



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Council Meeting

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, February 8, 2011
5:00 p.m.

Agenda

Call to Order

Opening Prayer

Adoption of Agenda

Minutes of Previous Meetings

1. Regular Meeting – January 25, 2011

Delegations

2. Art Erickson and Alisha Towsley, Canadian Paraplegic Association (Alberta) re: Winter Wheelchair Rally

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

Public Hearings and Related Reports

3. Bylaw No. 11/002 –Closure of Undeveloped Government Road Allowance – Proposed Conklin Cemetery Expansion
 - Public Hearing

Bylaws

4. Sand and Gravel Operation – NW1/4, NE1/4, SE1/4, 18 Township 91, Range 9, W4M
-Bylaw No. 11/003 – Highway 63 North Area Structure Plan Amendment (1st reading)
-Bylaw No. 11/004 – Land Use Bylaw Amendment (1st reading)
5. Debenture Borrowing for 2011 and Prior Capital Projects
-Bylaw 11/005 –South Municipal Facility (Component 2) (1st reading)
-Bylaw 11/006 – Amendment for the Timberlea Athletic Park Project (1st reading)

Reports

6. Appointments to Council Committees
7. Item Deleted at Adoption of Agenda
8. Council and Chief Administrative Officer Covenant Policy
9. Council Peer Review System Policy

New and Unfinished Business

Reporting - Boards and Committees

Adjournment



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	February 8, 2011
Name of Presenter(s)	Art Erickson Alisha Towsley
Organization Represented	Canadian Paraplegic Association (Alberta)
Topic	Winter Wheelchair Rally
Please List Specific Points/Concerns	Informational re: Rally
Action Being Requested of Council	Enter team into Rally
<p>Are you providing any supporting documentation (ie: Powerpoint)? Yes <input checked="" type="radio"/> No <input type="radio"/></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 legislativeassistants@woodbuffalo.ab.ca.</p>	

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



WINTER WHEEL CHAIR RALLY TEAM FORMS

This Winter Wheel Chair Rally will be taking place on February 27th, 2011 downtown Fort McMurray at the Jubilee Center from 10 a.m. to 2 p.m.. Start times will be assigned as entries are received.

Each team will consist of three team members. Each team must bring their own helmet to wear when taking part of the rally and other protective equipment (elbow and knee guards etc) is recommended.

Throughout the race, there will be two transfer stations, giving each member the opportunity in the wheelchair. Team members with a number ending in 1 on their race bib must be in the chair in the first section and number 2 in the second section and 3 in the last section.

Failure to follow race rules will result in a time penalty being added to the overall time for each infraction.

Please identify Team name:

(Uniforms are not provided, but are encouraged.. Use your creativity)

TEAM MEMBER #1:

Name : _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Home Phone: () _____ Cell Phone: () _____

Email: _____

Signature

Date _____





TEAM MEMBER #2:

Name : _____
Address: _____
City/Town: _____ Province: _____ Postal Code: _____
Home Phone: () _____ Cell Phone: () _____
Email: _____

Signature Date _____

TEAM MEMBER #3:

Name : _____
Address: _____
City/Town: _____ Province: _____ Postal Code: _____
Home Phone: () _____ Cell Phone: () _____
Email: _____

Signature Date _____

PLEASE FAX COMPLETED APPLICATIONS/WAIVERS TO 780-743-4563.





Get in on the fun!

Winter Wheelchair Rally

Jubilee Centre, Sunday, February 27
10 a.m. to 2 p.m.



Register your team of three!

See who can complete the course in the fastest time.

Contact:
Art Erickson or
Alisha Towsley
780-743-0307

Or email:
fortmcmurray
@cpa-ab.org

Challenge a rival team, company or department.

Hosted by:
The Canadian Paraplegic Association (Alberta)





Canadian
Paraplegic
Association
(Alberta)

Association
canadienne des
paraplégiques

CANADIAN PARAPLEGIC ASSOCIATION (ALBERTA) WINTER WHEELCHAIR RALLY 2011

Your donations will assist to provide advocacy and interventions to improve systemic response to priority needs and to build inclusive communities for people with spinal cord injury and other physical disabilities

MR MRS MS DR	First Name:	Last Name:	Email:
Mailing Address:	City	Province	Postal Code
Language	Contact me (circle preference) YES NO	Donation Amount ○ Collected \$_____	Paid in (Circle Method) Cash Cheque
MR MRS MS DR	First Name:	Last Name:	Email:
Mailing Address:	City	Province	Postal Code
Language	Contact me (circle preference) YES NO	Donation Amount ○ Collected \$_____	Paid in (Circle Method) Cash Cheque
MR MRS MS DR	First Name:	Last Name:	Email:
Mailing Address:	City	Province	Postal Code
Language	Contact me (circle preference) YES NO	Donation Amount ○ Collected \$_____	Paid in (Circle Method) Cash Cheque
MR MRS MS DR	First Name:	Last Name:	Email:
Mailing Address:	City	Province	Postal Code
Language	Contact me (circle preference) YES NO	Donation Amount ○ Collected \$_____	Paid in (Circle Method) Cash Cheque
MR MRS MS DR	First Name:	Last Name:	Email:
Mailing Address:	City	Province	Postal Code
Language	Contact me (circle preference) YES NO	Donation Amount ○ Collected \$_____	Paid in (Circle Method) Cash Cheque

Total Amount Collected : \$_____

Our mission is to assist persons with spinal cord injuries and other physical disabilities to achieve independence, self-reliance and full community participation. Thank you for your support in our achieving our goal.





Dear Community Investment Manager,

The **Canadian Paraplegic Association (Alberta)** will be holding the **Winter Wheelchair Rally**, on February 27th, 2011 in downtown Fort McMurray as part of the Regional Winter Festival. The event will see teams of three able-bodied people racing a wheelchair over an outdoor course to raise awareness of the difficulties of life in a wheelchair in Fort McMurray in winter, as well as raising funds to continue providing services to the Wood Buffalo region.

Funds raised through the Winter Wheelchair Rally will assist local efforts in raising awareness of the issues faced by people with disabilities in Fort McMurray, and working towards removing or reducing those barriers. There are a number of ways your organization can get involved and make a real difference in the lives of people living with spinal cord injury in our community.

We welcome you to:

- make a financial donation;
- provide gifts in kind for prizes;
- enter a team of three employees or friends in the wheelchair challenge;
- Volunteer some time to help organize the event;
- Sponsor a specific aspect of the event such as signage, team bibs, media promotion or a trophy.

We hope the Winter Wheelchair Rally will become an important part of the Fort McMurray ongoing commitment to making Canadian communities accessible and inclusive for people of all abilities. Supporting the Canadian Paraplegic Association in this event will help to build the communities awareness and reduce barriers. Together we can develop a strong and welcoming community for all people living with a disability.

We hope to hear from you in the next few weeks regarding our request. Thank you for your consideration.

Sincerely,

Art Erickson, Community Development Coordinator
Alisha Towsley, Community Development Coordinator

194 Grenfell Crescent, Fort McMurray, AB, T9H 2M6
ph: 780-743-0307 fax: 780-743-4563
fortmcmurray@cpa-ab.org



ASSUMPTION OF RISK & RELEASE AGREEMENT

By entering into this Agreement I am not relying on any oral or written representations or statements made by the Releasees with respect to the safety of the event, other than what is set forth in this Agreement. The terms of this Agreement are severable from one another, and the invalidity of any one or more clauses in this Agreement shall not affect the validity of any other clause.

NAME: _____

ADDRESS: _____

CITY: _____ **PROV:** _____ **POSTAL CODE:** _____

PHONE NUMBER: _____

I CONFIRM THAT I HAVE READ, OR HAVE READ TO ME, AND UNDERSTAND THIS AGREEMENT PRIOR TO SIGNING IT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS< EXECUTORS< ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES. I UNDERSTAND AND AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT AND I AM SIGNING IT VOLUNTARILY AND WITHOUT DURESS OR DUE INFLUENCE.

Signed on TODAY'S DATE: _____, 20____.

 PARTICIPANT SIGNATURE

 WITNESS SIGNATURE

 PRINT WITNESS NAME



ASSUMPTION OF RISK & RELEASE AGREEMENT

This Assumption of Risk and Release Agreement (the "Agreement") is by and between the CANADIAN PARAPLEGIC ASSOCIATION (ALBERTA), existing under the laws of Alberta, Canada with its head office being 305, 11010 – 101 St., Edmonton, Alberta T5H 4B9 and _____[print name] ("Participant"), an adult over the age of 18 and residing at the address given below.

USE: This Agreement concerns participation in the Winter Wheelchair Rally ("Event") being held in Fort McMurray, Alberta on February 27, 2011.

ASSUMPTION OF RISK: The PARTICIPANT expressly acknowledges and agrees that in participating the PARTICIPANT does so at his/her own risk. The PARTICIPANT hereby assumes full responsibility for, and risk of, bodily injury, death or property damage due to his/her participation in the event. Further, the PARTICIPANT acknowledges and agrees that medical and all other insurance is his/her responsibility and that the Canadian Paraplegic Association (Alberta) does not in any way offer, include or guarantee to him/her any insurance of any kind.

RELEASE: TO WAIVE ANY AND ALL CLAIMS that I have now or may in the future have against the Canadian Paraplegic Association (Alberta), AND THEIR DIRECTORS, OFFICERS, EMPLOYEES, COMMITTEE MEMBERS, SUPERVISORS, VOLUNTEERS, SPONSORS, AGENTS, INDEPENDENT CONTRACTORS, SUB-CONTRACTORS AND REPRESENTATIVES (all of whom are hereinafter referred to as the "RELEASEES") AND TO RELEASE THE RELEASEES from any and all liability for any loss, damage, expense or injury including death that I may suffer, or that my next of kin may suffer as a result of my participation in the event, DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY DUTY OR ANY OTHER DUTY IMPOSED BY LAW, ON THE PART OF THE RELEASEES, AND FURTHER INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS, AND HAZARDS OF THE ACTIVITIES REFERRED TO ABOVE;

TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any property damage or personal injury to any third party resulting from my participation in the event;

That this Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives;

That this Agreement shall be governed by and interpreted in accordance with the laws of the Province of Alberta; and

That any litigation involving the parties to this Agreement shall be brought within the Province of Alberta.

Safety equipment requirements and suggestions: To part take in the winter wheel chair rally, each member must have a helmet during race (Bike, motorcycle, skateboard or skidoo helmet). Other safety equipment is highly recommended (Gloves, elbow and knee pads and outdoor winter attire).

By signing this form, you agree that you have read and understand all content of this document,

Signature

Date

Page 1 of 2



United Way
Member Agency

Edmonton (Head Office) • Calgary • Fort McMurray • Grande Prairie • Lethbridge • Lloydminster • Medicine Hat • Red Deer • St. Paul



Winter Wheelchair Rally Rules and Regulations

1. All participants must be registered and have completed and submitted the waiver and media release.
2. All participants must wear a race bib.
3. All participants must wear a helmet (hockey, bicycle or snowmobile/motorcycle). Other protective equipment (shin guards, elbow and knee pads) are recommended.
4. Course must be followed as directed, no short cuts or detours around obstacles.
5. Each participant must take part in sitting in the chair for 1/3 of the course.
6. The person in the chair cannot get out until they reach the designated transition zone. Each team member will be designated 1, 2 or 3 and that member must be seated in the section of the course that coincides with their bib number.
7. The participant in the chair may not use their legs to assist them throughout the course and must keep gloves on.
8. Injuries must be reported to and addressed by the medical assistance on site.
9. No listening devices are to be worn during the race
10. Street crossings are to be conducted in a safe and legal manner and crosswalk lights are to be used and obeyed where applicable.

PLEASE FAX COMPLETED APPLICATIONS/WAIVERS TO 780-743-4563.





Press Release

Canadian Paraplegic Association (Alberta) - Winter Wheelchair Rally

The Winter Wheelchair Rally is being held on Sunday, February 27, 2011 from 10 a.m. to 2 p.m. as part of Winterfest. The event will start and finish on the plaza in front of City Hall at Jubilee Centre on Franklin Avenue. The aim of the Rally is to raise awareness of the issues faced by people with disabilities in winter in Fort McMurray and to develop pledges for the Canadian Paraplegic Association (Alberta) activities here in Wood Buffalo.

Teams of three able-bodied competitors will race against the clock, up and down ramps, along sidewalks, over curbs and across streets with one person in the chair and two assisting. Each participant will take a turn in the chair so as to gain a perspective of the difficulties faced by a person with a disability under winter conditions.

"The two most important messages we hope to communicate to the public and participants are to shovel their sidewalk in winter and to respect the accessible parking spots." says Alisha Towsley, Community Development Coordinator, CPA (Alberta). "If people with disabilities can't get to the bus stop or can't negotiate the parking lot, they aren't able to get their groceries, visit the doctor or have the quality of life most of us take for granted."

To enter the Winter Wheelchair Rally or get more information, call 780-743-0307 or email art.erickson@cpa-ab.org or alisha.towsley@cpa-ab.org.





MEDIA CONSENT FORM

I, _____, hereby consent to Canadian Paraplegic Association (Alberta) to use any photographs, audio and/or video recordings of myself as taken or produced by media personnel and/or Association Members and/or Association Staff for the purpose of publicizing and promoting the work of the Association. I further waive any claim which I may have against the Canadian Paraplegic Association (Alberta) arising from the use of such photographs, audio and/or video recordings of myself, as aforesaid.

This consent and waiver shall remain in effect for the duration of my involvement with Canadian Paraplegic Association (Alberta) unless otherwise revoked.

Date Signature of Volunteer/Participant

Date Signature of Witness

NOTE: Confidentiality concern

If you do not want your picture to be used, please check here:

Name: _____

Date: _____

Note: It is your responsibility to notify the office if the status of this consent changes.



Winter Wheelchair Rally

February 27th, 2011

Art Erickson - Alisha Towsley



About us...

- The mission of CPA (Alberta) is to assist persons with spinal cord injuries and other physical disabilities to achieve independence, self-reliance and full community participation.

About us...

- Vision: Albertans with spinal cord injury and other physical disabilities will enjoy optimal physical, spiritual, economic and emotional well-being within fully accessible and welcoming communities free of physical, attitudinal and systemic barriers.

History..

- Canadian Paraplegic Association established in 1945 by returning WWII veterans.
- Canadian Paraplegic Association (Alberta) founded 1961.
- Since then, it has been a leader in offering support, direct service, information and advocacy to Albertans with spinal cord injuries and other physical disabilities.

Our core services...

- **Rehabilitation support and service**
Coordination: Support through transitions from injury to community, to home, to employment, to aging with a disability.
- **Community Development and Systemic Change:** To provide advocacy and interventions to improve systemic response to priority needs.

Our core services...

- **Aboriginal Services:** To provide Aboriginal people with spinal cord injury and other physical disabilities and their communities with equitable access to the supports and services they need.
- **Peer Program:** Guidance and role modeling from someone "who's been there"

Our core services...

- **Information Services:** to provide people with spinal cord injury and other physical disabilities with the information they need to make informed decisions and to access appropriate services

Past Wheelchair Challenges...

- Rick Hansen Wheels in Motion
- June 13th, 2010
- Held at Dr. Clark school

- International Day of Persons with Disabilities (IDPD)
- December 3rd, 2010
- Held at Ecole Dickinsfield School

THIS YEARS' CHALLENGE!!!

THE WINTER WHEELCHAIR RALLY

Do you think you're up for it???

Outside/Downtown...

Snow/Ice

- Up/Down ramps
- Along sidewalks
- Across Streets
- Over curbs
- Through the snow



Who will have the fastest time????

Rules..

- Teams of three
- Each member must take a turn in the chair
- Must wear a helmet
- No short cuts or detours
- HAVE FUN!!!!!!!!!!

Goal..

- To educate, build awareness and break down barriers in the community.
- Challenge people to learn what it is like to live with a disability and build empathy.
- To have fun and develop a strong relationship with the people living in Fort McMurray.

FACE THE CHALLENGE

- For more information and to enter your team contact:
- Art Erickson or Alisha Towsley at:
- 780-743-0307

“The test of courage comes when we are in the minority. The test of tolerance comes when we are in the majority.”

Subject: Bylaw No. 11/002 Closure of Undeveloped Government Road Allowance – Proposed Conklin Cemetery Expansion

APPROVALS:

<p>Glen Laubenstein, Chief Administrative Officer Wesley Holodniuk, Divisional Manager Marcel Ulliak, Director</p>

Process Note:

Following the Public Hearing being held, Bylaw No. 11/002 will be submitted for signature to the Minister of Transportation. Once Bylaw No. 11/002 is signed by the Minister it will be brought back before Council for second and third readings.

Summary:

A portion of undeveloped government road allowance within the Conklin cemetery site, as highlighted in red on Attachment 1 (Conklin Cemetery Road Closure dated October 20, 2010) needs to be closed to enable the Conklin Cemetery expansion project to proceed.

In accordance with the *Municipal Government Act* (Act); a road closure must be effected by law, which requires Council approval.

Background:

Community Services is piloting a municipal wide cemetery master plan project termed the Municipality Urban and Rural Cemetery Project (Project). The Conklin cemetery is expected to reach maximum capacity in the near future. The project will expand the existing Conklin cemetery to accommodate projected burials over the next thirty years. The expansion would require an additional 1-hectare (2.5 acres) of land. The road allowance closure would provide for the additional land needed to expand the cemetery.

The proposed closure was circulated to internal municipal departments, Alberta Transportation, Alberta Sustainable Resources Development, along with franchise and utility companies. No objections were raised regarding the proposed road closure, and the closure will have no impact on municipal operations.

Section 18 of the Act states that the Municipality has direction, control and management of all roads, but ownership lies with the Crown. Therefore, upon the road closure, the land will be consolidated with the adjacent cemetery lands so that both lands can be treated as one contiguous parcel. Ministerial approval of the road closure is required prior to the Road Closure Bylaw being given a second reading as the subject area is located outside of the Municipality's Urban Service Area boundaries. The Road Closure Bylaw has been reviewed by Alberta Land Titles to ensure the accuracy of legal descriptions.







Rationale for Recommendation(s):

The subject road allowance is currently undeveloped and does not serve a functional purpose. The closure will facilitate the incorporation of road allowances with adjacent municipal lands, thereby making administration and development of these lands more efficient. Such a closure is considered standard practice as it will allow the entire plot of land to be consolidated and treated as a contiguous parcel. Closure and consolidation of the road allowance with the adjacent municipal owned lands will provide increased planning flexibility in the design and expansion of the Conklin cemetery.

Attachments:

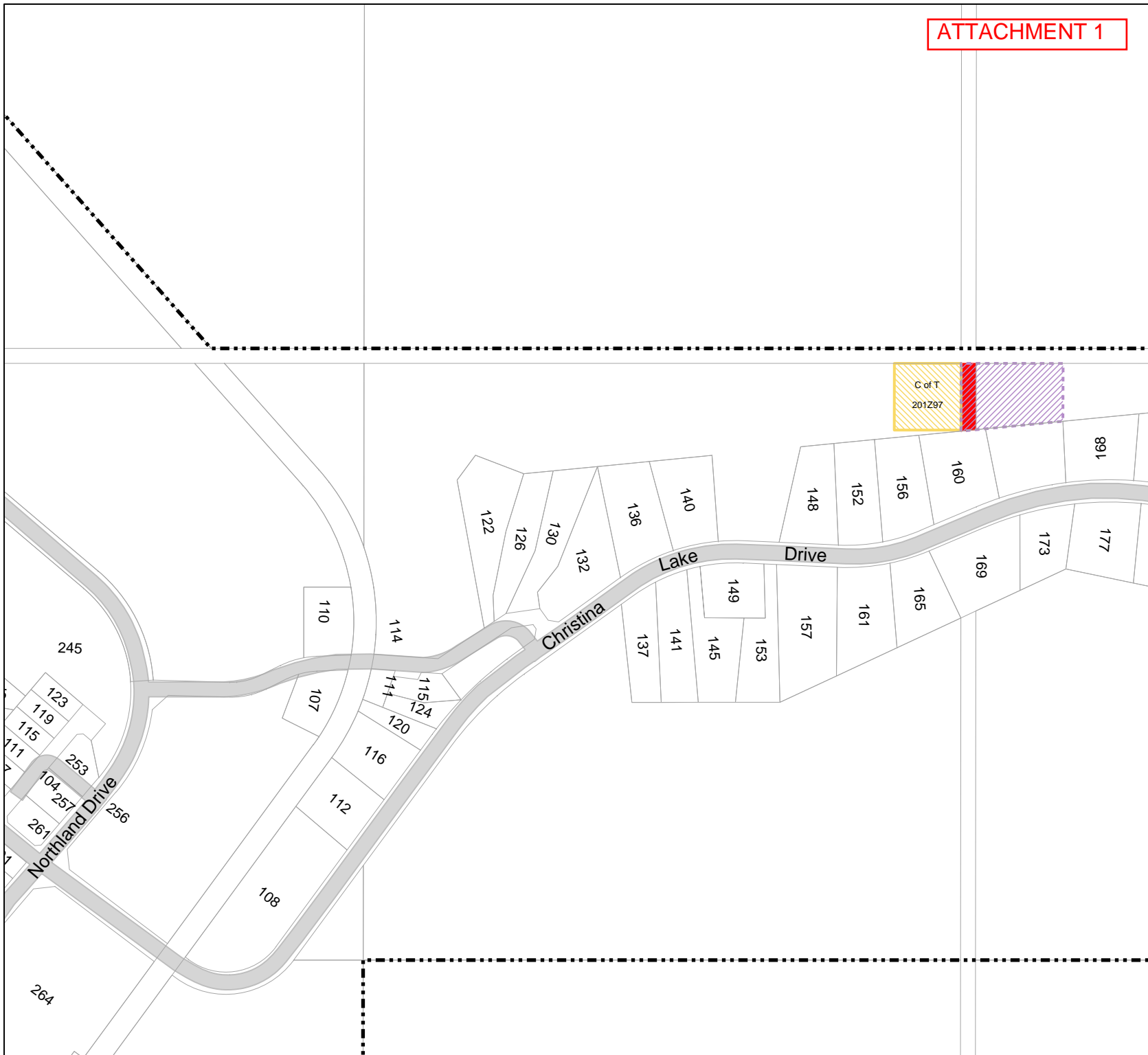
1. Subject Area Map
2. Bylaw No. 11/002

CONKLIN CEMETERY ROAD CLOSURE

-  Road Closure
-  Conklin Cemetery
-  Cemetery Expansion
-  Survey Parcel
-  Road
-  Community Boundary



0 50 100 150 200
Meters



BYLAW NO. 11/002

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO FOR THE PURPOSE OF CLOSING AND CREATING TITLE TO UNDEVELOPED GOVERNMENT ROAD ALLOWANCES

WHEREAS application has been made to the Council of the Regional Municipality of Wood Buffalo to close undeveloped government road allowances pursuant to the requirements of section 22 of the *Municipal Government Act*, RSA 2000, c.M-26, as amended;

WHEREAS the Council of the Regional Municipality of Wood Buffalo deems it expedient to provide for the purpose of closing certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same;

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

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

NOW THEREFORE BE IT RESOLVED that the Council of the Regional Municipality of Wood Buffalo in the Province of Alberta hereby enact as follows:

1. The following described road allowances are hereby closed for the purpose of creating title subject to the right of access granted by other legislation:

MERIDIAN 4 RANGE 7 TOWNSHIP 76

ALL THAT PORTION OF THE ORIGINAL GOVERNMENT ROAD ALLOWANCE ADJOINING THE WEST BOUNDARY OF THE NORTH WEST QUARTER OF SECTION 32 WHICH LIES NORTH OF THE NORTH BOUNDARY OF LOT 49, PLAN 8321550

2. This bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Legislative Officer.

READ a first time this 11th day of January, A.D. 2011.

Mayor

Chief Legislative Officer

APPROVED this _____ day of _____, A.D. 2011.

Minister of Transportation

READ a second time this _____ day of _____, A.D. 2011.

READ a third and final time this _____ day of _____, A.D. 2011.

SIGNED and PASSED this _____ day of _____, A.D. 2011.

Mayor

Chief Legislative Officer

Subject: Sand and Gravel Operation - NW¼, NE¼, SE¼ 18 Township 91, Range 9, W4M

- Bylaw No. 11/003 - Highway 63 North Area Structure Plan Amendment
- Bylaw No. 11/004 - Land Use Bylaw Amendment

APPROVALS:

Glen Laubenstein, Chief Administrative Officer
Carol Theberge, Divisional Manager
Samuel Alatorre, Director

Administrative Recommendation:

1. THAT Bylaw No. 11/003, being a Highway 63 North Area Structure Plan amendment specific to NW¼, NE¼, SE¼ 18-91-9-W4M, be read a first time.
2. THAT Bylaw No. 11/004, being a Land Use Bylaw amendment specific to NW¼, NE¼, SE¼ 18-91-9-W4M, be read a first time.

Summary:

An application for two site specific amendments was received for NW¼, NE¼, SE¼ 18-91-9-W4M (Attachment 3) to allow for sand and gravel extraction activities on the subject property.

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

Background:

The subject property is currently designated as Environmental Protection and Recreation and Open Space under the Highway 63 North Area Structure Plan, and is designated Parks and Recreation District under the Land Use Bylaw. Located approximately 12 kilometres north of the Urban Service Area between Highway 63 and the Athabasca River, the subject property is adjacent to the proponent's existing sand and gravel extraction operation. The overall site is 47.72 hectares.

The proponent has a valid land lease for their current operations, but does not have a valid land lease for the proposed expansion. They have submitted applications to Alberta Sustainable Resources Development for three separate Surface Material Leases; approval of these leases is subject to the Municipality's decision regarding appropriate land use.

Upon completion of the extraction operations, the overall site is planned to be returned to its original state through a reclamation process. The elevation, however, will be lower as a result of the gravel extraction that will have occurred. Reclamation is proposed to occur in three phases, beginning from the north and continuing to the south while the operation is in process. Each

phase will be reclaimed prior to the commencement of the next phase, with the third and final phase planned for completion in 2035.

A comprehensive reclamation plan for both the existing and the proposed site is included in the application as part of the application process; however, it is not the Municipality's responsibility to enforce reclamation. Alberta Sustainable Resource Development has several compliance levels and mechanisms to enforce reclamation of the site.

Rationale for Recommendation:

Although the Highway 63 North Area Structure Plan does not allow for the establishment of new extraction operations, it does permit for the expansion of existing operations. Administration recommends that Council amend the Highway 63 North Area Structure Plan and the Land Use Bylaw as both documents allow for sand and gravel activities on the subject lands if the operating and reclamation plans are to retain or enhance the end-use capability of the lands.

Attachments:

1. Bylaw No.11/003
2. Bylaw No.11/004
3. Subject Area Map

BYLAW NO. 11/003

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND THE HIGHWAY 63 NORTH AREA STRUCTURE PLAN

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

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

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

1. THAT, the Highway 63 North Area Structure Plan (Bylaw 99/037) is hereby amended by adding the following text as a new policy (#5.2.5.a) within the Industrial Land Use Policies section of the ASP:

Sand and gravel extraction activities may be appropriate within Sections NW¹/₄, NE¹/₄, SE¹/₄ 18-91-09-W4M where operating and reclamation plans effectively retain and enhance the end use capability of the land.

2. THAT the Chief Administrative Officer be authorized to consolidate this bylaw.
3. THAT this bylaw be passed and become effective upon receiving third reading and being signed by the Mayor and Chief Legislative Officer.

READ a first time this _____ day of _____, A.D. 2011.

READ a second time this _____ day of _____, A.D. 2011.

READ a third and final time this _____ day of _____, A.D. 2011.

SIGNED and PASSED this _____ day of _____, A.D. 2011.

Mayor

Chief Legislative Officer

BYLAW NO. 11/004

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

WHEREAS Section 639 of the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting a Land Use Bylaw;

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

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

1. THAT Bylaw No. 99/059 is hereby amended by adding the following text to the Discretionary Uses of the Parks and Recreation District prescribed in Section 114.3 of the Land Use Bylaw:

Sand and gravel extraction and associated processing and shipping activities within part of NW¼, NE¼, SE¼ 18-91-9, W4M.

2. THAT the Chief Administrative Officer be authorized to consolidate this bylaw.
3. THAT this bylaw be passed and become effective upon receiving third reading and being signed by the Mayor and Chief Legislative Officer.

READ a first time this _____ day of _____, A.D. 2011.

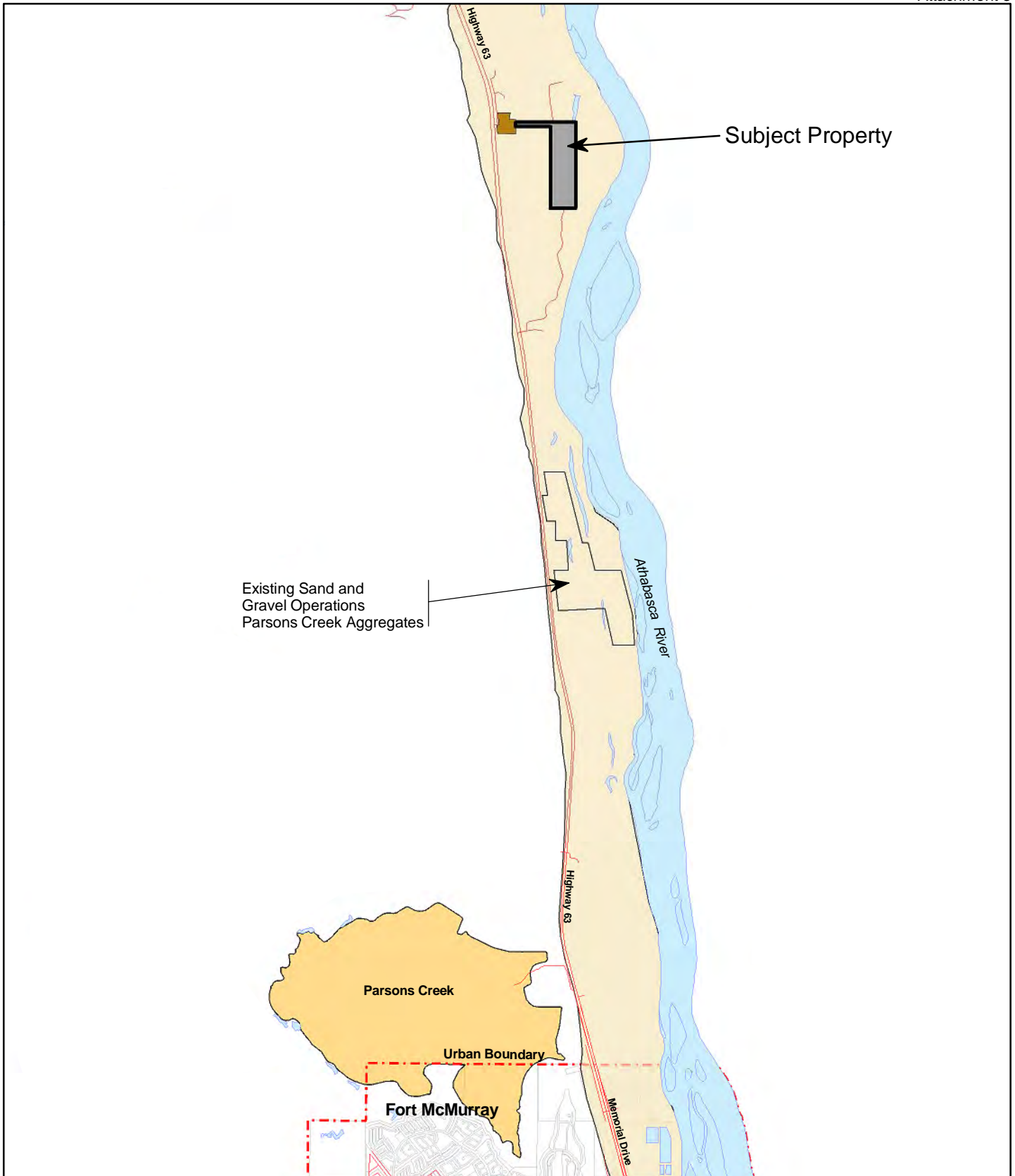
READ a second time this _____ day of _____, A.D. 2011.

READ a third and final time this _____ day of _____, A.D. 2011.

SIGNED and PASSED this _____ day of _____, A.D. 2011.

Mayor

Chief Legislative Officer



Subject Area Map

- Existing Area - Part of NW¼ 18-91-9 W4M
- Subject Property - Part of NW¼, NE¼, SE¼ 18-91-9 W4M (12km north of Urban Service Area)
- Highway 63 North Area Structure Plan Area



Subject: Debenture Borrowing for 2011 & Prior Capital Projects

APPROVALS:

Glen Laubenstein, Chief Administrative Officer
Terry Morton, Divisional Manager
Elsie Hutton, Chief Financial Officer

Administrative Recommendation(s):

1. That Bylaw No 11/005, being a debenture borrowing bylaw for the South Municipal Facility (Component 2) - Construction project, be read a first time.
2. That Bylaw No 11/006, being a debenture borrowing bylaw amendment for the Timberlea Athletic Park project, be read a first time.

Summary:

Approval of debenture borrowing is required in order to proceed with projects previously approved through the capital budget process. As required by the Municipal Government Act, Council approval is required for borrowing purposes.

Background:

The project below, as approved by Council on December 14, 2010, identified debenture borrowing as a source of funding. It is being presented to Council the first time for approval for debenture borrowing.

Bylaw #	Project Name	Debenture Amount (\$)
11/005	South Municipal Facility (Component 2) - Construction	142,900,000
	Total	<u>142,900,000</u>

The project below, which has been approved in a previous debenture bylaw, is now subject to amendment due to a change in the repayment terms.

Amended Bylaw #	Original Bylaw #	Project Name
11/006	02/023	Timberlea Athletic Park

Budget/Financial Implications:

A total of \$142,900,000 in debenture borrowing is required for the South Municipal Facility (Component 2) – Construction project which was previously approved by Council. Council approval of debenture financing for this project enables, but does not require, the Municipality to access debt for the project immediately. Cash management and anticipated debt interest rates will ensure the best use of cash and debt. The debenture bylaw process allows us to access debt from Alberta Capital Finance Authority at any time in the future should our financial position require us to do so.

Rationale for Recommendation(s):

If debenture borrowing is not approved for the new project it cannot proceed as planned since the applicable bylaw and advertising requirements must be in place prior to commencement of the project. Debenture funds are drawn down by the Municipality only when a project commences and funds have been committed or expended, therefore, no costs are incurred if a project is delayed or does not proceed as planned or sufficient cash is available as an interim funding source.

The amendment bylaw is required due to the Alberta Capital Finance Authority changing from annual to semi annual payments on debentures. Debenture bylaw wording needs to be amended to reflect the change in repayment terms. This amendment does not change the amount of the debenture or the amortization period.

Pursuant to Ministerial Order No. L: 008/04, the amending bylaw does not require advertising. Advertising is required in accordance with Section 251 of the Municipal Government Act for the South Municipal Facility (Component 2) – Construction project since the term exceeds five (5) years in duration.

Attachments:

1. Bylaw No 11/005.
2. Bylaw No 11/006.
3. Bylaw No 02/023 – Original bylaw for Timberlea Athletic Park.

BYLAW NO. 11/005

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AUTHORIZE THE INCURRENCE OF AN INDEBTEDNESS BY THE ISSUANCE OF DEBENTURES IN THE AMOUNT OF ONE HUNDRED FORTY TWO MILLION NINE HUNDRED THOUSAND DOLLARS (\$142,900,000.00) FOR THE PURPOSE OF THE SOUTH MUNICIPAL FACILITY (Component 2) CONSTRUCTION.

WHEREAS the Council of the Regional Municipality of Wood Buffalo has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the financing, undertaking and completion of the South Municipal Facility (Component 2) – Construction;

WHEREAS the Regional Municipality of Wood Buffalo has made plans, specifications and estimates for the project and confirms the total cost of the South Municipal Facility (Component 2) – Construction is \$142,900,000;

WHEREAS in order to complete the said project, it will be necessary for the Regional Municipality of Wood Buffalo to borrow the sum of \$142,900,000, for a period not to exceed twenty five (25) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw;

WHEREAS the principal amount of the outstanding debt of the Regional Municipality of Wood Buffalo at December 31, 2009 is \$237,228,752.00 and no part of the principal or interest is in arrears;

WHEREAS the estimated lifetime of the project financed under this bylaw is equal to, or in excess of twenty five (25) years;

AND WHEREAS all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta;

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

1. That for the purpose of the South Municipal Facility (Component 2) – Construction the sum of One Hundred Forty Two Million Nine Hundred Thousand (\$142,900,000.00) be borrowed from the Alberta Capital Finance Authority, or another authorized financial institution, by way of debenture on the credit and security of the Regional Municipality of Wood Buffalo at large, of which amount the full sum of \$142,900,000.00 is to be paid by the Regional Municipality of Wood Buffalo at large.
2. The proper officers of the Municipality are hereby authorized to issue debentures on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the South Municipal Facility (Component 2) – Construction.

3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed twenty five (25) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed fourteen (14) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this _____ day of _____, 2011.

READ a second time this _____ day of _____, 2011.

READ a third and final time this _____ day of _____, 2011.

SIGNED and PASSED this _____ day of _____, 2011.

Mayor

Chief Legislative Officer

Sample Debenture Amortization Schedule

South Municipal Facility (Component 2) - Construction

Principal	\$142,900,000.00
*Budgeted Interest for 25 year debt	4.259%
Term	25
Payments	\$9,399,422.81

Year	Beginning Balance	Principal	Interest	Payment	End Balance
					\$142,900,000.00
1	\$142,900,000.00	\$3,313,311.81	\$6,086,111.00	\$9,399,422.81	\$139,586,688.19
2	\$139,586,688.19	\$3,454,425.76	\$5,944,997.05	\$9,399,422.81	\$136,132,262.42
3	\$136,132,262.42	\$3,601,549.76	\$5,797,873.06	\$9,399,422.81	\$132,530,712.67
4	\$132,530,712.67	\$3,754,939.76	\$5,644,483.05	\$9,399,422.81	\$128,775,772.90
5	\$128,775,772.90	\$3,914,862.65	\$5,484,560.17	\$9,399,422.81	\$124,860,910.26
6	\$124,860,910.26	\$4,081,596.65	\$5,317,826.17	\$9,399,422.81	\$120,779,313.61
7	\$120,779,313.61	\$4,255,431.85	\$5,143,990.97	\$9,399,422.81	\$116,523,881.77
8	\$116,523,881.77	\$4,436,670.69	\$4,962,752.12	\$9,399,422.81	\$112,087,211.08
9	\$112,087,211.08	\$4,625,628.49	\$4,773,794.32	\$9,399,422.81	\$107,461,582.58
10	\$107,461,582.58	\$4,822,634.01	\$4,576,788.80	\$9,399,422.81	\$102,638,948.57
11	\$102,638,948.57	\$5,028,029.99	\$4,371,392.82	\$9,399,422.81	\$97,610,918.58
12	\$97,610,918.58	\$5,242,173.79	\$4,157,249.02	\$9,399,422.81	\$92,368,744.79
13	\$92,368,744.79	\$5,465,437.97	\$3,933,984.84	\$9,399,422.81	\$86,903,306.81
14	\$86,903,306.81	\$5,698,210.98	\$3,701,211.84	\$9,399,422.81	\$81,205,095.84
15	\$81,205,095.84	\$5,940,897.78	\$3,458,525.03	\$9,399,422.81	\$75,264,198.06
16	\$75,264,198.06	\$6,193,920.62	\$3,205,502.20	\$9,399,422.81	\$69,070,277.44
17	\$69,070,277.44	\$6,457,719.70	\$2,941,703.12	\$9,399,422.81	\$62,612,557.74
18	\$62,612,557.74	\$6,732,753.98	\$2,666,668.83	\$9,399,422.81	\$55,879,803.76
19	\$55,879,803.76	\$7,019,501.97	\$2,379,920.84	\$9,399,422.81	\$48,860,301.79
20	\$48,860,301.79	\$7,318,462.56	\$2,080,960.25	\$9,399,422.81	\$41,541,839.23
21	\$41,541,839.23	\$7,630,155.88	\$1,769,266.93	\$9,399,422.81	\$33,911,683.35
22	\$33,911,683.35	\$7,955,124.22	\$1,444,298.59	\$9,399,422.81	\$25,956,559.13
23	\$25,956,559.13	\$8,293,932.96	\$1,105,489.85	\$9,399,422.81	\$17,662,626.17
24	\$17,662,626.17	\$8,647,171.57	\$752,251.25	\$9,399,422.81	\$9,015,454.60
25	\$9,015,454.60	\$9,015,454.60	\$383,968.21	\$9,399,422.81	(\$0.00)

	Principal	Interest	Payment
Total	\$142,900,000.00	\$92,085,570.34	\$234,985,570.34

*The interest rate reflected above was based on the assumptions utilized during the 2011 Capital Budget development. Rate differentials are based on the term of the borrowing.

BYLAW NO. 11/006

WHEREAS the Municipal Council of the Regional Municipality of Wood Buffalo has passed Bylaw 02/023 hereto authorizing the issuance of debenture for Timberlea Athletic Park;

AND WHEREAS the debenture for the capital project aforesaid is to secure borrowing from the Alberta Capital Finance Authority;

AND WHEREAS Alberta Capital Finance Authority has changed its required payment schedule from annual payments to semi-annual payments which change affects all undrawn borrowing Bylaws prior to January 01, 2004;

AND WHEREAS the council of the Regional Municipality of Wood Buffalo wishes to amend the affected borrowing Bylaws to bring the repayment terms into conformity with those of the Alberta Capital Finance Authority;

AND WHEREAS the Minister has issued Ministerial Order L: 008/04 exempting amending Bylaws relating to changes in repayment of the debentures from advertising;

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

1. The purpose of this Bylaw is to amend the repayment terms of Bylaw 02/023;
2. The term of the borrowing shall be either annual or semi-annual payments and the Bylaws 02/023 hereto is hereby amended with respect to their repayment term in accordance with the term of their Amending Bylaw;
3. In all other respects, Bylaw 02/023 hereto remain the same, including the authorized borrowing, the maximum rate of interest, the term of the borrowing and the sources of the money for repayment of principal and interest;
4. Pursuant to Ministerial Order No. L:008/04, this Amending Bylaw need not be advertised;
5. This Bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this _____ day of _____, 2011.

READ a second time this _____ day of _____, 2011.

READ a third and final time this _____ day of _____, 2011.

SIGNED and PASSED this _____ day of _____, 2011.

Mayor

Chief Legislative Officer

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AUTHORIZE THE COUNCIL OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO INCUR AN INDEBTEDNESS BY THE ISSUANCE OF DEBENTURES TO THE ALBERTA MUNICIPAL FINANCING CORPORATION FOR THE TIMBERLEA ATHLETIC PARK.

WHEREAS the Council of the Regional Municipality of Wood Buffalo has decided to issue a bylaw pursuant to Section 251 of the Municipal Government Act to authorize the financing, for the Timberlea Athletic Park;

WHEREAS the Regional Municipality of Wood Buffalo has made plans, specifications and estimates for the purchase and confirms the total cost of the Timberlea Athletic Park is \$1,910,000.00;

WHEREAS in order to complete the said project, it will be necessary for the Regional Municipality of Wood Buffalo to borrow the sum of \$773,333.00 on the terms and conditions referred to in this Bylaw;

WHEREAS the Regional Municipality of Wood Buffalo will repay the indebtedness over a period of ten (10) years in annual installments with interest not exceeding fourteen per cent (14%), or the interest rate fixed from time to time by the Alberta Municipal Financing Corporation, per annum, payable annually;

WHEREAS the amount of the existing debenture debt of the Regional Municipality of Wood Buffalo at December 31, 2000 is \$38,255,792.00 no part of which is in arrears; .

WHEREAS the estimated lifetime of the regional project is fifteen (15) years;

AND WHEREAS all required approvals for the regional project have been obtained and the regional project is in compliance with all acts and regulations of the Province of Alberta;

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

1. That for the purpose of the Timberlea Athletic Park the sum of \$773,333.00 be borrowed from the Alberta Municipal Finance Corporation by way of debenture on the credit and security of the Regional Municipality of Wood Buffalo at large, of which amount the sum of \$773,333.00 is to be paid by the Regional Municipality of Wood Buffalo at large.
2. The debentures to be issued under this bylaw shall not exceed the sum of \$773,333.00 and may be in any denomination not exceeding the amount authorized by this bylaw and shall be dated having regard to the date of the borrowing.
3. The debentures shall bear interest during the currency of the debentures, at a rate not exceeding fourteen per cent (14%) or the interest rate fixed from time to time by the Alberta Municipal Finance Corporation, per annum, payable annually.
4. The debentures shall be issued in such manner that the principal and interest will be combined and be made payable in, as nearly as possible, equal annual instalments over a period of fifteen (15) years, in accordance with the schedule attached and forming a part of each debenture.

5. The debentures shall be payable in lawful money of Canada at the Royal Bank in the City of Fort McMurray or at such other bank or financial institution as the Council of the Regional Municipality of Wood Buffalo may authorize as its banking agency during the currency of the debenture.
6. For the purpose of this bylaw, the Chief Elected Official, as defined by the Municipal Government Act, means the Mayor, and the Designated Officer, as defined by the Municipal Government Act, means the Regional Manager or his designate, of the Regional Municipality of Wood Buffalo. The Mayor and the Regional Manager or his designate shall authorize such bank or financial institution to make payments to the holder of the debentures, on such date and in such amounts as specified in the repayment schedule forming part of each debentures.
7. The debentures shall be signed by the Mayor and the Regional Manager or his designate shall affix thereto the corporate seal of the Regional Municipality of Wood Buffalo to the debentures.
8. There shall be levied and raised in each year of the currency of the debentures a rate or rates on the assessed value of all lands and improvements shown on the assessment roll, sufficient to provide an annual tax adequate to pay the principal and interest falling due in such year on such debentures. The said rates and taxes are collectible at the same time and in the same manner as other rates and taxes.
9. The indebtedness is contracted on the credit and security of the Regional Municipality of Wood Buffalo at large.
10. The net amount realized by the issue and sale of debentures authorized under this bylaw shall be applied only for the purposes for which the indebtedness was created.
11. This bylaw shall be passed and become effective when it receives third and final reading and is signed by the Mayor and Chief Legislative Officer.

READ A FIRST TIME THIS 26th DAY OF March, 2002.

READ A SECOND TIME THIS 23rd DAY OF April, 2002.

READ A THIRD AND FINAL TIME THIS 23rd DAY OF April, 2002.

CERTIFIED A TRUE COPY


MAYOR

CHIEF LEGISLATIVE OFFICER


CHIEF LEGISLATIVE OFFICER

Certified a True Copy


Chief Legislative Officer

Subject: Appointments to Council Committees**Selection Committee Recommendation(s):**

THAT the following appointment be approved, as of February 8, 2011:

- **Fort McMurray Airport Authority**
 - to December 31, 2013
- **Regional Advisory Committee on Inclusion, Diversity and Equality**
 - to December 31, 2012
- **Subdivision and Development Appeal Board**
 - to December 31, 2012

Summary:

The Selection Committee, which is comprised of the Mayor and Councillors Blair, Germain and Kirschner, have made recommendations pertaining to existing vacancies on the Fort McMurray Airport Authority, Regional Advisory Committee on Inclusion, Diversity and Equality and the Subdivision and Development Appeal Board. In keeping with the established bylaws, the appointment of individuals to Council committees must be approved by Council.

Background:

Early in 2011 the Selection Committee was made aware of vacancies on the Fort McMurray Airport Authority, Regional Advisory Committee on Inclusion, Diversity and Equality and the Subdivision and Development Appeal Board. Due to the extensive number of applications received during the annual recruitment the Committee felt it was not necessary to proceed with another campaign and convened on February 1 to review the applications on file to recommend the above appointments.

Rationale for Recommendation(s):

The appointment of these members is necessary to ensure the continued viability of the Boards.

Subject: Council and Chief Administrative Officer Covenant Policy

Governance, Agenda and Priorities Standing Committee Recommendation:

THAT Council Policy LEG-090 – Council and Chief Administrative Officer Covenant, dated February 8, 2011 be approved.

Summary:

The Governance, Agenda and Priorities Committee wishes to formally recommend to Council, the approval of a Council Policy which outlines covenants to be adhered to by Council and Chief Administrative Officer.

Background:

Immediately following the 2010 Election, elected officials identified a need to establish governance and performance principles to guide processes and conduct throughout their term of office. On January 25, 2011, Council approved and signed a Promise of Performance document and on January 31, 2011, the GAP Standing Committee recommended the attached policy (Attachment 1) be moved forward to Council for approval.

Rationale for Recommendation:

The adoption of Council's Promise of Performance as well as Council and Chief Administrative Officer Covenant demonstrates a commitment to effective governance and good leadership.

Attachment:

1. Council and Chief Administrative Officer Covenant Policy

Council Policy



Policy Name: Council and Chief Administrative Officer Covenant

Policy No.: LEG-090

Effective Date: February 8, 2011

STATEMENT:

Council and Chief Administrative Officer for the Regional Municipality of Wood Buffalo will be responsible and held accountable to work in a cooperative and collaborative manner.

PURPOSE AND OBJECTIVE:

The purpose of this Policy is to outline covenants to be adhered to by Council and Chief Administrative Officer.

RESPONSIBILITIES:

01.01 Council for the Regional Municipality of Wood Buffalo will:

- (a) carry out responsibilities as set out in the applicable legislation to the best of their abilities;
- (b) make decisions which are believed to be in the best interests of the citizens;
- (c) review the background information and advice made available by Administration prior to rendering a decision;
- (d) seek further input from Chief Administrative Officer (CAO) when unsure of the issues or uncertain as to the preferred course of action;
- (e) refer any concerns or complaints, either written or verbal, about decisions of Council or actions of Administration, to CAO for review, comment and follow-up (as appropriate);
- (f) refrain from making any commitments on behalf of Council to individual citizens or groups other than to take the request up with Council or CAO and to respond appropriately;
- (g) seek to participate actively in the decision-making process as it occurs at Council table, make decisions at the table and not away from the table;
- (h) refrain from any public or private criticism of Administration wherein individual employees are identified;
- (i) act as good stewards of the Municipality and as public servants of the citizens through ethical conduct;

- (j) provide effective leadership through guiding the Municipality through annual or longer term goals and priorities, through the budget approval process and by agreeing to reasonable policies which reflect the best interests of a majority of the citizens; and
- (k) formally evaluate the performance of CAO at least once annually and involve CAO in this process so as to ensure a full understanding of Council's candid assessment.

01.02 Chief Administrative Officer to:

- (a) conduct himself as Council's chief policy advisor in an honest and ethical manner;
- (b) ensure that Mayor and Councillors are accorded respect in all personal and public comments;
- (c) provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council;
- (d) guide the actions of Administration so that they are in accordance with the policies and objectives of Council;
- (e) act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council;
- (f) forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured;
- (g) ensure that Council is made aware of the full picture with regard to each issue at least to the extent that Administration is aware of such information and ensure that Council has access to the reasonable decision options as well as CAO's recommendation;
- (h) seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises;
- (i) maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of the Federal and Provincial governments;
- (j) engage other orders of government administratively on matters of concern to Council;
- (k) admit to any mistakes of substance made by himself or Administration and take corrective action;
- (l) listen carefully to the concerns of Council regarding performance and seek to improve any deficiencies on an ongoing basis; and
- (m) ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.

APPROVAL, MANAGEMENT AND REFERENCES:

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

Approving Authority: Council

Approval Date:

Revision Approval Dates:

Review Due: February, 2014

Policy Manager: Legislative and Legal Services

Department Contact: Chief Legislative Officer

Legal References:

Cross References: Promise of Performance

Mayor

Chief Legislative Officer

Date

Subject: Council Peer Review System Policy

Governance, Agenda and Priorities Standing Committee Recommendation:

THAT Council Policy LEG-100 – Council Peer Review System, dated February 8, 2011 be approved.

Summary:

Council is actively looking at ways of improving performance as elected officials for the Regional Municipality of Wood Buffalo.

Background:

Council recently supported the “Promise of Performance” and by extension, created a Peer Review Policy to ensure compliance with the Promise. Accountability measures noted within the Promise included 1. Council Meeting Debriefings, and 2. Quarterly Check-Ins. On January 31, 2011, the Governance Agendas and Priorities Committee recommended that Council adopt a formal policy to ensure a process for each commitment to be met. The Council Meeting Debriefings are assured following each public meeting and are currently scheduled as an agenda item during the meetings held on the 1st and 3rd Tuesdays of the month. The Quarterly Check-Ins will be a more broad review of the overall conduct of Mayor and Councillors.

Budget/Financial Implications:

There is no anticipated cost to hosting the quarterly Peer Review sessions as they are anticipated to coincide with regularly scheduled meetings, with only the CAO and Council in attendance. These costs are already accounted for in the budget.

Rationale for Recommendation:

The adoption of the Council Peer Review System Policy is another step which demonstrates a Council commitment to effective governance and good leadership.

Attachment:

1. Council Peer Review System Policy

Council Policy



Policy Name: Council Peer Review System

Policy No.: LEG-100

Effective Date: February 8, 2011

STATEMENT:

The Council for the Regional Municipality of Wood Buffalo will conduct ongoing peer reviews.

PURPOSE AND OBJECTIVE:

This policy sets out the terms of reference to conduct Council peer reviews.

RESPONSIBILITIES:

- 01.01 Council shall fulfill the requirements of their "Promise of Performance", including Council meeting debriefings and quarterly check-ins.
- 01.02 The Mayor shall schedule bi-annual Council review sessions.
- 01.03 Council shall attend each review session prepared to discuss personal and group performance experiences between review periods. External feedback may be considered as part of the review process.
- 01.04 Council may choose to use a formal evaluation procedure which shall be determined prior to engaging in a review session.
- 01.05 Chief Administrative Officer shall be included in Council Meeting and Council review sessions as an independent observer and subject matter expert.

APPROVAL, MANAGEMENT AND REFERENCES:

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

Approving Authority: Council

Approval Date:

Revision Approval Dates:

Review Due: February, 2014

Policy Manager: Legislative and Legal Services

Department Contact: Chief Legislative Officer

Legal References:

Cross References: Promise of Performance

Mayor

Chief Legislative Officer

Date