



Council

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

Monday, October 1, 2018
6:00 PM

Agenda

1. Call to Order

2. In-Camera Session

- 2.1. Advice from Officials
(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)
- 2.2. Advice from Officials
(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)
- 2.3. Advice from Officials and Disclosure Harmful to Economic and Other Interests of a Public Body
(in camera pursuant to sections 24(1) and 25(1) of the *Freedom of Information and Protection of Privacy Act*)
- 2.4. Disclosure Harmful to the Business Interests of a Third Party and Privileged Information
(in camera pursuant to sections 16(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)

3. Adoption of Agenda

4. Consent Agenda

- 4.1. Council Meeting - September 11, 2018

THAT the Minutes of the Council Meeting held on September 11, 2018 be approved as presented.

4.2. Cannabis Bylaws in the Regional Municipality of Wood Buffalo

1. THAT Bylaw No. 18/022, being a bylaw to repeal and replace the Smoking and Vaping Bylaw, Bylaw No. 18/015, be read a first time.
2. THAT Bylaw No. 18/023, being an amendment to the Land Use Bylaw, be read a first time.
3. THAT a public hearing for Bylaw No. 18/022 and 18/023 be scheduled to occur on October 23, 2018.

4.3. Appointment of External Auditor

THAT Deloitte LLP be appointed as external auditor for the Regional Municipality of Wood Buffalo, the Regional Municipality of Wood Buffalo Public Library, Regional Recreation Corporation of Wood Buffalo and Wood Buffalo Housing & Development Corporation; and

THAT Administration be authorized to enter into a five-year contract renewable for a maximum of two one-year terms renewed annually (seven years in total) for the provision of external audit services by Deloitte LLP.

4.4. Scheduling of Special Council Meeting - October 20, 2018

THAT a Special Council meeting be held on October 20, 2018 at 4:00 p.m. at the Anzac Recreation Centre.

5. **Recognition**

5.1. Proclamations

6. **Unfinished Business**

6.1. Tax Relief Request for Years 2011 - 2018 at 185 Northland Drive, Conklin

THAT the request for tax relief, in the amount of \$22,565.58, for the property located at 185 Northland Drive in Conklin, be denied.

7. **New Business**

7.1. Community Investment Program Policy FIN-220 – Amendment

THAT amended Community Investment Policy - FIN-220, dated October 1, 2018 be approved.

Adjournment

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, September 11, 2018, commencing at 6:00 PM.

Present: Don Scott, Mayor
Mike Allen, Councillor
Krista Balsom, Councillor
Bruce Inglis, Councillor
Sheila Lalonde, Councillor
Keith McGrath, Councillor
Phil Meagher, Councillor
Verna Murphy, Councillor
Jeff Peddle, Councillor
Jane Stroud, Councillor
Claris Voyageur, Councillor

Administration: Annette Antoniak, Chief Administrative Officer
Jamie Doyle, Deputy Chief Administrative Officer
Linda Ollivier, Director, Financial Services
Jade Brown, Chief Legislative Officer
Chris Booth, A/Director, Planning and Development
Marc Fortais, Director, Public Works
Matthew Hough, Director Engineering
Lynda McLean, Director, Communications and Stakeholder Relations
Susan Trylinski, A/Director, Legal Services
Darlene Soucy, Legislative Officer

Call to Order

Mayor D. Scott called the meeting to order at 4:00 p.m.

Motion to Move In Camera

THAT the meeting move in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

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| RESULT: | CARRIED [UNANIMOUS] |
| MOVER: | Jane Stroud, Councillor |
| SECONDER: | Bruce Inglis, Councillor |
| FOR: | Scott, Balsom, Inglis, Lalonde, Meagher, Murphy, Peddle, Stroud, Voyageur |
| ABSENT: | Allen, McGrath |

Arrival

Councillor M. Allen joined the meeting at 4:05 p.m.

2.1 Advice from Officials

(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*.)

Recess

A recess occurred from 5:55 p.m. to 6:06 p.m., at which time the meeting was reconvened in the Council Chamber.

Arrival

Councillor K. McGrath joined the meeting at 6:06 p.m.

Motion to Reconvene in Public

THAT the meeting reconvene in public.

RESULT: CARRIED [UNANIMOUS]
MOVER: Phil Meagher, Councillor
SECONDER: Jeff Peddle, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

Adoption of Agenda

3.1. Motion to Approve Agenda

THAT the Agenda be adopted as presented.

RESULT: CARRIED [UNANIMOUS]
MOVER: Bruce Inglis, Councillor
SECONDER: Verna Murphy, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

Minutes of Previous Meetings

4.1. Council Meeting - September 4, 2018

THAT the Minutes of the Regular Council Meeting held on September 4, 2018 be approved as presented.

RESULT: CARRIED [UNANIMOUS]
MOVER: Jeff Peddle, Councillor
SECONDER: Mike Allen, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

Presentations and Delegations

5.1. Tracy With, Banister Research Limited, and Lynda McLean, Communications and Stakeholder Relations re: 2018 Citizen Satisfaction Survey

Tracy With, Vice President and Chief Operating Officer, Banister Research Limited, and Lynda McLean, Director, Communications and Stakeholder Relations, presented the results of the 2018 Citizen Satisfaction Survey, which was conducted this past summer to help the Municipality better understand the needs and concerns of its residents.

Exit and Return

Councillor K. Balsom exited the meeting at 6:48 p.m. and returned at 6:50 p.m.

Unfinished Business

6.1. Bylaw No. 18/020 - Procedure Bylaw

Jade Brown, Chief Legislative Officer, provided an overview of the proposed Procedure Bylaw, which would provide greater clarity and ease of interpretation for both Council Members and the public on how Council conducts its business.

Councillor C. Voyageur put forward the following motion for consideration:

“THAT Bylaw No. 18/020, being the Procedure Bylaw, be read a second time.”

Councillor S. Lalonde then put forward the following amending motion:

MOTION:

THAT Bylaw No. 18/020 be amended by deleting the words “by 12:00 noon” in section 21.

RESULT: CARRIED [UNANIMOUS]
MOVER: Sheila Lalonde, Councillor
SECONDER: Jane Stroud, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

Recess

A recess occurred from 7:10 p.m. to 7:20 p.m.

Councillor K. Balsom then put forward the following amending motion:

MOTION:

THAT Bylaw No. 18/020 be amended by adding the following as Section 7d:

“Notwithstanding the above, all Councillors will have the ability to participate electronically in a meeting twice per calendar year, when necessary.”

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| RESULT: | DEFEATED [5 TO 6] |
| MOVER: | Krista Balsom, Councillor |
| SECONDER: | Jeff Peddle, Councillor |
| FOR: | Balsom, Lalonde, McGrath, Peddle, Voyageur |
| AGAINST: | Scott, Allen, Inglis, Meagher, Murphy, Stroud |

Voting then occurred on the original motion as amended.

MOTION:

THAT Bylaw No. 18/020, being the Procedure Bylaw, be read a second time as amended.

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| RESULT: | CARRIED [UNANIMOUS] |
| MOVER: | Claris Voyageur, Councillor |
| SECONDER: | Phil Meagher, Councillor |
| FOR: | Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur |

MOTION:

THAT Bylaw No. 18/020 be read a third and final time.

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| RESULT: | CARRIED [UNANIMOUS] |
| MOVER: | Sheila Lalonde, Councillor |
| SECONDER: | Claris Voyageur, Councillor |
| FOR: | Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur |

Exit

Councillor B. Inglis left the meeting at 7:26 p.m.

New Business

7.1. Residential On-Street Parking Study

Mayor D. Scott, in the interest of public transparency, declared that he resides on one of the streets noted in the report and confirmed that, based on legal advice, he would not be recusing himself from voting on the matter.

Matthew Hough, Director, Engineering, presented an overview of the Residential On-Street Parking Study and the proposed recommendations to enhance public safety on residential streets and improve public awareness of parking standards and bylaws.

MOTION:

THAT Council accept recommendations to mitigate safety concern listed as item one on Attachment 1, Recommendations of Residential On-Street Parking Study, with public engagement prior to implementation.

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| RESULT: | CARRIED [UNANIMOUS] |
| MOVER: | Mike Allen, Councillor |
| SECONDER: | Phil Meagher, Councillor |
| FOR: | Scott, Allen, Balsom, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur |
| ABSENT: | Inglis |

MOTION:

THAT Council accept recommendations to mitigate safety concerns listed as items two through nine on Attachment 1, Recommendations of Residential On-Street Parking Study, Implementation by Administration.

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| RESULT: | CARRIED [UNANIMOUS] |
| MOVER: | Phil Meagher, Councillor |
| SECONDER: | Krista Balsom, Councillor |
| FOR: | Scott, Allen, Balsom, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur |
| ABSENT: | Inglis |

7.2. Communities in Bloom Committee Appointments

MOTION:

THAT Funke Banjoko and Cathy Steeves be appointed to the Communities in Bloom Committee effective immediately to December 31, 2019.

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| RESULT: | CARRIED [UNANIMOUS] |
| MOVER: | Krista Balsom, Councillor |
| SECONDER: | Mike Allen, Councillor |
| FOR: | Scott, Allen, Balsom, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur |
| ABSENT: | Inglis |

7.3. Rescheduling of the September 25, 2018 Council Meeting

MOTION:

THAT the September 25, 2018 Council meeting be rescheduled to Monday, October 1, 2018.

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| RESULT: | CARRIED [UNANIMOUS] |
| MOVER: | Phil Meagher, Councillor |
| SECONDER: | Jeff Peddle, Councillor |
| FOR: | Scott, Allen, Balsom, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur |
| ABSENT: | Inglis |

Adjournment

The meeting adjourned at 7:53 p.m.

Mayor

Chief Legislative Officer



COUNCIL REPORT

Meeting Date: October 1, 2018

Subject: Cannabis Bylaws in the Regional Municipality of Wood Buffalo

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 18/022, being a bylaw to repeal and replace the Smoking and Vaping Bylaw, Bylaw No. 18/015, be read a first time.
2. THAT Bylaw No. 18/023, being an amendment to the Land Use Bylaw, be read a first time.
3. THAT a public hearing for Bylaw No. 18/022 and 18/023 be scheduled to occur on October 23, 2018.

Summary:

On July 9, 2018, Council approved bylaws for regulating cannabis sales, production, permitting and consumption in the Region. While most of the bylaws are already in place, the proposed two bylaws provide clarification to the existing approved Smoking and Vaping Bylaw and propose new land use districts where cannabis retail stores and production facilities could be located.

Background:

The Federal and Provincial governments have introduced legislation to legalize, regulate, and restrict access to recreational cannabis. In preparation for this pending legalization, on July 9, 2018 Council approved amendments to the Land Use Bylaw (Bylaw No. 18/014) to regulate districts where cannabis retail stores and production facilities can be located, along with amendments to the License Bylaw (Bylaw No. 18/016) to allow cannabis related businesses to operate in the Region. A Smoking and Vaping Bylaw (Bylaw No. 18/015) regulating how cannabis is consumed was also approved at that time.

As cannabis legalization approaches and following further review, there is a need to update these bylaws, particularly the Land Use Bylaw and the Smoking and Vaping Bylaw, to provide greater clarity surrounding the smoking and vaping of cannabis as well as to make allowances for cannabis retail stores and production facilities in more land use districts.

Bylaw No. 18/022 proposes to replace the recently adopted Smoking and Vaping Bylaw. It provides for a separate set of rules for smoking and vaping tobacco than for smoking and vaping cannabis. While smoking and vaping tobacco will generally be allowed outdoors in places that are accessible to the public (with certain restrictions, like proximity to entry ways) the smoking and vaping of cannabis will be prohibited in any spaces accessible to the public, both indoors and outdoors. A more detailed summary of proposed changes to the Smoking and Vaping Bylaw is provided in Attachment 3.

The proposed amendments to the Land Use Bylaw, if approved, would allow for cannabis retail stores in the CBD-1 Central Business District and C4 Highway Commercial District. It will also allow for cannabis production facilities in the Business Industrial district of Taiganova Industrial Park.

Budget/Financial Implications:

The new permits for cannabis retail stores and production facilities will generate some revenue for the municipality through development permit, building permit and business license application fees. However, this is not expected to be a significant source of revenue.

Rationale for Recommendation:

The proposed changes to the Municipality's bylaws provide more clarity with regard to smoking and vaping of tobacco and cannabis and will also allow for cannabis retail and production facilities in commercial and industrial zones that were not included in previous amendments. The proposed changes strike a balance between economic development opportunities and laws to mitigate community concerns.

Banning smoking and vaping of cannabis in public places will protect children, adults and seniors from exposure to second hand cannabis smoke, while still allowing people to consume it in their privately owned or rented space.

Strategic Priorities:

Responsible Government
Downtown Revitalization
Regional Economic Development

Attachments:

- 1. Bylaw No. 18/022 - Smoking and Vaping Bylaw**
- 2. Bylaw No. 18/023 - Land Use Bylaw Amendment**
- 3. Summary of Proposed Changes to Smoking and Vaping Bylaw**

BYLAW NO. 18/022

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO REGULATE SMOKING AND VAPING IN PUBLIC PLACES, WORK PLACES, AND PUBLIC TRANSPORTATION VEHICLES AND PROPERTY.

WHEREAS pursuant to Section 7(a) of the *Municipal Government Act*, R.S.A. 2000, c.M-26 (“the MGA”), a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS pursuant to Section 7(b) of the MGA, a Council may pass bylaws for municipal purposes respecting people, activities and things in, on or near a public place or place that is open to the public;

AND WHEREAS pursuant to Section 7(d) of the MGA, a Council may pass bylaws for municipal purposes respecting transport and transportation systems;

AND WHEREAS pursuant to Section 7(e) of the MGA, a Council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business;

AND WHEREAS pursuant to Section 7(i) of the MGA a Council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment including any or all of the matters listed therein;

AND WHEREAS health officials have determined that secondhand smoke is a health hazard and causes discomfort for many persons;

AND WHEREAS the smoke or vapour produced by the smoking or vaping of tobacco, cannabis and other substances is a nuisance for persons in public places, work places and public transportation vehicles and property;

AND WHEREAS the Regional Municipality of Wood Buffalo deems it expedient and appropriate to limit the effects of secondhand smoke in the Regional Municipality of Wood Buffalo by regulating smoking and vaping of tobacco, cannabis and other substances in public places, workplaces and public transportation vehicles and property within the Regional Municipality of Wood Buffalo;

AND WHEREAS the federal government is proposing to pass the *Cannabis Act* not later than the summer of 2018;

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

PART 1 – PURPOSE, DEFINITIONS AND INTERPRETATION

PURPOSE

1. The purpose of this Bylaw is to regulate smoking and vaping of tobacco, cannabis and other substances in public places, work places, public transportation vehicles, and property, to reduce exposure to secondhand smoke in the Regional Municipality of Wood Buffalo for the health, safety and welfare of the inhabitants.

SHORT TITLE

2. This Bylaw may be cited as the “Smoking and Vaping Bylaw”.

DEFINITIONS AND INTERPRETATION

3. For the purpose of administering the provisions of this Bylaw, the following definitions shall apply:
 - (a) “ASHTRAY” means a receptacle for ashes, butts or residue of tobacco or cannabis products;
 - (b) “BUILDING” has a meaning prescribed in the Land Use Bylaw 99/059, as amended, or replaced from time to time;
 - (c) “BUSINESS” means carrying on a commercial or industrial undertaking of any kind or nature or the provision of a professional, personal or other service and includes any activity carried on by an educational institution, municipality, or a charitable organization;
 - (d) “CANNABIS” has the meaning given to that term in the federal *Cannabis Act* (Bill C-45, An Act respecting cannabis and to amend the *Controlled Drugs and Substances Act*, the *Criminal Code* and other Acts, 1st Sess, 42nd Parl, 2017);
 - (e) “BYLAW OFFICER” means any duly appointed Bylaw Enforcement Officer of the Regional Municipality of Wood Buffalo or any member of the Royal Canadian Mounted Police;
 - (f) “CHIEF ADMINISTRATIVE OFFICER” has a meaning prescribed in the *Municipal Government Act*, as amended, or replaced from time to time;
 - (g) “CHILD CARE FACILITY” has a meaning prescribed in the Land Use Bylaw 99/059, as amended, or replaced from time to time;
 - (h) “COMMUNITY RECREATION FACILITY” has a meaning prescribed in the Land Use Bylaw 99/059, as amended, or replaced from time to time;
 - (i) “COUNCIL” has a meaning prescribed in the *Municipal Government Act*, as amended, or replaced from time to time;

- (j) “DESIGNATED PLACE” includes:
 - (i) licensed gaming establishments;
 - (ii) drinking establishments;
 - (iii) restaurants;
 - (iv) outdoor patios;
 - (v) private clubs;
 - (vi) place of worship;
 - (vii) community recreation facility;
 - (viii) child care facility;
 - (ix) educational service facility;
 - (x) public transportation vehicles and public transportation property and all areas within 10 metres of public transportation property;
 - (xi) public buildings and all areas within 10 metres of an entrance or exit to a public building;
 - (xii) work places and all areas within 10 metres of an entrance or exit to a work place;
 - (xiii) outdoor recreation facility; and
 - (xiv) park.
- (k) “DRINKING ESTABLISHMENT” means a business where the primary purpose is the sale of alcoholic beverages for consumption on the premises and the secondary purposes of which may include entertainment, dancing, music, the preparation and sale of food for consumption on the premises, take-out food services and the sale of alcoholic beverages for consumption away from the premises;
- (l) “EDUCATIONAL SERVICE FACILITY” has a meaning prescribed in the Land Use Bylaw 99/059, as amended, or replaced from time to time;
- (m) “ELECTRONIC SMOKING DEVICE” means an electronic device that can be used to deliver a vapour, emission or aerosol to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe;
- (n) “EMPLOYEE” means a person who:
 - (i) Performs any work for, supplies any services or fulfills any contractual obligations to any employer; or
 - (ii) receives any instructions or training in the activity, business, work, trade, occupation or profession of the employer;
- (o) “EMPLOYER” means any person who, as the owner, proprietor, manager, superintendent or overseer of any activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for the employment of a person therein;
- (p) “LICENSED GAMING ESTABLISHMENT” means any premises for which the Province of Alberta has a bingo licence or casino licence issued under the *Gaming and Liquor Act*;

- (q) “MUNICIPALITY” means the Regional Municipality of Wood Buffalo;
- (r) “OUTDOOR PATIO” means an area outside of a building intended for the consumption of food or beverages by patrons of a business providing such food or beverages, and includes:
 - (i) a public premise where food or beverages are served that is not fully contained within an enclosed building; and
 - (ii) an outside extension of an eating or drinking establishment regardless of whether it is covered;
- (s) “OUTDOOR POOL” means a structure that contains water which is designed and intended for recreational use, and includes a spray park or a wading pool;
- (t) “OUTDOOR RECREATION FACILITY” has a meaning prescribed in the Land Use Bylaw 99/059, as amended, or replaced from time to time;
- (u) “OUTDOOR SKATING RINK” means an outdoor ice surface that is designed for recreational skating or playing hockey;
- (v) “PARK” has a meaning prescribed in the Land Use Bylaw 99/059, as amended, or replaced from time to time;
- (w) “PERSON” includes an individual, business, proprietorship, corporation, society, non-profit organization, or government agency;
- (x) “PLACE OF WORSHIP” means a development and any related meeting halls used for spiritual worship and related religious, charitable, educational or social activities;
- (y) “PLAYGROUND” means an outdoor area upon which apparatus such as swings, and slides are placed;
- (z) “PRIVATE CLUB” means an enclosed place or premise that operates primarily for the benefit and pleasure of the members of a non-profit corporation or service club;
- (aa) “PRIVATE RESIDENCE” means a self-contained living premises for the domestic use of one or more persons and is provided with a separate private entrance from the exterior of a building or from a common hall, lobby or stairway, but does not include any portion of such area used as a workplace with the exception of a hotel room or motel room;

- (bb) “PROPRIETOR” means, in addition to the meaning prescribed in the MGA, where applicable:
- (i) the person who ultimately controls, governs or directs the activity carried on within any premises referred to in this Bylaw and includes the person usually in charge thereof;
 - (ii) a hospital board appointed pursuant to the *Hospitals Act*, R.S.A. 2000, C. – H-12;
 - (iii) a board of governors established pursuant to the *Post-Secondary Learning Act* S.A. 2003, C. P-195; or
 - (iv) a board of trustees elected pursuant to the provisions of the *School Act*, R.S.A. 2000, c. S-3;
- (cc) “PUBLIC” means any person other than the owner, lessee, proprietor or employer of a building or place;
- (dd) “PUBLIC BUILDING” means any enclosed building or structure as defined in this bylaw to which the public can and does have access by right or by invitation, whether or not:
- (i) all members of the public are invited;
 - (ii) the proprietor has the right to exclude any particular persons;
 - (iii) payment, membership or the performance of some formality is required prior to access;
 - (iv) the public has access to the building only at certain times, or from time to time;
 - (v) a member of the public has access only if they are a member or if they are accompanied by a member;
 - (vi) subject to subsections (vii) and (viii) below, if the public has access only to a portion of the building or structure, the entire building or structure shall be deemed to be a public building;

Where a building includes a private residence, the following shall apply:

- (i) that portion of the building containing the private residence shall be deemed not to be a public building;
 - (ii) if a building contains two or more private residences, those common areas of the building; including washrooms, corridors, reception areas, elevators, escalators, foyers, hallways, stairways, lobbies, laundry rooms and enclosed parking garages, shall be deemed to be a public building;
- (ee) “PUBLIC PLACE” means any place to which the public has access, regardless of whether or not access is granted by means of membership or admission fees and includes, but is not limited to:
- (i) licensed gaming establishments;
 - (ii) drinking establishments;
 - (iii) restaurants;
 - (iv) outdoor patios;

- (v) private clubs;
 - (vi) place of worship;
 - (vii) community recreation facility;
 - (viii) child care facility;
 - (ix) educational service facility;
 - (x) public transportation vehicles and public transportation property and all areas within 10 metres of public transportation property;
 - (xi) public buildings and all areas within 10 metres of an entrance or exit to a public building;
 - (xii) work places and all areas within 10 metres of an entrance or exit to a work place;
 - (xiii) outdoor recreation facility;
 - (xiv) park;
 - (xv) roads and sidewalks; and
 - (xvi) vehicles, except where located on private property.
- (ff) “PUBLIC TRANSPORTATION VEHICLE” means a school bus, bus, taxi, limousine, or private for hire vehicle, airplane or other similar vehicle which is being used, or is subject to use, by a passenger or passengers for a fee;
- (gg) “PUBLIC TRANSPORTATION PROPERTY” means any premises owned, used or occupied by the Municipality for the purposes of providing transit services, including public transportation vehicle shelters;
- (hh) “PUBLIC TRANSPORTATION VEHICLE SHELTER” means any structure with a roof designed to protect a passenger from the elements while waiting for a school bus, bus, taxi, limousine, airplane or other similar vehicles;
- (ii) “RESTAURANT” means an enclosed place or premises, the primary purpose of which is the preparation and sale of food for consumption on the premises, the secondary purpose of which may include the sale of alcoholic or non-alcoholic beverages, takeout food services and catering. A restaurant does not include a drinking establishment, but does include any premises for which a Class A liquor license has been issued for the sale and consumption of liquor in premises open to the public, and where minors are not prohibited by the terms of the license;
- (jj) “SKATE PARK” means an outdoor area which is designed and intended specifically for the use of skateboards, in-line skates, or other similar devices;
- (kk) “SMOKE” or “SMOKING” means:
- (i) inhaling or exhaling the smoke produced by burning tobacco or cannabis; or
 - (ii) the carrying, holding or otherwise controlling of any lit smoking equipment, such as cigar, cigarette or pipe containing tobacco, cannabis or any other such substances;
- (ll) “SPORTS FIELD” means an outdoor area which is set apart and used for the playing of sporting activities;

- (mm) “TRADITIONAL PIPE CEREMONIES” means any cultural or religious ceremony involving pipes or the use or consumption of tobacco products;
 - (nn) “TOBACCO” means a product composed in whole or in part of tobacco including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy;
 - (oo) “VAPE” or “VAPING” means:
 - (i) inhaling or exhaling the vapour, emissions or aerosol produced by an electronic smoking device or similar device containing tobacco, cannabis or any other substance; or
 - (ii) holding or otherwise having control of an electronic smoking device that is producing vapour, emissions or aerosol from tobacco, cannabis or any other substance;
 - (pp) “VIOLATION TICKET” means a ticket issued pursuant to Part II of the *Provincial Offences Procedure Act*, R.S.A. 2000 c. P-34, as amended or replaced from time to time, and regulations thereunder, and as referred to in Part 6 of this bylaw;
 - (qq) “WORKPLACE” means any enclosed area of a building or structure in which an employee works and includes washrooms, corridors, lounges, eating areas, outdoor patios, reception areas, elevators, escalators, foyers, hallways, stairways, enclosed walkways, amenity areas, lobbies, laundry rooms and enclosed parking garages utilized by an employee. For clarification purposes:
 - (i) a place is a workplace whether or not the employee is employed by the proprietor of the premises at which the employee works;
 - (ii) ii. subject to subsection iv below, if an employee works in any portion of a building, the entire building shall be deemed to be a workplace;
 - (iii) home offices that employ non-residents or that require public access shall be deemed to be a workplace; and
 - (iv) any portion of a building that is used exclusively as a private residence, including a hotel room or a motel room shall not be deemed to be a workplace.
4. Where this Bylaw cites or refers to any act, regulation, code or other bylaw, the citation or reference is to the act, regulation, code or other bylaw as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any act, regulation, code or other bylaw that may be substituted in its place.
 5. Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
 6. Nothing in this Bylaw relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirements of any lawful permit, order or license.

PART 2 – PROHIBITION

7. A person must not smoke or vape in any designated place, a workplace, a public transportation vehicle or any public transportation property within the Municipality regardless of whether or not a 'No Smoking No Vaping' sign is posted.
8. A proprietor and/or employer shall not permit smoking or vaping in designated place, whether or not a 'No Smoking No Vaping ' sign is posted or visible.
9. A person must not smoke or vape in, on or within 10 metres of:
 - (a) an entrance or exit to an educational service facility;
 - (b) an entrance or exit to a child care facility;
 - (c) An entrance or exit to a place of worship;
 - (d) an entrance or exist to a community recreation facility;
 - (e) outdoor pool;
 - (f) outdoor skating rink;
 - (g) playground;
 - (h) skate park;
 - (i) sports field;
 - (j) tennis court.
10. Every proprietor or employer of a designated place shall:
 - (a) ensure compliance with this Bylaw;
 - (b) prohibit smoking and vaping in the public place; and
 - (c) post 'No Smoking No Vaping ' signs in accordance with Part 3 of this Bylaw.
11. Every proprietor or employer shall inform each employee that smoking and vaping are prohibited in the designated place.
12. A proprietor or employer who takes, or ensures that, the following steps are taken shall be deemed to have complied with the obligation described in Section 10:
 - (a) advises a person who is smoking or vaping that smoking or vaping are not allowed and requests them to extinguish any lit tobacco or cannabis product, or electronic smoking device or other smoking equipment;
 - (b) asks any person who is smoking or vaping who refuses to comply with such a request to leave the premises;
 - (c) refuses to provide any further service to such person; and
 - (d) immediately reports to a Bylaw Officer any person who is smoking or vaping, and who refuses to extinguish any lit tobacco or cannabis product, electronic smoking device or other smoking equipment, and who refuses to leave the premises when requested to do so.
13. The proprietor or employer of a designated place shall ensure that no ashtrays are placed or allowed to remain in any designated place.

14. A proprietor or employer of a designated place may, where sufficient space exists, ensure that ashtrays are placed more than 10 metres from the entrance or exit of the designated place, if employees or members of the public, from time to time, gather to smoke in a location outside the designated place. At all times, the ashtray must remain on the proprietor's and/or employer's property.
15. No person may dispose of ashes, butts or residue of tobacco or cannabis products in anything other than an ashtray, as defined within this Bylaw. Any person who does not comply with this Section is guilty of an offense.
16. No person shall smoke or vape inside any vehicle that is used as a public transportation vehicle, regardless of whether the vehicle is on or off duty.
17. Consumption of Cannabis in any form including smoking or vaping is prohibited in a public place.

PART 3 – SIGNS

18. The proprietor and/or employer of a designated place shall ensure that signs are posted in a prominent, clearly visible location and in accordance with this Bylaw so as to clearly identify that smoking and vaping is prohibited.
19. The proprietor and/or employer of the designated place shall ensure that:
 - (a) signs are posted at all entrances to the designated place;
 - (b) signs are posted at the entrance to each washroom;
 - (c) signs are posted in the vicinity of any seating area where food or beverages are sold or consumed;
 - (d) signs are posted at the entrance to or within in the vicinity of a park and outdoor recreation facility; and
 - (e) signs are posted on or in public transportation vehicle shelters.
20. The signs referred to in this Bylaw shall consist of graphic symbols that comply with the provisions contained herein.
21. The following graphic symbol, on a white background with the circle and the interdictory stroke in red, shall be used for reference purposes only to indicate the areas where smoking and vaping is prohibited pursuant to this Bylaw:



22. The graphic symbol referred to in Section 20 shall include the text "Regional Municipality of Wood Buffalo Smoking and Vaping Bylaw". Text shall be a minimum of 1.3 centimetres in height and at no time will be less than one-quarter (1/4) of the height of all other letters of the sign.
23. The graphic symbol referred to in Section 20 shall include the text "No Smoking No Vaping". In letters at least fifty (50%) percent of the diameter of the circle or symbol, and of a letter height not less than 2.54 centimetres.
24. The lettering of signs may be in either upper or lower case or combination thereof, but the words "letter height", as used in Sections 21 and 22 shall mean the actual height of a letter whether it is in upper or lower case.
25. Notwithstanding that the graphic symbol in Subsection 20 is a cigarette and an electronic cigarette, it shall be deemed to include a reference to lit tobacco, cannabis and any other such product, any electronic smoking device and any other smoking or vaping equipment.
26. Any sign prohibiting smoking and vaping that refers to a former non-smoking bylaw of the Regional Municipality of Wood Buffalo is deemed to refer to this Bylaw and to provide proper notice.
27. No person shall remove, alter, conceal, deface or destroy any sign posted pursuant to this Bylaw. Any person who does not comply with this section is guilty of an offence.

PART 4 – OFFENCES

28. Any person who contravenes any provision of this Bylaw by doing any act or thing which the person is prohibited from doing, or by failing to do any act or thing the person is required to do, is guilty of an offence pursuant to this Bylaw.

PART 5 – PENALTIES

29. Any person who fails or neglects to perform the duties or requirements imposed upon it under the provisions of this Bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding ten thousand dollars (\$10,000.00).
30. The specified fine for an offence committed pursuant to this Bylaw shall be two hundred fifty dollars (\$250.00) for each such occurrence.
31. Any person convicted of an offence shall also be liable, in default of payment of any fine, to imprisonment for up to six (6) months.
32. In the case of an offence that is of a continuing nature, a contravention shall constitute a separate offence in respect of each day, or part of a day, on which that offence continues and a person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

PART 6 – VIOLATION TICKET

33. A Bylaw Officer is hereby authorized and empowered to issue a violation ticket pursuant to Part II of the *Provincial Offences Procedure Act*, R.S.A. 2000, c.P-34, as amended, or replaced from time to time, to any person who the Bylaw Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

PART 7 – EXEMPTION

34. Traditional pipe ceremonies are exempt from this Bylaw.
35. Despite any other provision of this Bylaw a person may, inside enclosed premises where the primary function of the premises is the sale of electronic smoking devices, use an electronic smoking device to sample a product, other than tobacco or cannabis, prior to purchase.
36. Section 10 does not apply to an employer, or proprietor who allows a person to use an electronic smoking device to sample a product, other than tobacco or cannabis, prior to purchase inside enclosed premises where the primary function of the premises is the sale of electronic smoking devices.

PART 8 – SEVERABILITY

37. If any section or sections of this Bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent therefrom and to be enacted as such.

PART 9 – ENFORCEMENT

38. For the enforcement of this Bylaw, a Bylaw Officer, upon producing proper identification, may enter any designated place and public place and may make examinations, investigations and inquiries.
39. No Bylaw Officer may enter a workplace that is also a private residence without the consent of the occupant or without first obtaining and producing a warrant.
40. Where a Bylaw Officer has reason to believe that a person has contravened any provision of this bylaw, he or she may serve upon such person:
- (a) a violation ticket requiring a person to appear in Court with the alternative of making a voluntary payment in lieu of prosecution; or
 - (b) a violation ticket requiring a person to appear in Court without the alternative of making a voluntary payment.

PART 10 – REPEAL AND COMING INTO EFFECT

41. Bylaw No. 18/015 be repealed.
42. This Bylaw comes into effect when it is passed.

READ a first time this _____ day of _____, A.D. 2018.

READ a second time this _____ day of _____, A.D. 2018.

READ a third and final time this _____ day of _____, A.D. 2018.

SIGNED and PASSED this _____ day of _____, A.D. 2018.

Mayor

Chief Legislative Officer

BYLAW NO. 18/023**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND
LAND USE BYLAW NO. 99/059**

WHEREAS sections 191(1) and 639 of the *Municipal Government Act* empower a council both to pass and to amend a land use bylaw;

AND WHEREAS the federal government is proposing to pass the *Cannabis Act* not later than the summer of 2018;

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

1. Land Use Bylaw No. 99/059 is amended as set out in sections 2 to 4 of this bylaw.

2. Table 9.16-1 is deleted and replaced with the following

Table 9.16-1

Land Use Districts within the Downtown Major Redevelopment Zone

Land Use Districts

| Land Uses | CBD1 – Central Business District | BOR1 - Borealis | SCL1 – Snyeside /Clearwater Core | SCL2 – Snyeside /Clearwater High Density |
|---|---|--------------------|---|---|
| ● = Permitted Use ○ = Discretionary Use ● = Discretionary Uses- Planning Commission | | | | |
| Food and Beverage Commercial | ● | ● | ○ | ○ |
| Institutional and Civic | ● | ● | ● | ● |
| Neighbourhood Commercial | ● | ● | ○ | ○ |
| Office Commercial | ● | ● | | |
| Park | ● | ● | ● | ● |
| Parking Structure | ● | ● | ● | ● |
| Recreation Commercial | ● | ● | ○ | ○ |
| Residential | ● | ● | ● | ● |
| Retail Commercial (<5,000 m ² GFA) | ● | ● | | ○ |
| Retail Commercial, Large Format (>5,000 m ² GFA) | ○ | | | |
| Restricted Commercial | ○ | | | |
| Service Commercial | ○ | | | |
| Tourism Commercial | ● | ● | ● | ● |
| Home Occupation | ● | ● | ● | ● |
| Home Business | ○ | ○ | ○ | ○ |
| Accessory Surface Parking | ○ | ○ | ○ | ○ |
| Accessory Building or Use | ● | ● | ● | ● |
| Cannabis Retail Store | ● | | | |

3. Section 108.6 (e) is amended by adding the following uses:

(ii) Cannabis Retail Store

4. Section 111.9 (d) is amended by adding the following uses

(x) Cannabis Production and Distribution Facility

5. This bylaw comes into effect when it is passed.

READ a first time this _____ day of _____, A.D. 2018

READ a second time this _____ day of _____, A.D. 2018.

READ a third and final time this _____ day of _____, A.D. 2018.

SIGNED and PASSED this _____ day of _____, A.D. 2018.

Mayor

Chief Legislative Officer

Summary of Proposed Changes to Smoking and Vaping Bylaw - (additions and changes are highlighted in red color)

| Existing Smoking and Vaping Bylaw | | Proposed Smoking and Vaping Bylaw | | Comments |
|-----------------------------------|---|-----------------------------------|---|--------------------------|
| Section | Clause | Section | Clause | |
| N/A | N/A | (j) | <p>“DESIGNATED PLACE” includes:</p> <ul style="list-style-type: none"> i. licensed gaming establishments; ii. drinking establishments; iii. restaurants; iv. outdoor patios; v. private clubs; vi. place of worship; vii. <i>community recreation facility;</i> viii. child care facility; ix. educational service facility; x. public transportation vehicles and public transportation property and all areas within 10 metres of public transportation property; xi. public buildings and all areas within 10 metres of an entrance or exit to a public building; xii. work places and all areas within 10 metres of an entrance or exit to a work place; xiii. outdoor recreation facility; and xiv. park. | New Definition |
| (dd) | “PUBLIC PLACE” means any place to which the public has access, regardless of whether or not | (ee) | “PUBLIC PLACE” means any place to which the public has access, regardless of whether or not access | Section XV and XVI added |

| | | | | |
|--|--|--|---|--|
| | <p>access is granted by means of membership or admission fees, and includes:</p> <ul style="list-style-type: none"> i. licensed gaming establishments; ii. drinking establishments; iii. restaurants; iv. outdoor patios; v. private clubs; vi. place of worship; vii. community recreation facility; viii. child care facility; ix. educational service facility; x. public transportation vehicles and public transportation property and all areas within 10 metres of public transportation property; xi. public buildings and all areas within 10 metres of an entrance or exit to a public building; xii. work places and all areas within 10 metres of an entrance or exit to a work place; xiii. outdoor recreation facility; and xiv. park. | | <p>is granted by means of membership or admission fees and includes, but is not limited to:</p> <ul style="list-style-type: none"> i. licensed gaming establishments; ii. drinking establishments; iii. restaurants; iv. outdoor patios; v. private clubs; vi. place of worship; vii. community recreation facility; viii. child care facility; ix. educational service facility; x. public transportation vehicles and public transportation property and all areas within 10 metres of public transportation property; xi. public buildings and all areas within 10 metres of an entrance or exit to a public building; xii. work places and all areas within 10 metres of an entrance or exit to a work place; xiii. outdoor recreation facility; xiv. park; xv. roads and sidewalks; and xvi. vehicles, except where located on private property. | |
|--|--|--|---|--|

| | | | | |
|----|--|----|---|--|
| 7 | A person must not smoke or vape in any public place, a workplace, a public transportation vehicle or any public transportation property within the Municipality regardless of whether or not a 'No Smoking No Vaping' sign is posted. | 7 | A person must not smoke or vape in any designated place, a workplace, a public transportation vehicle or any public transportation property within the Municipality regardless of whether or not a 'No Smoking No Vaping' sign is posted. | Public Place changed to Designated Place |
| 8 | A proprietor and/or employer shall not permit smoking or vaping in public place, whether or not a 'No Smoking No Vaping' sign is posted or visible. | 8 | A proprietor and/or employer shall not permit smoking or vaping in designated place, whether or not a 'No Smoking No Vaping' sign is posted or visible. | Public Place changed to Designated Place |
| 10 | Every proprietor or employer of a public place shall: a) ensure compliance with this Bylaw; b) prohibit smoking and vaping in the public place; and c) post 'No Smoking No Vaping' signs in accordance with Part 3 of this Bylaw. | 10 | Every proprietor or employer of a designated place shall: a. ensure compliance with this Bylaw; b. prohibit smoking and vaping in the public place; and c. post 'No Smoking No Vaping' signs in accordance with Part 3 of this Bylaw. | Public Place changed to Designated Place |
| 11 | Every proprietor or employer shall inform each employee that smoking and vaping are prohibited in the public place. | 11 | Every proprietor or employer shall inform each employee that smoking and vaping are prohibited in the designated place. | Public Place changed to Designated Place |

| | | | | |
|----|---|----|--|--|
| 13 | The proprietor or employer of a public place shall ensure that no ashtrays are placed or allowed to remain in any public place. | | The proprietor or employer of a designated place shall ensure that no ashtrays are placed or allowed to remain in any designated place. | Public Place changed to Designated Place |
| 14 | A proprietor or employer of a public place may, where sufficient space exists, ensure that ashtrays are placed more than 10 metres from the entrance or exit of the public place, if employees or members of the public, from time to time, gather to smoke in a location outside the public place. At all times, the ashtray must remain on the proprietor's and/or employer's property. | | A proprietor or employer of a designated place may, where sufficient space exists, ensure that ashtrays are placed more than 10 metres from the entrance or exit of the designated place, if employees or members of the public, from time to time, gather to smoke in a location outside the designated place. At all times, the ashtray must remain on the proprietor's and/or employer's property. | Public Place changed to Designated Place |
| | | 17 | Consumption of Cannabis in any form including smoking or vaping is prohibited in a public place. | New section added |
| 17 | The proprietor and/or employer of a public place shall ensure that signs are posted in a prominent, clearly visible location and in accordance with this Bylaw so as to clearly identify that smoking and vaping is prohibited. | 18 | The proprietor and/or employer of a designated place shall ensure that signs are posted in a prominent, clearly visible location and in accordance with this Bylaw so as to clearly identify that smoking and vaping is prohibited. | Public Place changed to Designated Place |

| | | | | |
|----|---|----|---|---|
| 18 | <p>The proprietor and/or employer of the public place shall ensure that:</p> <ul style="list-style-type: none"> a) signs are posted at all entrances to the public place; b) signs are posted at the entrance to each washroom; c) signs are posted in the vicinity of any seating area where food or beverages are sold or consumed; d) signs are posted at the entrance to or within in the vicinity of a park and outdoor recreation facility; and e) signs are posted on or in public transportation vehicle shelters. | 19 | <p>The proprietor and/or employer of the designated place shall ensure that:</p> <ul style="list-style-type: none"> a) signs are posted at all entrances to the designated place; b) signs are posted at the entrance to each washroom; c) signs are posted in the vicinity of any seating area where food or beverages are sold or consumed; d) signs are posted at the entrance to or within in the vicinity of a park and outdoor recreation facility; and e) signs are posted on or in public transportation vehicle shelters. | Public Place changed to Designated Place |
| 37 | <p>For the enforcement of this Bylaw, a Bylaw Officer, upon producing proper identification, may enter any—public place and may make examinations, investigations and inquiries.</p> | 38 | <p>For the enforcement of this Bylaw, a Bylaw Officer, upon producing proper identification, may enter any designated place and public place and may make examinations, investigations and inquiries.</p> | Public Place changed to Designated Place and Public Place |



COUNCIL REPORT

Meeting Date: October 1, 2018

Subject: Appointment of External Auditor

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT Deloitte LLP be appointed as external auditor for the Regional Municipality of Wood Buffalo, the Regional Municipality of Wood Buffalo Public Library, Regional Recreation Corporation of Wood Buffalo and Wood Buffalo Housing & Development Corporation; and

THAT Administration be authorized to enter into a five-year contract renewable for a maximum of two one-year terms renewed annually (seven years in total) for the provision of external audit services by Deloitte LLP.

Summary:

The *Municipal Government Act (MGA)*, Section 280 requires each Council to appoint an auditor for the Municipality and for each of its controlled corporations. However, Council may not appoint a councillor, an employee of the Municipality or an employee of one of its controlled corporations to be an auditor.

Background:

Council had previously appointed Deloitte LLP in 2011 using the Request for Proposal (RFP) process. The terms of their contract were five years plus two optional one-year extensions; the Municipality did use the two one-year extensions.

The specific policy to change external auditors varies from jurisdiction to jurisdiction and can vary from the requirement to change partners of the external firm (CPA Guide to Canadian Independence Standard, Rule 204.4) to mandating a change of auditors every five years (City of Edmonton).

In addition, the New West Partnership Trade Agreement (NWPTA), which are the rules that govern municipal procurement, no longer exempt audit services from an open, transparent and competitive procurement process; therefore, a Request for Proposal

was initiated. Best practices require that organizations solicit proposals on a periodic basis (generally at least five years) in order to ensure that external audit services are obtained on a competitive basis.

Representatives from Administration and from each of the Municipality's controlled corporations (Regional Municipality of Wood Buffalo Public Library, Regional Recreation Corporation of Wood Buffalo and Wood Buffalo Housing & Development Corporation) have concluded that the overall optimum service proposal received from the four qualified accounting firms who submitted bids to provide external audit services was the proposal from Deloitte LLP. This review included an evaluation of the experience and qualifications of the firm, the nature of the proposed services and the overall price or cost to the Municipality.

Deloitte LLP is one of the largest professional services firms globally that provides audit, tax, consulting and financial advisory services. The firm has experience with municipalities of comparative size and operation. The firm is licensed and in good standing with the Chartered Professional Accountants Alberta (CPA). In the event of appointment, the Municipality will be served by a local office in Edmonton.

Budget/Financial Implications:

The Municipality will enter into a fixed price contract with Deloitte LLP with any additional and out of scope services billed separately. The option to enter into a contract extension of a maximum of two one-year terms renewed annually would be subject to Council approval. Funding will be included in future municipal budgets.

Rationale for Recommendation:

As the successful bidder, Deloitte LLP has the experience and capacity to meet the needs of the Municipality and its controlled corporations. The contract term recommended is a best practice that ensures "auditor-client" independence and mitigates any risks that might be overlooked due to familiarity over time.

Strategic Priorities:

Responsible Government



COUNCIL REPORT

Meeting Date: October 1, 2018

Subject: Scheduling of Special Council Meeting - October 20, 2018

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT a Special Council meeting be held on October 20, 2018 at 4:00 p.m. at the Anzac Recreation Centre.

Summary and Background:

Section 42 of the Procedure Bylaw (Bylaw No. 18/20) states "Where possible and practical, Council shall hold a Special Council Meeting in rural communities to deal with matters of significant importance or impact to the community."

The discussion of remediation options of the Anzac Community Hall directly affects and is of significant importance to the community of Anzac. As such, it is recommended that a Special Council Meeting be called to address this matter in the community.

Rationale for Recommendation:

It is important that Council be in affected communities when matters specific to those areas are being discussed and debated.

Strategic Priorities:

Responsible Government



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

OFFICE OF THE MAYOR

PROCLAMATION

- WHEREAS** on October 1st, communities across Canada will join together to recognize National Seniors Day; and
- WHEREAS** seniors in the Regional Municipality of Wood Buffalo are present in all aspects of our lives: they are our parents, our grandparents, our teachers, our volunteers, our mentors, our neighbours and our coworkers; and
- WHEREAS** National Seniors Day focuses on celebrating and recognizing the contributions made by seniors to better their communities, families, and workplaces; and
- WHEREAS** every day, seniors right here in the Regional Municipality of Wood Buffalo make a difference and we value what they are doing;

THEREFORE NOW, on behalf of the Regional Municipality of Wood Buffalo, I, Mayor Don Scott, do hereby proclaim **October 1st, 2018** as:

“National Seniors Day”

IN WITNESS WHEREOF, I have hereunder set my hand and caused to be affixed the seal of the Regional Municipality of Wood Buffalo in Fort McMurray, Alberta, this **29th day of September 2018**.

Don Scott, QC
Mayor





REGIONAL MUNICIPALITY
OF WOOD BUFFALO

OFFICE OF THE MAYOR

PROCLAMATION

- WHEREAS** the Wood Buffalo Regional Library provides regional library services through the library at Suncor Community Leisure Centre, the Mobile Library (WOW), and Books by Mail; and
- WHEREAS** libraries are partners in fostering lifelong learning and play a vital role in helping all ages access the information and tools that they need to live, learn and work; and
- WHEREAS** libraries reach beyond their traditional roles and provide transformative opportunities for education, employment, entrepreneurship, empowerment and engagement, as well new services that connect closely with community needs; and
- WHEREAS** libraries promote inclusion and diversity by providing equitable access to information for all library users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status; and
- WHEREAS** the Wood Buffalo Regional Library celebrates Library Month by raising awareness of the valuable role libraries play in the lives of community members.

THEREFORE NOW, I, Don Scott, Mayor of the Regional Municipality of Wood Buffalo, do hereby proclaim **October 2018** as:

“Library Month”

IN WITNESS WHEREOF, I have hereunder set my hand and caused to be affixed the seal of the Regional Municipality of Wood Buffalo in Fort McMurray, Alberta, this **29th day of September 2018**.

Don Scott, QC
Mayor





COUNCIL REPORT

Meeting Date: October 1, 2018

Subject: Tax Relief Request for Years 2011 - 2018 at 185 Northland Drive, Conklin

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT the request for tax relief, in the amount of \$22,565.58, for the property located at 185 Northland Drive in Conklin, be denied.

Summary:

The property at 185 Northland Drive, Conklin was purchased from the Municipality by the current owner in 2004.

The property owner is requesting that Council do the following:

- Retract and reassess all property assessments between 2011 and 2016 using the same calculation as the revised property assessment for 2017;
- refund part of the taxes paid between 2011 and 2015 as a result of the new revised assessment; and
- cancel/waive any tax arrears for 2016, 2017 and 2018

Background:

The property has been assessed since 2004 to the same property owner. The zoning of the property is BI Business Industrial. As the property is zoned BI and is not utilized for residential purposes the property has been and continues to be classified and taxed as rural non-residential.

The assessed value for this property was \$24,000 in 2010, due to market activity the 2011 assessment increased to \$145,140. The assessment value peaked at \$582,800 in the years 2015-2017 until it was reduced in 2017 to \$116,500. The property has been valued using non-residential land rates for the Conklin area with an adjustment allowance for restricted use of a portion of the property. The restricted use of the

property is due to a watercourse located on the property. A watercourse is defined as a channel that a flowing body of water follows although in the case of this property the watercourse is dry for parts of the year, Development of this property will be impacted by the watercourse as it is located in the middle of the property and runs the entire length of the property.

From our assessment records, 2011 was the first year that an allowance for the water course through the property was applied; the allowance for the water course from 2011 to 2017 (amended) was 50%.

In 2017, Assessment staff completed a review of the development limitations imposed on the lot, as it currently sits, and determined that an obsolescence of 90% should be applied to this property.

This revision was completed under S 305 of the *Municipal Government Act*. Since the starting year of this request (2011) the property owner has not filed any assessment appeals on this property.

The property owner now requests that the change in 2017 be applied retroactively to the preceding years (back to 2011) for which no assessment appeals were filed. Adjustments to previous year's assessment can only be made if an outstanding appeal has been filed.

The property owner has requested that penalties and arrears on outstanding balances since 2016 which have been applied based on bylaw 95/041 (Tax Penalty), be cancelled.

As per the *Municipal Government Act*, S 203 (2)

A council may not delegate

(d) its power with respect to taxes under section 347

As per the *Municipal Government Act*, S 347(1):

If a Council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) Cancel or reduce tax arrears;*
- (b) Cancel or refund all or part of a tax;*
- (c) Defer the collection of a tax.*

Budget/Financial Implications:

The budget implications for an acceptance of this request could go far past this request. Successful requests for prior year assessment and tax amendments, which would be

unbudgeted, could result in major revenue reductions based on establishing a precedence.

If the recommendation is approved, the immediate budget implications would result in a reduction in tax revenue of \$ 22,565.58, if all assessments were adjusted and all arrears and penalties were adjusted as requested by the property owner.

Rationale for Recommendation:

The property was first assessed for the 2004 tax year and has been properly classified and taxed as rural non-residential based on the BI zoning in place.

The assessment has been based on mass appraisal principles with an allowance for the water course on the property. The allowance was 50% for the tax years 2011-2017, and after review, the assessment was changed to reflect a 90% allowance for the 2017 tax year.

There have been no assessment appeals filed on the property since 2011 and therefore no legislative method of adjusting the previous year's assessment excluding Section 347 of the *Municipal Government Act* (S 347), request to council.

While council does have the authority under S 347 to cancel or refund part of a tax and cancel or defer tax arrears, administration's recommendation is that this not be done due to the precedent that may be set by this action.

The issue brought before council is, does an adjustment applied in one year apply to previous years in which no appeals were filed.

The governing legislation (The Municipal Government Act) limits both appeals and s 305 changes to the years in which they were either filed or processed in the case of a S. 305.

Section 347 states that council can if it considers it equitable to do so it may cancel or reduce tax arrears, cancel or refund all or part of a tax or defer the collection of a tax. The request from this property owner, if granted, would not be equitable with other property owners in the RMWB as previous tax years are not open for review unless appealed in the tax year.

The effect of granting this request could open tax years on any property account from small accounts to multi-million-dollar oil sands accounts.

To act contrary to the legislation would expose the municipality to potentially costly unbudgeted property tax adjustments. As an example, during the years of industry appeals a property owner missed filing an appeal on a major industrial plant. Even though adjustments were processed on the appealed years, no adjustment was made on this property for the year in which no appeal was filed. In accordance with the

legislation there is no recourse to ask for the adjustment in a year in which no appeal was filed.

Onus on the property owner

The RMWB mails assessment notices to property owners annually. On each and every notice it reads:

Please review the Property Assessment Notice carefully. The assessed value of your property reflects the market value (most probable selling price) of your property on July 1, 20XX including any physical changes up to December 31, 20XX. The assessed value will be used to calculate the amount of tax billed for your property. Your tax bill will be calculated in early June. If you disagree with any of the assessment information on this notice, you have the right to submit an Assessment Complaint with the Clerk of the Assessment Review Board (see reverse for details by 4:30 pm on May XX, 20XX.

COMPLAINTS CANNOT BE SUBMITTED AFTER 4:30pm on May XX, 20XX.

If complaints are filed past the deadline the complaint will proceed to the appropriate board with the Assessor always seeking denial of the appeal as the appeal was filed past the deadline.

The onus to appeal is on the property owner, if they disagree, with the assessment and the procedure for appealing is described in detail on the assessment notice.

The property assessment system is built on predictability in the revenue required to fund the municipality's operations. Prior years' appeals can be accounted for in current budgets, changes in assessments and tax dollars, in the case of prior years in which appeals have not been filed, would be an unbudgeted loss in revenue. Although all S 347 requests stand on their own merit and the change in tax dollars from this request is a small percentage of the annual budget, a precedent may be set if penalties and arrears are cancelled. Revising prior years' assessments through a S 347 when appeals do not exist would set a precedent and add a level of unpredictability in municipal finances in coming years.

Strategic Priorities:

Responsible Government

Attachments:

1. Assessment Notices for 185 Northland Drive 2011-2018 - Redacted



Regional Municipality of Wood Buffalo

2011 ANNUAL PROPERTY ASSESSMENT NOTICE

Roll Number: 8480001781

Account Number: 10529145

Owner Name: FOIP s.17(1)

Civic Address: 185 NORTHLAND DRIVE RR 1

Legal Description: Plan:8520247 Block:2 Lot:23

6.1.a

Date Mailed: March 1, 2011

Notice of Assessment Date:

Final Date of Complaint: May 2, 2011

The assessment roll will be open for inspection at the Regional Assessor's office (Fort McMurray) and at the local Municipal offices in the rural areas during regular office hours.

2011

Total Assessment \$145,140

Tax Status 823: FULLY TAXABLE(100%): JAN-2011 TO DEC-2011

School Support UNDECLARED 100.00%

| Property Description | Percent | Tax Class |
|----------------------------|---------|---------------|
| NONRES VACANT LAND - RURAL | 100 | RURAL NON-RES |

2010

Total Assessment \$24,660

| TAX CLASSES | | | |
|-------------|---------------------------|------|----------------------------|
| Code | Description | Code | Description |
| COM | URBAN NON-RESIDENTIAL | COR | RURAL NON-RESIDENTIAL |
| CRN | RURAL NON-RES NO SCHOOL | INR | RURAL INDUSTRIAL |
| MER | RURAL MACHINERY & EQUIP. | MEU | URBAN MACHINERY & EQUIP. |
| MRS | URBAN OTHER RESIDENTIAL | MSC | URB OTHER RES. NO EDUC TAX |
| RER | RURAL RESIDENTIAL | RES | URBAN RESIDENTIAL |
| RLR | RURAL LINEAR | RNS | RURAL RES. NO EDUC. TAX |
| UNM | URBAN NON RES-NO MUNI TAX | UNR | URB OTHER RES NO REQ'S |

Please review this Property Assessment Notice carefully. The assessed value of your property reflects the market value (most probable selling price) of your property as of July 1, 2010 including any physical changes up to December 31, 2010. This assessed value will be used to calculate the amount of tax billed for your property. Your tax bill will be calculated in early June. If you disagree with any of the assessment information on this notice, you have the right to submit an Assessment Complaint with the Clerk of the Assessment Review Board (see reverse for contact information) by 4:30 pm on May 2, 2011.

COMPLAINTS CANNOT BE SUBMITTED AFTER 4:30 pm on May 2, 2011.

The Assessment Review Board cannot hear your complaint unless the Assessment Review Board Complaint Form, accompanied by the appropriate filing fee, is submitted to the Clerk of the Assessment Review Board by 4:30 pm on May 2, 2011. Complaints cannot be submitted against the amount of tax you will be billed in June. If you wait until tax notices are mailed in June, you will miss the complaint deadline, as identified above.

Changes in School Support designation and mailing address must be made in writing to the Assessment & Taxation Department listed on the reverse of this notice. If your Property Assessment Notice indicates your school support as "undeclared", we do not have a record of receiving a completed School Support Declaration from. Please contact the Assessment & Taxation Department at 780-743-7900 to request a School Support Declaration Form or visit our website at www.woodbuffalo.ab.ca/residents/online.asp

If you have any questions, please call the number(s) identified on the reverse.

Regional Municipality of Wood Buffalo
 5th Floor, 9909 Franklin Avenue
 Fort McMurray, AB T9H 2K4

ASSESSMENT NOTICE

FOIP s.17(1)

10529145

WHAT TO DO IF YOU DO NOT AGREE WITH YOUR ASSESSMENT.

1. **What can you do if you do not agree with the information on your Property Assessment Notice?**
 The first step is to contact the Assessment Office at 780-743-7900 or 1-800-973-9663, and arrange to speak with an Assessor about your concern. If you are unable to resolve the issue after speaking with an Assessor and wish to pursue the matter further, you must submit a complaint form and appropriate filing fee to the Clerk of the Assessment Review Board no later than 4:30 pm on **MAY 2, 2011**.
2. **Who can submit an Assessment Review Board Complaint on an assessment?**
 You, as an assessed property owner/taxpayer, or your agent with the appropriate signed authorization forms can submit a written complaint to the Clerk of the Assessment Review Board.
3. **What can you submit an Assessment Review Board Complaint about?**
 Information contained on the Property Assessment Notice.
4. **What must be included with Assessment Review Board Complaint?**
 Assessment Review Board Complaint form, Assessment Complaints Agent Authorization form, Filing Fee and REASONS FOR THE COMPLAINT.
5. **Where do you submit a written complaint?**
 Clerk of the Assessment Review Board
 Legislative and Legal Services
 Regional Municipality of Wood Buffalo
 7th Floor, Jubilee Center
 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4
 Phone: 780-743-7001 (Local) 1-800-973-9663 (Rural) Fax: 780-743-7028
6. **When is the Assessment Review Board Complaint deadline?**
 Applicable forms accompanied by the appropriate filing fees must be postmarked or received on or before 4:30 pm on **MAY 2, 2011**.
7. **Where can I obtain more information?**
 More information regarding Assessment Review Board processes and requirements can be accessed via the websites below.
www.woodbuffalo.ab.ca/arb or www.municipalaffairs.alberta.ca/mc_property_assessment_and_taxation.cfm
 Information specific to your individual Property Assessment and comparable properties can be obtained from the Assessment Office by e-mailing assessment.taxation@woodbuffalo.ab.ca or by contacting the Assessor at 780-743-7900 (Local) 1-800-973-9663 (Rural).

Attachment: 1. Assessment Notices for 185 Northland Drive 2011-2018 - Redacted (Tax Relief Request - 185 Northland Drive)



Regional Municipality of Wood Buffalo

2012 ANNUAL PROPERTY ASSESSMENT NOTICE

Roll Number: 8480001781

Account Number: 10529145

Owner Name:

FOIP s.17(1)

Civic Address: 185 NORTHLAND DRIVE RR 1

Legal Description: Plan:8520247 Block:2 Lot:23

6.1.a

Date Mailed: March 1, 2012

Notice of Assessment Date:

Final Date of Complaint: April 30, 2012

The assessment roll will be open for inspection at the Regional Assessor's office (Fort McMurray) and at the local Municipal offices in the rural areas during regular office hours.

2012

Total Assessment \$166,910

Tax Status 823: FULLY TAXABLE(100%): JAN-2012 TO DEC-2012

School Support UNDECLARED 100.00%

Property Description Percent Tax Class
NONRES VACANT LAND - RURAL 100 RURAL NON-RES

2011

Total Assessment \$145,140

| TAX CLASSES | | | |
|-------------|---------------------------|------|----------------------------|
| Code | Description | Code | Description |
| COM | URBAN NON-RESIDENTIAL | COR | RURAL NON-RESIDENTIAL |
| CRN | RURAL NON-RES NO SCHOOL | INR | RURAL INDUSTRIAL |
| MER | RURAL MACHINERY & EQUIP. | MEU | URBAN MACHINERY & EQUIP. |
| MRS | URBAN OTHER RESIDENTIAL | MSC | URB OTHER RES. NO EDUC TAX |
| RER | RURAL RESIDENTIAL | RES | URBAN RESIDENTIAL |
| RLR | RURAL LINEAR | RNS | RURAL RES. NO EDUC. TAX |
| UNM | URBAN NON RES-NO MUNI TAX | UNR | URB OTHER RES NO REQ'S |

Please review this Property Assessment Notice carefully. The assessed value of your property reflects the market value (most probable selling price) of your property as of July 1, 2011 including any physical changes up to December 31, 2011. This assessed value will be used to calculate the amount of tax billed for your property. Your tax bill will be calculated in early June. If you disagree with any of the assessment information on this notice, you have the right to submit an Assessment Complaint with the Clerk of the Assessment Review Board (see reverse for contact information) by 4:30 pm on APRIL 30, 2012.

COMPLAINTS CANNOT BE SUBMITTED AFTER 4:30 pm on APRIL 30, 2012.

The Assessment Review Board cannot hear your complaint unless the Assessment Review Board Complaint Form, accompanied by the appropriate filing fee, is submitted to the Clerk of the Assessment Review Board by 4:30 pm on APRIL 30, 2012. Complaints cannot be submitted against the amount of tax you will be billed in June. If you wait until tax notices are mailed in June, you will miss the complaint deadline, as identified above.

Changes in School Support designation and mailing address must be made in writing to the Assessment & Taxation Department listed on the reverse of this notice. If your Property Assessment Notice indicates your school support as "undeclared", we do not have a record of receiving a completed School Support Declaration form. Please contact the Assessment & Taxation Department at 780-743-7900 to request a School Support Declaration Form or visit our website at http://www.woodbuffalo.ab.ca/living_2227/Property-Taxes/Tax-Forms.htm

If you have any questions, please call the number(s) identified on the reverse.

Attachment: 1. Assessment Notices for 185 Northland Drive 2011-2018 - Redacted (Tax Relief Request - 185 Northland Drive)

Regional Municipality of Wood Buffalo
 5th Floor, 9909 Franklin Avenue
 Fort McMurray, AB T9H 2K4

ASSESSMENT NOTICE

FOIP s.17(1)

10529145

WHAT TO DO IF YOU DO NOT AGREE WITH YOUR ASSESSMENT.

1. **What can you do if you do not agree with the information on your Property Assessment Notice?**
 The first step is to contact the Assessment Office at 780-743-7900 or 1-800-973-9663, and arrange to speak with an Assessor about your concern. If you are unable to resolve the issue after speaking with an Assessor and wish to pursue the matter further, you must submit a complaint form and appropriate filing fee to the Clerk of the Assessment Review Board no later than 4:30 pm on **APRIL 30, 2012**.
2. **Who can submit an Assessment Review Board Complaint on an assessment?**
 You, as an assessed property owner/taxpayer, or your agent with the appropriate signed authorization forms can submit a written complaint to the Clerk of the Assessment Review Board.
3. **What can you submit an Assessment Review Board Complaint about?**
 Information contained on the Property Assessment Notice.
4. **What must be included with Assessment Review Board Complaint?**
 Assessment Review Board Complaint form, Assessment Complaints Agent Authorization form, Filing Fee and REASONS FOR THE COMPLAINT.
5. **Where do you submit a written complaint?**
 Clerk of the Assessment Review Board
 Legislative and Legal Services
 Regional Municipality of Wood Buffalo
 3rd Floor, Jubilee Center
 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4
 Phone: 780-743-7001 (Local) 1-800-973-9663 (Rural) Fax: 780-743-7028
6. **When is the Assessment Review Board Complaint deadline?**
 Applicable forms accompanied by the appropriate filing fees must be postmarked or received on or before 4:30 pm on **APRIL 30, 2012**.
7. **Where can I obtain more information?**
 More information regarding Assessment Review Board processes and requirements can be accessed via the websites below.
www.woodbuffalo.ab.ca/arb or www.municipalaffairs.alberta.ca/mc_property_assessment_and_taxation.cfm
 Information specific to your individual Property Assessment and comparable properties can be obtained from the Assessment Office by e-mailing assessment.taxation@woodbuffalo.ab.ca or by contacting the Assessor at 780-743-7900 (Local) 1-800-973-9663 (Rural).



Regional Municipality of Wood Buffalo

2013 ANNUAL PROPERTY ASSESSMENT NOTICE

Roll Number: 8480001781

Account Number: 10529145

Owner Name: FOIP s.17(1)

Civic Address: 185 NORTHLAND DRIVE RR 1

Legal Description: Plan:8520247 Block:2 Lot:23

6.1.a

Date Mailed: March 1, 2013

Notice of Assessment Date:

Final Date of Complaint: April 30, 2013

The assessment roll will be open for inspection at the Regional Assessor's office (Fort McMurray) and at the local Municipal offices in the rural areas during regular office hours.

2013

Total Assessment \$358,860

Tax Status 823: FULLY TAXABLE(100%): JAN-2013 TO DEC-2013

School Support UNDECLARED 100.00%

| Property Description | Percent | Tax Class |
|----------------------------|---------|---------------|
| NONRES VACANT LAND - RURAL | 100 | RURAL NON-RES |

2012

Total Assessment \$166,910

| TAX CLASSES | | | |
|-------------|---------------------------|------|----------------------------|
| Code | Description | Code | Description |
| COM | URBAN NON-RESIDENTIAL | COR | RURAL NON-RESIDENTIAL |
| CRN | RURAL NON-RES NO SCHOOL | INR | RURAL INDUSTRIAL |
| MER | RURAL MACHINERY & EQUIP. | MEU | URBAN MACHINERY & EQUIP. |
| MRS | URBAN OTHER RESIDENTIAL | MSC | URB OTHER RES. NO EDUC TAX |
| RER | RURAL RESIDENTIAL | RES | URBAN RESIDENTIAL |
| RLR | RURAL LINEAR | RNS | RURAL RES. NO EDUC. TAX |
| UNM | URBAN NON RES-NO MUNI TAX | UNR | URB OTHER RES NO REQ'S |

Please review this Property Assessment Notice carefully. The assessed value of your property reflects the market value (most probable selling price) of your property as of July 1, 2012 including any physical changes up to December 31, 2012. This assessed value will be used to calculate the amount of tax billed for your property. Your tax bill will be calculated in late May. If you disagree with any of the assessment information on this notice, you have the right to submit an Assessment Complaint with the Clerk of the Assessment Review Board (see reverse for contact information) by 4:30 pm on **APRIL 30, 2013**.

COMPLAINTS CANNOT BE SUBMITTED AFTER 4:30 pm on APRIL 30, 2013.

The Assessment Review Board cannot hear your complaint unless the Assessment Review Board Complaint Form, accompanied by the appropriate filing fee, is submitted to the Clerk of the Assessment Review Board by 4:30 pm on **APRIL 30, 2013**. Complaints cannot be submitted against the amount of tax you will be billed in late May. If you wait until tax notices are mailed in late May, you will miss the complaint deadline, as identified above.

Changes in **School Support** designation and **mailing address** must be made in writing to the **Assessment & Taxation Department** listed on the reverse of this notice. If your Property Assessment Notice indicates your school support as "undeclared", we do not have a record of receiving a completed School Support Declaration form. Please contact the **Assessment & Taxation Department** at 780-743-7900 to request a **School Support Declaration Form** or visit our website below.

http://www.woodbuffalo.ab.ca/Municipal-Government/municipal_departments/Assessment-and-Taxation-Department/Tax-Forms.htm

Attachment: 1. Assessment Notices for 185 Northland Drive 2011-2018 - Redacted (Tax Relief Request - 185 Northland Drive)

Regional Municipality of Wood Buffalo
 5th Floor, 9909 Franklin Avenue
 Fort McMurray, AB T9H 2K4

ASSESSMENT NOTICE

FOIP s.17(1)

10529145

WHAT TO DO IF YOU DO NOT AGREE WITH YOUR ASSESSMENT.

1. **What can you do if you do not agree with the information on your Property Assessment Notice?**
 The first step is to contact the Assessment Office at 780-743-7900 or 1-800-973-9663 (rural), and arrange to speak with an Assessor about your concern. If you are unable to resolve the issue after speaking with an Assessor and wish to pursue the matter further, you must submit a complaint form and appropriate filing fee to the Clerk of the Assessment Review Board no later than 4:30 pm on **APRIL 30, 2013**.
2. **Who can submit an Assessment Review Board Complaint on an assessment?**
 You, as an assessed property owner/taxpayer, or your agent with the appropriate signed authorization forms can submit a written complaint to the Clerk of the Assessment Review Board.
3. **What can you submit an Assessment Review Board Complaint about?**
 Information contained on the Property Assessment Notice.
4. **What must be included with an Assessment Review Board Complaint?**
 Assessment Review Board Complaint form, Assessment Complaints Agent Authorization form, Filing Fee and REASONS FOR THE COMPLAINT.
5. **Where do you submit a written complaint?**
 Clerk of the Assessment Review Board
 Council and Legislative Services
 Regional Municipality of Wood Buffalo
 3rd Floor, Jubilee Center, 9909 Franklin Avenue
 Fort McMurray, AB T9H 2K4
 Phone: 780-743-7001 (Local) 1-800-973-9663 (Rural) Fax: 780-743-7028
6. **When is the Assessment Review Board Complaint deadline?**
 Applicable forms accompanied by the appropriate filing fees must be postmarked or received on or before 4:30 pm on **APRIL 30, 2013**.
7. **Where can I obtain more information?**
 More information regarding Assessment Review Board processes and requirements can be accessed via the websites below.
www.woodbuffalo.ab.ca/arb or www.municipalaffairs.alberta.ca/mc_property_assessment_and_taxation.cfm

Information specific to your individual Property Assessment and comparable properties can be obtained from the Assessment Office by e-mailing assessment.taxation@woodbuffalo.ab.ca or by contacting the Assessor at 780-743-7900 (Local) 1-800-973-9663 (Rural).

Attachment: 1. Assessment Notices for 185 Northland Drive 2011-2018 - Redacted (Tax Relief Request - 185 Northland Drive)



Regional Municipality of Wood Buffalo

2014 ANNUAL PROPERTY ASSESSMENT NOTICE

Roll Number: 8480001781

Account Number: 10529145

Owner Name: FOIP s.17(1)

Civic Address: 185 NORTHLAND DRIVE RR 1

Legal Description: Plan:8520247 Block:2 Lot:23

6.1.a

Date Mailed: February 28, 2014

Notice of Assessment Date:

Final Date of Complaint: May 2, 2014

The assessment roll will be open for inspection at the Regional Assessor's office (Fort McMurray) and at the local Municipal offices in the rural areas during regular office hours.

2014

Total Assessment \$416,280

Tax Status 823: FULLY TAXABLE(100%): JAN-2014 TO DEC-2014

School Support UNDECLARED 100.00%

| Property Description | Percent | Tax Class |
|----------------------------|---------|---------------|
| NONRES VACANT LAND - RURAL | 100 | RURAL NON-RES |

2013

Total Assessment \$358,860

| Code | Description |
|------|---------------------------|
| COM | URBAN NON-RESIDENTIAL |
| CRN | RURAL NON-RES NO SCHOOL |
| MER | RURAL MACHINERY & EQUIP. |
| MRS | URBAN OTHER RESIDENTIAL |
| RER | RURAL RESIDENTIAL |
| RLR | RURAL LINEAR |
| UNM | URBAN NON RES-NO MUNI TAX |

TAX CLASSES

| Code | Description |
|------|----------------------------|
| COR | RURAL NON-RESIDENTIAL |
| INR | RURAL INDUSTRIAL |
| MEU | URBAN MACHINERY & EQUIP. |
| MSC | URB OTHER RES. NO EDUC TAX |
| RES | URBAN RESIDENTIAL |
| RNS | RURAL RES. NO EDUC. TAX |
| UNR | URB OTHER RES NO REQ'S |

Please review this Property Assessment Notice carefully. The assessed value of your property reflects the market value (most probable selling price) of your property as of July 1, 2013 including any physical changes up to December 31, 2013. This assessed value will be used to calculate the amount of tax billed for your property. Your tax bill will be calculated in late May. If you disagree with any of the assessment information on this notice, you have the right to submit an Assessment Complaint with the Clerk of the Assessment Review Board (see reverse for contact information) by 4:30 pm on MAY 2, 2014.

COMPLAINTS CANNOT BE SUBMITTED AFTER 4:30 pm on MAY 2, 2014.

The Assessment Review Board cannot hear your complaint unless the Assessment Review Board Complaint Form, accompanied by the appropriate filing fee, is submitted to the Clerk of the Assessment Review Board by 4:30 pm on MAY 2, 2014. Complaints cannot be submitted against the amount of tax you will be billed in late May. If you wait until tax notices are mailed in late May, you will miss the complaint deadline, as identified above.

Changes in School Support designation and mailing address must be made in writing to the Assessment & Taxation Department listed on the reverse of this notice. If your Property Assessment Notice indicates your school support as "undeclared", we do not have a record of receiving a completed School Support Declaration form. Please contact the Assessment & Taxation Department at 780-743-7900 to request a School Support Declaration Form or visit our website below.

http://www.woodbuffalo.ab.ca/Municipal-Government/municipal_departments/Assessment-and-Taxation-Department/Tax-Forms.htm

Attachment: 1. Assessment Notices for 185 Northland Drive 2011-2018 - Redacted (Tax Relief Request - 185 Northland Drive)

Regional Municipality of Wood Buffalo
 5th Floor, 9909 Franklin Avenue
 Fort McMurray, AB T9H 2K4

ASSESSMENT NOTICE

FOIP s.17(1)

10529145

WHAT TO DO IF YOU DO NOT AGREE WITH YOUR ASSESSMENT.

1. **What can you do if you do not agree with the information on your Property Assessment Notice?**
 The first step is to contact the Assessment Office at 780-743-7900 or 1-800-973-9663 (rural), and arrange to speak with an Assessor about your concern. If you are unable to resolve the issue after speaking with an Assessor and wish to pursue the matter further, you must submit a complaint form and appropriate filing fee to the Clerk of the Assessment Review Board no later than 4:30 pm on **MAY 2, 2014**.
2. **Who can submit an Assessment Review Board Complaint on an assessment?**
 You, as an assessed property owner/taxpayer, or your agent with the appropriate signed authorization forms can submit a written complaint to the Clerk of the Assessment Review Board.
3. **What can you submit an Assessment Review Board Complaint about?**
 Information contained on the Property Assessment Notice.
4. **What must be included with an Assessment Review Board Complaint?**
 Assessment Review Board Complaint form, Assessment Complaints Agent Authorization form, Filing Fee and REASONS FOR THE COMPLAINT.
5. **Where do you submit a written complaint?**
 Clerk of the Assessment Review Board
 Council and Legislative Services
 Regional Municipality of Wood Buffalo
 3rd Floor, Jubilee Center, 9909 Franklin Avenue
 Fort McMurray, AB T9H 2K4
 Phone: 780-743-7001 (Local) 1-800-973-9663 (Rural) Fax: 780-743-7028
6. **When is the Assessment Review Board Complaint deadline?**
 Applicable forms accompanied by the appropriate filing fees must be postmarked or received on or before 4:30 pm on **MAY 2, 2014**.
7. **Where can I obtain more information?**
 More information regarding Assessment Review Board processes and requirements can be accessed via the websites below.
www.woodbuffalo.ab.ca/arb or www.municipalaffairs.alberta.ca/mc_property_assessment_and_taxation.cfm

Information specific to your individual Property Assessment and comparable properties can be obtained from the Assessment Office by e-mailing assessment.taxation@woodbuffalo.ab.ca or by contacting the Assessor at 780-743-7900 (Local) 1-800-973-9663 (Rural).

Attachment: 1. Assessment Notices for 185 Northland Drive 2011-2018 - Redacted (Tax Relief Request - 185 Northland Drive)



Regional Municipality of Wood Buffalo

2015 ANNUAL PROPERTY ASSESSMENT NOTICE

Roll Number: 8480001781

Account Number: 10529145

Owner Name:

FOIP s.17(1)

Civic Address: 185 NORTHLAND DRIVE RR 1

Legal Description: Plan:8520247 Block:2 Lot:23

6.1.a

Date Mailed: February 27, 2015

Notice of Assessment Date:

Final Date of Complaint: May 1, 2015

The assessment roll will be open for inspection at the Regional Assessor's office (Fort McMurray) and at the local Municipal offices in the rural areas during regular office hours.

2015

Total Assessment \$582,800

Tax Status 823: FULLY TAXABLE(100%): JAN-2015 TO DEC-2015

School Support UNDECLARED 100.00%

| Property Description | Percent | Tax Class |
|----------------------------|---------|---------------|
| NONRES VACANT LAND - RURAL | 100 | RURAL NON-RES |

2014

Total Assessment \$416,280

| TAX CLASSES | | | |
|-------------|---------------------------|------|----------------------------|
| Code | Description | Code | Description |
| COM | URBAN NON-RESIDENTIAL | COR | RURAL NON-RESIDENTIAL |
| CRN | RURAL NON-RES NO SCHOOL | INR | RURAL INDUSTRIAL |
| MER | RURAL MACHINERY & EQUIP. | MEU | URBAN MACHINERY & EQUIP. |
| MRS | URBAN OTHER RESIDENTIAL | MSC | URB OTHER RES. NO EDUC TAX |
| RER | RURAL RESIDENTIAL | RES | URBAN RESIDENTIAL |
| RLR | RURAL LINEAR | RNS | RURAL RES. NO EDUC. TAX |
| UNM | URBAN NON RES-NO MUNI TAX | UNR | URB OTHER RES NO REQ'S |

Please review this Property Assessment Notice carefully. The assessed value of your property reflects the market value (most probable selling price) of your property as of July 1, 2014 including any physical changes up to December 31, 2014. This assessed value will be used to calculate the amount of tax billed for your property. Your tax bill will be calculated in late May. If you disagree with any of the assessment information on this notice, you have the right to submit an Assessment Complaint with the Clerk of the Assessment Review Board (see reverse for contact information) by 4:30 pm on May 1, 2015.

COMPLAINTS CANNOT BE SUBMITTED AFTER 4:30 pm on May 1, 2015.

The Assessment Review Board cannot hear your complaint unless the Assessment Review Board Complaint Form, accompanied by the appropriate filing fee, is submitted to the Clerk of the Assessment Review Board by 4:30 pm on May 1, 2015. Complaints cannot be submitted against the amount of tax you will be billed in late May. If you wait until tax notices are mailed in late May, you will miss the complaint deadline, as identified above.

Changes in School Support designation and mailing address must be made in writing to the Assessment & Taxation Department listed on the reverse of this notice. If your Property Assessment Notice indicates your school support as "undeclared", we do not have a record of receiving a completed School Support Declaration form. Please contact the Assessment & Taxation Department at 780-743-7900 to request a School Support Declaration Form or visit our website below.

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Attachment: 1. Assessment Notices for 185 Northland Drive 2011-2018 - Redacted (Tax Relief Request - 185 Northland Drive)

Regional Municipality of Wood Buffalo
 5th Floor, 9909 Franklin Avenue
 Fort McMurray, AB T9H 2K4

ASSESSMENT NOTICE

FOIP s.17(1)

10529145

WHAT TO DO IF YOU DO NOT AGREE WITH YOUR ASSESSMENT.

1. **What can you do if you do not agree with the information on your Property Assessment Notice?**
 The first step is to contact the Assessment Office at 780-743-7900 or 1-800-973-9663 (rural), and arrange to speak with an Assessor about your concern. If you are unable to resolve the issue after speaking with an Assessor and wish to pursue the matter further, you must submit a complaint form and appropriate filing fee to the Clerk of the Assessment Review Board no later than 4:30 pm on May 1, 2015.
2. **Who can submit an Assessment Review Board Complaint on an assessment?**
 You, as an assessed property owner/taxpayer, or your agent with the appropriate signed authorization forms can submit a written complaint to the Clerk of the Assessment Review Board.
3. **What can you submit an Assessment Review Board Complaint about?**
 Information contained on the Property Assessment Notice.
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 Assessment Review Board Complaint form, Assessment Complaints Agent Authorization form, Filing Fee and REASONS FOR THE COMPLAINT.
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 Phone: 780-743-7001 (Local) 1-800-973-9663 (Rural) Fax: 780-743-7028
6. **When is the Assessment Review Board Complaint deadline?**
 Applicable forms accompanied by the appropriate filing fees must be postmarked or received on or before 4:30 pm on May 1, 2015.
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 More information regarding Assessment Review Board processes and requirements can be accessed via the websites below.
www.woodbuffalo.ab.ca/arb or www.municipalaffairs.alberta.ca/mc_property_assessment_and_taxation.cfm

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Regional Municipality of Wood Buffalo

2016 ANNUAL PROPERTY ASSESSMENT NOTICE

Roll Number: 8480001781

Account Number: 10529145

Owner Name: [REDACTED] FOIP s.17(1)

Civic Address: 185 NORTHLAND DRIVE RR 1

Legal Description: Plan:8520247 Block:2 Lot:23

6.1.a

Date Mailed: February 29, 2016

Notice of Assessment Date:

Final Date of Complaint: April 28, 2016

The assessment roll will be open for inspection at the Regional Assessor's office (Fort McMurray) and at the local Municipal offices in the rural areas during regular office hours.

2016

Total Assessment \$582,800

Tax Status 823: FULLY TAXABLE(100%): JAN-2016 TO DEC-2016

School Support UNDECLARED 100.00%

| Property Description | Percent | Tax Class |
|----------------------------|---------|---------------|
| NONRES VACANT LAND - RURAL | 100 | RURAL NON-RES |

2015

Total Assessment \$582,800

| TAX CLASSES | | | |
|-------------|---------------------------|------|----------------------------|
| Code | Description | Code | Description |
| COM | URBAN NON-RESIDENTIAL | COR | RURAL NON-RESIDENTIAL |
| CRN | RURAL NON-RES NO SCHOOL | INR | RURAL INDUSTRIAL |
| MER | RURAL MACHINERY & EQUIP. | MEU | URBAN MACHINERY & EQUIP. |
| MRS | URBAN OTHER RESIDENTIAL | MSC | URB OTHER RES. NO EDUC TAX |
| RER | RURAL RESIDENTIAL | RES | URBAN RESIDENTIAL |
| RLR | RURAL LINEAR | RNS | RURAL RES. NO EDUC. TAX |
| UNM | URBAN NON RES-NO MUNI TAX | UNR | URB OTHER RES NO REQ'S |

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Regional Municipality of Wood Buffalo
5th Floor, 9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

ASSESSMENT NOTICE

FOIP s.17(1)

10529145

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Clerk of the Assessment Review Board
Legal and Legislative Services
Regional Municipality of Wood Buffalo
7th Floor, Jubilee Center, 9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
Phone: 780-743-7001 (Local) 1-800-973-9663 (Rural) Fax: 780-743-7028
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Regional Municipality of Wood Buffalo

2017 ANNUAL PROPERTY ASSESSMENT NOTICE

Roll Number: 8480001781

Account Number: 10529145

Owner Name: FOIP s.17(1)

Civic Address: 185 NORTHLAND DRIVE RR 1

Legal Description: Plan:8520247 Block:2 Lot:23

6.1.a

Date Mailed: March 1, 2017

Notice of Assessment Date:

Final Date of Complaint: May 1, 2017

The assessment roll will be open for inspection at the Regional Assessor's office (Fort McMurray) and at the local Municipal offices in the rural areas during regular office hours.

2017

Total Assessment \$582,800

Tax Status 823: FULLY TAXABLE(100%): JAN-2017 TO DEC-2017

School Support UNDECLARED 100.00%

| Property Description | Percent | Tax Class |
|----------------------------|---------|---------------|
| NONRES VACANT LAND - RURAL | 100 | RURAL NON-RES |

2016

Total Assessment \$582,800

| TAX CLASSES | | | |
|-------------|---------------------------|------|----------------------------|
| Code | Description | Code | Description |
| COM | URBAN NON-RESIDENTIAL | COR | RURAL NON-RESIDENTIAL |
| CRN | RURAL NON-RES NO SCHOOL | INR | RURAL INDUSTRIAL |
| MER | RURAL MACHINERY & EQUIP. | MEU | URBAN MACHINERY & EQUIP. |
| MRS | URBAN OTHER RESIDENTIAL | MSC | URB OTHER RES. NO EDUC TAX |
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COMPLAINTS CANNOT BE SUBMITTED AFTER 4:30 pm on May 1, 2017.

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Attachment: 1. Assessment Notices for 185 Northland Drive 2011-2018 - Redacted (Tax Relief Request - 185 Northland Drive)

Regional Municipality of Wood Buffalo
 Assessment & Taxation Department
 3rd Floor Jubilee Center
 9909 Franklin Avenue
 Fort McMurray, AB T9H 2K4

ASSESSMENT NOTICE

FOIP s.17(1)

10529145

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 Legal and Legislative Services
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 Fort McMurray, AB T9H 2K4
 Phone: 780-743-7001 (Local) 1-800-973-9663 (Rural) Fax: 780-743-7028
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Regional Municipality of Wood Buffalo

2017 REVISED ANNUAL PROPERTY ASSESSMENT NOTICE

Roll Number: 8480001781

Account Number: 10529145

Owner Name:

FOIP s.17(1)

Civic Address: 185 NORTHLAND DRIVE RR 1

Legal Description: Plan:8520247 Block:2 Lot:23

6.1.a

Date Mailed: August 24, 2017

Notice of Assessment Date:

Final Date of Complaint: October 23, 2017

The assessment roll will be open for inspection at the Regional Assessor's office (Fort McMurray) and at the local Municipal offices in the rural areas during regular office hours.

2017 Correction

Total Assessment \$116,500

Tax Status 823: FULLY TAXABLE(100%): JAN-2017 TO DEC-2017

School Support UNDECLARED 100.00%

| Property Description | Percent | Tax Class |
|----------------------------|---------|---------------|
| NONRES VACANT LAND - RURAL | 100 | RURAL NON-RES |

2017

Total Assessment \$582,800

| TAX CLASSES | | | |
|-------------|---------------------------|------|----------------------------|
| Code | Description | Code | Description |
| COM | URBAN NON-RESIDENTIAL | COR | RURAL NON-RESIDENTIAL |
| CRN | RURAL NON-RES NO SCHOOL | INR | RURAL INDUSTRIAL |
| MER | RURAL MACHINERY & EQUIP. | MEU | URBAN MACHINERY & EQUIP. |
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If you have any questions, please call the number(s) identified on the reverse.

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Regional Municipality of Wood Buffalo
 Assessment & Taxation Department
 3rd Floor Jubilee Center
 9909 Franklin Avenue
 Fort McMurray, AB T9H 2K4

ASSESSMENT NOTICE

FOIP s.17(1)

10529145

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Regional Municipality of Wood Buffalo

2018 ANNUAL PROPERTY ASSESSMENT NOTICE

Roll Number: 8480001781

Account Number: 10529145

Owner Name: **FOIP s.17(1)**

Civic Address: 185 NORTHLAND DRIVE RR 1

Legal Description: Plan:8520247 Block:2 Lot:23

6.1.a

Date Mailed: February 20, 2018

Notice of Assessment Date: February 28, 2018

Final Date of Complaint: April 30, 2018

The assessment roll will be open for inspection at the Regional Assessor's office (Fort McMurray) and at the local Municipal offices in the rural areas during regular office hours.

2018

Total Assessment \$116,500

Tax Status 823: FULLY TAXABLE(100%): JAN-2018 TO DEC-2018

School Support UNDECLARED 100.00%

| Property Description | Percent | Tax Class |
|----------------------------|---------|---------------|
| NONRES VACANT LAND - RURAL | 100 | RURAL NON-RES |

2017

Total Assessment \$116,500

| TAX CLASSES | | | |
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ASSESSMENT NOTICE

FOIP s.17(1)

10529145

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COUNCIL REPORT

Meeting Date: October 1, 2018

Subject: Community Investment Program Policy FIN-220 – Amendment

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT amended Community Investment Policy - FIN-220, dated October 1, 2018, be approved.

Summary:

This policy amendment includes both housekeeping (such as removal of reference to the Audit & Budget Committee) and more substantial changes. The main changes in the amended Policy (Attachment 1) are:

- 1.4 Removes the former grant program names.
- 2.1.2. States that Council will approve all grant allocations.
- 3.1.4. Adds the “unrestricted net assets not exceeding one year operating expense” into the Policy (had formerly been part of the grant program guidelines.)
- 3.3.3 and 3.3.4. Requires that Sustaining Grant applicants would make presentations to Council; and that applicants for any other grant program may also be required to present to Council.
- 3.3.5. Formalizes the requirement that grant agreements will be required for all grant disbursements.

Background:

Council adopted the Community Investment Program Policy FIN-220 on June 24, 2014, and amended it on March 10, 2015. Since the implementation of the policy, the Community Investment Program (CIP) has formalized its processes and procedures, to

ensure the highest standard of accountability and fairness. The changes recommended to the policy will further enhance these standards, and are intended to also maximize the impact of the Municipal investment in these community-based partnerships.

Leading up to the policy amendment, the foundation for the proposed changes has been laid with the social profit sector. This has been accomplished through correspondence and individual meetings with the Operating Grant recipients since May/June 2017, as well as through Council at budget workshops and grant allocation meetings in early 2018.

While there are some current grant recipients that may see a reduction in their CIP grants, many other local social profit organizations will have more opportunity to apply for funding. The process will be more accessible and transparent, with systems built in to reduce duplication and support synergies and efficiencies in programs and services delivered with the municipal funding.

Using outcome measurement, Administration will be able to report the impact and value of the programs and services that are funded by the CIP. In implementing such measurement, Council and the community will be able to see how the CIP is helping to achieve the goals and initiatives outlined in the Regional Municipality of Wood Buffalo Strategic Plan 2018-2021. This is a new initiative for 2019, and will be part of both the Sustaining Grant and Community Impact Grant agreements.

Budget/Financial Implications:

With consideration for organizations that currently receiving Operating Grants in excess of the recommended maximum grants for the Community Impact Grant (\$120,000 combined between the Community Projects/Programs and Community Events streams), those organizations will qualify for a three-year phase in plan; there are only three organizations that will require the phase-in plan.

Sustaining Grant applicants will be presumed to be “status quo” each year, with opportunity for the organizations to make special requests for changes during their presentations to Council during the budget workshops. The Community Impact Grant will be proposed in the 2019 operating budget as a \$2,000,000 lump sum, and will be allocated by Council in Q1 2019, following a Call for Applications in Q3/Q4 2018.

The \$2,000,000 Community Impact Grant amount was derived from an assumption of status quo CIP total funding (see table below; note that the Community Plan on Homelessness Grant was not considered in this calculation, as it is fully funded by other levels of government.)

| Grant | 2018 | 2019 |
|--|------------|------------|
| Joint Initiatives | 250,000 | - |
| Community Development | 300,000 | - |
| Community Impact | - | 2,000,000 |
| Games Legacy | 40,000 | 50,000 |
| Operating | 25,372,450 | - |
| Sustaining | - | 26,526,150 |
| | 26,710,150 | 28,576,150 |
| Increase from 2018 * | | 1,816,000 |
| * Local HERO Foundation grant was \$750K in 2018, which was an interim solution to change the reporting cycle (term of grant for July to December 2018), estimated \$1.5M in 2018; approximately \$875K estimated addition in 2019 for full year operation of Conklin Multiplex. | | |

Rationale for Recommendation:

The CIP is now in its third full year of implementation, and during that period, there has been growth in the program as well as challenges within the framework of the current CIP Policy. The enhancements to the municipal grant program being recommended will improve accountability, fairness, and impact. It also supports long-term sustainability of the organizations receiving funding, as it reduces the dependency on the municipal grant and promotes diversification of revenue streams.

Strategic Priorities:

Responsible Government
Downtown Revitalization
Regional Economic Development
Rural and Indigenous Communities and Partnerships

Attachments:**1. Community Investment Program Policy FIN-220 Amendment****Community Investment Policy Amendment Presentation**



COUNCIL POLICY

Policy Name: Community Investment Program
Department Name: Office of the Chief Financial Officer
Policy Number: FIN-220
Effective Date: October 1, 2018
Next Revision Date: October 1, 2021

STRATEGIC PLAN LINKAGE

Strategic Priority 1 – Responsible Government
Strategic Priority 2 – Downtown Revitalization
Strategic Priority 3 – Regional Economic Development
Strategic Priority 4 – Rural and Indigenous Communities and Partnerships

PURPOSE AND OBJECTIVE

The objective of this Policy is to:

1. Establish the Community Investment Program (CIP);
2. Identify budgeting and accounting requirements related to Municipal grants; and
3. Determine eligibility for funding under the CIP Policy.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. “Applicant” means any group, club, individual or organization incorporated as a non-profit, charitable or Part IX Corporation, or registered as a society under the Alberta Societies Act and is in good standing.
- 1.2. “CIP” means the program that administers Grant Programs.
- 1.3. “Grant” means a transfer of monies from the Municipality to an Applicant for a project or a purpose according to the requirements outlined by a specific Grant Program.
- 1.4. “Grant Program” means a funding program created to directly administer Grants under specific guidelines.
- 1.5. “Guidelines” means the process or direction given by the Municipality to the Applicant or Recipient to follow relating to eligibility, application process, program deadlines, receipt of funds and reporting criteria under the Grant Program.
- 1.6. “Municipality” means the Regional Municipality of Wood Buffalo.
- 1.7. “Municipal Boundary” means the geographic area of the Municipality and shall include any lands comprising any First Nation Reserve or Métis settlement located within the Municipality’s external boundaries.

- 1.8. “Recipient” means an Applicant that is approved by the Municipality to receive a Grant.

2. Responsibilities:

2.1. Council:

- 2.1.1. Approve any amendments to this Policy.
- 2.1.2. Approve the Grant allocations for each Grant Program.
- 2.1.3. Approve new Grant Programs.

2.2. Senior Leadership Team:

- 2.2.1. Support the implementation of this Policy.
- 2.2.2. Ensure compliance with this Policy.
- 2.2.3. Support and recommend any amendments to this Policy and Grant Programs.
- 2.2.4. Approve any amendments to the Guidelines.

2.3. Chief Financial Officer:

- 2.3.1. Ensure that the Policy is enforced and is consistent with the Municipality’s accounting procedures.
- 2.3.2. Provide Council with the information it requires to make decisions on an ongoing basis.

2.4. CIP Branch:

- 2.4.1. Review and evaluate funding requests from Applicants and make recommendations to Council about allocation of Grants to Recipients under the Grant Programs.
- 2.4.2. Implement all aspects of the CIP and ensure that it has sufficient resources to fulfill this responsibility.
- 2.4.3. Recommend new Grant Programs for adoption by Council under this Policy.
- 2.4.4. Ensure Recipients are accountable for their use of the Grant.
- 2.4.5. Ensure Municipal budgets are prepared using all Guidelines in this Policy.
- 2.4.6. Ensure that adequate procedures and systems are in place to administer the CIP.
- 2.4.7. Develop Guidelines for Grant Programs.

3. General Procedures:

3.1. Eligibility:

Funding will only be provided to an Applicant that:

- 3.1.1. resides or operates within the Municipal Boundary;
- 3.1.2. enhances leisure, cultural, recreational, or quality of life issues, or makes a social or community investment within the Municipal Boundary;
- 3.1.3. conforms with the Guidelines of the applied for Grant Program;
- 3.1.4. where the Applicant is a group, club or incorporated organization and does not hold unrestricted net assets in excess of the organization’s annual operating expenses, as reflected in the financial statements of the most recent fiscal period prior to application; and

- 3.1.5. completes and submits all required Grant Program application documentation by the stated deadlines.
- 3.2. Applicability of Policy:
The following funding requests are not subject to this Policy:
- 3.2.1. exceptional funding requests that do not fall within the eligibility Guidelines of approved Grant Programs or exceed approved budget limits within the Guidelines. Requests of this nature may either:
- (i) be brought forward to Council by the Applicant at the annual budget approval process for additional consideration and possible incorporation;
 - (ii) be brought forward to Council by the Applicant for consideration under exceptional circumstances and be approved by Council as an over-expenditure in the current budget year; or
 - (iii) be denied.
- 3.3. Application and Funding Process:
- 3.3.1. The Municipality will evaluate applications based on the type of funding request and their conformity with the available Grant Programs and funding limits.
- 3.3.2. Approval processes will be consistent with the specific guidelines of the Grant Program applied for.
- 3.3.3. Applicants requesting a Grant for the Sustaining Grant Program must make a presentation to Council.
- 3.3.4. Applicants requesting a Grant from any Grant program may be required to make a presentation to Council.
- 3.3.5. Grants will be disbursed to Recipients in accordance with the terms and conditions of a grant agreement, in a form and content approved by the Municipality, between the Municipality and the Recipient.
- 3.4. Games Legacy Reserve Fund:
- 3.4.1. The Municipality will only use the interest earned on the Games Legacy Reserve Fund to supplement the Games Legacy Grant.
- 3.5. Communications and Grant Recognition:
- 3.5.1. Recipients will recognize the Municipality, if required under the Grant Program, as a funding partner in any official communications.
- 3.6. Monitoring and Reporting:
- 3.6.1. The Municipality will evaluate the outcomes, as outlined in the Grant Agreement between the Municipality and the Recipient, to ensure accountability for use of funds and monitor how the desired goals were achieved.
- 3.6.2. Any reporting requirements, as stated in the Grant Programs, not met by the Recipient may result in cancellation of the Grant or ineligibility to apply for and receive Grants in the future.
- 3.6.3. All unexpended funds or funds not used for the intended purpose must be returned to the Municipality, unless the Municipality approves, in writing, their use for another purpose.

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References: N/A

Cross References: N/A

Position Responsible for Policy: Chief Financial Officer, Office of the Chief Financial Officer

APPROVAL

This Policy was approved by Council. It will be reviewed not later than its next Revision Date to determine its effectiveness and appropriateness. It may be assessed before that time as necessary.

Don Scott, Mayor

Chief Legislative Officer

Approval Date

Community Investment Program Proposed Policy Amendment (FIN-220)

Presenters: Toni Elliott, Manager
Community Investment Program

Meeting Date: October 1, 2018



Background

- June 2014: Council approved the Community Investment Program (CIP) Policy, FIN-220
 - amended in March 2015, due for revision March 2018
- Grant distribution has been between \$31M and \$35M annually since policy implementation
- CIP has been under review since Spring 2017, communicated in various ways with funded organizations

Current Status

There are two main challenges with the current funding model:

- Dependency on municipal subsidy
- Operating Grants are not “available” to all organizations

2018 CIP Grant Programs:

- 6 grant categories
 - Operating, Capital, Joint Initiatives, Games Legacy, Community Development (FCSS), Community Plan on Homelessness

Proposed CIP Policy Amendments

Main proposed changes to the CIP Policy FIN-220 include:

- Incorporates the requirement that eligible organizations shall not hold “unrestricted net assets in excess of the organization’s annual operating expenses” (Section 3.1.4)
- Council shall approve all grant allocations
- Sustaining Grant applicants shall present requests to Council during the annual operating budget process; other grant applicants “may” be requested to present their requests

Proposed Changes to the CIP Grants

4 Grant Categories

1. Sustaining Grant

- Facility Operators and Key Strategic Plan Partners;
- Will have to present to Council as part of the annual operating budget process

Proposed Changes to the CIP Grants

2. Community Impact Grant

- 3 streams: Community Programs and Projects, Community Events, New Events
- Combines objectives of Operating, Joint Initiatives, and Community Development Grants
- Recipients have to respond to Call for Applications, identifying the community impact and outcomes
- Lump sum funding included in 2019 Operating Budget
- Council approval of specific grant allocations subsequent to budget approval and application review process

Proposed Changes to the CIP Grants

3. Games Legacy

- Guidelines modified to be more open and clear;
- Addition of Truth and Reconciliation Commission (TRC) Call to Action component

4. Community Plan on Homelessness

- Governed by Partnership Agreements with Provincial and Federal Governments
 - unchanged

Summary of Proposed Changes

- Reduction of the number of grant programs to allow streamlining of processes
- Community Impact Grant's Call for Applications:
 - More open and accessible;
 - Will be in advance of the fiscal period, allowing a more timely disbursement of funds
- Organizations may be able to access larger grants (must meet grant guideline criteria)

Next Steps

- If the amendments are approved as presented:
 - Proceed immediately with a Call for Applications for the following:
 - Sustaining Grant (approval December 2018)
 - Community Impact Grant (all streams) (approval January 2019)
 - Games Legacy Grant (approval January 2019)
 - (Community Plan on Homelessness will continue to call for applications in a separate process, to begin in November 2018)
 - Communicate the changes to the grant programs to the communities, using scheduled information sessions in the urban area and each rural hamlet, and directly, as required

Next Steps

- Introduce outcome measurement reporting concept to all funded organizations starting in 2019
 - Reporting will address how funding directly contributes to Council's Strategic Plan and goals

Questions?