposed Offsite Levy Report involved several meetings with the Urban Development Institute (UDI) held since June 2015 and review of the report by developers outside of the UDI. There were no objections raised by UDI or by developers.

One area of concern that UDI raised was in regard to transparent financial reporting of offsite levy funded projects. The present report is structured to facilitate closer tracking and reporting of offsite levy project funds.

Strategic Plan Linkages:

Pillar 1 – Building Responsible Government

Pillar 4 – Building an Effective Land Strategy

Pillar 6 – Building a Sustainable Region

Attachment:

1. Bylaw No. 15/027 – Offsite Levy Bylaw

BYLAW NO. 15/027

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH AN OFFSITE LEVY

WHEREAS the *Municipal Government Act* provides that a council may pass a bylaw for the imposition and payment of offsite levies in respect to lands that are to be developed or subdivided and to authorize agreements to be entered into in respect of the payment of the levies.

AND WHEREAS certain lands within the boundaries of the Regional Municipality are proposed for subdivision or residential, commercial, institutional or industrial developments.

AND WHEREAS Council for the Regional Municipality requires an expenditure for capital costs for:

1. water supply, transmission, treatment and storage facilities;
2. wastewater treatment and collection;
3. roads required for or impacted by subdivision or development; and
4. land required for or in connection with any facilities, as mentioned above, because of population growth now occurring in the Regional Municipality.

AND WHEREAS the Regional Municipality presently imposes and collects offsite levies.

AND WHEREAS Council has advertised its intention to consider the provisions of this Bylaw pursuant to section 606 of the *Municipal Government Act*.

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

Short Title

1. This Bylaw may be referred to as the Offsite Levy Bylaw.

Definitions

2. For the purposes of this Bylaw, the following words shall be defined as follows:
 - (a) “Act” means the Municipal Government Act, R.S.A. 2000, c.M-26 and regulations passed pursuant to the Act;
 - (b) “agreement” means an agreement as referred to in the Act in section 648;
 - (c) “applicant” means the person who applies for subdivision or development approval

- (d) “Chief Administrative Officer” means the Chief Administrative Officer of the Regional Municipality and includes any person appointed as the delegate for the Chief Administrative Officer or any person appointed to act in the absence of the Chief Administrative Officer;
- (e) “Council” means the Council of the Regional Municipality of Wood Buffalo;
- (f) “development” has the meaning provided for in the Act;
- (g) “development permit” means a permit issued in accordance with the Regional Municipality’s Land Use Bylaw;
- (h) “levy” means an offsite levy imposed and created by this Bylaw pursuant to the Act;
- (i) “Municipality” means the Regional Municipality of Wood Buffalo or where the context requires, the area within the boundaries of the Regional Municipality;
- (j) “plan of subdivision” has the meaning provided for in the Act;
- (k) “subdivision” has the meaning provided for in the Act.

Establishment of Levy

- 3. Levies are imposed upon land in the Municipality that is to be subdivided or developed and for which no offsite levies have previously been paid.

Object of Levy

- 4. The object of the levies is to pay for all or part of the capital costs of any or all of the following:
 - (a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
 - (b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
 - (c) new or expanded roads required for or impacted by a subdivision or development; and
 - (d) land required for or in connection with any facilities described in (a) to (c) above as determined in the Offsite Levy Report prepared by Associated Engineering incorporated into this Bylaw as Schedule “D”.

Amount of Levy

5. (a) The Municipality shall be divided into benefitting areas as shown in Schedule “C” for the purposes of calculating the levies to be imposed on land to be subdivided or development within the areas.
- (b) The amount of the levies and the method of determining the amount of the levies are set out in Schedule “A”.

Imposition of the Levy

6. (a) Levies shall be imposed on a subdivision or a development, as follows:
 - (i) a subdivision, before the date of subdivision endorsement.
 - (ii) a development, before the date of issuance of a development permit.
- (b) Levies are deemed to have been imposed whether or not the imposition of the levies is made a specific condition of subdivision or development approval.

Payment of Levy

7. (a) Levies shall be paid at the time of payment specified in Schedule “B”.
- (b) Any payment of a levy pursuant to this Bylaw which is not made when due shall be a debt owing to the Municipality by the applicant. This provision does not in any way affect any other remedy available to the Municipality for late or non-payment of a levy.

Agreements

8. The entering into a development agreement or servicing agreement in respect of payment of levies is hereby authorized.

Review of Levy Rates

9. (a) The Municipality shall review the levy projects and the levy rates on a regular basis.
- (b) After the review has been completed, the Municipality may amend this Bylaw to update the levy rates.

Subsidies

10. (a) The Council may by resolution direct that the Municipality subsidize the payment of any levy imposed under this Bylaw, from one or more funding sources identified in the resolution, in any amount up to and including the whole amount of the levy.
- (b) If the Council has passed a resolution under subsection 10 (a), then the amount of the subsidy must be reviewed by the Chief Administrative Officer every other year in conjunction with a review of levy projects and levy rates under subsection 9 (a), and the Council may at that time pass a resolution to rescind the previous resolution and impose a different level of subsidy, if any, which resolution may be passed by simple majority.

Annual Report

11. The Municipality shall report annually to Council regarding the levies in a format acceptable to the Chief Administrative Officer.

Severability

12. In the event that any provision of this Bylaw is found to be contrary to law by any Court of competent jurisdiction, then that provision shall be severed and the remainder of the Bylaw shall be of full force and effect.

Transition

13. This Bylaw applies to:
 - (a) any subdivision where the date of subdivision endorsement occurs on or after the date this Bylaw comes into force; and
 - (b) any development where the date of issuance of a development permit occurs on or after the date this Bylaw comes into force.

General

14. Nothing in this Bylaw precludes the Municipality from:
 - (a) imposing further or different offsite levies, duly enacted by bylaw, on any land in respect of which the Municipality has not collected the offsite levies imposed under this Bylaw or any previous offsite levy bylaw authorized by statute; or
 - (b) adopting policies, procedures or guidelines for the assistance and direction of Municipal administration with respect to the implementation of this Bylaw.

Repeal

15. Bylaw(s) 871, 890, 911, 920, 921, 923, 943, 85/09, 92/12, 93/23, 94/32, 00/003, 00/004, 00/067, 06/022 and 08/041 are hereby repealed.

Enactment

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

Schedules

17. Schedules “A”, “B”, “C” and “D” form part of this Bylaw.

Rules of Interpretation

18. The headings in this Bylaw are for reference purposes only and do not form part of the Bylaw.

READ a first time this 8th day of December, A.D. 2015.

READ a second time this ____ day of _____, A.D. 2016.

READ a third time this ____ day of _____, A.D. 2016.

SIGNED and PASSED this ____ day of _____, A.D. 2016.

Mayor

Chief Legislative Officer

**SCHEDULE “A”
AMOUNT OF LEVIES
Water, Wastewater and Roads**

1. The levy amount applicable to land to be subdivided or developed and located within an area identified in Schedule “D” shall be determined by reference to the area in which the land is located. Table A-1 of this schedule sets out the amount of the levies for land within each area.
2. The levies for water, wastewater and roads shall be calculated in accordance with the following:
 - a) on a per capita basis.
 - b) residential only is charged the water treatment plant and wastewater treatment charge.
 - c) residential is based on a unit rate as per Table A-3 based on development type.
 - d) commercial/industrial/institutional is charged based on square footage of the building as per Table A-3.

TABLE A-1
Residential Offsite Levy Rate Per Capita

Benefitting Area	Water	Wastewater	Roads	Total
Lower Townsite/ Waterways	\$2,468	\$1,493	\$1,075	\$5,036
Saline Creek	\$2,482	\$1,909	\$3,689	\$8,080
Saline Creek (to Hwy 69 LS)	\$2,482	\$2,614	\$3,689	\$8,785
Parsons Creek	\$2,201	\$1,373	\$1,490	\$5,064

* Offsite levy for water and wastewater treatment is added to residential only

Table A-2
Commercial/Industrial/Institutional Offsite Levy Rate Per Capita

Benefitting Area	Water	Wastewater	Roads	Total
Lower Townsite/ Waterways	\$1,513	\$120	\$1,075	\$2,708
Quarry Ridge	\$438	\$1,300	0	\$1,738
Saline Creek	\$1,527	\$536	\$3,689	\$5,752
Saline Creek (to New Airport LS)	\$1,527	\$1,241	\$3,689	\$6,457
Airport Lands	\$1,527	\$2,046	\$1,548	\$5,121
Airport West Industrial	\$1,527	\$2,046	\$1,548	\$5,121
Airport East Industrial	\$1,527	\$5,144	\$1,548	\$8,219
Southlands Area 2 /Hwy 69 Corridor	\$1,527	\$2,890	\$1,548	\$5,965
Southlands Area 1A/1B	\$2,082	\$952	0	\$3,034
Parsons Creek	\$1,246	0	\$1,490	\$2,736

TABLE A-3

Offsite Levy Rate Per Capita Based on Development Type

Development Type	Density by Land Use
Single Family and Low Density <ul style="list-style-type: none"> Single family detached homes, manufactured homes, duplexes and townhouses (up to 45 units/ha) 	3.5 persons/unit
Apartments <ul style="list-style-type: none"> medium- and high-density (45 - 296 units/ha) 	2.5 persons/unit
Hotel Rooms <ul style="list-style-type: none"> long-term-stay hotels/suites standard hotel rooms 	2.5 persons/unit 1.5 persons/unit
Commercial/Industrial/Institutional <ul style="list-style-type: none"> commercial/industrial/institutional equivalent 	3.5 persons/1,500 ft ²

TABLE A-4

Offsite Levy Rate per Unit Based on Development Type

Benefitting Area	Cost per capita	Single Family 3.5	Medium and high density 2.5	Hotel 1.5
Lower Townsite/Waterways	\$5,036	\$17,626	\$12,590	\$7,554
Saline Creek	\$8,080	\$28,280	\$20,200	\$12,120
Saline Creek (to Hwy 69 LS)	\$8,785	\$30,748	\$21,963	\$13,178
Parsons Creek	\$5,064	\$17,724	\$12,660	\$7,596

TABLE A-5

Offsite Levy Rate Per 1500 sq.ft commercial/ industrial/ institutional

Benefitting Area	Total	Cost per 1500 sq.ft
Lower Townsite/ Waterways	\$ 2,708	\$9,478
Quarry Ridge	\$1,738	\$6,083
Saline Creek	\$5,752	\$20,132
Saline Creek (to Hwy 69 LS)	\$6,457	\$22,600
Airport Lands	\$5,121	\$17,924
Airport West Industrial	\$5,121	\$17,924
Airport East Industrial	\$8,219	\$28,767
Southlands Area 2 /Hwy 69 Corridor	\$5,965	\$20,878
Southlands Area 1A/1B	\$3,034	\$10,619
Parsons Creek	\$2,736	\$9,576

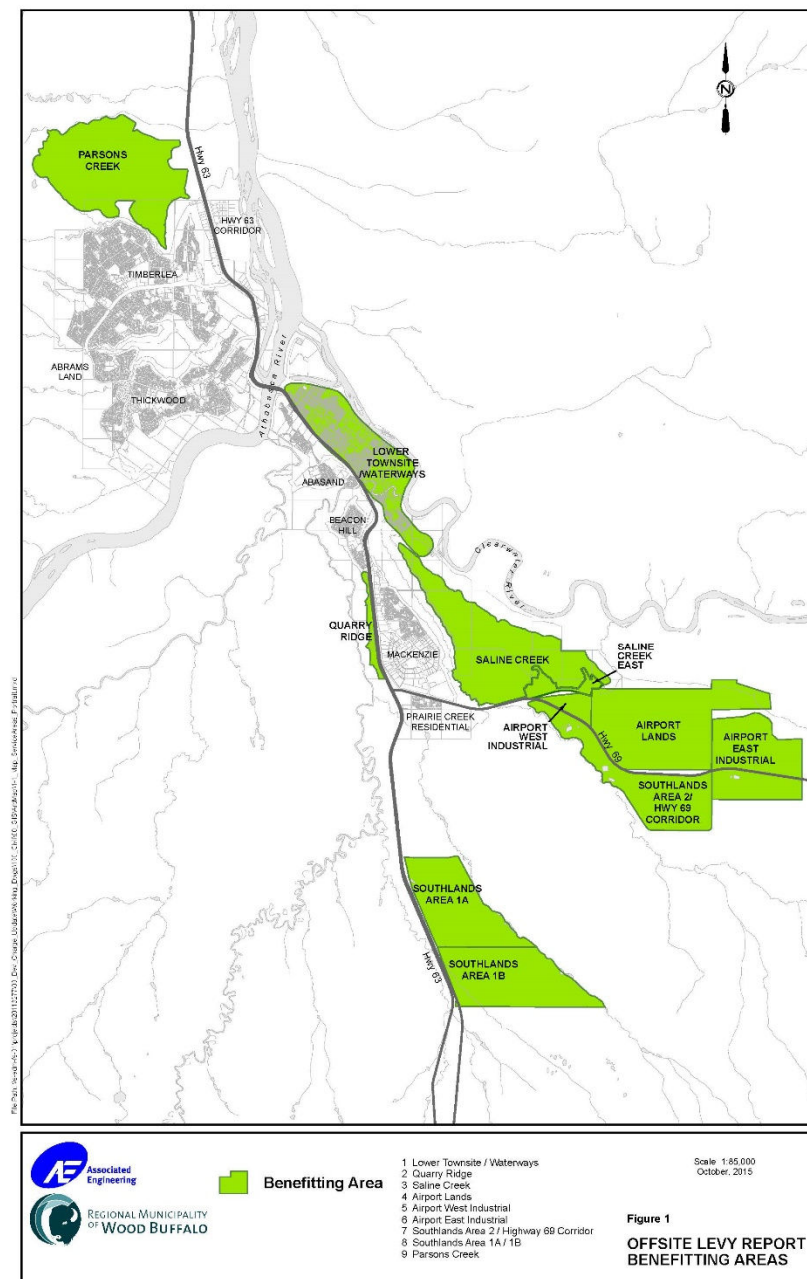
SCHEDULE “B”

TIME OF PAYMENT

For land that is to be subdivided or developed, the time of payment shall be as follows:

1. Where levies are imposed on a subdivision by subdivision endorsement, the levies shall be paid before the endorsement of the plan of subdivision.
2. Where levies are imposed on a development by a condition of a development permit, the levies shall be paid before the release of the development permit.

SCHEDULE "C" BENEFITTING AREAS



**SCHEDULE “D”
OFFSITE LEVY REPORT**

REPORT

Regional Municipality of Wood Buffalo

Offsite Levy Report



November 2015

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REPORT

Executive Summary

The Regional Municipality of Wood Buffalo (the Municipality) has experienced significant population growth due to oil sands industrial activity. Development due to this population growth requires improvements to the water, wastewater and road infrastructure. The Municipality takes responsibility for the construction of key elements of this infrastructure, and then recovers the costs by assessing offsite levies on benefitting development areas on an equivalent population (per capita) basis.

This Offsite Levy Report, along with infrastructure master plans, is part of the master planning process of identifying infrastructure costs that development will assume.

Planning documents prepared for the Municipality provide a growth forecast from the current population numbers to an ultimate population in the urban area of Fort McMurray of 138,400, plus a non-urban population of 82,900 for a regional total of 221,300. The non-urban population consists of people residing in project accommodations (i.e. industrial campsites), as well as a relatively small proportion in rural hamlets.

The current policy is to charge capital costs for water treatment plants and wastewater treatment plants to residential development, and to not charge commercial, industrial and institutional development for these costs. The purpose is to prevent "double dipping," as these plants are sized for the residential population. Commercial, industrial and institutional developments pay offsite levies for the water supply and wastewater collection infrastructure networks.

Table E-1 provides the ultimate population (population equivalent) for each of the benefitting areas considered in this Offsite Levy Report.

Regional Municipality of Wood Buffalo

Table E-1
Benefitting Development Areas in the Urban Area

Area No.	Benefitting Area	Ultimate Population		
		Residential	C/I Equivalent	Total
1	Lower Townsite/Waterways	50,700		50,700
2	Quarry Ridge		7,500	7,500
3	Saline Creek	19,300	1,600	20,900
4	Airport Lands		4,130	4,130
5	Airport West Industrial		2,500	2,500
6	Airport East Industrial		2,400	2,400
7	Southlands Area 2/Hwy 69 Corridor		6,800	6,800
8	Southlands Area 1A/1B		21,000	21,000
9	Parsons Creek	24,000	2,000	26,000

The Municipality endeavours to apply for available grants (Provincial, Federal and Other) to assist with funding of capital infrastructure projects. Where project specific grants have been secured for infrastructure the total project cost for the Municipality is reduced by the grant amount. Only the net project cost incurred by the Municipality is used when calculating the offsite levy.

The offsite levies for the benefitting areas are recommended to be set in accordance with the following tables. The project costs and calculations that support the establishment of these rates are detailed in the enclosed report.

Table E-2
Residential Offsite Levy Rate Per Capita

Area No.	Benefitting Area	Water	Wastewater	Roads	Total
1	LTS/ Waterways	\$2,468	\$1,493	\$1,075	\$5,036
3a	Saline Creek	\$2,482	\$1,909	\$3,689	\$8,080
3b	Saline Creek (East)	\$2,482	\$2,614	\$3,689	\$8,785
9	Parsons Creek	\$2,201	\$1,373	\$1,490	\$5,064

Note: Offsite levy for water and wastewater treatment is added to residential population only

Table E-3
Commercial/Industrial/Institutional Offsite Levy Rate Per Capita

Area No.	Benefitting Area	Water	Wastewater	Roads	Total
1	Lower Townsite/ Waterways	\$1,513	\$120	\$1,075	\$2,708
2	Gateway/Quarry Ridge	\$438	\$1,300	0	\$1,738
3a	Saline Creek	\$1,527	\$536	\$3,689	\$5,752
3b	Saline Creek (East)	\$1,527	\$1,241	\$3,689	\$6,457
4	Airport Lands	\$1,527	\$2,046	\$1,548	\$5,121
5	Airport West Industrial	\$1,527	\$2,046	\$1,548	\$5,121
6	Airport East Industrial	\$1,527	\$5,144	\$1,548	\$8,219
7	Southlands Area 2 /Hwy 69 Corridor	\$1,527	\$2,890	\$1,548	\$5,965
8	Southlands Area 1A/1B	\$2,082	\$952	0	\$3,034
9	Parsons Creek	\$1,246	0	\$1,490	\$2,736

Note: Water and wastewater treatment costs are not included
in the Commercial / Industrial / Institutional Offsite Levy Rate

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REPORT

1 Introduction

1.1 BACKGROUND

The Regional Municipality of Wood Buffalo (the Municipality) has experienced significant population growth due to oil sands industrial activity. The Municipality prepares long-term infrastructure plans for improvements to the water, wastewater and road infrastructure required for this growth. To account for the uncertainty of the nature and staging of future development, these infrastructure master plans include flexibility with respect to execution and implementation.

Three infrastructure master plans form the basis of the current update to the Offsite Levy Report:

- a) Water Master Plan, 2015, Associated Engineering
- b) Wastewater Master Plan, 2014, Associated Engineering
- c) Transportation Master Plan 2011, HDR iTrans.

The Municipality considers that development should be responsible for their proportionate share of the costs of the municipal infrastructure improvements from which they benefit. The Municipality implements this by assessing offsite levies for development on an equivalent population (per capita) basis. This Offsite Levy Report is part of the master planning process by identifying that part of infrastructure costs that are development's responsibility.

1.2 OFFSITE LEVIES

The Municipality installs municipal infrastructure that benefits development. Offsite levies are defined as charges that the Municipality assesses to development to cover their proportionate share of the cost of this infrastructure.

Under authority of Section 648 of the Alberta *Municipal Government Act* (MGA), the Municipality is permitted to impose offsite levies to cover the capital cost of any or all of the following:

- a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
- b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
- c) new or expanded roads required for or impacted by a subdivision or development;
- d) land required for or in connection with any facilities described above.

The purpose of this Offsite Levy Report is to provide updates for these charges based on the latest development plans, actual construction costs incurred and estimated future infrastructure project costs. This document is to be reviewed and updated regularly to reflect current conditions in the Municipality.

1.3 POPULATION AND TREATMENT INFRASTRUCTURE

The Regional Structure Action Strategy (RSAS) documents prepared for the Municipality provide a growth forecast from the current population numbers to an ultimate population based on increased economic activity in the region. The RSAS forecasts an ultimate population in the urban area of Fort McMurray of 138,400, plus a non-urban population of 82,900 for a regional total of 221,300. The non-urban population consists of people residing in project accommodations (i.e. industrial campsites), as well as a relatively small proportion in rural hamlets.

For the purpose of this report and in order to not encumber urban residential developments with the full cost of the treatment plants, it is assumed that the total regional population will be served through the water and wastewater treatment plants in Fort McMurray. Therefore the calculation of the offsite levy reflects the ultimate regional population rather than only the urban population. The shortfall in the capital costs of the treatment plants is made up through the bulk water and wastewater receiving rates established for servicing the non-urban population in project accommodation, and property taxes on regional industry.

The current policy is to charge costs for the water treatment plant (WTP) and wastewater treatment plant (WWTP) to residential and not commercial, industrial and institutional development. The purpose is to prevent "double dipping," as these plants are sized for the residential population. Commercial, industrial and institutional developments pay offsite levies for the water supply and wastewater collection infrastructure networks.

1.4 BENEFITTING AREAS

For the purpose of this Offsite Levy Report, the development areas within the urban area in Table 1-1 are considered benefitting areas. Properties outside these benefitting areas, not contemplated in this Offsite Levy Report, may nonetheless be subject to development charges as per the Development Charges Update Report (Draft, November 2012) and the *Municipal Government Act*. This includes, but is not limited to, all the rural areas within the Municipality.

Table 1-1 provides the ultimate population (or population equivalent) for each of the benefitting areas considered in this Offsite Levy Report.

**Table 1-1
Benefitting Development Areas in the Urban Area**

Area No.	Benefitting Area	Ultimate Population		
		Residential	C/I Equivalent	Total
1	Lower Townsite/Waterways	50,700		50,700
2	Quarry Ridge		7,500	7,500
3	Saline Creek	19,300	1,600	20,900
4	Airport Lands		4,130	4,130
5	Airport West Industrial		2,500	2,500
6	Airport East Industrial		2,400	2,400
7	Southlands Area 2/Hwy 69 Corridor		6,800	6,800
8	Southlands Area 1A/1B		21,000	21,000
9	Parsons Creek	24,000	2,000	26,000

The existing population of the Urban Service Area, in accordance with the 2012 Municipal Census was 72,944 of which 13,366 resided in Lower Townsite/Waterways. The Lower Townsite is expected to grow from a current population of 12,800 to 48,000, and Waterways to 2,700. The rest of the residential growth is expected to occur in new development areas of Saline Creek and Parsons Creek.

1.5 OFFSITE LEVY RATE CALCULATION

The following general assumptions were established for this review and applied to the offsite levy rate calculation criteria:

- Developers will be responsible for costs related to their onsite infrastructure. Offsite levies will only apply to offsite infrastructure, and to onsite infrastructure that are installed by the Municipality to serve other lands that benefit from the infrastructure.
- For completed projects, the actual project costs are considered. Costs for future/proposed projects are budgetary cost estimates that are based on the best information available at the time this report was completed.
- Lands designated as Bare Land Municipal Reserve (MR) or Environmental Reserve (ER) will not be used in the calculation of offsite levies.
- Infrastructure requirements, assumptions and calculation criteria specific to each offsite levy are highlighted in more detail within each respective section of this report.

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1.6 TYPES OF DEVELOPMENTS / PER CAPITA EQUIVALENTS

Offsite levies are assessed on the basis of a per capita equivalent. For residential single family and duplex lot subdivisions, the development unit is defined as a single family residence. For commercial, industrial and institutional developments, the per capita equivalent is determined based on square footage of the building(s). Refer to Table 1-2 for per capita equivalents.

Table 1-2
Equivalent Population Based on Development Type

Development Type	Per Capita Equivalent
Single Family and Low Density <ul style="list-style-type: none"> Single family detached homes, manufactured homes, duplexes and townhouses (up to 45 units/ha) 	3.5 persons/unit
Apartments <ul style="list-style-type: none"> medium- and high-density (45 - 296 units/ha) 	2.5 persons/unit
Hotel Rooms <ul style="list-style-type: none"> long-term-stay hotels/suites standard hotel rooms 	2.5 persons/unit 1.5 persons/unit
Commercial/Industrial/Institutional <ul style="list-style-type: none"> commercial/industrial/institutional equivalent 	3.5 persons/1,500 ft²

1.7 OTHER SOURCES OF FUNDING

The Municipality endeavours to apply for available grants (Provincial, Federal and Other) to assist with funding of capital infrastructure projects. Where project specific grants have been secured for infrastructure, the total project cost for the Municipality is reduced by the grant amount. Only the net project cost incurred by the Municipality is used when calculating the offsite levy.

Note that specific infrastructure necessary for providing redundancy between networks (i.e. infrastructure connections between networks) is not included in the offsite levy rate calculations. These costs will be borne by the Municipality as part of their costs for establishing redundancy.

1.8 EXEMPTIONS

The following may be exempt or partially exempt from offsite levies:

1. Public and separate schools.
2. Development that has paid for and/or installed offsite infrastructure contemplated in this report.

The Municipality reserves the right to identify whether any of these exemptions apply.

REPORT

2 Water

2.1 GENERAL

The Water Master Plan provides the framework for the growth and development of the Municipality's water supply systems to meet the domestic and fire flow requirements of the community. As described in the Master Plan, the current water supply system in Fort McMurray consists of the existing Fort McMurray Water Treatment Plant (WTP), and a system of reservoirs, pump houses, pressure-reducing valve (PRV) chambers, transmission mains and distribution mains.

2.2 WATER TREATMENT

Upgrades at the Fort McMurray Water Treatment Plant were recently completed which doubled the plant capacity from 52 to 104 million litres per day. This provides a total capacity for 133,500 people plus an equivalent regional demand of 14,000. This regional demand accounts for the industry camps and other developments that are serviced by truck-haul via the truck-fill station. Among the upgrades completed was the construction of a new High Lift Pump Station and on-site storage reservoir. The cost for the upgrade was \$162,000,000.

In accordance with the latest Water Master Plan Update, future upgrades are required to the existing water treatment plant and the corresponding supply infrastructure to meet the ultimate population demands. Additional capacity will need to be provided to accommodate future growth beyond the current development areas.

Existing WTP Expansion (147,500 population)	162,000,000
Less Grants	<u>(38,600,000)</u>
	123,400,000
Future Treatment Capacity	<u>88,000,000</u>
Total	\$211,400,000

The Total Design Population is 221,300.

$$\text{Cost per capita} = \frac{\$211,400,000}{221,300} = \$955$$

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2.3 SOUTHEAST (SE) SUPPLY SYSTEM**2.3.1 WTP TO LOWER TOWNSITE**

From the Water Treatment Plant, two supply mains cross the Athabasca River on the new Grant McEwan Bridge. These two mains service the entire Southeast (SE) Service area, including existing development areas, future growth in the Lower Townsite, Saline Creek, Airport Lands and surrounding industrial development areas, and the SE Pumphouse which delivers water to Anzac.

750 mm supply line Franklin Avenue to Hardin	2,320,000
750 mm supply line Highway 63 from Hardin to King	<u>11,600,000</u>
Total	\$13,920,000

The total serviced population of this area is approximately equivalent to 130,000 persons.

$$\text{Cost per capita} = \frac{\$13,920,000}{130,000} = \$107$$

It should be noted that at the ultimate development scenario, there is a shortfall of 171 L/s in available capacity of the SE Supply system to meet the full water demands. This shortfall must be supplied through the construction of an interconnection between the future Southwest (SW) Supply system and the SE Supply system. The costs for this system are not contemplated in this report, and these costs will need to be considered in a future update to this report.

2.3.2 LOWER TOWNSITE (LTS) SUPPLY SYSTEM

Since improvements to the Lower Townsite (LTS) infrastructure enable the system to meet the demands in the adjacent communities of Abasand and Beacon Hill, they are considered as benefitting areas in the calculation of the offsite levy.

In addition to the SE Supply system infrastructure costs identified above, the following are required to support development in the Lower Townsite/Waterways:

LTS Supply to 4 Way Chamber (750 mm)	4,686,000
4-way Chamber and LTS Reservoir Supply and Discharge	30,536,000
Future LTS Reservoir Expansion	17,300,000
LTS Distribution Improvements per Water Master Plan	27,100,000
Waterways Supply (400 mm)	3,120,000
Waterways PRV's (x 2)	<u>660,000</u>
Total	\$83,402,000

The total benefitting area includes the Lower Townsite/Waterways (50,700) and the existing populations in Abasand and Beacon Hill (8,600), for a total of 59,300.

$$\text{Cost per capita} = \frac{\$83,402,000}{59,300} = \$1,406$$

2.3.3 SALINE CREEK WATER SUPPLY SYSTEM

The Saline Creek Supply system provides water from the Lower Townsite into the Mackenzie Reservoir via the Mills Avenue Booster pump station and a 750 mm supply watermain. The Mackenzie Reservoir and Pump house supply the local Mackenzie and Gregoire system, Quarry Ridge, the 400mm watermain on Highway 69 to the SE Regional Pump house and a 600mm watermain to Saline Creek for distribution. The Saline Creek Supply Line to the Mackenzie Reservoir and the return line back to the Saline Plateau, as well as the completed Mackenzie Reservoir expansion, were 100% funded.

Mills Avenue Booster Station	11,690,000
Less Grants	(11,545,000)
	145,000
Future Mackenzie Reservoir Expansion	<u>21,380,000</u>
Total	\$21,525,000

The total ultimate population served by the Saline Creek Supply system is 65,000. (Saline 20,900, Quarry Ridge 7,500, Mackenzie/Gregoire 14,270, Airport and adjacent industrial lands 15,830, Saprae Creek 1500 and Anzac 5,000)

$$\text{Cost per capita} = \frac{\$21,525,000}{65,000} = \$331$$

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2.3.4 HIGHWAY 69 AND SE RESERVOIR SYSTEM

The Highway 69 watermain and SE Reservoir and Pumphouse provide hydraulic balancing with the Mackenzie Reservoir to supply additional flow to the Saline Creek Plateau as well as the Airport Lands, the Highway 69 corridor, and Southlands Area 2. The SE Reservoir also provides water to Anzac via the South Regional Supply line. Phase 1 of the Highway 69 Supply Line was 100% funded.

Highway 69 Supply Line – Phase 2	10,349,000
SE Regional Pumphouse / Reservoir Expansion	15,400,000
Future Expansion to 22,000 m ³	<u>21,320,000</u>
Total	\$47,069,000

The total population benefitting from the Highway 69 and SE Reservoir system is 43,230 population equivalent. (Saline 20,900, Airport and adjacent industrial lands 15,830, Sapræ 1,500 and Anzac 5,000)

$$\text{Cost per capita} = \frac{\$47,069,000}{43,230} = \$1,089$$

2.3.5 SUMMARY OF SE SUPPLY SYSTEM

Projects	Benefitting Area (see Table 1.1)			
	1	2	3	4, 5, 6, 7
WTP to LTS Supply	107	107	107	107
LTS Supply System	1,406			
Saline Supply System		331	331	331
Hwy 69 and SE Reservoir			1,089	1,089
Total	\$1,513	\$438	\$1,527	\$1,527

2.4 SOUTHLANDS AREA 1A / 1B

In accordance with the Water Master Plan, the servicing strategy to meet the ultimate demands in Southlands Area 1A/1B is via the future SW Supply system. The total cost for future supply mains for the ultimate population for the SW Supply system is \$347,545,000 as identified in the Water Master Plan. The total ultimate population equivalent for the SW Supply system is forecasted for 166,900.

$$\text{Cost per capita} = \frac{\$347,545,000}{166,900} = \$2,082$$

As an interim measure, until the SW Supply system is constructed and while there is still available capacity in the SE system, Southlands Area 1A/1B can be serviced through the new South Regional Supply Main that is planned to be constructed along Highway 63 and then Highway 881 to Anzac. At this time, to account for the uncertainty of the staging of future development, the installation plans of this infrastructure includes flexibility with respect to timing of execution. To service this development with water, the Municipality requires a minimum of two years notification from the Developer that they will be proceeding with the development.

As this pipeline will be considered to be part of the future SW Supply system at ultimate build-out, there shall be no additional fees for Southlands 1A/1B to connect to this regional pipeline. Note that the onsite reservoir and pumphouse for Southlands 1A/1B are to be constructed by the Developer.

2.5 PARSONS CREEK

Parsons Creek is supplied from the WTP via a dedicated transmission main as well as a reservoir and pumphouse. The first phase of the reservoir was 100% funded. The reservoir will require future expansion to accommodate the ultimate development.

Parsons Creek Supply Line	42,750,000
Less Grants	(35,550,000)
	7,200,000
Future Parsons Creek Reservoir Expansion	25,200,000
Total	\$32,400,000

The total design population in Parsons is 24,000 residential plus a combined population equivalent for commercial and institutional of 2,000 for a total of 26,000.

$$\text{Cost per capita} = \frac{\$32,400,000}{26,000} = \$1,246$$

2.6 OFFSITE LEVY SUMMARY - WATER

AREA No.	Benefitting Area	Residential	Industrial/Commercial
1	Lower Townsite/Waterways	\$2,468	\$1,513
2	Quarry Ridge	\$1,393	\$438
3	Saline Creek	\$2,482	\$1,527
4	Airport West Industrial		\$1,527
5	Airport East Industrial		\$1,527
6	Airport Lands		\$1,527
7	Southlands Area 2 / Highway 69 Corridor		\$1,527
8	Southlands Area 1A/1B		\$2,082
9	Parsons Creek	\$2,201	\$1,246

* Urban area water treatment plant levy of \$955 is charged for residential only.

REPORT

3 Wastewater

3.1 GENERAL

The Wastewater Master Plan, updated in 2014, provides the framework for the growth and development of the Municipality's wastewater collection system. The sanitary collection system is comprised of local, collector and trunk sanitary sewers, lift stations and forcemains, and online storage facilities to collect wastewater from the various development areas and convey it to the wastewater treatment facility.

3.2 WASTEWATER TREATMENT

The Fort McMurray Wastewater Treatment Plant has been upgraded to accommodate a design residential population of 133,000 people. Additional treatment capacity will be required in the future to accommodate the full design population of 221,300. The 2014 Wastewater Master Plan identified the next phase of expansion of the urban wastewater treatment system to be \$150 million (Tech Memo A-2-1-2).

Existing WWTP Expansion (133,000 population)	218,200,000
Less Grants	<u>(64,400,000)</u>
	153,800,000
Future Treatment Capacity	<u>150,000,000</u>
Total	\$303,800,000

$$\text{Cost per capita} = \frac{\$303,800,000}{221,300} = \$1,373$$

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3.3 SOUTHEAST COLLECTION SYSTEM**3.3.1 LOWER TOWNSITE SYSTEM**

Various projects have been completed in the Lower Townsite to increase the capacity for development within the Lower Townsite area as well as the entire SE Service Area, including the upstream developments. These projects include the following:

- 11,240 m twin 750 mm Lift Station 1A to the WWTP
- Upgrades to Lift Station 1A and Lift Station 1B
- 525 mm force main from Lift Station 1B to Lift Station 1A
- Penhorwood Diversion

Lower Townsite System Upgrades	45,900,000
Less Grants	(32,627,673)
Total	\$13,272,327

The total design population that can be serviced through the Lower Townsite system upgrades is 111,000.

$$\text{Cost per capita} = \frac{\$13,272,327}{111,000} = \$120$$

3.3.2 GREGOIRE OUTFALL

The Gregoire East Sanitary Outfall project diverted the wastewater flows from the Gregoire catchment area (including Gregoire / Mackenzie (exist pop equivalent 15,400) out of the Beacon Hill system and directly into the Lower Townsite system, thus allowing capacity for future development in these areas, including Quarry Ridge (future population 7,500).

Gregoire East Sanitary Outfall	27,020,000
Total	\$27,020,000

The total benefitting population is 22,900.

$$\text{Cost per capita} = \frac{\$27,020,000}{22,900} = \$1,180$$

3.3.3 SALINE CREEK OUTFALL AND TRUNK SEWER

The Saline Creek Outfall and Trunk Sewer service the Saline Creek Plateau development area, with some limited capacity (by over-sizing the Trunk Sewer) for upstream developments including the airport and adjacent industrial lands.

The Saline Plateau Trunk Sewer cost was \$12.9 million. The original cost of the Trunk Sewer (i.e. before oversizing) was estimated to be \$8,686,000. The balance of the cost (\$4,214,000) is therefore attributable to the lands that benefit from the oversizing.

Infrastructure	Benefitting Area	Cost	Percent of Total
Saline Plateau Trunk Sewer	Saline Creek (3)	8,686,000	67%
Oversizing Cost	Airport and Lands (4, 5, 6, 7)	<u>4,214,000</u>	33%
Total		\$12,900,000	

The total benefiting population is 20,900 for the Saline Creek Plateau.

Saline Plateau Trunk Sewer (excluding oversize)	\$8,686,000
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$$\text{Cost per capita} = \frac{\$8,686,000}{20,900} = \$416$$

The Saline Creek Outfall between the top of the Plateau and the connection to the Lower Townsite system was 100% funded.

3.3.4 HIGHWAY 69 LIFT STATION

The Highway 69 Lift Station and Forcemain project provides service to the Airport Lands, plus some capacity for the surrounding development lands, including Airport West Industrial, the Highway 69 Corridor / Southlands Area 2, and Airport East Industrial. The total population equivalent of this area is 15,830. In addition, a portion of the south east area of Saline Creek will drain to the Highway 69 Lift Station.

Note that there is insufficient capacity in the existing system via the Saline Outfall and Lower Townsite to the Wastewater Treatment Plant to accommodate all of the contemplated development in the vicinity of the Airport and Highway 69. The maximum population equivalent from this region once all of Saline Creek has been built-out is 12,480. A long-term servicing strategy will be required to accommodate the ultimate development in these areas beyond this threshold. The costs for this servicing strategy have not been contemplated in this report.

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3.3.4.1 Saline Creek East to Highway 69 Lift Station

The design outflow from the Highway 69 Lift Station is 260 L/s, of which 40.4 L/s has been allocated for 33 ha of land on the Saline Plateau that will drain into the lift station in order to be serviced. The population in this development area is 2,770.

The total cost of the Highway 69 Lift Station was \$12,575,000. The share to be allocated to the identified area (Saline Creek East) will be (40.4/260 L/s = 15.5%) of the total, for \$1,954,000.

$$\text{Cost per capita} = \frac{\$1,954,000}{2,770} = \$705$$

The per capita charge of \$705 is applicable only to those lands on the Saline Plateau that are serviced by the Highway 69 Lift Station. The remaining cost of the Highway 69 Lift Station (\$10,621,000) is charged to Airport / Highway 69 Industrial Lands, as discussed below.

3.3.4.2 Airport / Highway 69 Industrial Lands

In addition to the Highway 69 Lift Station, the Saline Trunk Sewer was required to be oversized to accommodate the flows from the Airport/Highway 69 industrial lands. As development in Saline Creek reaches build out, some limited additional capacity in the system can be provided by including additional storage capacity at the Highway 69 Lift Station, and twinning the forcemain in the Lower Townsite between Lift Station 1B and Lift Station 1A.

Highway 69 LS and FM (excluding Saline Creek portion)	10,621,000
Oversize Saline Trunk Sewer	4,214,000
Future Storage Tank at Hwy 69 LS	3,000,000
Future Twin Forcemain LS1B to LS1A	<u>6,200,000</u>
Total	\$24,035,000

Due to constraints of the downstream infrastructure, the maximum population equivalent that can benefit from this system is 12,480, within the Airport / Highway 69 corridor. Development beyond this threshold will require alternative servicing strategies.

$$\text{Cost per capita} = \frac{\$24,035,000}{12,480} = \$1,926$$

3.3.5 HIGHWAY 69 TRUNK SEWER

Development along the Highway 69 Corridor including Southlands Area 2 will be serviced from a future trunk sewer parallel to Highway 69. The Airport East development area can pump into this trunk sewer via the proposed Airport East Lift Station and Forcemain. The Highway 69 Corridor / Southlands Area 2 equivalent population is 6,800. The Airport East equivalent population is 2,400.

These infrastructure components are also required for providing wastewater service to the residential development in Sapræ Creek. The detailed calculation of the offsite levies for this shared infrastructure is in the "Sapræ and Airport East Sewer Servicing" report prepared by Associated Engineering (2015). The tables below include the ultimate Sapræ Creek residential population (1,500), reduced by 50% on account of the implementation of low-pressure sewer, which is not subject to infiltration.

Project	Cost	Pop. Equivalent	Cost/Capita
Highway 69 Trunk Sewer	\$8,400,000	9,950	\$844
Airport East LS+FM	\$7,100,000	3,150	\$2,254

3.3.6 SUMMARY OF SE COLLECTION SYSTEM

Projects	Benefitting Area (see Table 1.1)						
	1	2	3a	3b	4, 5	6	7
Lower Townsite	120	120	120	120	120	120	120
Gregoire Outfall		1,180					
Saline Creek Trunk			416	416			
Hwy 69 LS and FM				705	1,926	1,926	1,926
Hwy 69 Trunk Sewer						844	844
Airport East LS+FM						2,254	
Total	\$120	\$1,300	\$536	\$1,241	\$2,046	\$5,144	\$2,890

3.4 SOUTHLANDS 1A/1B

In accordance with the Wastewater Master Plan, there is insufficient capacity in the existing wastewater collection system to accommodate additional flows from Southlands 1A/1B at full build-out. The Wastewater Master Plan calls for an alternative servicing strategy to accommodate new developments in the south regions of Fort McMurray, including a new wastewater treatment plant.

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On an interim basis, there is available capacity in the Saline Outfall and related infrastructure systems to accommodate flow from Southlands 1A/1B until such time as the Saline Plateau and adjacent development areas reach their ultimate development threshold. This will require the construction of a lift station and forcemain by the Developer, at the Developer's cost.

In the future, additional infrastructure will be required to provide the capacities and divert the flows from Southlands 1A/1B into the proposed south regional system. It is estimated that the proportionate share of the infrastructure to accommodate Southlands 1A / 1B in the future servicing strategy is \$20,000,000. This is based on the assumption that a new forcemain will be constructed by the Municipality to cross the Hangingstone River from Southlands to the future South Wastewater System (5.0 km @ \$4 million per km).

The estimated population equivalent at ultimate development of Southlands 1A is 9,900. Southlands 1B is immediately south of Southlands 1A and has an ultimate population equivalent of 11,100. The total combined population equivalent is 21,000.

$$\text{Cost per capita} = \frac{\$20,000,000}{21,000} = \$952$$

3.5 OFFSITE LEVY SUMMARY - WASTEWATER

AREA No.	Benefitting Area	Residential	Commercial/Industrial/ Institutional
1	Lower Townsite/Waterways	\$1,493	\$120
2	Quarry Ridge	\$2,673	\$1,300
3a	Saline Creek West	\$1,909	\$536
3b	Saline Creek East (to Hwy 69 LS)	\$2,614	\$1,241
4	Airport Lands		\$2,046
5	Airport West Industrial		\$2,046
6	Airport East Industrial		\$5,144
7	Southlands Area 2 / Highway 69 Corridor		\$2,890
8	Southlands Area 1A/1B		\$952
9	Parsons Creek	\$1,373	0

* Urban area wastewater treatment plant levy of \$1,373/capita is charged for residential only.

REPORT

4 Roads

4.1 GENERAL

The Municipality maintains a roadway classification system generally consistent with the definitions for arterial, collector and local roads contained in the "Geometric Design Standards for Canadian Roads and Streets," a manual published by the Transportation Association of Canada.

In the hierarchy of roadway classifications, the principle function of arterial roads is to provide for the efficient movement of people, goods and services between the primary traffic generation areas of a community. Typically, arterial roadways are designed as relatively free-flowing facilities, intersected by other arterial or major collector type roadways, and provide no direct access to individual properties. Arterial roadways are generally considered to be a benefit to the Municipality at large in addition to the individual development. As such, the Municipality may choose to construct these arterial roads, and then collect the costs from the benefitting development areas.

In determining the offsite levy for arterial roadways, the following assumptions generally apply:

- a) The highway systems consisting of Highway 63 and Highway 881, plus future bypass corridors are under the jurisdiction of Alberta Transportation. Generally, no offsite levies will be collected by the Municipality for these systems. Private developments requiring transportation access directly onto these highway systems will negotiate access and cost sharing directly with Alberta Transportation.
- b) The cost estimates for arterial roadways consider the full build-out to four or six-lane subject to the requirements from the Transportation Master Plan and/or Traffic Impact Assessment (TIA). This includes asphalt paving, sidewalks, stormwater drainage, street lighting, traffic signals, and landscaping.
- c) The cost estimates do not include the acquisition of additional rights-of-ways to facilitate construction of the arterial roadways; it has been assumed that any required lands will be obtained through the subdivision development process.
- d) In some instances, arterial roadways will be constructed in a phased approach, with the first or initial phase being a two-lane urban or rural roadway complete with the sidewalks, stormwater drainage, street lighting, traffic signals, and landscaping.
- e) Arterial roadways and transportation infrastructure that benefit only a single development area will be constructed by that development. If supported by the TIA the developer may be responsible for constructing only the first stage of the arterial roadway. In these instances the Municipality assist in constructing the second phase to accommodate ultimate developments, and an offsite levy for the second phase works will apply.

The following is a brief description of the major arterial roadways included in the offsite levy charges. Costs are applied to benefiting areas on the basis of equivalent population.

Regional Municipality of Wood Buffalo

4.2 LOWER TOWNSITE / WATERWAYS

The two major arterial road projects, Prairie Loop Boulevard and Franklin Avenue, are improvements to the arterial road network in Lower Townsite/Waterways.

Prairie Loop Boulevard – East Loop (incl. Hangingstone Bridge)	54,773,000
Prairie Loop Boulevard – West Loop	50,200,000
Franklin Avenue Upgrades	<u>4,000,000</u>
	108,973,000
Less General Benefit (50%)	<u>(54,486,500)</u>
Total	\$54,486,500

The design population of Lower Townsite/Waterways is 50,700.

$$\text{Cost per capita} = \frac{\$54,486,500}{50,700} = \$1,075$$

4.3 SALINE CREEK

The ultimate build out on the Saline Plateau requires two key pieces of transportation infrastructure: Saline Creek Drive and Saline Creek Parkway (which connects the Lower Townsite to the Plateau), and the twinning of Highway 69.

Because the ultimate configuration of Saline Creek Drive will provide a direct link between the Lower Townsite and the Fort McMurray airport via the Parkway, a 70% general benefit to the overall municipal tax-payer base has been assumed.

Saline Creek Drive and Parkway	
Saline Creek Drive and Bridge to Draper Road	76,000,000
Less Grants	<u>(37,827,000)</u>
	38,173,000
Saline Creek Parkway (cost per AE Feasibility Study)	<u>162,000,000</u>
	200,173,000
Less General Benefit (70%)	<u>(140,121,000)</u>
Subtotal	\$60,052,000

Highway 69 Twinning	
Highway 69 Twinning Phase 1	13,500,000
Highway 69 Twinning Phase 2	<u>37,500,000</u>
	51,000,000
Less Grants	<u>(16,899,000)</u>
	34,101,000
Less General Benefit (50%)	<u>(17,051,000)</u>
Subtotal	\$17,050,000

Total roadways costs = \$60,052,000 + \$17,050,000 = **\$77,102,000**

Total benefitting population = 20,900

$$\text{Cost per capita} = \frac{\$77,102,000}{20,900} = \$3,689$$

4.4 HIGHWAY 69 CORRIDOR AND AIRPORT DEVELOPMENT AREA

The ultimate development thresholds along the Highway 69 corridor, including the Airport Lands, Airport West and East Industrial areas, and Southlands Area 2 require further widening of Highway 69. The section from Highway 63 to the Airport Access Road will require future widening to six lanes, and the section from the Airport to the east end of Highway 69 will require future widening to four lanes.

Eventually this transportation corridor will provide connectivity to the future East Bypass. As such, a general benefit of 50% to the overall municipal tax-payer base has been assumed.

Future Highway 69 Twinning	
Highway 63 to Airport Road – Widen 5,500 m from 4 lane to 6 lane at \$3500 /m	19,250,000
Airport Road to Lynton – Widen 8,500 m from 2 lane to 4 lane at \$3500 /m	<u>29,750,000</u>
	49,000,000
Less general benefit (50%)	<u>(24,500,000)</u>
Total	\$24,500,000

Regional Municipality of Wood Buffalo

The total benefitting population includes the Airport Lands, Airport West Industrial, Airport East Industrial, and Southlands Area 2/Highway 69 Corridor, for a total of 15,830.

$$\text{Cost per capita} = \frac{\$24,500,000}{15,830} = \$1,548$$

4.5 PARSONS CREEK

Alberta Infrastructure and Alberta Transportation are constructing the majority of the transportation infrastructure for Parsons Creek. This includes the Highway 686 interchanges at Highway 63 and internal arterial connections. To accommodate the ultimate development in Parsons Creek, the West Access Road is required to connect the development to Confederation Way and Thickwood Boulevard.

Parsons Creek West Access Road	84,000,000
Less Grant	(6,490,000)
	77,510,000
Less General Benefit (50%)	(38,755,000)
Total	\$38,755,000

The benefitting population is 26,000

$$\text{Cost per capita} = \frac{\$38,755,000}{26,000} = \$1,490$$

4.6 OFFSITE LEVY SUMMARY - ROADS

Benefitting Area	Offsite Levy
Lower Townsite/Waterways	\$1,075
Saline Creek	\$3,689
Airport Lands, Airport West Ind., Airport East Ind., Southlands Area 2/Hwy 69 Corridor	\$1,548
Parsons Creek	\$1,490

REPORT

5 Offsite Levy Summary

Table 5-1
Residential Offsite Levy Rate Per Capita

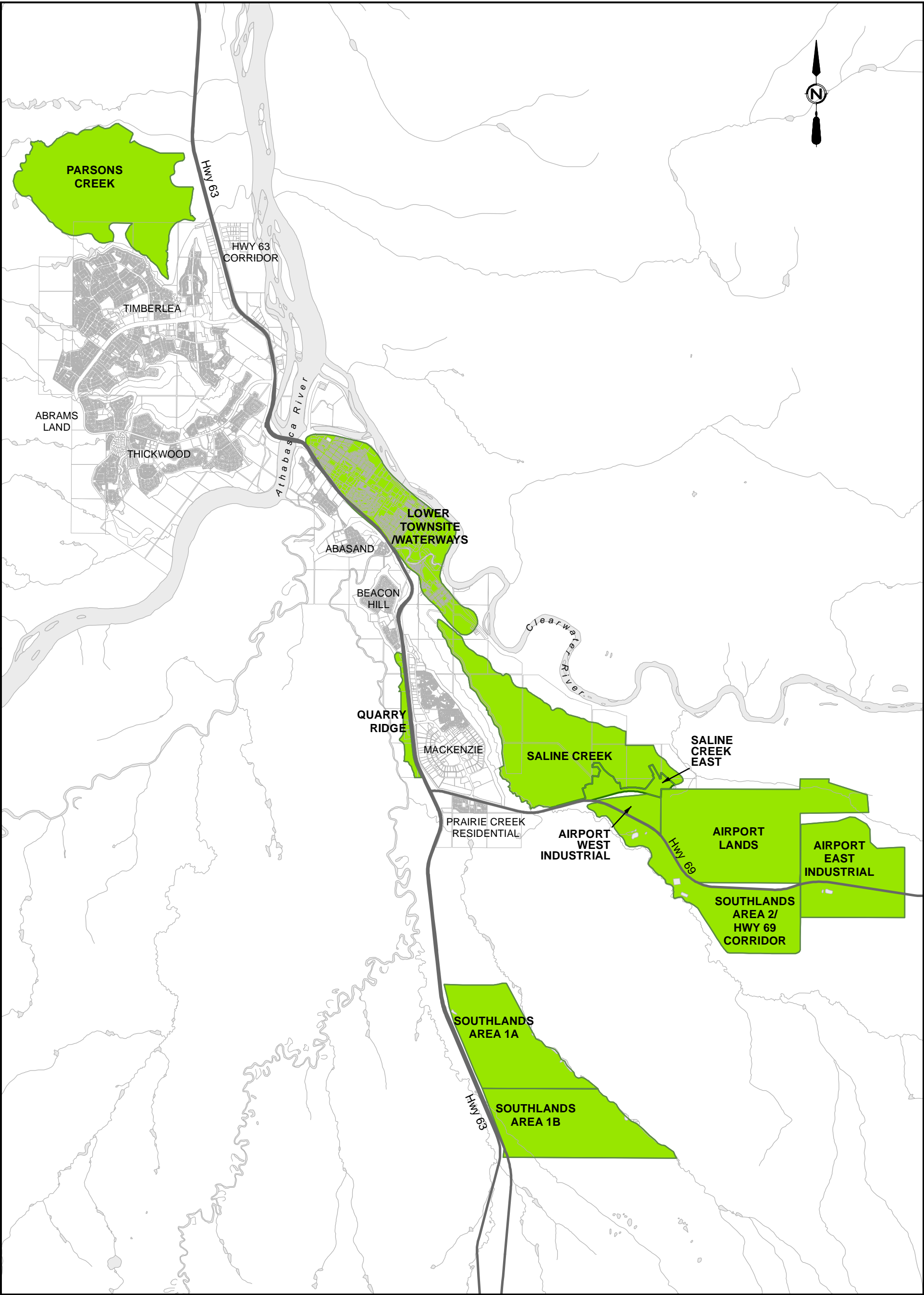
Area No.	Benefitting Area	Water	Wastewater	Roads	Total
1	LTS/ Waterways	\$2,468	\$1,493	\$1,075	\$5,036
3a	Saline Creek	\$2,482	\$1,909	\$3,689	\$8,080
3b	Saline Creek (East)	\$2,482	\$2,614	\$3,689	\$8,785
9	Parsons Creek	\$2,201	\$1,373	\$1,490	\$5,064

Note: Offsite levy for water and wastewater treatment is added to residential population only

Table 5-2
Commercial/Industrial/Institutional Offsite Levy Rate Per Capita

Area No.	Benefitting Area	Water	Wastewater	Roads	Total
1	Lower Townsite/ Waterways	\$1,513	\$120	\$1,075	\$2,708
2	Gateway/Quarry Ridge	\$438	\$1,300	0	\$1,738
3a	Saline Creek	\$1,527	\$536	\$3,689	\$5,752
3b	Saline Creek (East)	\$1,527	\$1,241	\$3,689	\$6,457
4	Airport Lands	\$1,527	\$2,046	\$1,548	\$5,121
5	Airport West Industrial	\$1,527	\$2,046	\$1,548	\$5,121
6	Airport East Industrial	\$1,527	\$5,144	\$1,548	\$8,219
7	Southlands Area 2 /Hwy 69 Corridor	\$1,527	\$2,890	\$1,548	\$5,965
8	Southlands Area 1A/1B	\$2,082	\$952	0	\$3,034
9	Parsons Creek	\$1,246	0	\$1,490	\$2,736

Note: Water and wastewater treatment costs are not included
in the Commercial / Industrial / Institutional Offsite Levy Rate



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Benefitting Area

- 1 Lower Townsite / Waterways
- 2 Quarry Ridge
- 3 Saline Creek
- 4 Airport Lands
- 5 Airport West Industrial
- 6 Airport East Industrial
- 7 Southlands Area 2 / Highway 69 Corridor
- 8 Southlands Area 1A / 1B
- 9 Parsons Creek

Scale 1:85,000
October, 2015

Figure 1
OFFSITE LEVY REPORT
BENEFITTING AREAS



OFFSITE LEVY Water

Lower Townsite / Waterways

Legend:

- Existing Trunk
- Future Trunk

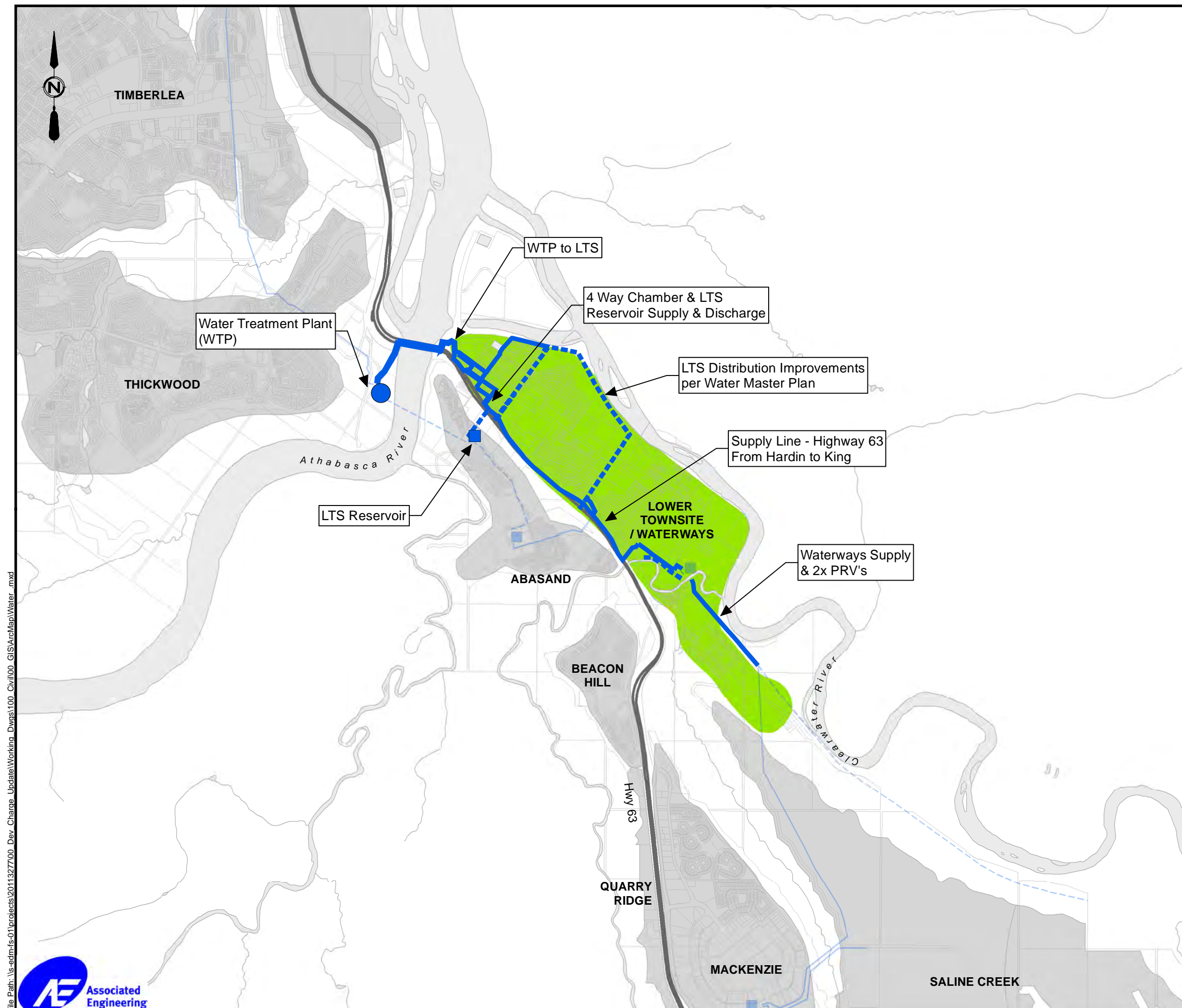
- Existing Water Treatment Plant (WTP)
- Existing Reservoir/Pumphouse or Booster Station
- Proposed Reservoir/Pumphouse or Booster Station

- Benefitting

Offsite Levy Projects:

- A: Water Treatment Plant (WTP)
- B: WTP to LTS
 - 750mm Supply to Hardin Street
 - 750mm Supply from Hardin to King St
- C: Lower Townsite System Upgrades
 - LTS Supply to 4 Way Chamber
 - 4 Way Chamber & LTS Res. Supply & Disch.
 - LTS Distribution Improvements per WMP
 - Waterways Supply & 2 x PRV's

Scale 1:45,000
November, 2015





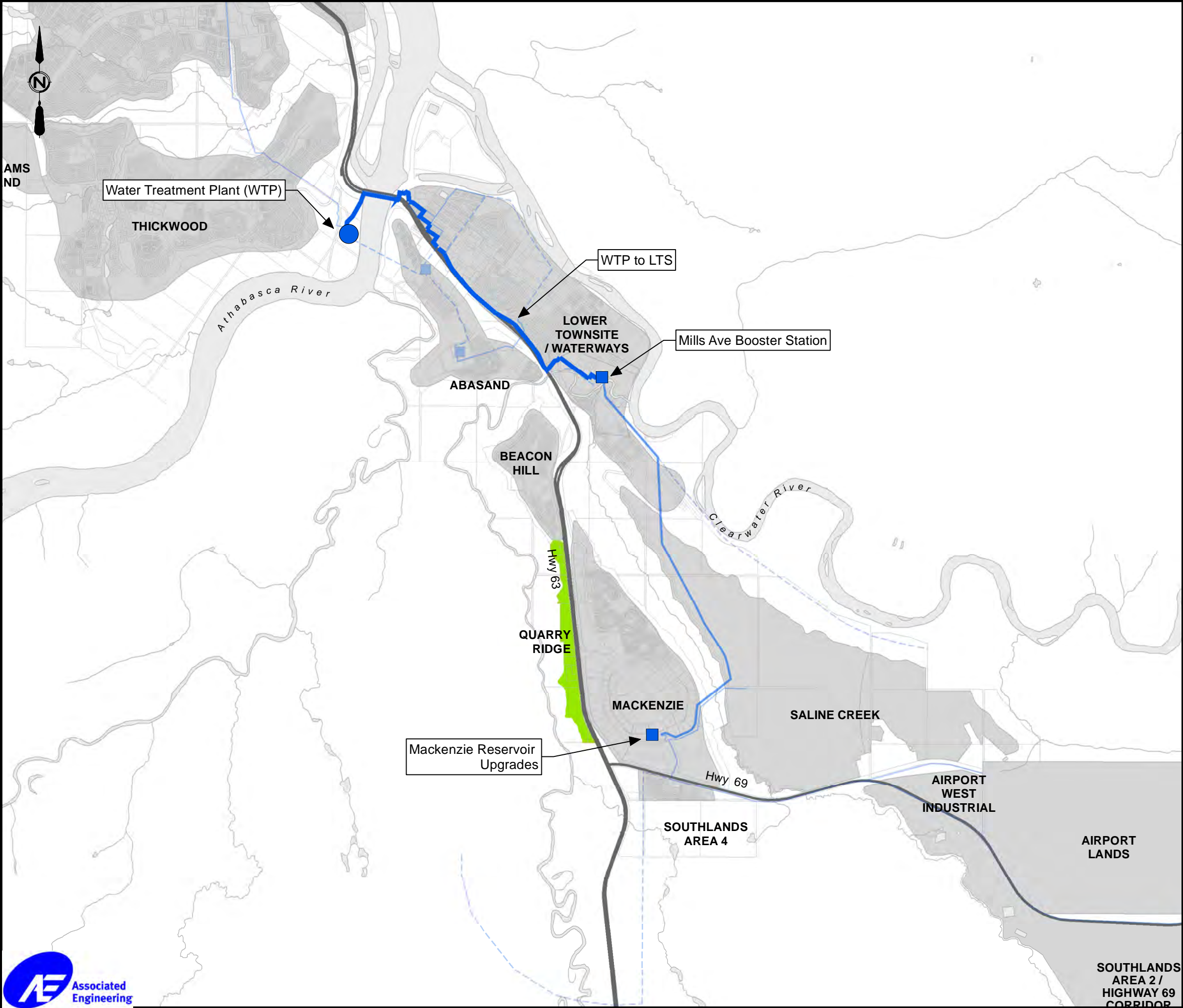
OFFSITE LEVY Water Quarry Ridge

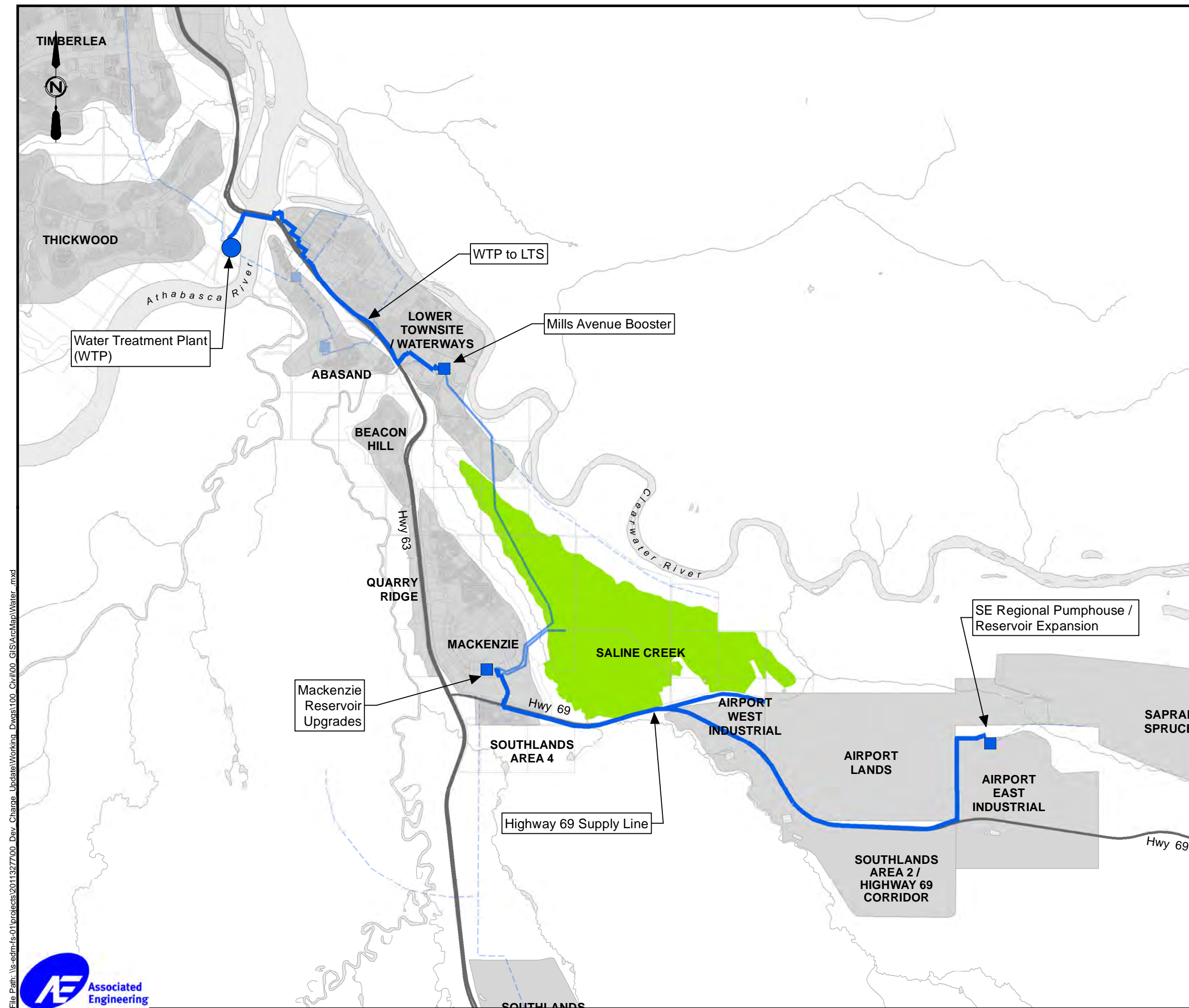
Legend:

- Existing Trunk
- Future Trunk
- Existing Water Treatment Plant (WTP)
- Existing Reservoir/Pumphouse or Booster Station
- Proposed Reservoir/Pumphouse or Booster Station
- Benefitting Area

Offsite Levy Projects:
A: Water Treatment Plant (WTP)
B: WTP to LTS
D: Saline Creek Supply System
- Mills Ave Booster Station
- Mckenzie Reservoir Upgrades

Scale 1:55,000
November, 2015





OFFSITE LEVY

Water

Saline Creek

Legend:

- Existing Trunk
- Future Trunk
- Existing Water Treatment Plant (WTP)
- Existing Reservoir/Pumphouse or Booster Station
- Proposed Reservoir/Pumphouse or Booster Station
- Benefitting

Offsite Levy Projects:

- A: Water Treatment Plant (WTP)
- B: WTP to LTS
- D: Saline Creek Supply System
 - Mills Ave Booster Station
 - Mckenzie Reservoir Upgrades
- E: Highway 69 & SE Reservoir System
 - HWY69 Supply Line
 - SE Regional Pumphouse / Res. Expansion

Scale 1:65,000
November, 2015



OFFSITE LEVY

Water

**Airport Lands
Airport East
Southlands Area 2
Hwy 69 Corridor**

Legend:

— Existing Trunk
- - - Future Trunk

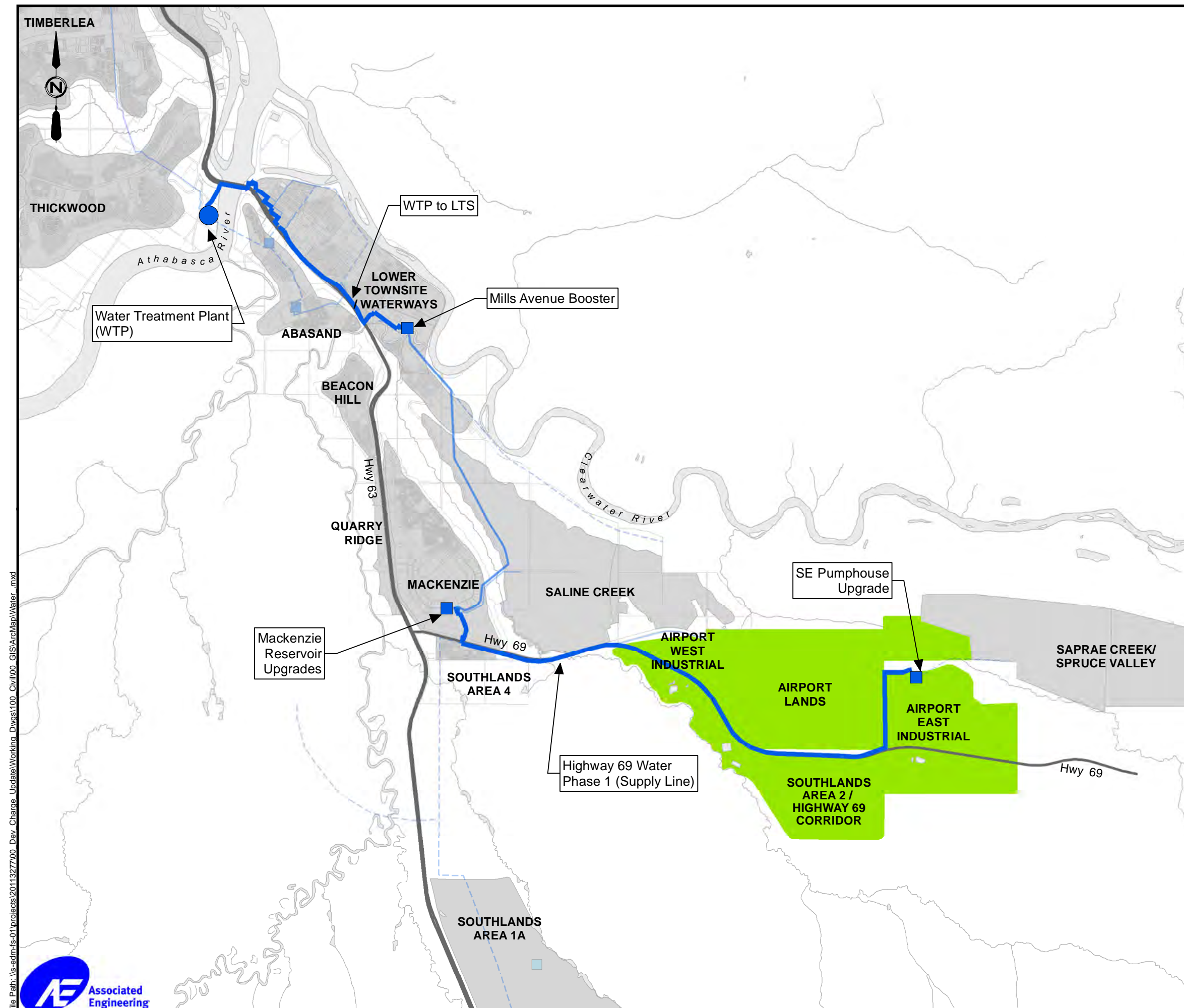
● Existing Water Treatment Plant (WTP)
■ Existing Reservoir/Pumphouse or Booster Station
□ Proposed Reservoir/Pumphouse or Booster Station

■ Benefitting

Offsite Levy Projects:

- A: Water Treatment Plant (WTP)
B: WTP to LTS
D: Saline Creek Supply System
- Mills Ave Booster Station
- Mckenzie Reservoir Upgrades
E: Highway 69 & SE Reservoir System
- HWY69 Supply Line
- SE Regional Pumphouse / Res. Expansion

Scale 1:70,000
November, 2015





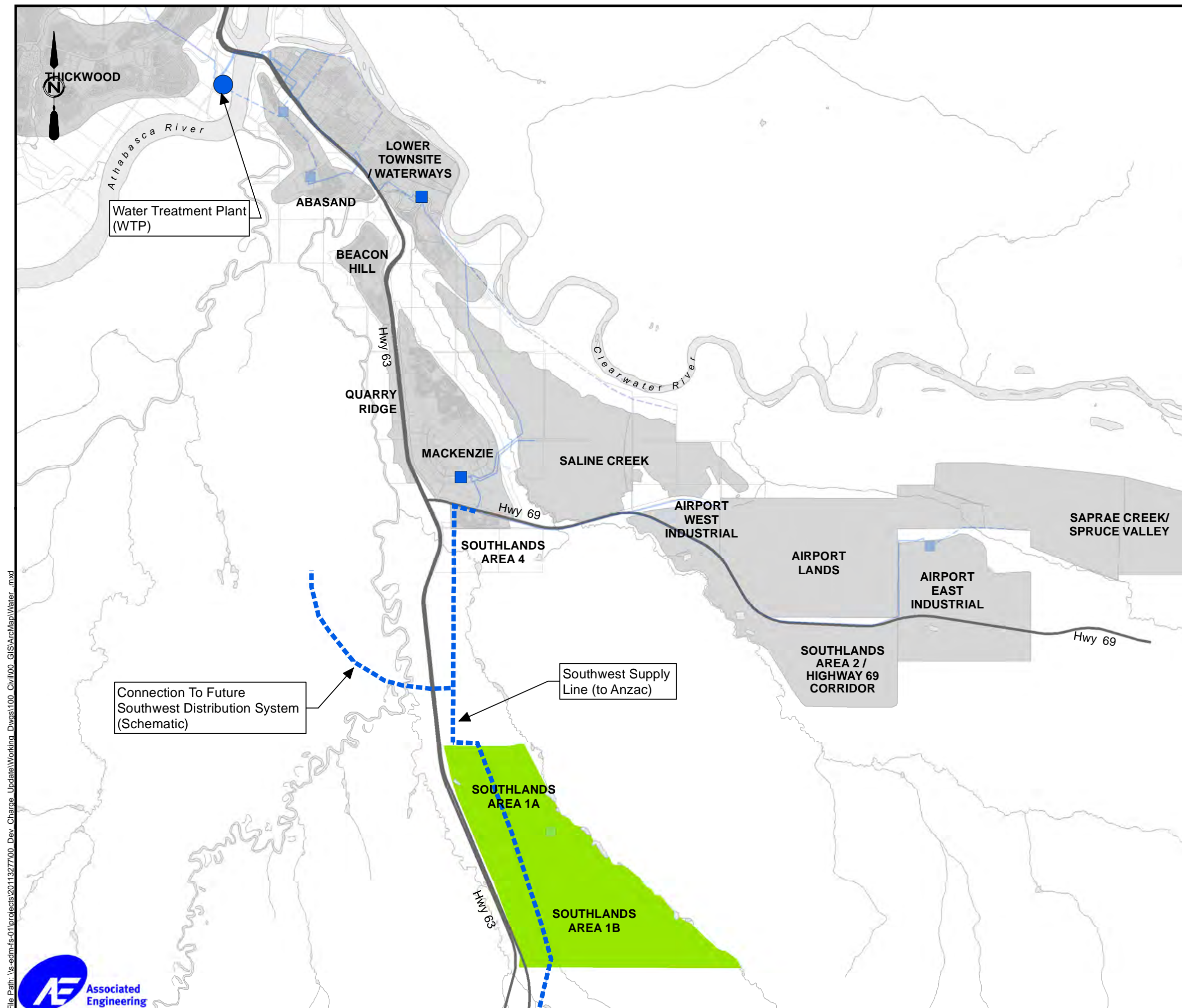
OFFSITE LEVY Water Southlands Area 1A / 1B

Legend:

- Existing Trunk
- Future Trunk
- Existing Water Treatment Plant (WTP)
- Existing Reservoir/Pumphouse or Booster Station
- Proposed Reservoir/Pumphouse or Booster Station
- Benefitting

Offsite Levy Projects:
F: Future Southwest Distribution System
(Interim Servicing via Mackenzie Reservoir)

Scale 1:70,000
November, 2015





OFFSITE LEVY Water Parsons

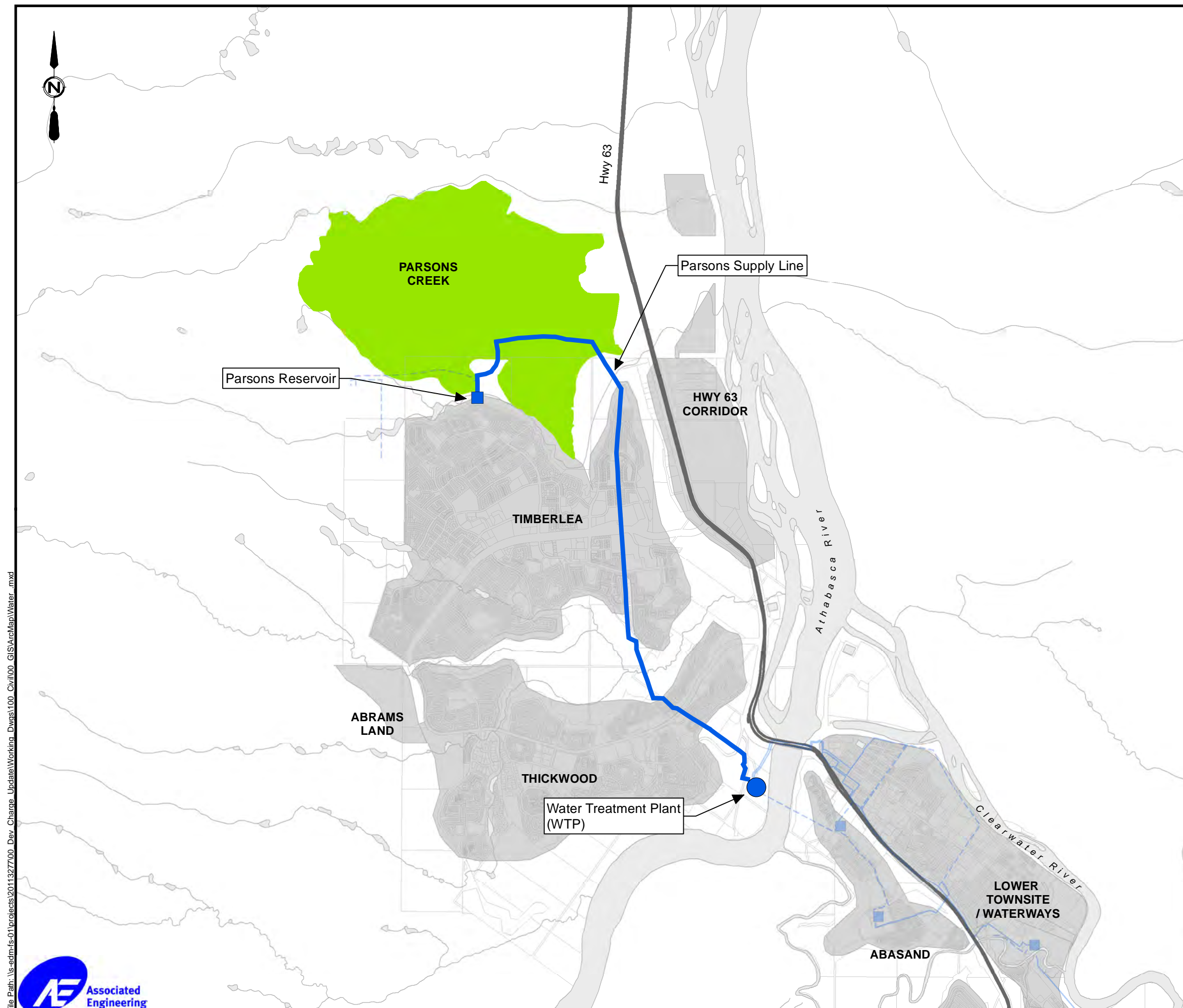
Legend:

- Existing Trunk
- Future Trunk
- Existing Water Treatment Plant (WTP)
- Existing Reservoir/Pumphouse or Booster Station
- Proposed Reservoir/Pumphouse or Booster Station
- Benefitting

Offsite Levy Projects:

- A: Water Treatment Plant (WTP)
- G: Parsons Supply Line & Reservoir

Scale 1:50,000
November, 2015





Offsite Levy Wastewater

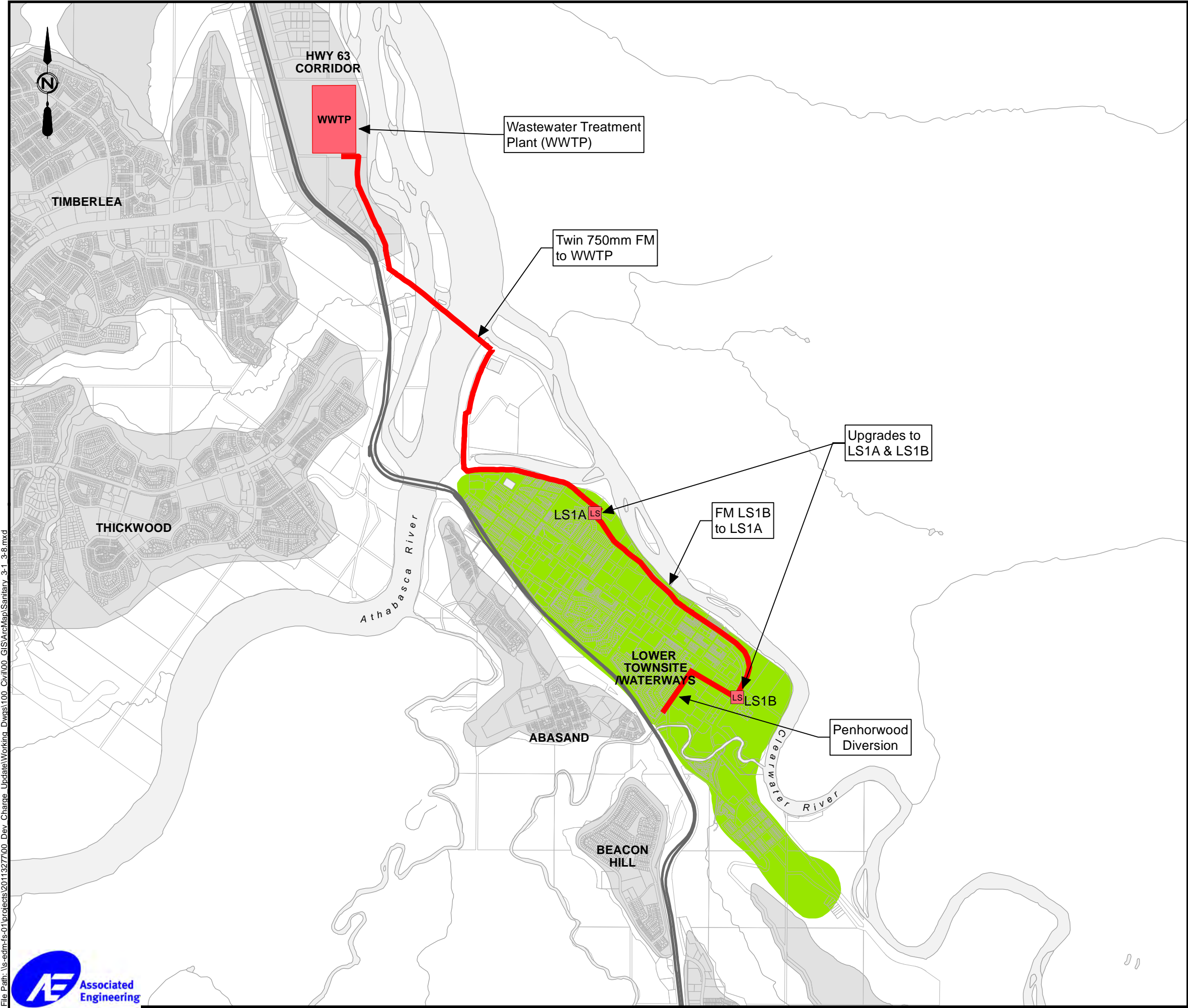
Lower Townsite / Waterways

Legend

- Existing Trunk
- Proposed Trunk
- Existing Wastewater Treatment Plant (WWTP)
- Existing Lift Station
- Proposed Lift Station
- Benefitting Area

- Offsite Levy Projects:**
A: Waste Water Treatment Plant (WWTP)
B: LTS System Improvements
- Twin 750 FM to WWTP
- Upgrades to LS1A & LS1B
- Penhorwood Diversion

Scale: 1:40,000
Date: October, 2015
Project: 2011-3277.000.400
Coordinate System: NAD 1983 UTM Zone 12N
Drawn By: KR



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Figure 3-1



Offsite Levy Wastewater Quarry Ridge

- Legend
- Existing Trunk
 - Proposed Trunk
 - Existing Wastewater Treatment Plant (WWTP)
 - Existing Lift Station
 - Proposed Lift Station
 - Benefitting Area

Offsite Levy Projects:
A: Waste Water Treatment Plant (WWTP)
B: LTS System Improvements
C: Gregoire Outfall

Scale: 1:55,000
Date: October, 2015
Project: 2011-3277.000.400
Coordinate System: NAD 1983 UTM Zone 12N
Drawn By: KR

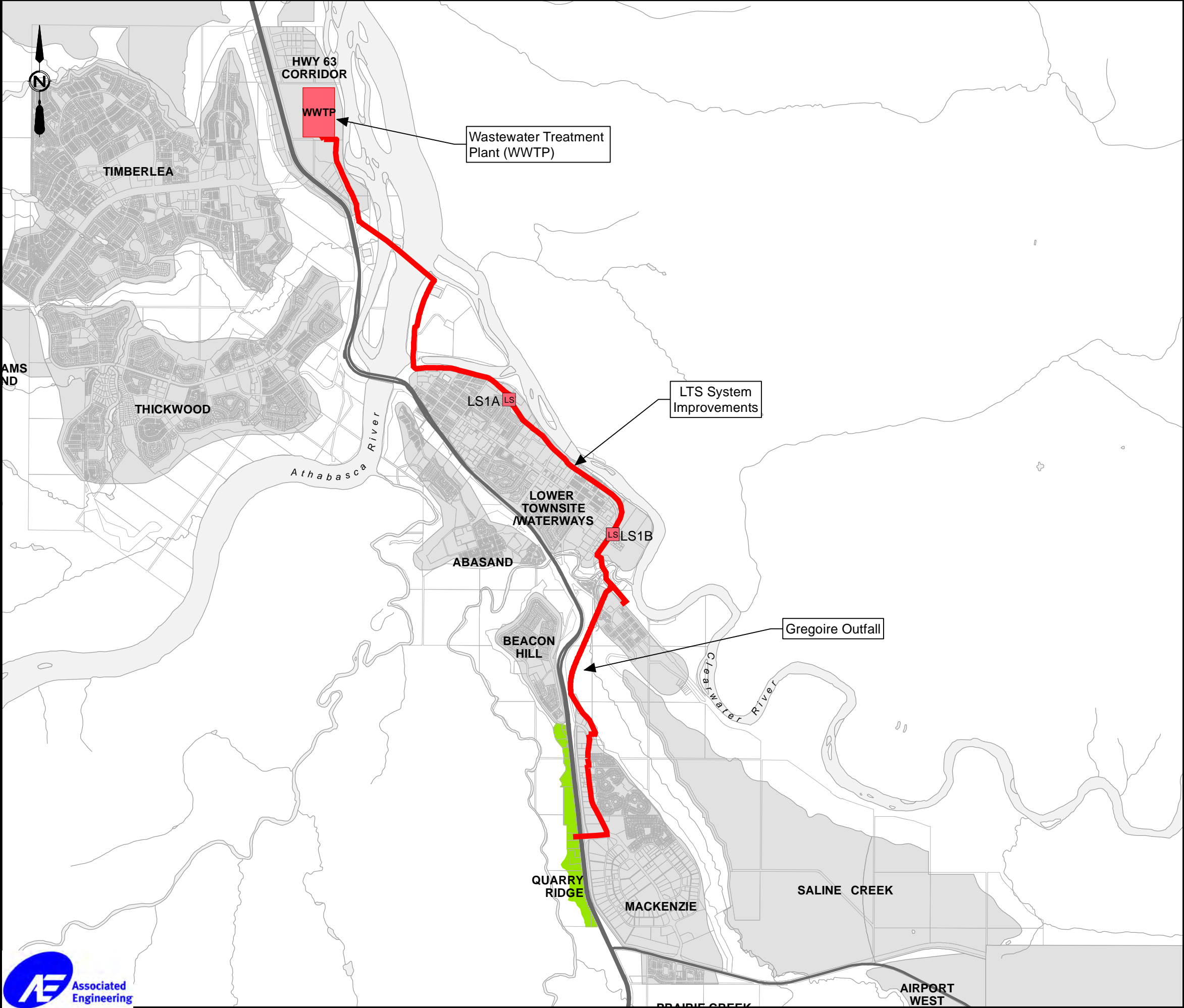


Figure 3-2

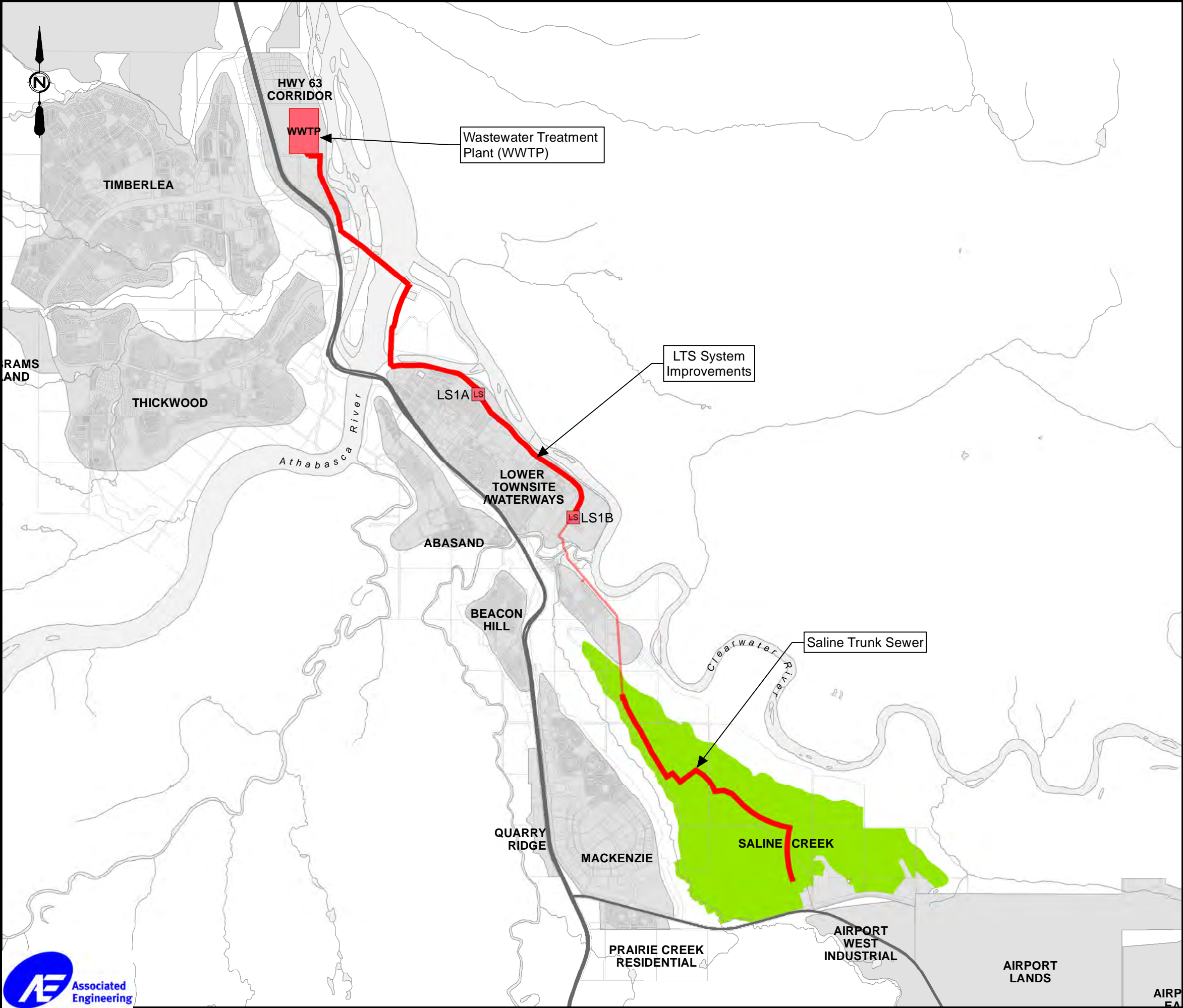


Offsite Levy Wastewater Saline Creek

- Legend
- Existing Trunk
 - Proposed Trunk
 - Existing Lift Station
 - Proposed Lift Station
 - Benefitting

Offsite Levy Projects:
A: Waste Water Treatment Plant (WWTP)
B: LTS System Improvements
D: Saline Trunk Sewer

Scale: 1:60,000
Date: November, 2015
Project: 2011-3277.000.400
Coordinate System: NAD 1983 UTM Zone 12N
Drawn By: KR



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Figure 3-3



Offsite Levy Wastewater

**Airport Lands
Airport West
Saline Creek East**

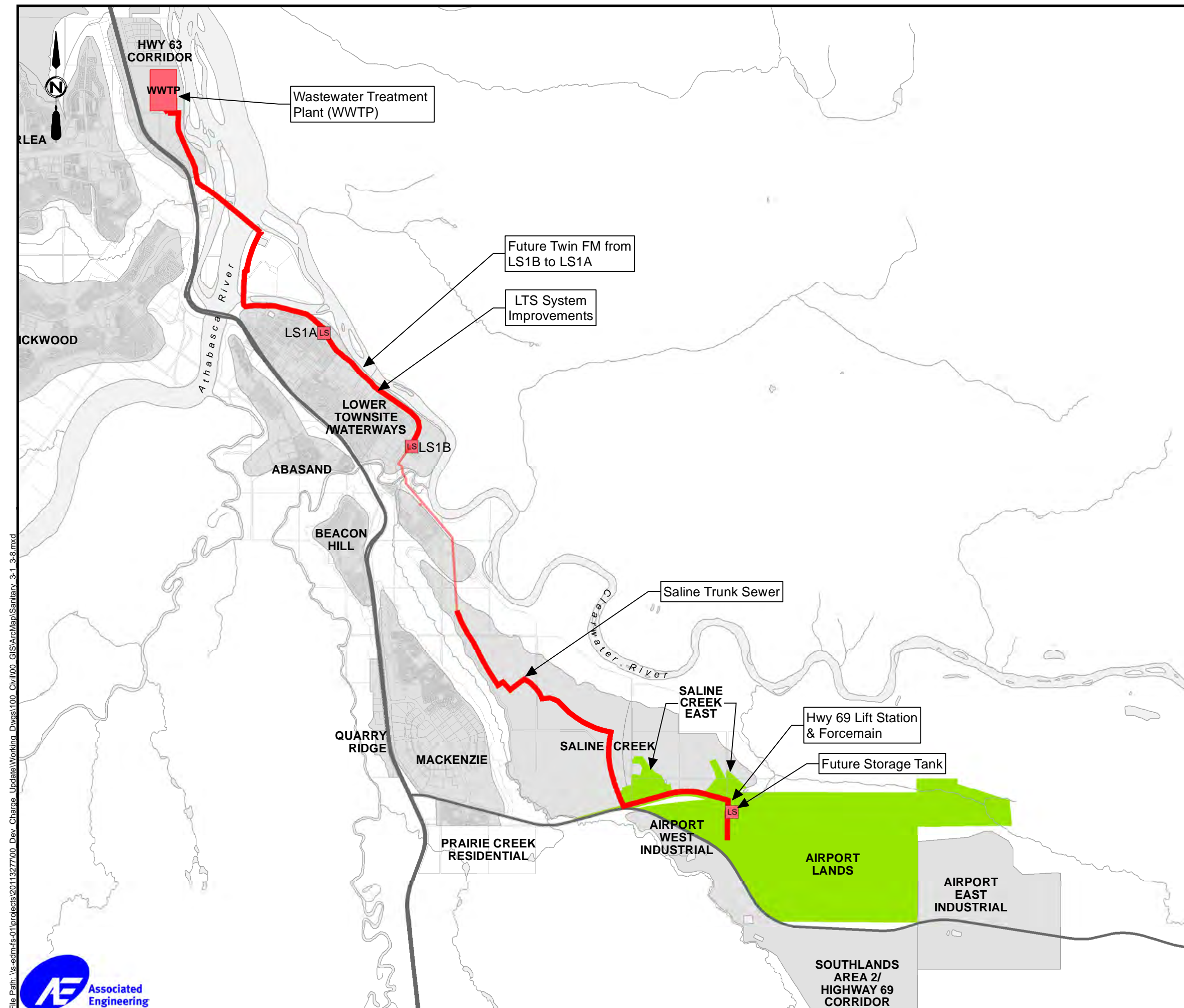
Legend

- Existing Trunk
- - - Proposed Trunk
- LS Existing Lift Station
- LS Proposed Lift Station
- Benefitting Area

Offsite Levy Projects:

- A: Waste Water Treatment Plant (WWTP)
- B: LTS System Improvements
- D: Saline Trunk Sewer
- E: Hwy 69 Lift Station & Forcemain
- F: Future Capacity Expansion
 - Future Storage Tank at Hwy 69 LS
 - Future Twin FM from LS1B to LS1A

Scale: 1:65,000
Date: November, 2015
Project: 2011-3277.000.400
Coordinate System: NAD 1983 UTM Zone 12N
Drawn By: KR





Offsite Levy Wastewater

Southlands Area 2 / Hwy 69 Corridor

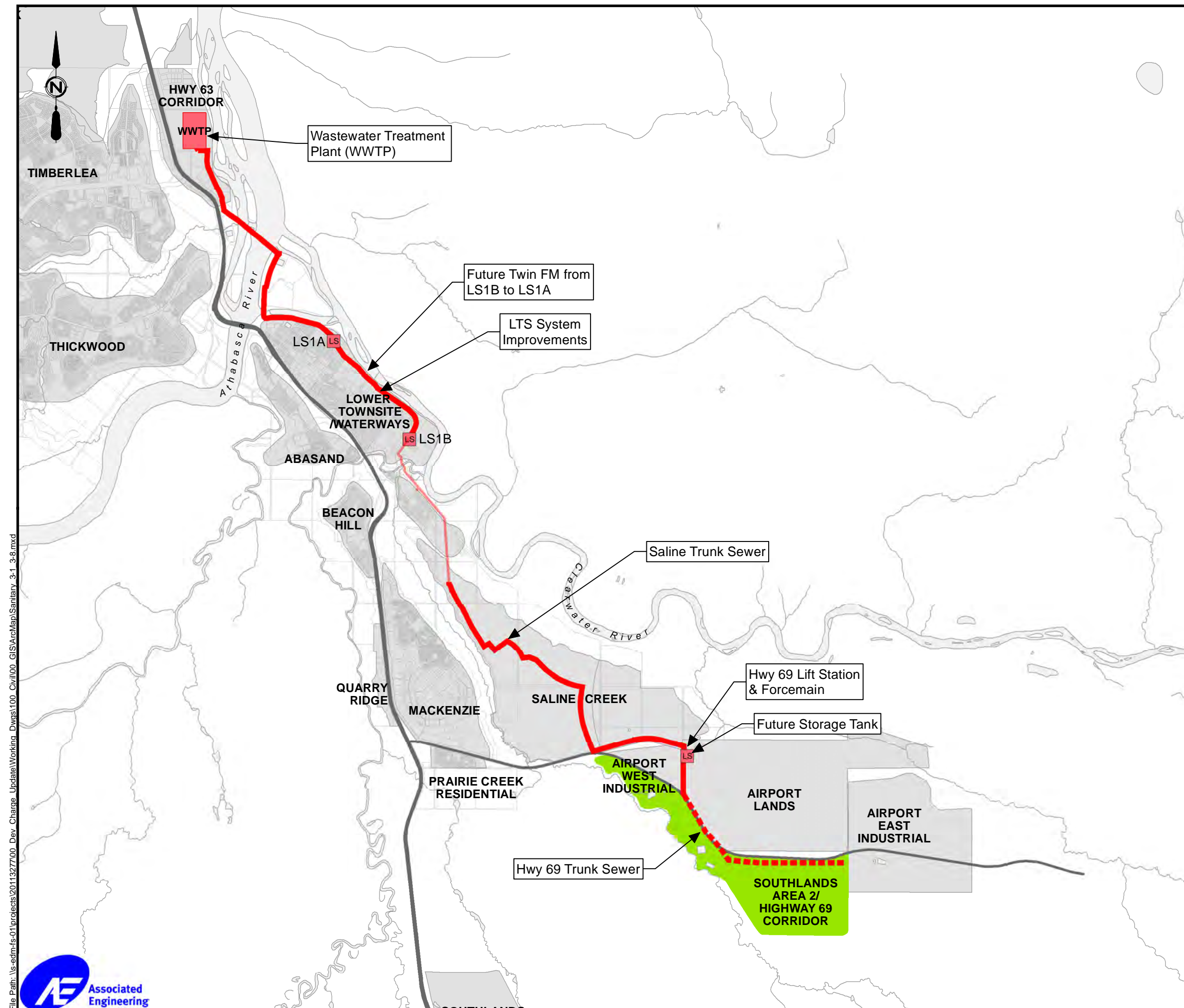
Legend

- Existing Trunk
- Proposed Trunk
- Existing Lift Station
- Proposed Lift Station
- Benefitting Area

Offsite Levy Projects:

- A: Waste Water Treatment Plant (WWTP)
- B: LTS System Improvements
- D: Saline Trunk Sewer
- E: Hwy 69 Lift Station & Forcemain
- F: Future Capacity Expansion
 - Future Storage Tank at Hwy 69 LS
 - Future Twin FM from LS1B to LS1A
- G: Highway 69 Trunk Sewer

Scale: 1:75,000
Date: November, 2015
Project: 2011-3277.000.400
Coordinate System: NAD 1983 UTM Zone 12N
Drawn By: KR





Offsite Levy Wastewater

Airport East Industrial

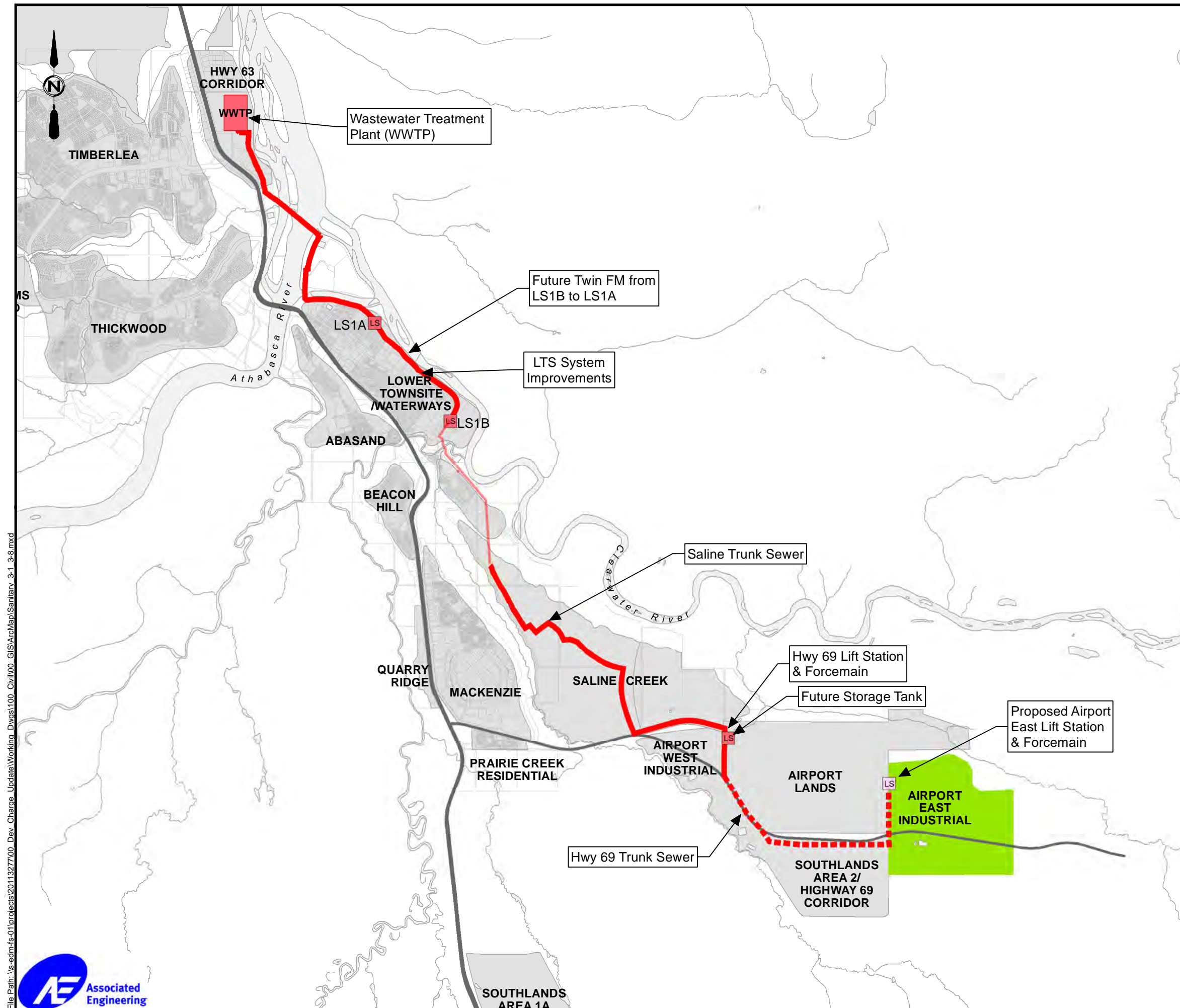
Legend

- Existing Trunk
- - - Proposed Trunk
- LS Existing Lift Station
- LS Proposed Lift Station
- Benefitting Area

Offsite Levy Projects:

- A: Waste Water Treatment Plant (WWTP)
- B: LTS System Improvements
- D: Saline Trunk Sewer
- E: Hwy 69 Lift Station & Forcemain
- F: Future Capacity Expansion
 - Future Storage Tank at Hwy 69 LS
 - Future Twin FM from LS1B to LS1A
- G: Highway 69 Trunk Sewer
- H: Airport East Lift Station & Forcemain

Scale: 1:75,000
Date: November, 2015
Project: 2011-3277.000.400
Coordinate System: NAD 1983 UTM Zone 12N
Drawn By: KR



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Offsite Levy Wastewater

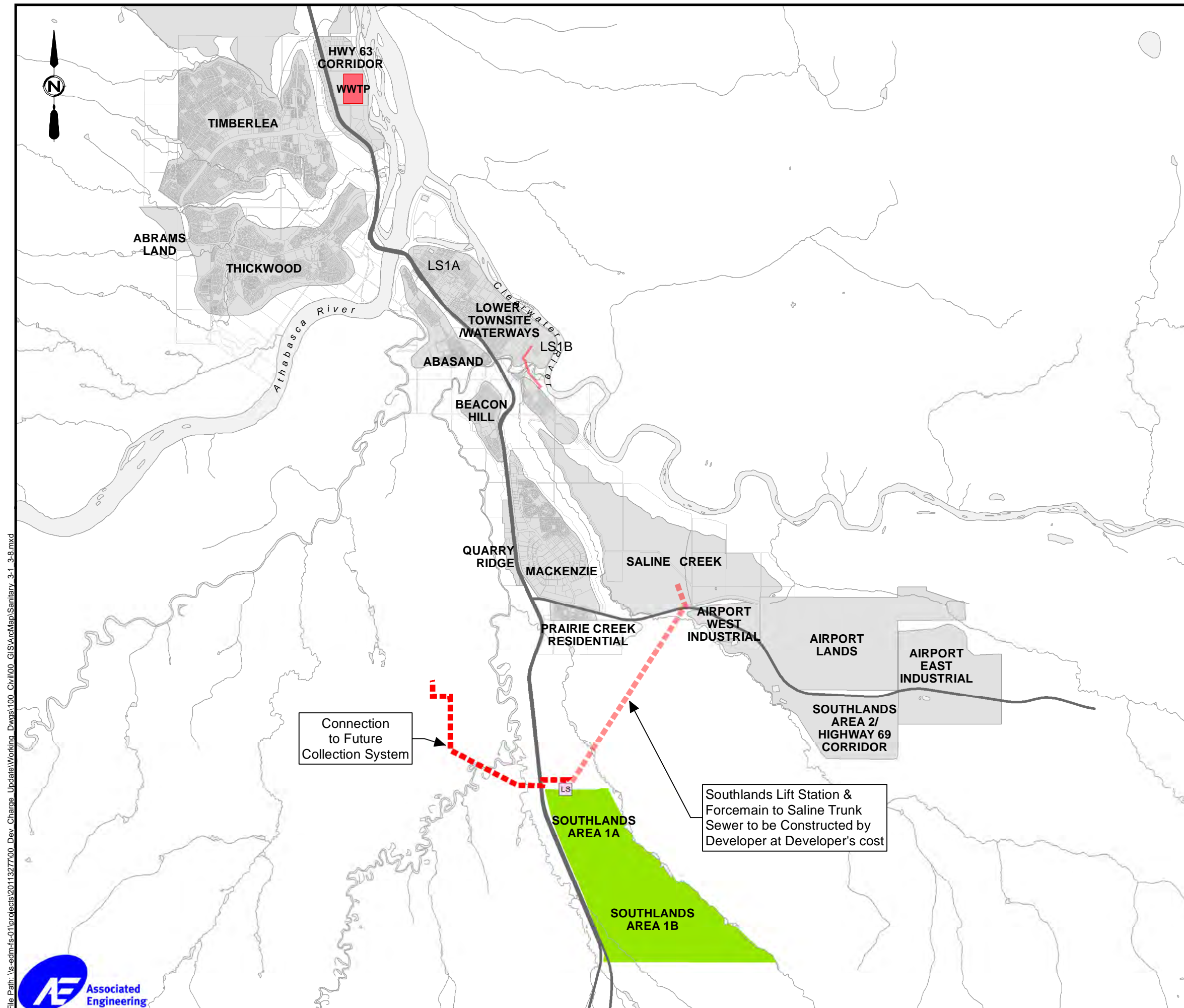
Southlands Area 1A / 1B

Legend

- Existing Trunk
- Proposed Trunk
- Existing Lift Station
- Proposed Lift Station
- Benefitting Area

Offsite Levy Projects:
I: Future Connection to South Collection

Scale: 1:90,000
Date: November, 2015
Project: 2011-3277.000.400
Coordinate System: NAD 1983 UTM Zone 12N
Drawn By: KR



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



Figure 3-7



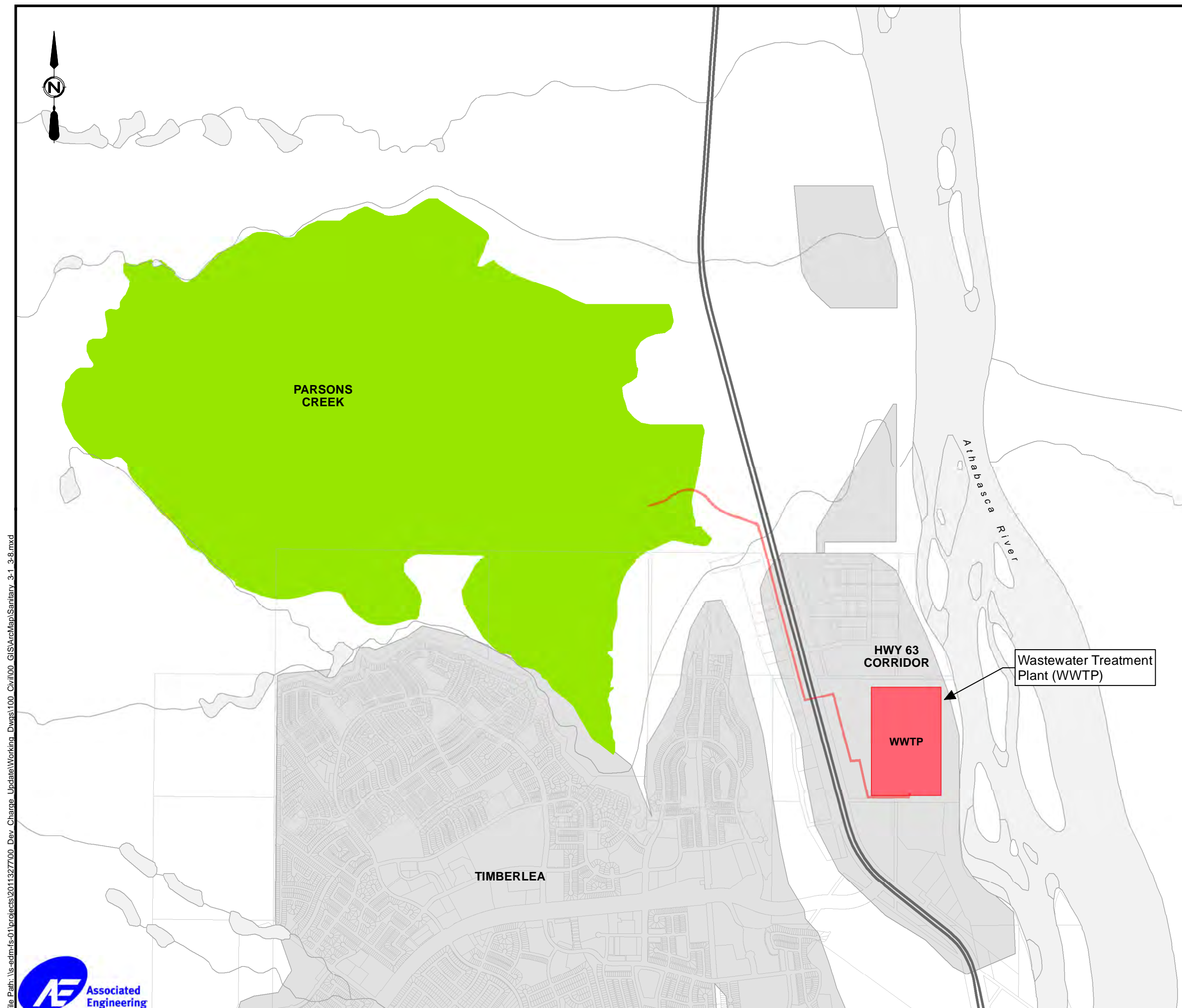
Offsite Levy Wastewater Parsons Creek

Legend

-  Existing Trunk
-  Proposed Trunk
-  Existing Lift Station
-  Proposed Lift Station
-  Benefitting Area

Offsite Levy Projects:
A: Waste Water Treatment Plant (WWTP)

Scale: 1:25,000
Date: November, 2015
Project: 2011-3277.000.400
Coordinate System: NAD 1983 UTM Zone 12N
Drawn By: KR





OFFSITE LEVY REPORT Roads

Legend

Road Projects

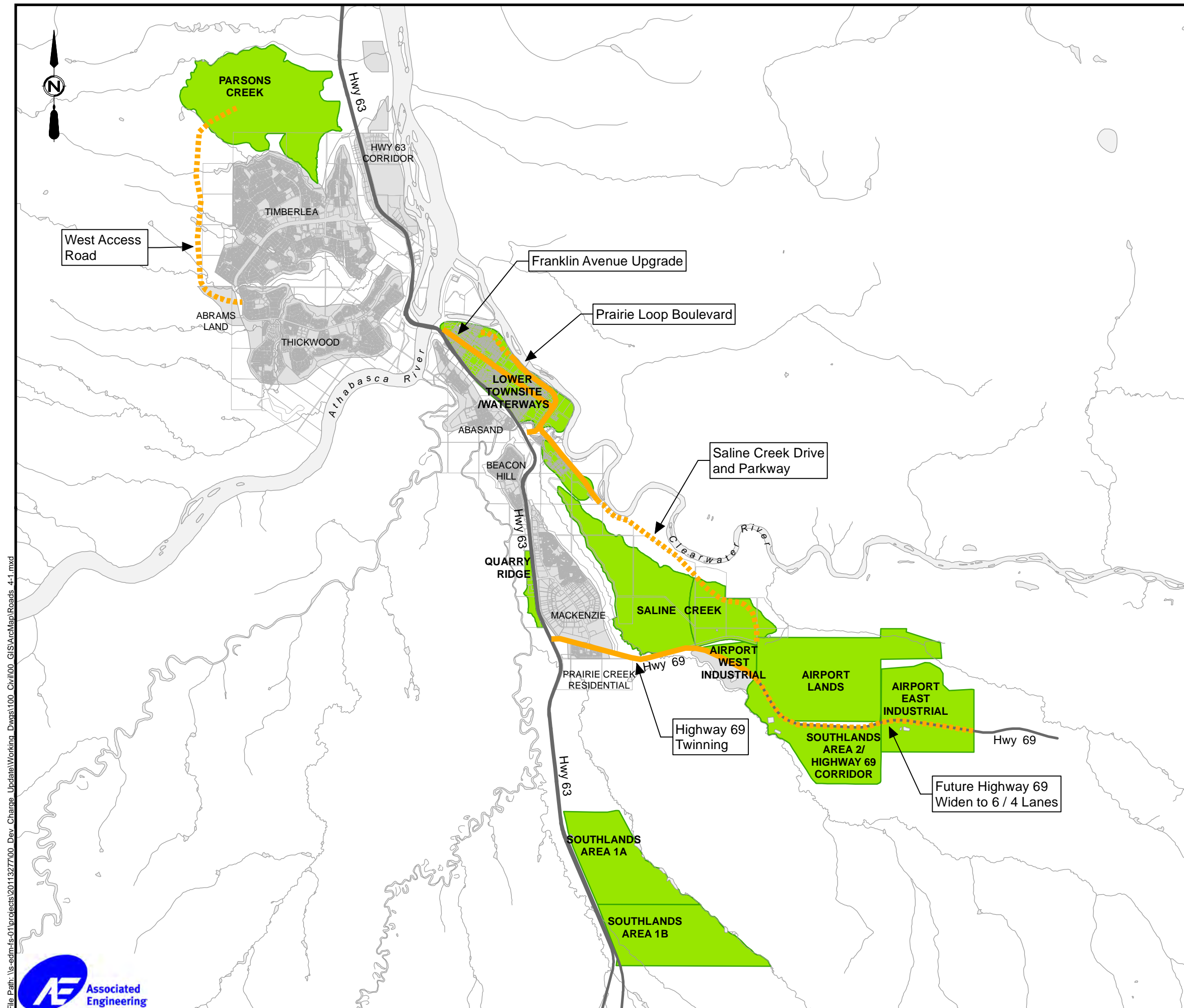
- Existing Project
- Future Project

- Benefitting Area

Offsite Levy Projects:

- A: Franklin Avenue
- B: Prairie Loop Boulevard
- C: Saline Creek Drive and Parkway
- D: Highway 69 Twinning
- E: Future Highway 69 Widening to 6 / 4 Lanes
- F: Future West Access Road

Scale 1:100,000
October, 2015



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Subject: Selection Committee Recommendation - Public Art Committee Appointment

Selection Committee Recommendation:

THAT Janet Fouts be appointed to the Public Art Committee effective immediately until December 31, 2017.

Summary:

The Selection Committee has made a recommendation pertaining to a vacancy that has occurred on the Public Art Committee. In keeping with the established bylaw, the appointment of individuals to the Committee must be approved by Council.

Background:

The Municipality has received a written resignation from a member of the Public Art Committee; therefore, there is a mid-term vacancy to be filled. When the Selection Committee held its meeting in November 2015, to review applications received as part of the annual boards and committees recruitment campaign, they identified individuals for a waitlist in the event that mid-term vacancies occurred. As such, the waitlisted individual for the Public Art Committee was contacted to confirm her continued interest in filling this vacancy. Therefore, the Selection Committee is recommending the appointment of Janet Fouts to the Public Art Committee.

Rationale for Recommendation:

The appointment of a replacement member to the Public Art Committee is necessary to ensure the continued viability of this Committee.

Strategic Plan Linkages:

Pillar 1 – Building Responsible Government



<p>Subject: Selection Committee Recommendation: Member Appointments to Composite Assessment Review Board to hear Machinery and Equipment Assessment Complaints</p>

Selection Committee Recommendations:

THAT Paul McKenna, Paul Petry, Tom Hudson (acting) and Jeff Gilmour (acting) be appointed as members of a Composite Assessment Review Board established for the purpose of hearing Machinery and Equipment Complaints created under Section 6(c) of the Assessment Review Boards Bylaw, effective immediately to December 31, 2017;

THAT remuneration rates for the Machinery and Equipment Composite Assessment Review Board Members be set at the same level as the rates for provincially-appointed members; and.

THAT expenses necessarily incurred in relation to activities of the Machinery and Equipment Composite Assessment Review Board be reimbursed in accordance with municipal policy for employees of the Regional Municipality of Wood Buffalo.

Summary:

The Selection Committee has made recommendations pertaining to the appointment of members and acting members to a Composite Assessment Review Board (CARB) established for the purpose of hearing complaints related to Machinery and Equipment (M&E) assessment. In keeping with the *Municipal Government Act* and established bylaws, the appointment of individuals to the Assessment Review Boards must be approved by Council.

Background:

Under the authority of the *Municipal Government Act*, Council has enacted an Assessment Review Boards Bylaw that establishes two separate Composite Assessment Review Boards, along with a provision that one such CARB may be established to deal strictly with complaints related to M&E assessment.

When the Bylaw was enacted on October 14, 2014, and in response to a presentation made by the Oil Sands Community Alliance (OSCA), Council also passed the following resolution: “THAT Administration enter into consultation with stakeholders with a view to establishing a competency based process (i.e.. skills matrix) and a remuneration process that would both be models of best practice.”

Prior to commencing recruitment for M&E CARB members, the Municipality created a job description (Attachment 1) outlining the desired skills and experience of members, which was subsequently shared with OSCA along with a request for feedback. In its letter dated December 11, 2014 (Attachment 2), OSCA indicated that any panel adjudicating a machinery and equipment assessment complaint should have at minimum a lawyer well experienced in administrative law, plus an independent individual with considerable expertise in valuation theory and industrial assessment practice in Alberta. This information was provided to the Selection Committee and was a key consideration in the selection process.

Because of the very unique and specialized nature of M&E complaints, the number of pending complaints that have been filed with the Municipality and the significant time commitment involved in hearing each of those complaints, recruitment was undertaken throughout the province, in an effort to obtain the most qualified members to hear the appeals. The Municipality received 33 applications in response to its recruitment efforts, the vast majority of which were from highly qualified individuals with considerable experience. After careful analysis of each application, the Selection Committee is recommending the appointment of Mr. Paul McKenna and Mr. Paul Petry to the M&E CARB, and the appointment of Mr. Tom Hudson and Mr. Jeff Gilmour as acting members who would serve in the event that either of the regular members are unavailable.

Rationale for Recommendations:

In keeping with the resolution of Council and to allow for institutional impartiality of the Composite Assessment Review Boards, the need has arisen to appoint Board members who are competent in the areas of law, finance and economic principles and well versed in the assessment process, it is imperative to ensure that there is no imbalance in the constitution of the Composite Assessment Review Boards.

Another fundamental factor in the selection of the proposed appointees is completion of the legislated training pursuant to Sections 454 (3) of the *Municipal Government Act* and Section 49 (2) of *Matters Relating to Assessment Complaints Regulation (AR 310/2009)*. Each of the proposed appointees are competent in one or more of the noted areas, have significant tribunal and administrative law experience, are well-versed in the assessment process and have completed the necessary provincial certification.

Attachments:

1. Machinery and Equipment Composite Assessment Review Board Role Description
2. Oil Sands Community Alliance correspondence, dated December 11, 2015

Machinery and Equipment Composite Assessment Review Board Role Description

Assessment Review Board

Assessment Review Boards are independent, impartial quasi-judicial tribunals that are established to hear appeals regarding assessment and tax notices. The Assessment Review Boards are created, empowered, and staffed according to the legislation laid out in the *Municipal Government Act*.

The Assessment Review Boards are comprised of Local Assessment Review Boards and Composite Assessment Review Boards with members appointed by the municipality.

Local Assessment Review Board refers to a board established for the purpose of hearing complaints related to residential properties with three or less dwelling units and farm land.

Composite Assessment Review Board refers to a board established for the purpose of hearing complaints related to assessments for residential properties with four or more dwelling units and non-residential.

Membership / Position

As a Board Member, you will participate as a panel member at hearings to review, weigh and address evidence and submissions, and prepare written decisions within the legislative framework. You will participate in making consensus-based decisions that are fair and correct while observing the principles of natural justice and administrative law, and then complete the written decisions of the panel.

Candidates must be Alberta residents and may not be current elected municipal officials or members of organizations with mandates that may conflict with the Board's mandate and responsibilities.

A time commitment for part-time Board Members is required to address a heavy hearing schedule, particularly between the June and November period. Some hearings take place over several weeks; the level of hearing activity throughout the year will fluctuate.

Eligibility

- Must be 18 years of age;
- Must **not** be an employee of the Regional Municipality of Wood Buffalo;
- Must **not** be an assessor;
- Must **not** be an agent;
- Must complete mandatory training provided by the Government of Alberta after being appointed to the Assessment Review Boards;
- Must have strong communication skills (written and verbal);

Qualifications

Experience, knowledge and professional accreditation and background in one or more of the following areas:

- Working knowledge of administrative hearing proceedings including interpreting and applying legislation and drafting decisions;
- Experience in a related quasi-judicial tribunal environment, conducting hearings and adjudicating cases based on relevant facts and administrative law is desirable;
- Analytical and problem solving skills with a strong sense of fairness;
- Strong decision facilitation and dispute resolution skills;
- Superior organizational skills, ability to meet deadlines, and manage work load and travel requirements;
- The ability to commit to the required time;
- Strong writing ability;
- Excellent listening and oral communication skills;
- An understanding of quasi-judicial function and role of members of a tribunal;
- An understanding of principles of administrative law and natural justice;
- An understanding of accounting/financial/economic principles;
- An understanding of the assessment process, including market value and business or real estate valuation;
- Administrative and municipal law experience in the public and private sectors.

Responsibilities

- Attending hearings, drafting written board orders;
- Potentially acting as a Presiding Officer at hearings. The Presiding Officer directs the hearing, ensures proper processes and administrative law are followed, and facilitates the process for board members to reach decisions;
- Reviewing, analyzing and weighing written and oral evidence submitted by the parties.

Remuneration

Remuneration is paid on an honorarium basis for participating in hearings and conducting other board business with compensation for eligible travel expenses in accordance with municipal policies.

December 11, 2015

Audrey Rogers, Senior Legislative Officer,
Manager, Legislative Services Branch,
Regional Municipality of Wood Buffalo
Legal and Legislative Services
9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

Re: Assessment Review Board Member Role Description

Further to your request for comments regarding the recruitment of Composite Assessment Review Board members in the Regional Municipality of Wood Buffalo ("RMWB").

We believe it is paramount to ensure the institutional independence of Assessment Review Boards; however, there are no concrete procedures in place in the bylaw. Without an independent appointment structure with taxpayer association representatives involved in the vetting process, the very council appointing the Board faces the appearance of clear conflict.

The Municipality acts as the assessor, the tax collector, and now provides for the appointments of the complaint adjudicator. The organizational structure of the bylaw in RMWB does not ensure separate functioning of these roles.

RMWB's historical structure provides that the designated assessor holds the title as Regional Assessor/Director Assessment and Taxation. This creates the first conflict. Other responsibilities have then been added relating to municipal expenditure. The integration of the taxation function and the assessment function makes the same person responsible for forecasting revenues and defending the roll. It does not assist where legislative officers of the RMWB, assist the RMWB in the defense of assessments at hearings. Under the current system, an assessor who invokes rogue practices or interpretations which raise taxes for the municipality is only held in check by a Board appointed by the Council for that same municipality.

A hallmark of administrative independence would see a clear separation between municipal governance and the workings of the assessment review board. Bylaw 14/033 leaves many unanswered questions about appointment, review, remuneration, and renewal processes and the ability of the Clerk and CAO to delegate responsibilities.

The appointment process in the Bylaw is far from clear. All Councillors, municipal employees, and their family members and business associates, or persons who are engaged in any capacity by RMWB should be disqualified from sitting on the Assessment Review Board.

The appointment process should be open and transparent. If RMWB is truly intent on having impartial tribunals, then potential members should be screened through an open committee process, with the committee making recommendations to Council. The Committee should entail representation from all stakeholders. There are many organizations like the Oil Sands Community Alliance, or the Canadian Property Tax Association that could be invited to be involved, given the magnitude of potential assessment issues.

With respect to member qualifications, any panel adjudicating a machinery and equipment assessment complaint should have at minimum a lawyer well experienced in administrative law, plus an independent individual with considerable expertise in valuation theory and industrial assessment practice in Alberta.

In sum, measures must be introduced ensuring open and transparent appointment process, providing for an arm's length relationship between the CARB and RMWB, and providing confidence that hearings will be fair and impartial.

Sincerely,
OIL SANDS COMMUNITY ALLIANCE



Reegan McCullough
Executive Director

Urban Snow and Ice Control Policy

January 12, 2016

Presented by: Rob Billard, Director – Public Works



Urban Snow and Ice Control Policy

Purpose

- Set winter snow and ice control standards for urban roads and sidewalks.
- Ensure municipal roads and sidewalks are maintained to reduce hazards and economic loss.
- Provide safe access to emergency vehicles and transit.
- Provide guidelines to management and operating personnel for winter maintenance operations.



Urban Snow and Ice Control Policy

Road Priority Levels

- Primary Routes
 - Are heavy usage roadways and are the highest priority zones for the Snow and Ice Control Program. These include arterial roads, and other roadways that provide emergency services access (i.e. police department, fire department, etc.) that provide emergency service access.

Urban Snow and Ice Control Policy

Road Priority Levels

- Secondary Routes
 - Are second highest priority for the Snow and Ice Control Program. Secondary routes include school zones, urban service area transit routes, and main accesses to neighborhoods.
- Tertiary Routes
 - Are the third highest priority for the Snow and Ice Control Program. These roads do not regularly have geometric or alignment features that require occasional service to improve road user safety such as roads with steep narrow hills.

Urban Snow and Ice Control Policy

Service Level Guidelines

Level I – Plowing

During a snow event (30 cm or more), Primary Routes shall be plowed continuously. During a snow fall, Primary and Secondary Routes shall be plowed continuously with emphasis on Primary routes. Primary Routes and Secondary Routes will also be sanded or de-iced depending on weather conditions.



Urban Snow and Ice Control Policy

Service Level Guidelines

Level II - Snow Event Clean Up

All centerline snow on Primary and Secondary Routes will be hauled or moved to the sides. This includes left and right turn lanes and urban service area transit lanes. Snow in transit lane areas is to be stored so as to provide safe access by buses and pedestrians.



Urban Snow and Ice Control Policy

Service Level Guidelines

Level III – Snow Removal

Once Level II has been completed, snow will be hauled from Primary and Secondary Routes. All attempts will be made to have school zones hauled on weekends, and if this is not possible, avoiding the hours between 7:30-9:00 AM, and 2:30-4:30 PM on school days.

Snow Removal/Hauling will be performed to increase the driving width on the roadway (where it is less than 5.5 meters) or to increase snow storage capacity of the roadway. Height of plowed snow will not exceed 1.0 meters to maintain cross traffic visibility. Snow may be hauled where the location of a sidewalk inhibits snow plowing.

Urban Snow and Ice Control Policy

Residential Snow Plowing/Removal

- Snow plowing/removal will take place on scheduled days in each neighborhood.
- Permanent “No Parking” signage is located on residential streets indicating the scheduled day and time for snow clearing/removal.
- Vehicles may be ticketed and towed at owner’s expense to allow efficient operations.



Urban Snow and Ice Control Policy

Sidewalk Snow Removal Priorities

- Sidewalks that are major walking routes for students.
- All sidewalks and trails along primary and secondary routes with the exception of sidewalks adjacent to business and homes.
- Remainder of sidewalks in the urban area.



Subject: **Urban Snow and Ice Control Policy (PRL – 150)**

APPROVALS:

Kevin Scoble, Deputy Chief Administrative Officer
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT the Urban Snow and Ice Control Policy (PRL – 150) dated January 12, 2016 be approved.

Summary:

The Municipality manages municipal roads, lanes, parking lots, sidewalks and trails in accordance with the Roads and Transportation Bylaw and the Municipal Government Act. The Snow and Ice Control Policy aligns with the Council's approved Strategic Plan 2015 – 2017 goal to deliver high quality and well planned services to residents and stakeholders. This Policy replaces the Urban Snow Clearance Policy dated June 22, 2010.

Background:

In 2014, Council requested that Administration review the current urban snow and ice control operations and provide options for enhancing winter maintenance standards and services. Upon review of the current snow and ice control practices, Administration completed a comprehensive public consultation of the options proposed. On December 16, 2014, Council approved the recommendations of Administration to enhance snow and ice control operations in the urban area.

Budget/Financial Implications:

The Snow and Ice Control Policy is funded through the Public Works Department's operating budget.

The 2015 operating budget for enhanced weekly residential winter services is \$4,480,000. Elimination of courtesy towing and contracted services for snow removal in the residential areas has reduced the 2016 budget by \$2,500,000. The total operating budget for enhanced weekly residential winter service in 2016 is \$1,980,000.

Rationale for Recommendation:

The purpose of the Snow and Ice Control Policy is to set winter snow and ice control standards to ensure that municipal roads and sidewalks are maintained to reduce hazards and economic loss, prioritize safe access to emergency vehicles and transit, and provide guidelines for management and operating personnel in the handling of winter maintenance operations.

Strategic Plan Linkages:

Pillar 2 – Building Balanced Regional Services

Pillar 5 – Building a Reliable Transportation System

Attachment:

Urban Snow and Ice Control Policy, PRL-150

Council Policy

Policy Name: Urban Snow and Ice Control Policy
Department Name: Public Works
Policy No.: PRL-150
Effective Date: January 12, 2016 Review Date: January 12, 2019

STATEMENT:

The Municipality will manage Municipal roads, lanes, parking lots, sidewalks and trails in accordance with Roads and Transportation Bylaw 02/079 and the Municipal Government Act.

PURPOSE AND OBJECTIVE:

The objective of the Snow and Ice Control Policy is to establish priorities and standards of the Snow and Ice Control Program based on Municipal winter conditions and available resources.

The purpose of this Policy is to:

1. Set winter snow and ice control standards for urban area roads and sidewalks.
2. Ensure municipal roads and sidewalks are maintained in order to reduce hazards and economic loss.
3. Prioritize safe access to emergency vehicles and transit.
4. Provide guidelines for management and operating personnel in the handling of winter maintenance operations.

1. Responsibilities

1.1. Council:

- 1.1.1. Approve any amendments to this Policy.

1.2. CAO / DCAO / Executive Director:

- 1.2.1. Support the implementation of this Policy.
- 1.2.2. Support and recommend any amendments to this Policy.

1.3. Director (Public Works):

- 1.3.1. Ensure that all winter maintenance is carried out in accordance with the Urban Snow and Ice Control Policy and Urban Snow and Ice Control Administrative Directive.
- 1.3.2. Ensure proper financial management and internal controls are implemented.

2. General Procedures

2.1. Primary, Secondary and Tertiary Routes

- 2.1.1. Primary Routes are heavy usage roadways and are the highest priority routes for the Snow and Ice Control Program. These include arterial roads, and other roadways that provide emergency services access (i.e. police department, fire department, etc.).
- 2.1.2. Secondary Routes are second highest priority for the Snow and Ice Control Program. Secondary routes include school zones, urban service area transit routes, and main accesses to neighborhoods.
- 2.1.3. Tertiary Routes are the third highest priority for the Snow and Ice Control Program. These roads have geometric or alignment features that require occasional service to improve road user safety such as roads with steep narrow hills.

2.2. Service Level Guidelines

- 2.2.1. Level I– Plowing
During a snow event, Primary and Secondary Routes will be plowed continuously with the emphasis on Primary Routes. De-icing/Sanding materials will be applied as required.
- 2.2.2. Level II - Snow Event Clean Up
All centerline snow on Primary and Secondary Routes will be pushed to the curb sides and/or center median to widen the roadway. This includes left and right turn lanes and urban service area transit lanes. Snow in transit lane areas is to be hauled to allow safe access by buses and pedestrians. De-icing/Sanding materials will be applied as required.
- 2.2.3. Level III – Snow Removal
Snow Removal from Primary and Secondary Routes will be performed to increase the driving width of the roadway, or if there is a need to increase snow storage capacity of the roadway. Snow may also be hauled to mitigate sightline hazards.

2.3 Residential Streets Snow Plowing/Removal

- 2.3.1 Snow Plowing/Removal service will take place weekly on scheduled days in accordance with the Urban Snow and Ice Control Administrative Directive.
- 2.3.2 Permanent “No Parking” signs will be placed on residential streets indicating the scheduled day and time of Snow Plowing. Vehicles contravening the “No Parking” sign postings may be ticketed and towed at the owner’s expense to allow for efficient operations.

2.4 Sidewalk Snow Plowing

2.4.1 Sidewalk Snow Plowing will occur based on the following priorities:

- Sidewalks that are major routes for students.
- All sidewalks along Primary and Secondary Routes with the exception of sidewalks adjacent to businesses and homes will be plowed in accordance with the by law 02/079, Section 13.26 and 13.27.

MANAGEMENT, REFERENCES AND APPROVAL:

This Policy will be reviewed in three years from its effective date to determine its effectiveness and appropriateness. This Policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council
Approval Date: January 12, 2016

Revision Approval Dates:
Review Due: January 12, 2019

Policy Manager: Director, Public Works
Department Contact: Manager, Roads Maintenance

Legal References: Roads and Transportation Bylaw 02/079

Cross References: Urban Snow and Ice Control Administrative Directive ADM-180

Melissa Blake, Mayor

Chief Legislative Officer

Date

