



Special Council Meeting

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

Monday, December 10, 2018
4:00 PM

Agenda

1. Call to Order

2. Presentations

2.1. Athabasca Tribal Council - Rebuilding Resilient Indigenous Communities

Karla Buffalo, CEO Athabasca Tribal Council; Timothy Clark and Peter Fortna, Willow Springs Strategic Solutions re: Rebuilding Resilient Indigenous Research Report & Voices Around the Fire: An Indigenous Wildfire Story Video Presentation

Video can be viewed at the following

[link <https://www.youtube.com/watch?v=hLAmh5x1y-0>](https://www.youtube.com/watch?v=hLAmh5x1y-0).

2.2. Fire Chief Jody Butz re: Resilient Indigenous Communities

3. New Business

3.1. IAFF Local 2494 Collective Bargaining

THAT the Collective Agreement with International Association of Fire Fighters (IAFF) Local 2494 for a four (4) year term from January 1, 2017 – December 31, 2020 be approved.

3.2. Council Policy Review

1. THAT the following Council policies be rescinded:

- SER-040 – Local Improvement
- PRL-030 – Hosting
- ADM-130 – City Signature
- ADM-670 – Document Preparation
- PUR-070 – Equipment and Dump Truck Rentals
- FIN-080 – Budget Transfer Appropriation
- PRL-080 – Volunteer
- PRL-140 - Alliance

2. THAT the following Council policies be updated to reflect current organizational structure and nomenclature, and approved for a further period of three years:
 - ADM-250 – Land Acquisition Policy
 - LEG-180 – Attendance at Political Fundraising Events and Other Events
 - FIN-230 – Taxable Benefits
3. THAT the following Council policies be replaced with and are immediately rescinded upon approval of the Administrative Directive:
 - HRM-550 – Exempt Performance Management
 - HRM-620 – Exempt Severance
 - HRM-540 – Learning Development & Training
 - HRM-510 – Municipally Funded Commuting
 - HRM-670 – Overtime during an Extraordinary Event
 - HRM-570 – Transitional and Temporary Housing
 - SER-060 - Engineering Servicing Standards

3.3. Committee Appointments

THAT the Board and Committee Appointments, as outlined in Attachment 1 – Council Committee Appointments, be approved effective January 1, 2019.

Adjournment



Council Meeting Presentation Request

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

Presentation Information	
Preferred Date of Presentation	Tuesday, December 11, 2018.
Name of Presenter(s)	Karla Buffalo (Athabasca Tribal Council, CEO), Timothy Clark (Willow Springs Strategic Solutions, Report Writer), Peter Fortna (Willow Springs Strategic Solutions, Project Coordinator), Chiefs from various RMWB First Nations & Metis.
Organization Represented	Athabasca Tribal Council, Athabasca River Metis & Nistawoyou Friendship Centre . <i>Willow Springs Strategic Solutions will be helping present the data.</i>
Topic	Rebuilding Resilient Indigenous Communities Research Report & Voices Around the Fire: An Indigenous Wildfire Story Video Presentation.
Please List Specific Points/Concerns	<ul style="list-style-type: none"> - Providing the recommendations from the Research Report. - Showcasing the video to share the indigenous wildfire story. - Starting communications between RMWB & indigenous communities about emergency preparedness and disaster relief efforts.
Action Being Requested of Council	Requesting 40 minute presentation to council. 20 minute video presentation, followed by 10 minute presentation of key findings of report, followed by 10 minutes for chiefs to report back.
<p>Are you providing any supporting documentation (ie: Powerpoint)? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, the documentation <u>must</u> accompany this request, as handouts will not be distributed at the meeting. To ensure that your documents meet minimum standards, please see presentation guidelines on the next page.</p> <p>Supporting documents may be e-mailed to Legislative.Assistants@rmwb.ca.</p>	

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

Rebuilding Resilient Indigenous Communities

A PARTNERSHIP OF THE ATHABASCA
TRIBAL COUNCIL, THE ATHABASCA
RIVER MÉTIS, AND THE NISTAWOYOU
FRIENDSHIP CENTRE



BACKGROUND

- Worst disaster in Canadian history
- Government reports ignored Indigenous impacts and voices
- Concern things would go back to 'business as usual' until next disaster



GROUNDBREAKING STUDY



- First Indigenous-controlled disaster study to bring together First Nations and Métis from an entire region;
- Broad and inclusive consultation: 10 focus groups, 40 interviews, survey with more than 600 responses over more than 2 years;
- Make sure Indigenous impacts, concerns, and recommendations are heard by governments; provide foundation for collaboration between Indigenous and non-Indigenous governments in disaster management.

Lessons Learned



- ① Context matters: historical legacies left Indigenous peoples highly vulnerable to natural disasters; disaster management requires reconciliation and respect;
- ① Relationships matter: lack of trust and communication meant the region was not prepared;
- ① Indigenous peoples were affected differently and disproportionately from the wildfire to the recovery;
- ① Disaster planning must be community-based but Regionally-Integrated;

Context Matters



- Cannot understand wildfire impacts without context of the history and relationships between Indigenous/non-Indigenous peoples, including:
 - Residential schools
 - Sixties Scoop
 - Infringement of Treaty and Aboriginal rights
 - Negative effects of the oil sands
 - Amalgamation
 - Consultation policies
- This wasn't simply a 'natural disaster'; for Indigenous peoples, it was a 'disaster waiting to happen'

Recommendations: Reconciliation and Respect



- Framework Agreement for reconciliation based upon UNDRIP principles and government-to-government relations;
- Establish an Indigenous Disaster Emergency Management Agency to manage preparedness, response, and recovery programs in the province;
- Prioritize hiring of Indigenous peoples in the RMWB

Relationships Matter



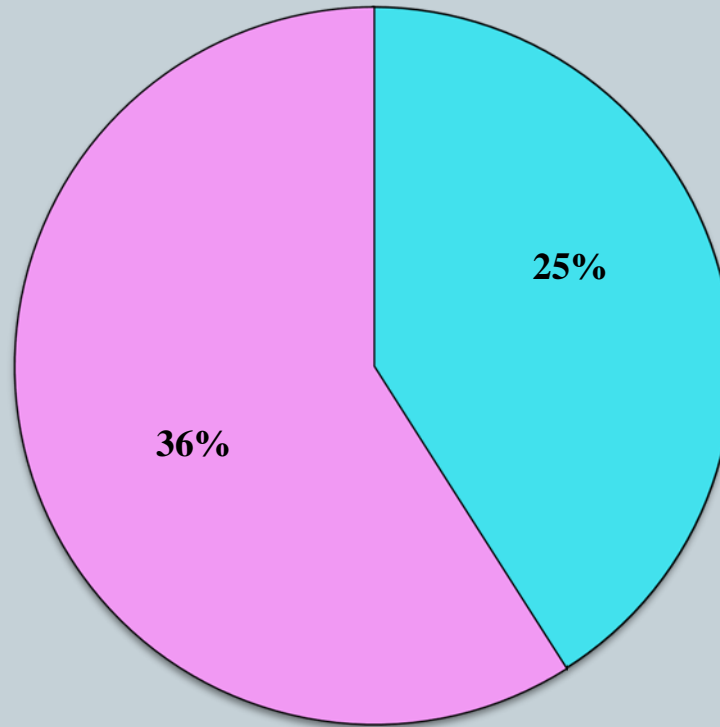
- Multiple governments and a lack of federal leadership meant a lack of clarity for roles and responsibilities;
- No institutions to coordinate disaster response with Indigenous governments at the regional level: RMWB had no plan beyond Fort McMurray;
- Indigenous governments were excluded from Emergency Operations Centres, as well as re-entry and recovery planning;
- Cultural disconnect and communication breakdowns; Indigenous peoples did not receive adequate support from RMWB and GoA;

Recommendations: Relationships and Cooperation



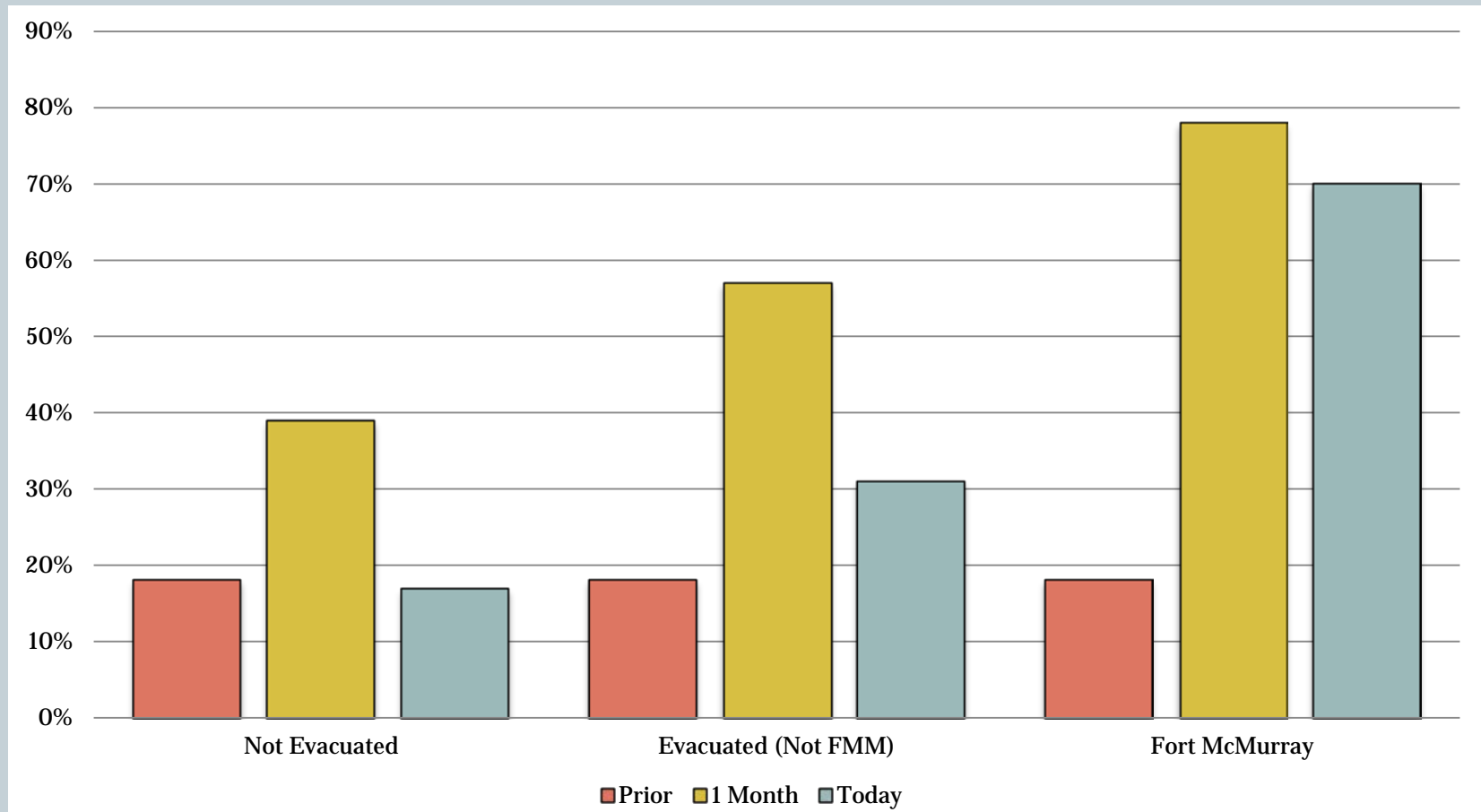
- Disaster Management Framework Agreement that defines and coordinates institutions, roles, and responsibilities for disaster management in the region on a government-to-government basis;
- Emergency Operations Centres and Recovery Committees should be based on a Tri-Partite model of RMWB, First Nations, and Métis representation;
- Establish network of Indigenous evacuation centres across the province to provide centralized, safe, and culturally-appropriate evacuation sites for evacuated Indigenous communities;
- Institute an Indigenous All-Hazards Incident Management Team;

Indigenous Impacts Were Disproportionate

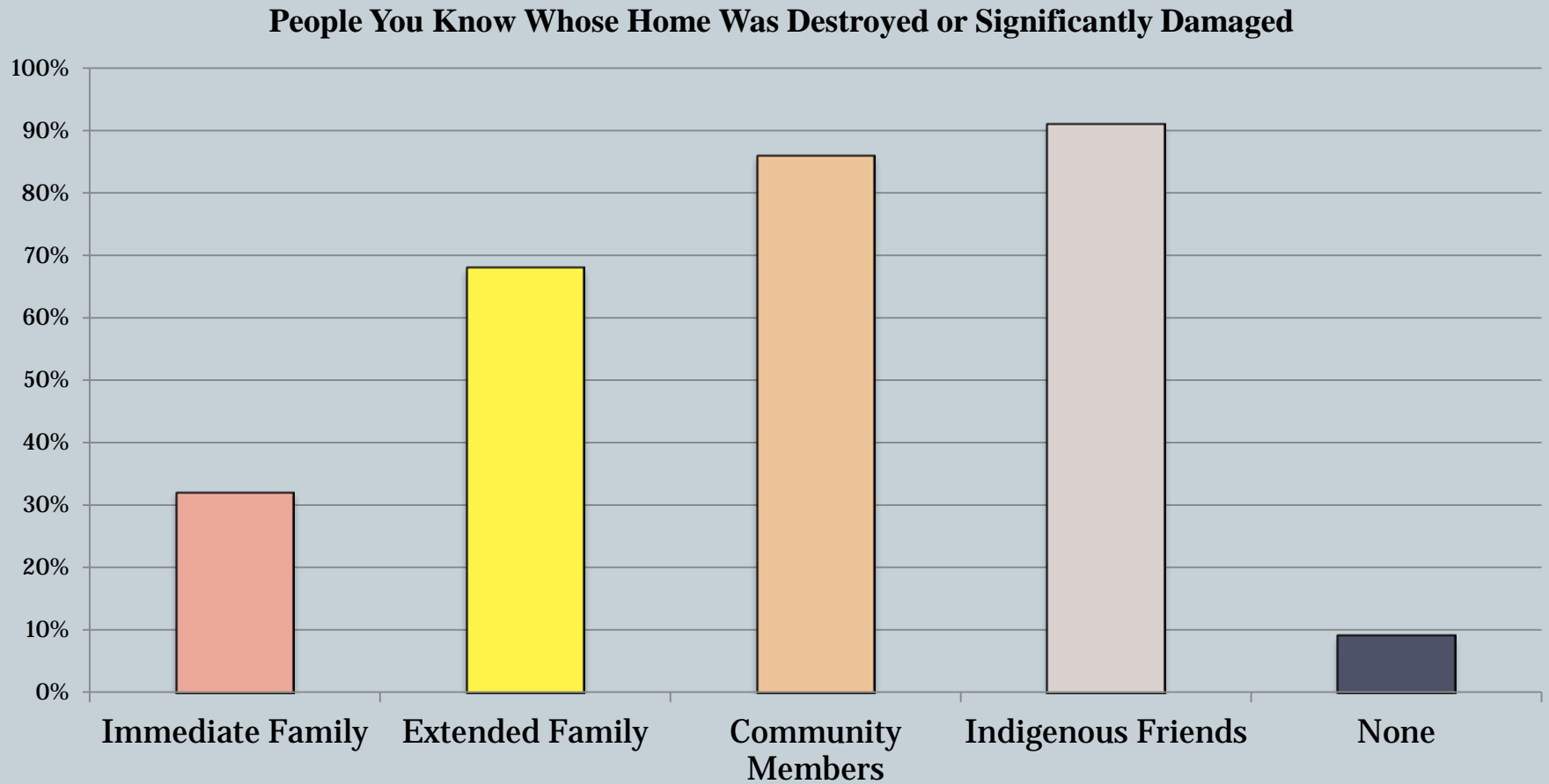


■ Destroyed ■ Damaged

Self-Reported Stress Levels (High/Very High)

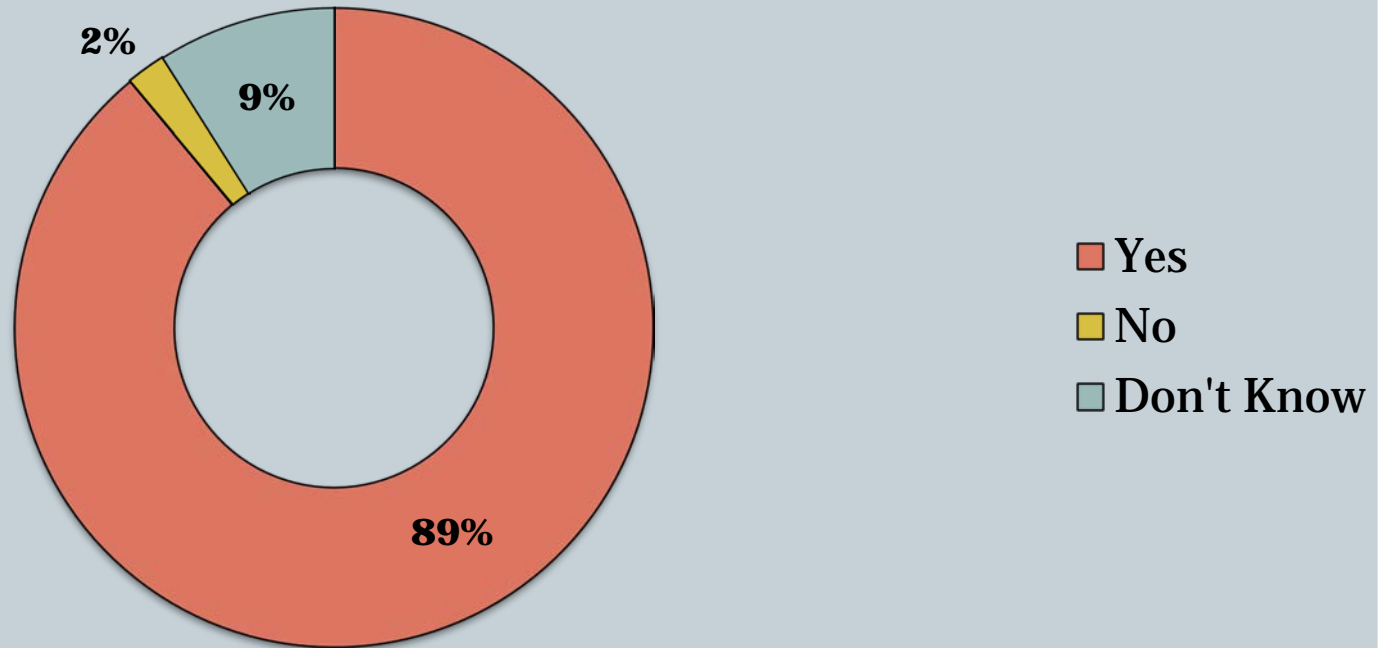


Indigenous Impacts Were Regional



Community-Based But Regionally Integrated

Clear preference for community-based plans



Community-Based But Regionally Integrated

- Indigenous response shows Indigenous communities can best take care of their own;



- Indigenous culture and organizations were key to the recovery of Indigenous peoples

Recommendations: Community Plans, Regional Integration



- Community-Based Emergency Response Plans;
- First Nation and Métis Regional Directors of Emergency Management (RDEM);
- Indigenous Re-Entry and Recovery Centres;
- Prioritize Indigenous hiring at Alberta Health Services (AHS); establish Indigenous Disaster Response Team;
- Indigenous Summer Firefighting Crew;

Next Steps



- Final Report and Video Launch: Tuesday October 30 at Keyano College from 13:00-15:00;
- Submission of Separate First Nations and Métis Reports;
- Return of Community-Specific Data.

Resilient Indigenous Communities

Presenter: Jody Butz, Director of Emergency Management

Department: Regional Emergency Services

Meeting Date: December 10, 2018

Rebuilding Resilient Indigenous Communities report

- The Municipality welcomes the information in the Rebuilding Resilient Indigenous Communities report issued in partnership by the Athabasca Tribal Council, the Athabasca River Métis, and the Nistawoyou Friendship Centre on October 30, 2018
- The report offered 36 recommendations:
 - 23 recommendations relate to the Municipality
 - 13 recommendations fall outside the jurisdiction of the Municipality

Rebuilding Resilient Indigenous Communities report

- 23 recommendation can be categorized into 4 areas
 - Emergency Management Framework – 11 recommendations
 - Training for Emergency Management, Emergency Social Services and Cultural Safety Training – 4 recommendations
 - Communication – 1 recommendation
 - Community Based Emergency Planning – 6 recommendations
- 2016 Horse River Wildfire KPMG Lessons Learned report
 - 14 recommendations

Indigenous Emergency Management Governance

- First Nations fall under federal jurisdiction
 - Indigenous Services Canada (ISC)
 - First Nations has the authority to provide their own emergency management
- Métis Settlements fall under provincial jurisdiction
 - There are currently no recognized Métis Settlements in the Municipality as per the Métis Settlements Act

Provincial Emergency Management Governance

Municipal Government Act (MGA)

- 3(c) Develop and maintain safe communities ...

Emergency Management Act of Alberta

- 11(a) [The Local Authority] shall, at all times, be responsible for the direction and control of the local authority's emergency response ...
- The Province uses Alberta Emergency Management Agency (AEMA) to coordinate it's role in Emergency Management

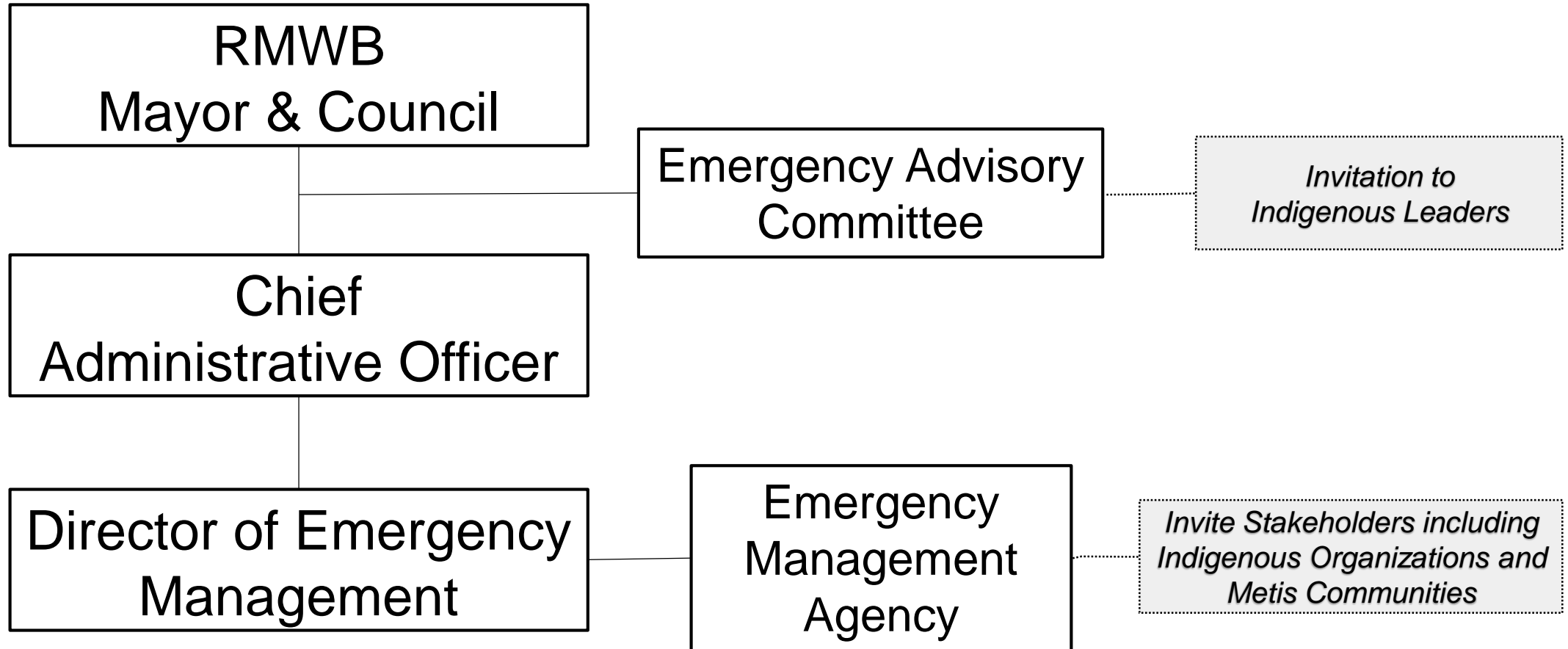
Who is a Local Authority?

- The *Emergency Management Act* of Alberta states that a local authority includes:
 - Where the municipality has a council under the *Municipal Government Act*
 - The Minister of Municipal Affairs for special areas and improvement districts
 - The settlement council of a Métis Settlement
 - The Park Superintendent of a national park
 - The band council of First Nations if there is an agreement with the Government of Canada

Local Authorities

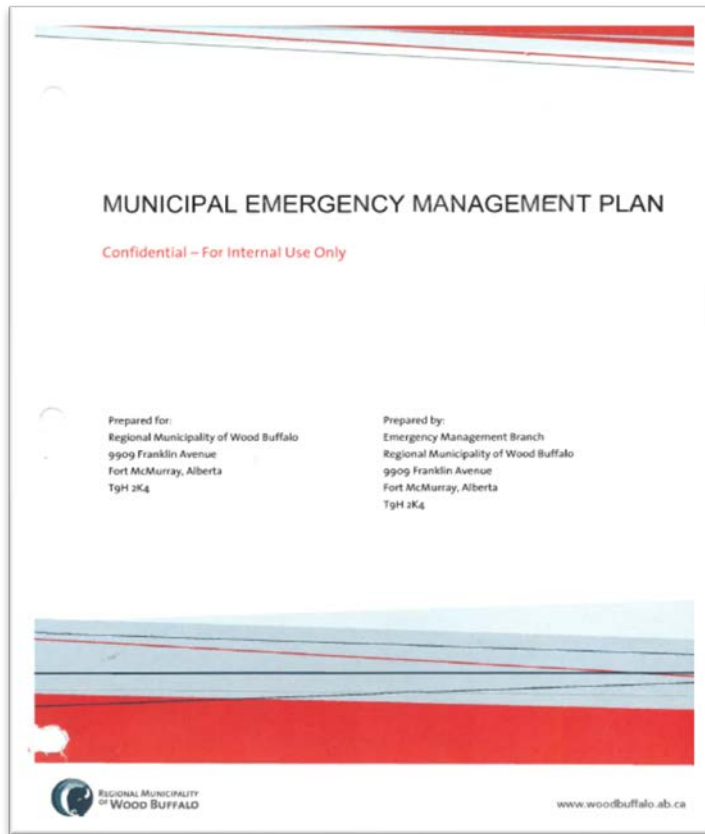
- First Nations have Local Authority through their band council if there is an agreement with the Government of Canada
- The Municipality has local authority through the MGA, Emergency Management Act and the Emergency Management Bylaw
 - Emergency Advisory Committee
 - Emergency Management Agency
- Métis communities in the Municipality fall under the local authority of the Municipality

Emergency Management Framework



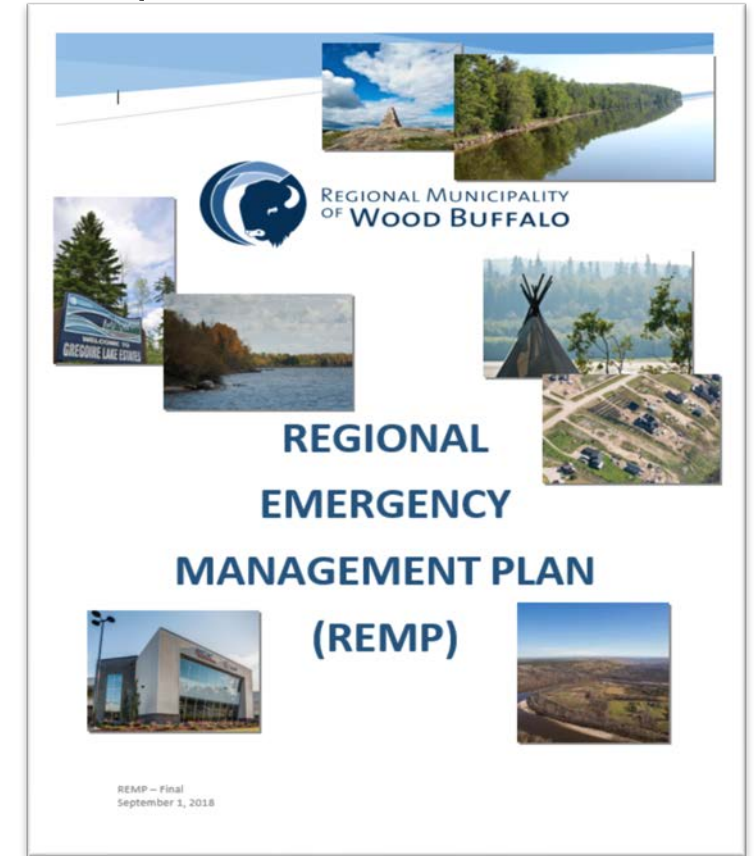
Emergency Management Framework

Regional Emergency Management Plan (REMP)



2009 Version

- Focus on Community Based Emergency Planning.
- Desire to make it a publicly accessible document @ www.rmwb.ca/REMP
- Need to reflect our current Bylaw / Governance Structure



2018 Version

Community Based Emergency Planning

- Municipal Strategic Plan
 - Rural and Indigenous Partnerships and Communities – Initiative #4e
- Engagement
- Objectives
 - Hazard Identification specific to each community
 - Demographics of each community
 - Emergency Plans unique to each community
- Finalize / Internalize each plan
- Operationalizing each plan through training and exercises

Community Based Emergency Planning

- “Development of community-level plans with validation through ongoing community engagement”
 - 8 rural community plans are in progress
 - 15 community groups involved in the rural areas
- All plans finalized by March 2019
- These plans can recognize and include cultural sensitivities

Emergency Social Services (ESS)

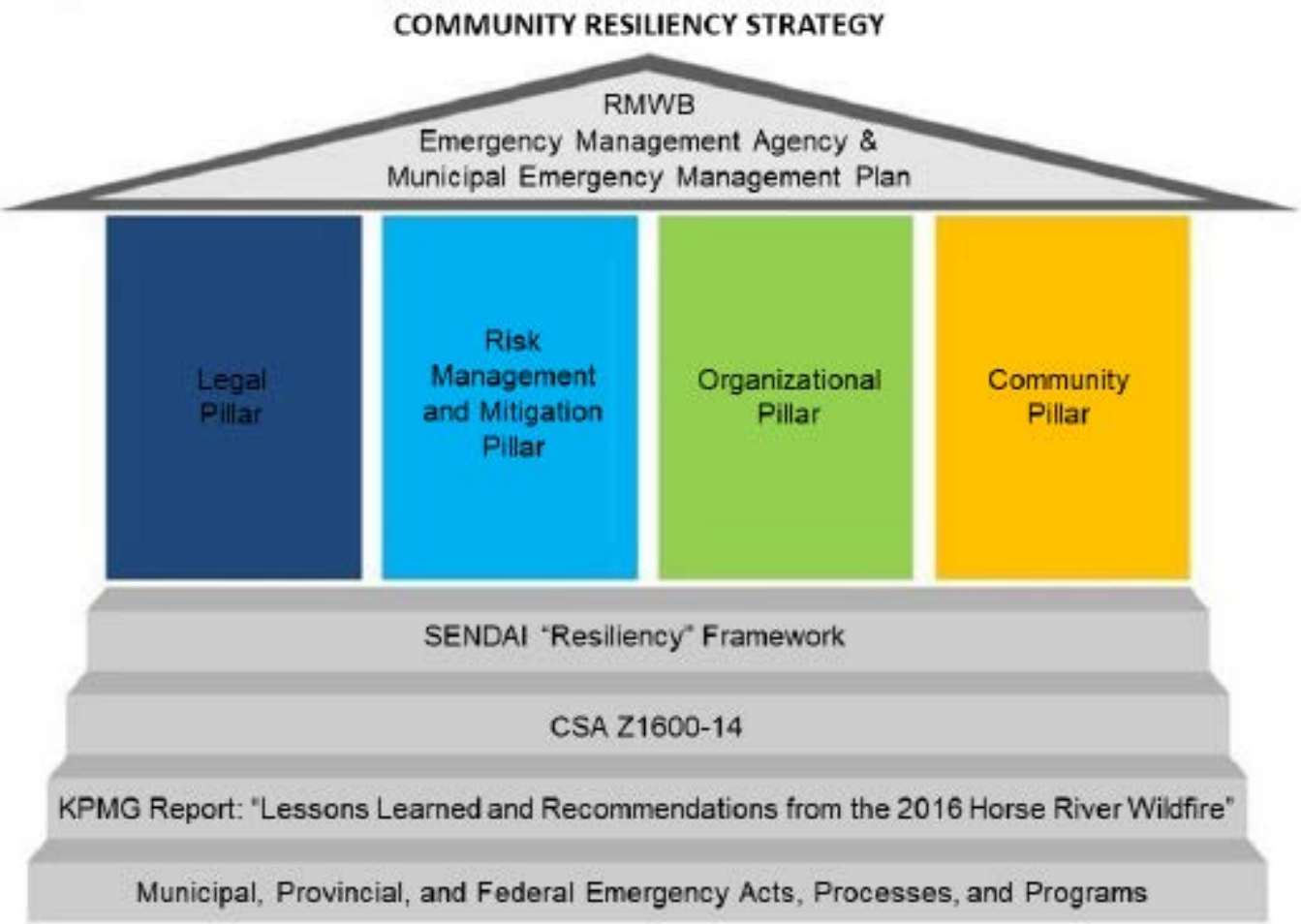
- Evacuation reception centers have been established in Fort McMurray and Anzac
 - 60 trained local volunteers in evacuation reception centers
- Community evacuation kits will be created for Fort McKay and Fort Chipewyan in 2019
 - Reception facilities to be selected
 - Recruitment of local volunteer base

FireSmart

- Regional FireSmart Advisory Committee was established in 2017
- FireSmart vegetation management projects
 - www.rmwb.ca/FireSmart
 - 120 hectares are scheduled for this winter
- The Municipality received national recognition for FireSmart activities in the Wood Buffalo region since the 2016 Horse River Wildfire



Community Resiliency Strategy



Community Resiliency Strategy

- Community Resiliency Strategy - Phase II (2019)
 - 11 month project to Operationalize a Disaster Risk Management process within municipal administration
 - Continuity Management Plan
 - A Recovery Plan which will be specific to our region and for each community, both urban and rural
 - will include support for business resumption and recovery of the local economy post disaster

Vulnerable Persons Self-Registry

- Vulnerable Persons Self-Registry project was launched and further development will occur in 2019
 - Free, voluntary and confidential service for persons who are at great risk during an emergency
 - Will increase personal safety by securely providing key information to first responders

Training for Emergency Management

- Emergency Management and Emergency Social Services training program is open to any partner or stakeholder in the region
- Since fall of 2016, 500+ people have received training through the Emergency Management branch
- The Municipality currently offers Aboriginal Awareness training and is mandatory for Emergency Management employees

Opportunities

- Ensure cultural differences and sensitivities are embodied in the Community Based Plans
- The addition of a second Liaison Officer dedicated to the needs of Indigenous people during REOC activation
- Invite indigenous leaders to participate in the Emergency Advisory Committee
- Commit to improving communication when training opportunities are available through the Emergency Management branch
- Building integrated relationships with AEMA

Questions



Subject: IAFF Local 2494 Collective Bargaining

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT the Collective Agreement with International Association of Fire Fighters (IAFF) Local 2494 for a four (4) year term from January 1, 2017 – December 31, 2020 be approved.

Summary:

The current Collective Agreement with the International Association of Fire Fighters (IAFF) Local 2494 expired on December 31, 2016 and remains in effect until a new agreement is ratified. Bargaining commenced on October 5, 2017. Under the Alberta Labour Relations Act, both parties had a duty to bargain in good faith for a new agreement upon expiry of the current agreement.

Background:

The Collective agreement between RMWB and IAFF Local 2494 expired on December 31, 2016. For the period of January 1, 2014 - December 31, 2016 the agreed to wage increase was 10.57% (3.02%-3%-4.55%) over the course of 36 months.

The bargaining committee met with the union 12 times since the beginning of bargaining.

Our last meeting dates with the union were November 16 & 20, 2018.

The parties reached a tentative agreement during the November 16, 2018 meeting. A Memorandum of Settlement for the parties to take forward for ratification was finalized, agreed to and signed on November 20, 2018.

Current Status:

- The Municipality and IAFF Local 2494 tentative agreement includes proposed increases to wages and benefits.
- Wage increase as per the table below for the IAFF are proposed as follows:

COUNCIL REPORT – IAFF Local 2494 Collective Bargaining

2.00% January 1, 2017,
 2.25% January 1, 2018,
 1.25% January 1, 2019,
 1.00% July 1, 2019,
 1.25% January 1, 2020, and
 1.25%, July 1, 2020.

- Employer cost share from 60%/40% Employer/Employee paid to 70%/30% Employer/ Employee paid effective January 1, 2019 and are outlined in the table below.
- Increased Employer match of employee contributions to RRSP program as per the table below from 1.85% to 2.25% effective January 1, 2019 and then to 2.50% effective January 1, 2020.
- A one percent (1%) increase in wages equates to \$307,600 increase in labour costs.
- A 0.1% increase in RRSP contributions equates to a \$26,566 increase in labour costs.
- Adjusting the cost share for Extended Healthcare to a 70/30 split represents a \$53,856 increase in labour costs.
- The wage increase for the proposed Collective Agreement is nine percent (9%) over four years. This is substantially lower than the 2014 agreement which provided 10.57% over three (3) years. The contract has also been back loaded to offer additional year over year cost containment.
- The Municipality's current proposed settlement provides contract stability with the IAFF Local 2494 until January 1, 2021.

COUNCIL REPORT – IAFF Local 2494 Collective Bargaining

Wage Increase	2017	2018	2019 January 1	2019 July 1	2020 January 1	2020 July 1	Total
Increase	2%	2.25%	1.25%	1.00%	1.25%	1.25%	9%
Approximate Cost	\$615,200	\$692,100	\$384,500	\$307,600	\$384,500	\$384,500	\$2,768,400

*Total increased cost, effective July 1, 2020

Benefit Increase	Current Extended Health Benefit Cost Share	Extended Health Benefit Cost Share January 1 2019
Percentage Split	60% Employer Paid/40% Employee Paid	70% Employer Paid/30% Employee Paid
Employer Cost per year	\$323,134	\$376,990

* Increased cost for the employer of \$53,856 per year

RRSP Increases	Current RRSP Contribution	RRSP Contribution Effective January 1, 2019	RRSP Contribution Effective January 1, 2020
Percentage	1.85	2.25	2.5
Increased Cost	N/A	\$92,981	\$159,396

* Increased cost for the employer for \$159,396 effective January 2020.

Paramedic Premium	Current Premium	Premium Effective January 1 2019
Percentage	6%	7%
Increased Cost	N/A	\$27,082

Benefits increases and RRSP increases represent an additional 0.78% wage increase. Total increase for the contract as a percentage of wages is 9.78% over four (4) years. This equates to an increase in annual costs of \$3,008,734 by July 1st, 2020.

Alternatives:

Council could choose to reject the IAFF Local 2494 offer, which was accepted by the RMWB's bargaining team as a tentative agreement and direct the negotiating team to go back to the bargaining table with a revised mandate. However, the recommendation of the RMWB bargaining team is to accept the terms of the proposed collective agreement.

Budget/Financial Implications:

- A one percent (1%) increase in wages equates to \$307,600 increase in labour costs.

- A 0.1% increase in RRSP contributions equates to a \$26,566 increase in labour costs.
- Adjusting the cost share for Extended Healthcare to a 70/30 split represents a \$53,856 increase in labour costs.
- The wage increase for the proposed Collective Agreement is nine percent (9%) over four years. This is substantially lower than the 2014 agreement which provided 10.57% over three (3) years. The contract has also been back loaded to offer additional year over year cost containment.

Rationale for Recommendation:

The Collective Agreement is within the mandate approved by Council. Acceptance of the tentative agreement will continue to foster positive labour relations.

Strategic Priorities:

Responsible Government



COUNCIL REPORT

Meeting Date: December 10, 2018

Subject: Council Policy Review

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT the following Council policies be rescinded:
 - SER-040 – Local Improvement
 - PRL-030 – Hosting
 - ADM-130 – City Signature
 - ADM-670 – Document Preparation
 - PUR-070 – Equipment and Dump Truck Rentals
 - FIN-080 – Budget Transfer Appropriation
 - PRL-080 – Volunteer
 - PRL-140 - Alliance
2. THAT the following Council policies be updated to reflect current organizational structure and nomenclature, and approved for a further period of three years:
 - ADM-250 – Land Acquisition Policy
 - LEG-180 – Attendance at Political Fundraising Events and Other Events
 - FIN-230 – Taxable Benefits
3. THAT the following Council policies be replaced with and are immediately rescinded upon approval of the Administrative Directive:
 - HRM-550 – Exempt Performance Management
 - HRM-620 – Exempt Severance
 - HRM-540 – Learning Development & Training
 - HRM-510 – Municipally Funded Commuting
 - HRM-670 – Overtime during an Extraordinary Event
 - HRM-570 – Transitional and Temporary Housing
 - SER-060 - Engineering Servicing Standards

Summary and Background:

Administration has undertaken a comprehensive review of existing Council Policies and found that a significant number are obsolete, no longer required, or require significant

update. It is further noted that a large number of Council Policies also fall within the range of authority granted to the CAO through the *Municipal Government Act* and by Council through the *CAO Bylaw* the CAO's authority.

A Council Policy should provide a high overall plan which embraces general goals and acceptable procedures. It is a governance tool intended to enable both Council and Administration to make consistent, uniform and predictable decisions. The Policy provides direction and guidance to the CAO, who is then responsible for ensuring that appropriate practices, processes and measures are in place to ensure that the Policy direction is achieved. A Council Policy is, in essence, the "what", and an Administrative Procedure is the "how".

The need to maintain current, realistic policy documents is critical as outdated policies or failure to adhere to existing policies becomes a liability to the organization and creates significant risk for the Municipality. There are presently 48 Council policies, with 10 being current, 20 under active review or scheduled for review in 2019 and 3 requiring only minor update and renewal. Of the remaining 15 Council Policies, 8 are deemed obsolete, and 7 fall into administrative areas which are within the CAO's authority.

Rationale for Recommendation:

To ensure that all Council Policies are current, Administration is recommending that all obsolete policies be immediately rescinded and that those which fall within the CAO's authority be rescinded as a Council Policy and replaced with an Administrative Directive. Administration further recommends that those Council Policies which require only very minor updates to reflect changes in nomenclature and organizational structure, be modified and approved for a further 3-year period.

All other Council Policies that are due or past due for review will be updated and brought forward for consideration throughout 2019.

Strategic Priorities:

Responsible Government

Attachments:

- 1. Policy Review**
- 2. Local Improvement Policy SER-040**
- 3. Hosting Policy PRL-030**
- 4. City Signature Policy ADM-130**
- 5. Document Preparation Policy ADM-120**
- 6. Equipment and Dump Truck Rentals Policy PUR-070**

- 7. Budget Transfer Appropriation Policy FIN-060**
- 8. Volunteer Policy PRL-080**
- 9. Alliance Policy PRL-140**
- 10. Land Acquisition Policy ADM-250**
- 11. Attendance at Political Fundraising Events and Other Events Policy LEG-180**
- 12. Taxable Benefits Policy FIN-250**

COUNCIL POLICIES

Policy #	Policy Title	Department	Effective Date	Last Reviewed	Status	Recommended Next Steps/Timelines
SER-040	Local Improvement	CCS	21-Apr-87	nil	Outdated - no longer required	Rescind immediately
FIN-220	Community Investment Program	CCS	10-Mar-15	1-Oct-18	Current - Next review due October 2021	Nil
FIN-130	Loan Guarantee to Community Based Organizations	CCS	14-Oct-03	nil	Current, but requires updating.	Q4 2019
PUR-100	Procurement	CCS	26-Jan-16	n/a	Current - Next review due January 2019	Nil
PRL-140	Alliance	CCS	10-Dec-02	nil	Most elements now included in Community Investment Program sustaining grant category	Rescind immediately
PRL-030	Hosting	CCS	4-Dec-84	nil	Former City of Fort McMurray policy - outdated terminology & practices. To be replaced with future Sponsorship/Municipal Contributions Policy	Rescind immediately
ADM-130	City Signature	CSR	20-Jan-87	nil	Outdated - reflective of former City of Fort McMurray branding.	Rescind immediately - new policy expected Q1 2019
PRL-050	Flag Protocol	CSR	17-Mar-87	nil	Review in progress	Q1 2019
COM-120	Municipally Sponsored Ground Breaking and Ribbon Cutting Ceremony Policy	CSR	26-Apr-16	n/a	Current - Next review due April 2019	Nil
COM-130	Public Engagement Policy	CSR	18-Oct-16	n/a	Current - Next review due October 2019	Nil
COM-140	Social Media Policy	CSR	18-Oct-16	n/a	Current - Next review due October 2019	Nil
SER-150	Life Cycle Management Framework	Engineering	27-Feb-01	nil	In effect, but will be rescinded and replaced by future Asset Management Policy.	Q2 2019
PRL-130	Engineering Servicing Standards	Engineering	20-Jan-87	nil	Outdated - to be updated and replaced with Administrative Directive	Rescind & change to Directive
PRL-080	Account Write Off	Finance	17-Feb-87	nil	Review in progress	Q1 2019
SER-060	Alternative Capital Financing	Finance	18-Oct-16	n/a	Current - next review due October 2019	Nil
FIN-080	Budget Transfer Appropriation	Finance	20-Jan-87	nil	Obsolete	Rescind immediately
FIN-170	Capitalization	Finance	20-Jan-87	nil	To remain in place until Tangible Capital Assets Policy is developed and approved	Q2 2019
FIN-060	Debt Management Policy	Finance	23-Jun-15	nil	Review in progress	Q1 2019
FIN-040	Donation Management	Finance	1-Sep-17	n/a	Current - next review due September 2020	n/a
FIN-120	Facility Rental	Finance	30-Jun-87	nil	Active, but requires updating. May be integrated into future User Fees and Charges Policy	Q2 2019
FIN-130	Fiscal Responsibility	Finance	14-Jul-15	nil	Review in progress	Q1 2019
FIN-070	Gratuity Policy	Finance	26-May-15	nil	Review in progress	Q1 2019
FIN-160	Investment	Finance	18-Oct-16	n/a	Current - Next review due October 2019	n/a
FIN-230	Taxable Benefits Policy	Finance	10-Mar-15	nil	Current, but requires minor updating (nomenclature & organizational structure).	Update and renew
FIN-140	User Fees and Charges Policy	Finance	23-Apr-13	nil	Review in progress	Q1 2019
HRM-550	Exempt Performance Management Policy	Human Resources	26-May-15	nil	Administrative function - change to Directive	Rescind & change to Directive
HRM-620	Exempt Severance Policy	Human Resources	1-Dec-15	nil	Administrative function - change to Directive	Rescind & change to Directive
HRM-540	Learning Development and Training Policy	Human Resources	26-May-15	nil	Administrative function - change to Directive	Rescind & change to Directive
HRM-510	Municipally Funded Commuting Policy	Human Resources	12-Apr-16	n/a	Administrative function - change to Directive	Rescind & change to Directive

Policy #	Policy Title	Department	Effective Date	Last Reviewed	Status	Recommended Next Steps/Timelines
HRM-670	Overtime during an Extraordinary Event Policy	Human Resources	1-Aug-17	n/a	Administrative function - change to Directive	Rescind & change to Directive
HRM-570	Transitional and Temporary Housing Policy	Human Resources	1-Dec-15	nil	Administrative function - change to Directive	Rescind & change to Directive
LEG-150	Whistleblower Policy	Human Resources	1-Jan-16	23-Oct-18	Current - Next Review due October 2021	Nil
LEG-180	Attendance at Political Fundraising Events and Other Events	Legislative Services	28-Apr-15	nil	Current, but requires minor updating (nomenclature & organizational structure).	Update and renew
LEG-070	Council Appointed Committee Members Travel Policy	Legislative Services	10-May-87	nil	Review in progress	Q1 2019
LEG-110	Council Presentation Request	Legislative Services	25-Oct-11	nil	Review in progress	Q1 2019
ADM-120	Document Preparation	Legislative Services	16-Jun-87		Outdated - no longer required/obsolete	Rescind
LEG-050	Elected Officials Compensation	Legislative Services	17-Oct-17	n/a	Current - next review due October 2020	n/a
LEG-010	Selection Committee Policy	Legislative Services	11-Oct-11	nil	Review in progress - incorporate components of Volunteer Policy pertaining to Council-Appointed Committee Members	Q1 2019
PRO-040	Community Identification System Policy	P&D	26-May-15	nil	Review in progress	Q1 2019
LEG-080	Encroachment Agreements	P&D	24-May-94	nil	Review in progress	Q1 2019
ADM-250	Land Acquisition Policy	P&D	7-Jul-15	nil	Current, but requires minor updating (nomenclature & organizational structure).	Update and renew
PRL-090	Citizen Recognition Program	Public Works	26-Jun-12	nil	Review to commence following 2019 awards event	Q2 2019
PRL-080	Volunteer	Public Works	19-Mar-90	nil	Outdated and inconsistent with other bylaws and policies	Rescind immediately
PRL-110	Facility Alcohol	Public Works / P&D	11-May-99	nil	Outdated leased properties list. Reviewing for overlaps with Special Event Policy PRL-130.	Q2 2019
PRL-160	Municipal Public Art Policy	Public Works	8-Sep-15	nil	Review in progress	Q1 2019
PRL-130	Special Event Policy for Municipal Parks and Public Open Spaces	Public Works / P&D	11-Jun-13	nil	Change in responsibilities as a result of organizational re-alignment requires collabortaoin between Public Works & P&D	Q4 2019
PUR-070	Equipment and Dump Truck Rentals	Public Works	1-May-90	nil	Outdated - following Procurement Policy	Rescind immediately
PRL-150	Urban Snow and Ice Control	Public Works	12-Jan-16	n/a	Review in progress	Q1 2019

Council Policy

Policy Name: Local Improvement
Department Name: Assessment
Policy No.: SER-040
Effective Date: April 21, 1987

Review Date:

STATEMENT:

The City of Fort McMurray will impose a special frontage or a special local benefit assessment for any work authorized as a local improvement in accordance with part four (4) of the Municipal Taxation Act.

PURPOSE AND OBJECTIVE:

The objective of this policy is to:

1. Provide guidelines to be followed in the implementation of local improvements.
2. Establish authorities/responsibilities of the various City departments in the implementation process of local improvements.

PROCEDURES:

1. Definitions

- 1.1. Local Improvements - Works undertaken by the City as described in section 149 (1) of the Municipal Taxation Act as amended to February 15, 1982.
- 1.2. Special Assessment By-Law - A by-law fixing a Special Frontage Assessment or a Special Local Benefit Assessment relating to local improvements and includes a special assessment when calculated on a uniform unit rate (Section 151 and 154 of the Municipal Taxation Act).
- 1.3. Uniform Rate Assessment By-Law - A by-law fixing a uniform rate based on estimated average cost throughout the municipality as outlined in the Municipal Taxation Act Section 155.

2. Responsibilities

- 2.1. City Council to:
 - 2.1.1. Adopt the policy and amendments thereto.
 - 2.1.2. Approve projects to be undertaken in the upcoming year as local improvement projects.
 - 2.1.3. Pass the Debenture By-Law for funding the local improvements.
 - 2.1.4. Award contracts for local improvement projects.

- 2.1.5. Pass Unit Rate By-Law.
- 2.2. Department Heads to:
 - 2.2.1. Ratify and recommend projects to be undertaken as local improvements.
 - 2.2.2. Recommend tender awards for approval.
- 2.3. City Clerk to:
 - 2.3.1. Cause notice of Council's intention to undertake a local improvement as per Section 157 of the Municipal Taxation Amendment Act.
 - 2.3.2. Determine sufficiency of a petition for or against a local improvement immediately after the time has expired for filing of the petition.
- 2.4. Manager of Engineering & Public Works or his designate to:
 - 2.4.1. Prepare local improvement program based on petitions and requests received.
 - 2.4.2. Prepare preliminary designs and estimates for proposed local improvements.
 - 2.4.3. Prepare local improvement report and submit to Department Heads for approval.
 - 2.4.4. Prepare detailed design for approved local improvement projects.
 - 2.4.5. Prepare tender package and forward to Materials Management Division
 - 2.4.6. Supervise construction of local improvement projects.
 - 2.4.7. Prepare construction status/financial summary for cost assessments to benefiting property owners and forward to Treasury.
 - 2.4.8. Prepare project status report for submission to Department Heads..
 - 2.4.9. Ultimately prepare and maintain a Unit Rates By-Law for local improvements for approval by Council.
- 2.5. City Treasurer to:
 - 2.5.1. Prepare Debenture By-Law for Council approval.
 - 2.5.2. Make application and obtain approval from Local Authorities Board for local improvements.
 - 2.5.3. Process local improvement assessment to benefiting land owners for preparation of tax roll.

- 2.5.4. Close out account at project completion.
- 2.6. Materials Management Division to:
 - 2.6.1. Provide advice/review to Manager of Engineering and Public Works in preparation of local improvement contracts.
 - 2.6.2. Tender local improvements in accordance with Contract Policy (PUR-010).
- 2.7. City Assessor to:
 - 2.7.1. Provide information on ownership of property impacted by local improvement.
 - 2.7.2. Provide frontage and other property details to Manager of Engineering & Public Works for local improvement assessment purposes.

3. General Procedures

- 3.1. City Clerk will determine sufficiency of owner initiated petitions and/or requests for local improvements to determine if they can be assessed as local improvements in accordance with the Municipal Taxation Act, by September of each year.
- 3.2. Manager of Engineering & Public Works will prepare the annual local improvement forecast consisting of local improvements initiated by public petition and City initiated local improvements by November of each year.
- 3.3. Manager of Engineering & Public Works will prepare local improvement report for upcoming year and forward to City Council for approval in December of each year.
- 3.4. City Council will approve local improvement program in January of each year.
- 3.5. City Clerk will notify affected property owners of intent to proceed with City initiated local improvements and will receive petitions against the local improvements as per Section 157 of the Municipal Taxation Act.
- 3.6. City Clerk will determine sufficiency of petitions against City initiated local improvements after twenty-one (21) days of notification of intent to determine validity of petition.
- 3.7. Manager of Engineering & Public Works will prepare report for Council approval for local improvements in March, indicating results of petitions and recommending approval for proceeding with local improvements not defeated by petition.
- 3.8. City Treasurer will prepare Debenture By-Laws for approval by City Council.
- 3.9. City Council will approve Debenture By-Laws.
- 3.10. City Treasurer will apply for Local Authorities Board Order.

- 3.11. Manager of Engineering & Public Works will commence with detail design of local improvements.
- 3.12. Materials Management Division will call tender on local improvements in May in accordance with Contract Policy (PUR-010).
- 3.13. City Treasurer will obtain Local Authority Board approval for debenturing projects.
- 3.14. Manager of Engineering & Public Works and Materials Management Division will evaluate tenders and report to City Council for award of tender in May/June.
- 3.15. City Council will award tenders for local improvement projects.
- 3.16. Manager of Engineering & Public Works will proceed with construction of local improvements.
- 3.17. City Council will award tenders for local improvement projects.
- 3.18. Manager of Engineering & Public Works will proceed with construction of local improvements.
- 3.19. Manager of Engineering & Public Works will submit monthly progress reports to Council.
- 3.20. Manager of Engineering & Public Works will prepare construction status/financial summary of local improvement projects upon completion of projects.
- 3.21. City Treasurer will assess local improvement assessment against benefiting land owners and provide notice of proposed special assessment to each person registered or assessed as owner of a parcel of land to be charged thereby in accordance with the Municipal Taxation Act.

APPROVAL, MANAGEMENT AND REFERENCES:

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

Approving Authority: City Council
Approval Date: April 21, 1987

Revision Approval Dates:
Review Due:

Policy Manager: Director, Assessment
Department Contact: Manager, Assessment

Legal References:
Cross References:

Council Policy

Policy Name: Hosting
Department Name: Community Services
Policy No.: PRL-030
Effective Date: December 4, 1984

Review Date:

STATEMENT:

The City of Fort McMurray will host or assist in hosting, certain conventions, conferences, meetings, functions and events, so that the City's protocol needs are properly met and limited external hospitality assistance is made available equitably within budgetary parameters.

PURPOSE AND OBJECTIVE:

The objective of this policy is:

1. Provide for the assistance in provisions of hospitality for visiting delegates, representatives or participants in conventions, conferences, meetings, functions and events which are held in the City of Fort McMurray, through expenditures allotted by the City of Fort McMurray to the Fort McMurray Visitor's Bureau on a per capita rate.

PROCEDURES:

1. Definitions

- 1.1. Sponsored Event – A convention, conference, meeting or function held in the City of Fort McMurray and sponsored by a non-profit association, society or group registered and operative Provincially, Regionally, Nationally or Internationally and whose by-laws and regulations do not discriminate against race, colour or creed. Commercial and political organizations are excluded.
- 1.2. Visiting Delegate – Someone who travels two hundred (200) km or more and does not reside in the City of Fort McMurray.

2. Responsibilities

- 2.1. The City will annually advance monies to the Fort McMurray Visitor's Bureau, which in total will not exceed the budget allocation approved by Council for hosting purposes.
- 2.2. The City is to have the authority to examine the books and records of the Fort McMurray Visitor's Bureau to ensure that an accurate account exists of the manner in which the grant monies were expended.
- 2.3. The Fort McMurray Visitor's Bureau to:
 - 2.3.1. Be responsible for administering the City of Fort McMurray budget allocation in accordance with hosting policy criteria approved by City Council.

- 2.3.2. In each request for hosting under the policy, determine with the City Clerk whether a City of Fort McMurray grant has been made in the same year by the organization requesting support.
- 2.3.3. Submit an annual budget request to the City Manager by September 30 of the preceding year.
- 2.3.4. Annually review the hosting formula rates for sponsored events and make recommendations to Council.
- 2.3.5. In January of each year, provide the City Manager with a detailed listing of the amounts and organizations, including numbers of delegates, for the sponsored events during the preceding calendar year.
- 2.3.6. Return unexpended funds of the previous year to the City Treasurer by March 15 of each year, unless retention of such surplus funds has been authorized by City Council.

3. General Procedures

- 3.1. Procedures - The Fort McMurray Visitor's Bureau will consider assistance for sponsored in accordance with the Hosting Policy Criteria approved by Council.
 - 3.1.1. Notwithstanding the provisions of the policy, Council may elect to hear any representation from organizations who wish to appeal a decision of the Fort McMurray Visitor's Bureau and may, in its sole discretion, vary that decision as Council sees fit.

APPROVAL, MANAGEMENT AND REFERENCES:

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

Approving Authority: City Council
Approval Date: December 4, 1984

Revision Approval Dates:
Review Due:

Policy Manager: Director, Community Services
Department Contact: Manager, Community Services

Legal References:
Cross References:

Council Policy

Policy Name: City Signature
Department Name: Communications
Policy No.: ADM-130
Effective Date: January 20, 1987

Review Date:

STATEMENT:

The City of Fort McMurray will present a consistent and positive image through the appropriate use of its City Signature.

PURPOSE AND OBJECTIVE:

The objective of this policy is to provide procedures and standards to govern the use of the City Signature.

PROCEDURES:

1. Definitions

- 1.1. City Coat of Arms - The Coat of Arms of the City of Fort McMurray as authorized for adoption on June 25, 1974, By-Law # 622 and registered with Consumer and Corporate Affairs Canada - Trade Marks, published in the Trade Marks Journal of February 16, 1977, Volume 24, Number 1164.
- 1.2. City Signature - The logo of the City of Fort McMurray as adopted by City Council, December 4, 1984 and registered with Consumer and Corporate Affairs Canada - Trade Marks, published in the Trade Marks Journal of April 17, 1985, Volume 32, Number 1590.
- 1.3. Symbols - Graphic or artistic representations to which specific affiliations or characteristics are suggested.

2. Responsibilities

- 2.1. Council to:
 - 2.1.1. Approve amendments to the policy.
- 2.2. Department Heads to:
 - 2.2.1. Recommend amendments to this policy.
- 2.3. Communications to:
 - 2.3.1. Develop and maintain the appropriate graphic guidelines for the City Signature.

2.4. Department Manager to:

- 2.4.1. Ensure that the manner in which their department wishes to use the City Signature conforms to the guidelines.

2.5. Purchasing to:

- 2.5.1. Ensure quality control, in accordance with the accompanying guidelines, of all uses of the City Signature.

3. General Guidelines

- 3.1. Under the direction of the Department Heads, the coordination and responsibility for implementation of policy and development of applications, procedures and programs relative to the City of Fort McMurray Signature will be vested in the City Clerk's Office.
- 3.2. The City Signature will become the single method by which the Municipality will sign its name, other than those that legal requirements might dictate, including all applications relative to departments, agencies, boards, commissions, etc.
- 3.3. All public documents will bear the City Signature.
- 3.4. The Fort McMurray Coat of Arms will only be used to designate Council/Aldermanic authority.
- 3.5. Standards for design structure of the City Signature will be prepared by Communications. All applications will be restricted to these uniform standards. Such standards will cover scale of relationship with typography, colour reproduction, positioning for various publication formats and other standards necessary to maintain quality and clarity.
- 3.6. A standard typeface and style will be utilized for all department, committee and board identification to be used in conjunction with the City Signature. The standard typestyle now designated is COMPACTA.
- 3.7. No other forms of typesetting of the words 'City of Fort McMurray' will be used.
- 3.8. Divisions/departments should adopt the City Signature as a means of achieving their identity. No other symbols will be used to designate divisional/departmental identity.
- 3.9. All service vehicles, vans and equipment will feature the City Signature.

APPROVAL, MANAGEMENT AND REFERENCES:

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

Approving Authority: City Council
Approval Date: January 20, 1987

Revision Approval Dates:
Review Due:

Policy Manager: Director, Communications
Department Contact: Manager, Communications

Legal References:
Cross References:

Council Policy



Policy Name: Document Preparation
Department Name: Council and Legislative Services
Policy No.: ADM-120
Effective Date: June 16, 1987

Review Date:

STATEMENT:

The City of Fort McMurray will provide for a standard format in the preparation of reports to Council and answers to Aldermanic inquiries.

PURPOSE AND OBJECTIVE:

The objective of this policy will be to:

1. Ensure that reports to Council, Council Committees and Board of Management will be in a standard format.
2. Ensure reports are reviewed for accuracy and completeness.

PROCEDURES:

1. Definitions

- 1.1. Agenda Index - The official document itemizing the business for consideration at a Council meeting.
- 1.2. Clear Language - The presentation of ideas and information in a simple, straight forward manner which can be easily understood by a non-technical audience, without the use of jargon, technical terms or abbreviations not previously explained in full.
- 1.3. Council Agenda - The whole package submitted to Council, i.e., agenda index, minutes of the previous meeting and enclosures or backup material.
- 1.4. Council/Department Manager Report - A report which could be submitted as an item on the agenda of Council, Committees of Council, Department Heads or to an individual department manager.
- 1.5. Private Inquiry - A request for private information, made by an Alderman, directed to an individual department manager or secondly to a division head or in emergent or unusual circumstances, to a qualified person within a division/department.
- 1.6. Public Inquiry - A request for information made by an Alderman during a meeting of Council or of a Council Committee.
- 1.7. Report - A submission as an agenda item, either to Council or a Council Committee or to the Board of Management.

2. Responsibilities

2.1. Council to:

- 2.1.1. Approve amendments to the policy.

2.2. Board of Management to:

- 2.2.1. Review and recommend amendments to this policy.
- 2.2.2. Approve those reports, intended for Council or Council Committees, on matters which:
 - 2.2.2.1. In the opinion of individual department managers and for the City Manager, should have Department Heads concurrence.
 - 2.2.2.2. Have implications for divisions other than those under the jurisdiction of the individual department manager.
 - 2.2.2.3. By City Policy, By-Law or Resolution, require a Department Heads decision.

2.3. Members of Council Right to Information:

- 2.3.1. The Mayor has the right to access information pursuant to the Municipal Government Act.
- 2.3.2. Nothing in this policy is to restrict, in any way, the right of members of Council to seek information or the responsibility of the Administration to provide requested information.
- 2.3.3. Any employee, official or division head to whom a private Aldermanic inquiry is directed in emergent or unusual circumstances, may refer the inquiry to his immediate supervisor for answering.
 - 2.3.3.1. Answers to public inquiries made at a meeting of Council or a Council Committee will be provided on the agenda of the next meeting and must be prepared in standard format.
 - 2.3.3.2. Answers to private inquiries will be provided immediately if possible. If an immediate answer is not available, it is to be provided within forty-eight (48) hours. If it will not be available within forty-eight (48) hours, the Mayor or Alderman is to be advised, in writing, when the requested information will be available.
- 2.3.4. These inquiries may be answered verbally or in writing, depending on the requirements of the Mayor or Alderman. If the response to the Mayor or Alderman is to be in writing, a copy of the response is to be given to all members of Council.

2.4. Secretary to Department Heads to:

- 2.4.1. Complete Department Heads comments on summary page of reports being submitted to Council.
- 2.4.2. Sign, on behalf of the Department Heads, the summary page of reports being submitted to Council.
- 2.4.3. Sign reports in lieu of the Department Heads where its approval is not required.

2.5. City Clerk to:

- 2.5.1. Advise the individual department manager and the appropriate division within forty-eight (48) hours, of the request for information or reports made during Council or Committee meetings.
- 2.5.2. Advise the individual department manager, as soon as possible, of private inquiries made through the Office of the City Clerk.
- 2.5.3. Include on the next agenda of Council or Council Committee, reports and answers approved by the Department Heads and forwarded by the Secretary to the Department Heads.
- 2.5.4. Maintain up-to-date the list of outstanding items, to be submitted with the agenda of the Legislative Committee, until they are dealt with.

2.6. City Manager to:

- 2.6.1. Approve any report going directly to Council without the concurrence of the Department Heads.

2.7. Individual Department Manager to:

- 2.7.1. Promptly provide information requested from him by Council, a Council Committee or an individual Alderman.
- 2.7.2. Review "answers" and "reports" for accuracy and completeness and to acquaint himself with the subject before handling further.
- 2.7.3. When satisfied with an answer or report intended for Council or Council Committee, sign the report.
- 2.7.4. Determine with the City Manager whether the report should be submitted to Department Heads or be forwarded directly to Council.

2.8. Division Head to:

- 2.8.1. Have prior consultation with their department manager, in a timely manner, concerning referrals where the cost to action may be unrealistically high in relation to the nature or intent of the inquiry.
- 2.8.2. Ensure that all answers and reports, prepared by their division are correct as to format, accuracy and completeness in "clear language".
- 2.8.3. Ensure referrals are responded to in a timely manner and submitted to their department manager for handling.

3. General Procedures

- 3.1. Detailed Procedures - Report Writing Manual - The detailed instructions and approved formats to be followed by all employees when responding to Council inquiries and preparing reports to Council or to Council Committees or the Department Heads, are provided in the "Report Writing Manual".

APPROVAL, MANAGEMENT AND REFERENCES:

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

Approving Authority:

City Council

Approval Date:

June 30, 1987

Revision Approval Dates:

April 3, 1990

Review Due:

Policy Manager:

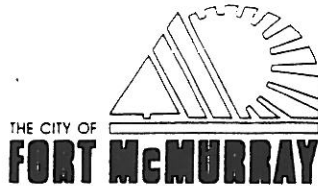
Director, Council and Legislative Services

Department Contact:

Chief Legislative Officer

Legal References:

Cross References:



CITY POLICY/PROCEDURE

Approval:	Date Originated:	Policy Number:
City Council	September 21, 1987	Classification: PUR
Reference:	Date Revised:	Category: 070
City Council Minutes September 21, 1987	May 1, 1990	Subject: 001/001
Policy Title: EQUIPMENT AND DUMP TRUCK RENTALS		

POLICY STATEMENT:

The City of Fort McMurray will provide a source of equipment and/or dump trucks for use in City operations where the existing City fleet is unable to meet current operational requirements.

POLICY OBJECTIVE:

The objective of this policy is to:

1. Ensure a source of equipment and/or dump trucks for use in City operations when the existing fleet cannot meet current operational needs.
2. Ensure uniform procedures respecting the procurement of rental equipment and/or dump trucks.
3. Ensure that local businesses and equipment suppliers are given an equal opportunity.
4. Establish guidelines for administering this policy.

Council Policy

Policy Name: Budget Transfer/Appropriation
Department Name: Finance Services
Policy No.: FIN-060
Effective Date: January 20, 1987

Review Date:

STATEMENT:

The City of Fort McMurray will provide a formal process for the transfer/ appropriation of funds that may arise during the course of an Operating Year.

PURPOSE AND OBJECTIVE:

The objective of this policy is to:

1. Ensure that funding required to meet program operations is reviewed as amendments to the approved budgets.
2. Ensure that requests for transfer/appropriation are processed and recorded in standard format and that approval has been given in accordance with the various levels of authority.

PROCEDURES:

1. Definitions

- 1.1. Appropriation - A transfer of revenue or expenditure budget estimates.
- 1.2. Budget - An estimate of proposed revenues and expenditures for a given period or purpose as approved in by-laws, resolutions or appropriations.
- 1.3. Function Category - One of the principal services or operations of a municipal government carried out through a number of related programs consisting of several activities, i.e.:
 - 0 - General Municipal Services
 - 1 - General Government Services
 - 2 - Protective Services
 - 3 - Transportation Services
 - 4 - Environmental Health Services
 - 5 - Public Health and Welfare Services
 - 6 - Environment Development Services
 - 7 - Recreational and Cultural Services

1.4. Fund - A segregation of City services which reflect sources of financing:

- 1.4.1. General Fund
- 1.4.2. Water Fund
- 1.4.3. Sewer Fund
- 1.4.4. Other funds as may be established

1.5. General Object Classification:

1.5.1. Objects of Revenue:

- 100 - Taxes
- 200 - Grants in lieu of taxes
- 300 - Sales to other governments
- 400 - Sale of goods and services
- 500 - Other revenue from own sources
- 600 - Sale of assets
- 700 - Unconditional transfers or grants
- 800 - Conditional transfers or grants
- 900 - Other transfers

1.5.2. Objects of Expenditure:

- 100 - Personnel
- 200 - General services
- 300 - Purchase from other governments
- 500 - Goods purchased
- 600 - Fixed asset items
- 700 - Transfer payments
- 800 - Financial charges
- 900 - Other transactions and write offs

2. Responsibilities

2.1. Council to:

- 2.1.1. Approve amendments to this policy.
- 2.1.2. Review and approve requests to transfer/appropriate Budgeted Funds as outlined in Appendix I.

2.2. Commission Board to:

- 2.2.1. Recommend amendments to this policy.
- 2.2.2. Review and approve requests to transfer/appropriate Budgeted Funds as outlined in Appendix I.

2.3. Comissioner to:

- 2.3.1. Review and approve requests to transfer/appropriate Budgeted Funds as outlined in Appendix I.
- 2.3.2. Identify to Board of Management line items with anticipated savings that could be transferred/appropriated to align budgets and to provide direction for such transfers/appropriations.

2.4. Department Head to:

- 2.4.1. Review and approve requests to transfer/appropriate Budgeted Funds as outlined in Appendix I.
- 2.4.2. Review and monitor departmental/divisional budgets in relation to actual operating transactions.
- 2.4.3. Provide direction and identify line items with anticipated savings that could be transferred/appropriated to align budgets within the respective department.

2.5. Division Head to:

- 2.5.1. Scrutinize and monitor budgeted figures in relation to actual operating transactions.
- 2.5.2. Assure that adequate, but not surplus, resources are budgeted to continue providing an acceptable level of service.
- 2.5.3. Identify line items with anticipated savings which could be transferred/appropriated to another line item to cover a need while giving thoughtful consideration to the end result.

2.6. Financial Planning Officer to:

- 2.6.1. Review all requests for appropriations and ensure proper levels of authorization as outlined in Appendix I.
- 2.6.2. Enter transfers/appropriations in accounting and budget records.
- 2.6.3. Generate and distribute reports that reflect amended budgets.
- 2.6.4. Prepare monthly reports on transfers/appropriations made and forward to Council and Management as information.

3. Guidelines

- 3.1. Amendments to approved budgets may include such actions as:
 - 3.1.1. Transfers among budgeted items to reflect a realignment of priorities or objectives within the organization.
 - 3.1.2. Increases in budgets resulting from the appropriation of additional funds.
 - 3.1.3. Decreases in budgets resulting from reductions to avoid budget deficits.
 - 3.1.4. Transfers for purpose of organizational change in responsibilities.
 - 3.1.5. Transfers of funds between minor objects within the same major object of expenditure to be allowed (i.e., over expenditure in general supplies to be offset by a surplus in office supplies). However, transfers of funds between major objects of expenditures must receive Management approval (i.e., salary and wage surplus should not automatically be used to offset overruns in travel expenditures).

4. General Procedures

- 4.1. In most cases, the operating department will identify a need for transfer/appropriation of budgeted funds. Where possible, the initiator will also identify similar area(s) with anticipated savings that could be transferred/appropriated to align the budget.
- 4.2. A request form, Appendix II or III, for budget transfer/ appropriation, is completed by the initiating party and forwarded to the appropriate level of authorization. Copies are to be distributed to all affected department/division heads.
- 4.3. The approved form should be forwarded to the Financial Planning Division.

Financial Planning will review the request and ensure its completion, including required signing authorities.

Financial Planning will enter and record all pertinent data regarding transfer/appropriation of budgeted funds and generate new reports to reflect these changes.

5. Request Form

- 5.1. A budget transfer/appropriation (Appendix II or III) form must be completed where transfer/appropriation of funds are being requested.
 - 5.1.1. Appendix II:
 - 5.1.1.1. Enter type of fund, i.e., General, Water or Sewer
 - 5.1.1.2. Enter fiscal year, i.e., 1986
 - 5.1.1.3. Indicate the type of transfer
 - 5.1.1.4. Indicate type of account, i.e., Revenue or Expenditure

- 5.1.1.5. Enter account code number
- 5.1.1.6. Enter responsibility code
- 5.1.1.7. Enter account title
- 5.1.1.8. Enter amount of funds being transferred/appropriated
- 5.1.1.9. Enter amount in Budget Account before adjustment
- 5.1.1.10. Enter balance in Budget Account after adjustment. Ensure that amount being transferred "From" equals amount transferred "To"
- 5.1.1.11. Give short narrative explaining why the request is being made
- 5.1.1.12. Please ensure that all signatures are entered as required in Appendix I. Financial Planning will sign when all approvals are received and enter date when data is recorded in the system.

5.1.2. Appendix III (Part I and II)

These forms are to be completed where a large number of entries are required, i.e., lump sum program budget being transferred to program/project budgets, i.e., Summer Programs.

- 5.1.2.1. Enter type of fund, i.e., General, Water or Sewer
- 5.1.2.2. Enter fiscal year, i.e., 1986
- 5.1.2.3. Indicate dollar value of original budget amount
- 5.1.2.4. Indicate type of account, i.e., Revenue or Expenditure
- 5.1.2.5. Enter account code number
- 5.1.2.6. Enter responsibility code
- 5.1.2.7. Enter account title
- 5.1.2.8. Enter amount of funds being transferred/appropriated
- 5.1.2.9. Enter amount in Budget Account before adjustment
- 5.1.2.10. Enter balance in Budget Account after adjustment. Ensure that amount being transferred "From" equals amount transferred "To"
- 5.1.2.11. Indicate net budget total of Part I
- 5.1.2.12. Please ensure that all signatures are entered as required in Appendix III. Financial Planning will sign when all approvals are received and enter date when data is recorded in the system.
- 5.1.2.13. Part III - May be multiple part, depending on number of projects assigned. Ensure that revenue and expenditure totals equal amounts of original budget.

APPROVAL, MANAGEMENT AND REFERENCES:

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

Approving Authority: City Council
Approval Date: January 20, 1987

Revision Approval Dates:
Review Due:

Policy Manager: Director, Finance Services
Department Contact:

Legal References:
Cross References:

TRANSFERS/APPROPRIATIONSAPPENDIX I

Transfers/appropriations will be allowed:

Approvals Required

Within a program and major object classification.

- \$ 500.00 - \$ 5,000.00
- \$ 5,001.00 - \$10,000.00
- \$10,001.00 - \$25,000.00
- \$25,001.00 or greater

Between programs within the same department head responsibility (excluding function or fund changes).

Within a program between major object classification.

- \$ 1,000.00 - \$ 2,000.00
- \$ 2,001.00 - \$10,000.00
- \$10,001.00 - \$25,000.00
- \$25,001.00 or greater

Between responsibilities within a Commission area (excluding function or fund changes).

- \$ 1,000.00 - \$ 2,000.00
- \$ 2,001.00 - \$10,000.00
- \$10,001.00 - \$25,000.00
- \$25,001.00 or greater

Between Commission areas.

- \$ 1,000.00 - \$10,000.00
- \$10,001.00 - \$25,000.00
- \$25,001.00 or greater

Between functions and funds.

- \$ 1,000.00 - \$10,000.00
- \$10,001.00 - \$25,000.00
- \$25,001.00 or greater

Distribution of lump sum budgets to projects.

- See Appendix III

Realignment of organization will be handled as appropriate.

COUNCIL	COMMISSION BOARD	COMMISSIONER	DEPARTMENT HEAD
X	X	X	X
X	X	X	X
X	X	X	X
X	X	X (Both to Sign)	
X	X	X	

Attachment: 7. Budget Transfer Appropriation Policy FIN-060 (Council Policy Review)

REQUEST FORM FOR BUDGET APPROPRIATION

APPENDIX II

FUND _____ (a) FISCAL YEAR _____ (b)

- 1) This item was ___ not ___ included in the department's original request. (c)
- 2) Type of expenditure:
 Recurring _____
 Non-recurring _____

The budget adjustment will require the following revision:

FROM:

ACC. TYPE	REV.	EXP.	ACCOUNT NUMBER	RESP. CODE	ACCOUNT TITLE	AMOUNT	BAL.BEF. ADJUST.	BAL.AFT. ADJUST.
(d)			(e)	(f)	(g)	(h)	(i)	(j)

TO:

ACC. TYPE	REV.	EXP.	ACCOUNT NUMBER	RESP. CODE	ACCOUNT TITLE	AMOUNT	BAL.BEF. ADJUST.	BAL.AFT. ADJUST.

Reasons for adjustment request:

Outline the reasons the adjustment is required, the factors used to calculate the amount and the status of the account from which the transfer is made.

(k)

Originator: _____ (1) Dept. _____ Date _____

Other Required: _____ Dept. _____ Date _____

1st Dept. Head App.: _____ Dept. _____ Date _____

2nd Dept. Head App.: _____ Dept. _____ Date _____

1st Comm. App.: _____ Comm. _____ Date _____

2nd Comm. App.: _____ Comm. _____ Date _____

Commission Board Approval: _____ Date _____

Council Approval: _____ Date _____

Financial Planning Approval: _____ Date _____

Data Entered: _____

REQUEST FORM FOR LUMP SUM BUDGET TRANSFERS

APPENDIX III

PART I

FUND: _____ (a) FISCAL YEAR: _____ (b)

ORIGINAL BUDGET: _____ (c)

FROM:

[illegible]

Originator: (1) Dept. Date

Dept. Head: _____ Dept. _____ Date _____

Commissioner: _____ Dept. _____ Date _____

REQUEST FORM FOR LUMP SUM BUDGET TRANSFERS

APPENDIX III

PART II

FUND: (a) FISCAL YEAR: (b)

ORIGINAL BUDGET: (c)

TO:

[illegible]

Council Policy

Policy Name: Volunteer
Department Name: Community Services
Policy No.: PRL-080
Effective Date: March 19, 1990

Review Date:

STATEMENT:

The City of Fort McMurray will encourage volunteer participation on a City wide basis to enhance the service capacity of the City by supplementing and complementing the work of City employees.

PURPOSE AND OBJECTIVE:

The objective of this policy is to:

1. Maximize the use of volunteers, where possible, in the delivery of municipal services.
2. Ensure appropriate civic recognition of the dedicated work performed by volunteers who serve on Council appointed Boards, Committees, as well as other Municipal Government Volunteers.

PROCEDURES:

1. Definitions

- 1.1. Volunteer - The free-will giving by individuals, groups or businesses of their time and resources in the interests of enhancing the needs of the community.

2. Responsibilities

- 2.1. Council to:
 - 2.1.1. Approve amendments to this Policy.
 - 2.1.2. Approve in its annual budget, appropriate funds and resources to meet the needs of volunteer programmes.
 - 2.1.3. Ensure adequate recognition of all volunteers.
- 2.2. Board of Management to:
 - 2.2.1. Recommend to Council amendments to this Policy.
 - 2.2.2. Recommend approval to Council appropriate sums to meet the expenses of volunteer programmes.
 - 2.2.3. Ensure that appropriate training manuals are developed for volunteer programmes.

2.3. Department Managers to:

- 2.3.1. Consider and assess all opportunities for volunteer involvement in the delivery of services and programmes.
- 2.3.2. Ensure assigned jobs are meaningful and challenging and flexible enough so as not to limit the creativity energy of volunteers.
- 2.3.3. Budget appropriate funds to support any volunteer programmes.
- 2.3.4. Ensure volunteers are provided job orientation, training and supervision.
- 2.3.5. Ensure appropriate Departmental procedures are in place for the operation of a volunteer programme.
- 2.3.6. Ensure the Risk Manager is informed of any potential risk involving the City of Fort McMurray.
- 2.3.7. Ensure adequate recognition of volunteers in the delivery of department services.
- 2.3.8. Ensure that the use of volunteers will not result in the violation of the terms and conditions of City affiliated Union contracts.

2.4. Risk Manager to:

- 2.4.1. Ensure appropriate insurance coverage is obtained for all volunteer programmes within City wide operations.
- 2.4.2. Ensure that all insurance claims are processed by the insurance company.

2.5. Volunteers to:

- 2.5.1. Follow all relevant policies and procedures when carrying out any function for the City of Fort McMurray.
- 2.5.2. Exercise due regard for any confidential information that may be made available to them in the course of performing their duties.

APPROVAL, MANAGEMENT AND REFERENCES:

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

Approving Authority: City Council
Approval Date: March 19, 1990

Revision Approval Dates:
Review Due:

Policy Manager: Director, Community Services
Department Contact: Manager, Community Services

Legal References:
Cross References:

Council Policy

Policy Name: Alliance
Department Name: Community Services
Policy No.: PRL-140
Effective Date: December 10, 2002

Review Date:

STATEMENT:

The Regional Municipality of Wood Buffalo will build alliances with community groups and interested parties to meet identified needs within the community that will result in best value being delivered to the taxpayer.

PURPOSE AND OBJECTIVE:

The objective is:

1. To provide quality services to the citizens of the Regional Municipality of Wood Buffalo.
2. To create healthy working relationships with community groups that will increase service levels in the community.
3. To create a framework around which partnerships and alliances can be formalized in a written agreement.

PROCEDURES:

1. Definitions

- 1.1. Alliance – Long-term commitment between two or more organizations for the purpose of achieving specific objectives by maximizing the effectiveness of each participant's resources.
- 1.2. Long-term – Minimum of five years.
- 1.3. Organizations – Not for profit groups within the Regional Municipality of Wood Buffalo.

1. Responsibilities

- 1.1. Regional Council to:
 - 1.1.1. Approve Alliance Agreements.
- 1.2. Departmental Standing Committee to:
 - 1.2.1. Review proposed Alliance Agreements and recommend approval.

1.3. Sponsoring Department Head to:

- 1.3.1. Ensure both parties of the Alliance have clearly outlined their duties and accept responsibility for completing them.

3. Guidelines

- 3.1. Commitment and feasibility of the relationship must be proven through a 5 – 10 year project/business plan of the services proposed to be offered to the community.
- 3.2. Objectives of the Alliance will be the purpose for creating the Agreement and will be clearly outlined in the project/business plan.
- 3.3. Roles and responsibilities of each party will be clearly defined in the Agreement as well as the management of the Alliance.
- 3.4. Communication and information sharing process will be identified. This will include financial reporting, program statistics and correspondence.
- 3.5. Include borrowing and lending policy if it is required within the Agreement.
- 3.6. All services provided through the Alliance must be available to the general public of the Municipality.
- 3.7. Conflict resolution process must be outlined in the Agreement.
- 3.8. Successes of the relationship will be identified and celebrated annually.
- 3.9. Financial investment, risk and return will be distributed equally among each party.
- 3.10. The Agreement will be reviewed on an annual basis by supporting Department Head to ensure the original objectives are being met and can be measured relative to the Regional Councils Strategic Plan.
- 3.11. Any changes to the Agreement must be in writing and approved by Regional Council.
- 3.12. Term of the Agreement must be set before the signing of the Agreement.
- 3.13. Contingency plans and risk assessment must be provided to Municipality by the group proposing to offer services.
- 3.14. Recognition for the Municipality's role in all Alliances will be ensured through the signed Alliance Agreement.
- 3.15. Renewal process of the Agreement will be decided upon by both parties to ensure the continuation of successful relationships.
- 3.16. Dissolving of Agreement process must be outlined in the agreement.

4. Appendices

4.1. Forms – Checklist for Agreement and Alliance Agreement

APPROVAL, MANAGEMENT AND REFERENCES:

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

Approving Authority: Regional Council
Approval Date: December 10, 2002

Revision Approval Dates:
Review Due:

Policy Manager: Director, Community Services
Department Contact: Manager, Community Services

Legal References:
Cross References:

Checklist for Agreement

- ☐ 5-10 year Project / Business Plan
- ☐ Objectives of the Agreement
- ☐ Clearly defined roles and responsibilities of each party
- ☐ Communication and information sharing process outlined
- ☐ Resources of each party identified
- ☐ Borrowing and lending policy if required
- ☐ Yearly celebration of success
- ☐ Conflict resolution process
- ☐ Term of Agreement
- ☐ Renewal process of Agreement
- ☐ Annual evaluation of the Agreement
- ☐ Dissolution of Agreement

Alliance Agreement
with
Regional Municipality of Wood Buffalo

and

(Insert Name)

W.C.B. No. _____
August 2002

Objective of Agreement:

- To provide quality
- To create
- To increase

Roles and Responsibilities:

Regional Municipality of Wood Buffalo:

- To provide a cash grant of \$_____ to ***(Insert Name)***, subject to annual approval of the Regional Council as provided in this agreement.

***(Insert Name)* :**

- To maintain and develop
- To promote

Business Plan:

- The **(Insert Name)** activities will be guided by the attached Business Plan that was presented and accepted by Regional Council at the regular Council meeting **(Date)** (Attachment 1)

Reporting Process:

(Insert Name) Shall:

- I Report to the
- II Provide a financial report annually
- III Provide an Annual Report on the status of work completed relative to
- IV Provide the Municipality with a copy of their insurance, with the Municipality included as a named insured.
- V Provide the Municipality with an update of services being provided.
- VI Indemnify and save harmless the Regional Municipality of Wood Buffalo from and against all claims, loses, damages, suits, proceedings, actions and costs on a solicitor or client basis, arising out of or related to the **(Insert Name)** activities in carrying out this Agreement, including improper acts and delays. This indemnity and save harmless shall be included in the coverage provided to the Municipality under the insurance referred to in section IV.
- VII Obtain and maintain in force throughout the course of this Agreement full workers compensation coverage with respect to the **(Insert Name)** employees, volunteers and active principles. Evidence of such coverage will be supplied to the Regional Municipality prior to commencement of the work.

Celebration of Success:

Regional Municipality of Wood Buffalo Shall:

- I Provide yearly recognition in the Fort McMurray Today relative to services being provided to the Regional Municipality of Wood Buffalo residents by the **(Insert Name)** .

Borrowing and Lending Policy:

Conflict Resolution Process:

- If a conflict arises between both parties, the Superintendent **(Division)** will call a meeting to discuss how the situation can be resolved, with fairness to both parties.

Evaluation of Agreement:

- Annual review of progress of the Business Plan and action items.

Council Approved Funding:

- This Agreement is subject to funding being approved by the Regional Council every year and this Agreement does not bind or oblige the Regional Council to approve funding after the initial year of this agreement.

Term of Agreement:

- This Agreement for the period of _____, 200X to _____, 200X, recognizing that all the reporting process terms are being met.

Renewal Process of Agreement:

- After the term of this Agreement it is understood that a new 5 year Business Plan must be submitted by the **(Insert Name)**

Dissolution of Agreement:

- During the annual reporting process, if the **(Insert Name)** feels that they can no longer fulfill their terms of this Agreement, they may decide to end this relationship and the funding accompanying this Agreement.
- Any asset acquired with public funds or any unspent portion of the cash grant must be turned back to the Regional Municipality of Wood Buffalo at the dissolution of this Agreement.

We, the Regional Municipality of Wood Buffalo, hereby agree to release a \$10,000.00 cash grant to the **(Insert Name)**, to proceed with the items outlined in their Business Plan, that was submitted to Regional Council in **(Date)**. (Attachment 1)

Name
Manager of

President,
(Insert Name)

Date

Date

Witness

Witness

Date

Date

SCHEDULE “A”

Specific Information relative to agreement

Council Policy



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

3.2.j

Policy Name: Land Acquisition
Department Name: Land Administration
Policy No.: ADM-250
Effective Date: July 7, 2015

Review Date: July, 2018

STATEMENT:

The Regional Municipality of Wood Buffalo (the "Municipality") acquires interests in real property as and when required to support municipal programs, projects and initiatives. When acquiring an interest in real property the Municipality will deal fairly and reasonably with the property owner, while also ensuring that acquisition costs are kept as low as feasible and that all relevant statutes and regulations are complied with. The Municipality will acquire real property through proceedings initiated under the *Expropriation Act*, only as a last resort when all other reasonable efforts have been unsuccessful.

PURPOSE AND OBJECTIVE:

The purpose and objective of this Policy is to ensure that a consistent approach and methodology, fair to both individual landowners and the taxpayers in general, is used when acquiring interests in real property.

SCOPE:

This Policy applies to real property rights that are acquired by the Municipality by any method, including expropriation. The Policy applies to all municipal employees, and to any agent acting on behalf of the Municipality.

POLICY

1. Definitions

- 1.1. Appraisal– means a written analysis and assessment of the Market Value of Land, prepared by a qualified and independent third party evaluator.
- 1.2. Expropriation – means an acquisition of Land that is initiated by proceedings under the *Expropriation Act*, and includes any acquisition by consent under s. 30 of that statute.
- 1.3. Land – means the fee simple interest in real property and any other interest that is capable of being registered on title and that pertains to the ownership, possession or use of the real property, such as a lease, easement or utility right of way.
- 1.4. Land Administration Transaction Request – means a written request in a form prescribed by the Director of Land Administration, wherein the Requesting Department identifies the Land that it wishes the Municipality to acquire and explains the purpose of the acquisition.

Attachment: 10. Land Acquisition Policy ADM-250 (Council Policy Review)

- 1.5. Market Value – means the estimated purchase price for Land, as determined by an Appraisal, if sold by a willing seller to a willing buyer, subject to clause 3.2.3 of this Policy.
- 1.6. Requesting Department – means the department completing and submitting to the Land Administration Department a Land Administration Transaction Request.

2. Responsibilities

2.1. Council to:

- 2.1.1. Make decisions on all proposed acquisitions of Land that require Council approval under any statute, bylaw or Council policy; and
- 2.1.2. Approve any amendments to this Policy

2.2. Chief Administrative Officer to:

- 2.2.1. Support the implementation of this Policy;
- 2.2.2. Recommend policy amendments to Council;
- 2.2.3. Recommend to Council all Land acquisitions that require Council approval; and
- 2.2.4. Ensure compliance with this Policy throughout the organization.

2.3. Executive Director of Planning and Regional Development to:

- 2.3.1. Recommend amendments to this Policy to the Chief Administrative Officer;
- 2.3.2. Make recommendations to the Chief Administrative Officer on acquisitions of Land that require Council approval; and
- 2.3.3. Ensure compliance with this Policy within the Division

2.4. Director Requesting Department to:

- 2.4.1. Complete a Land Administration Transaction Request describing precisely the interest in Land proposed to be acquired and explaining the rationale for the acquisition.

2.5. Director of Land Administration to:

- 2.5.1. Develop the annual Land acquisition budget and financial plan and submit it through the budget process for Council approval;
- 2.5.2. Approve Land acquisitions that do not require Council approval and otherwise conform to this policy;
- 2.5.3. Ensure compliance with this Policy within Land Administration;

- 2.5.4. Develop and maintain Standard Operating Procedures [“SOP’s”] that are consistent with and supportive of the provisions of this Policy, and ensure departmental compliance with the SOP’s.

3. General

3.1. Land Administration Transaction Request

- 3.1.1. Prior to initiating an acquisition, the requesting department will prepare a Land Administration Transaction Request that identifies precisely the interest in land proposed to be acquired, and sets out the rationale for the proposed acquisition.
- 3.1.2. All Land Administration Transaction Requests will be vetted through the Land Administration Department to determine whether the Municipality’s existing real property inventory may fulfill the requirements.
- 3.1.3. Should it be determined that the needs cannot be met through existing inventory, Land Administration will initiate an acquisition.

3.2. Acquisition

- 3.2.1. Acquiring Land at Market Value utilizing leading real estate practices is the preferred method of obtaining real property rights. Terms such as the closing date may be negotiated during the acquisition process.
- 3.2.2. Where an attempted Land acquisition under clause 3.2.1 of this Policy is unsuccessful, initiation of proceedings under the *Expropriation Act* may be considered. Expropriation will be used as a last resort to acquire Land, and must be approved by Council.
- 3.2.3. All Land acquisitions of fee simple title shall be supported with a current Appraisal, and the Director of Land Administration has the discretion to obtain an Appraisal for acquisitions of interests in land other than the fee simple. Appraisal reports must identify and be based upon the highest and best use of the subject Land and must be prepared in accordance with current standards of practice within the real estate industry. In cases where acquisition by expropriation has been initiated or is contemplated, an Appraisal may include within the estimate of Market Value any additional compensation provided for in the *Expropriation Act*.

3.3. Delegated Authority

- 3.3.1. The value of a Land acquisition shall not exceed the appraised Market Value, as defined in this Policy.
- 3.3.2. Council approval is required for Land acquisitions:
- 3.3.2.1. where the project has been identified on a Capital Plan, but has not yet received Council approval; or

- 3.3.2.2. where the proposed acquisition cost exceeds the amount in an approved capital budget and the additional cost cannot be accommodated within the parameters of Fiscal Responsibility Policy – FIN-160;
 - 3.3.2.3. where the land is required for an emergent operational project or need that has not been identified in an approved capital budget or capital plan; or
 - 3.3.2.4. where the Municipality utilizes the *Expropriation Act* as a last resort for acquisitions, or where any other statute, regulation, bylaw or Council policy specifies that Council approval is required.
- 3.3.3. The Director of Land Administration has the authority to sign off on all land acquisitions where Council approval is not required.

APPROVAL, MANAGEMENT AND REFERENCES:

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

Approving Authority: Council
Approval Date: July 7, 2015

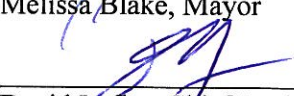
Revision Approval Dates:
Review Due: July, 2018

Policy Manager: Director, Land Administration
Department Contact: Manager, Acquisitions & Dispositions

Legal References: *Municipal Government Act, Expropriations Act*
Cross References: Land Administration Standard Operating Procedures



Melissa Blake, Mayor



David Leflar, Chief Legislative Officer

July 9, 2015

Date:

Council Policy



Policy Name: Attendance at Political Fundraising Events and Other Events – Elected Officials, Chief Administrative Officer and Executive Directors

Policy No.: LEG-180

Effective Date: April 28, 2015

Review Date: April 2018

STATEMENT:

Elected Officials, the Chief Administrative Officer and Executive Directors are entitled to payment or reimbursement of reasonable travel, meal and accommodation expenses incurred in accordance with Policy LEG-50 – Elected Officials Compensation, Travel, Expense and Support or Administrative Procedure No.: FIN 180 – Travel and Subsistence, to attend:

- (a) Political Fundraising Events that take place inside or outside of the Municipality but within Alberta, for which reimbursement of the ticket price or other cost of admittance is prohibited under provincial law; and/or
- (b) Other Events, inside or outside the Municipality but within Canada, that are not sponsored or funded in whole or in part by the Municipality.

provided that:

- (c) the Event provides an opportunity for meetings, discussions, exchange or acquisition of information or knowledge that could reasonably be expected to advance or serve the interests of the Municipality and its residents or provides an opportunity to interact and interface with community stakeholder representatives;
- (d) in the case of a Political Fundraising Event the travel, meal or accommodation expenses for which compensation or reimbursement is provided are not incurred solely to attend the Event, but rather are expenses that would be incurred or substantially incurred in any event for travel, accommodation and meals associated with business of the Municipality that is conducted during the same time period as the Political Fundraising Event [or immediately before or after it] but is not connected to the Political Fundraising Event;
- (e) there shall be no reimbursement for any costs related to attending a Political Fundraising Event that occurs during the period between nomination day or the issuance of a writ, and election day, in respect of any municipal, provincial or federal election;

Elected Officials, the Chief Administrative Officer and Executive Directors are entitled to payment or reimbursement [which may take the form of free or complimentary admission] in respect of their attendance at any Event that is sponsored or funded in whole or in part by the Municipality, a Non-Profit Community Organization or the Private Sector.

PURPOSE AND OBJECTIVE:

The purpose of this policy is to establish an accountability and to provide guidance which ensures consistency with respect to the Elected Officials, Chief Administrative Officer and Executive Directors attendance at Political Fundraising Events and Other Events and the payment or reimbursement of reasonable travel, meal and accommodation expenses incurred to attend such Events.

1. Definitions

In this Policy:

- 1.1. “Document” or “Documentation” means a written or electronic record of a request for payment or reimbursement of expenses along with a valid reason and rationale for attendance at an Event as well as the decision to approve or deny the request.
- 1.2. “Elected Officials” means the Mayor and Councillors of the Municipality collectively referred to as Council.
- 1.3. “Event” may refer to either a Political Fundraising Event or an Other Event, according to the context;
- 1.4. “Municipality” means the Regional Municipality of Wood Buffalo.
- 1.5. “Non-Profit Community Organization” means an organization or group that conducts operations within the Municipality on a not-for-profit basis.
- 1.6. “Other Event” means a dinner, a ceremony, a cultural or artistic performance or a sporting event or tournament at which attendees participate that is hosted by a Non-Profit Community Organization or Private Sector stakeholder, or a meeting, a conference, workshop, trade show or seminar hosted by a provincial or national local government organization in which the Municipality holds membership.
- 1.7. “Political Fundraising Event” means an Event in respect of which all or a portion of the cost of admission is used to provide financial support to a political campaign or political party.
- 1.8. “Private Sector” means any business that conducts operations within the Municipality on a for profit basis.

2. Responsibilities

2.1. Elected Officials:

- (a) Approve amendments to this policy.
- (b) Document the valid reason(s) and rationale for attending a particular Event and file the documentation with the Legal and Legislative Services Department for record retention.

- (c) Ensure that expenses incurred for attendance at Political Fundraising Events and Other Events are in accordance with Policy No.: LEG-050 - Elected Official Compensation, Travel, Expense and Support.

2.2 Mayor:

- (a) Consider and approve or deny, in writing, all requests submitted by the Chief Administrative Officer to attend Political Fundraising Events or Other Events as provided for in this Policy.

2.3 Chief Administrative Officer:

- (a) Submit written request along with valid reason(s) and rationale to the Mayor for approval to attend a Political Fundraising Event or Other Event.
- (b) Retain the documentation prepared under Article 2.3(a) for retrieval and production as may be required from time to time.
- (c) Ensure that expenses incurred for attendance at Political Fundraising Events and Other Events are in accordance with Administrative Procedure No.: FIN-180 – Travel and Subsistence.
- (d) Consider and approve or deny, in writing, all requests submitted by the Executive Directors to attend Political Fundraising Events or Other Events as provided for in this Policy.

2.4 Executive Directors:

- (a) Submit written request along with valid reason(s) and rationale to the Chief Administrative Officer for approval to attend a Political Fundraising Event or Other Event.
- (b) Retain the documentation prepared under Article 2.4(a) for retrieval and production from time to time.
- (c) Ensure that expenses incurred for attendance at Political Fundraising Events and Other Events are in accordance with Administrative Procedure No.: FIN-180 – Travel and Subsistence.

2.5 Legal and Legislative Services:

- (a) Review and ensure sufficient budgeted funds are available on an annual basis, in consultation with Councillors, for attendance at Political Fundraising Events and Other Events.

- (b) Retain the documentation filed by Council referenced in Article 2.1(b) for retrieval and production as may be required from time to time.
- (c) Coordinate necessary arrangements for Councillors as may be required to attend Political Fundraising Events and Other Events including the processing of payment or request for reimbursement of expenses for attendance at Political Fundraising Events and Other Events in accordance with Policy No.: LEG-050 - Elected Official Compensation, Travel, Expense and Support.

MANAGEMENT, REFERENCES AND APPROVAL:

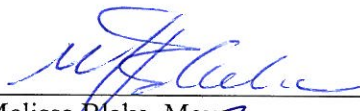
This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council
Approval Date: April 28, 2015

Revision Approval Dates:
Review Due: April 2018

Policy Manager: David Leflar
Department Contact: David Leflar

Legal References: Not applicable
Cross References: Elected Officials Compensation, Travel, Expense and Support
Policy - LEG-050
Travel and Subsistence Administrative Procedure – FIN 180



Melissa Blake, Mayor



David Leflar, Chief Legislative Officer

April 28, 2015
Date



Council Policy

Policy Name: Taxable Benefits

Policy No.: FIN-250

Effective Date: March 10, 2015

Review Date: March 10, 2018

STATEMENT:

The Regional Municipality of Wood Buffalo ("Municipality") is committed to defining a process to guide the identification, recording, and reporting of taxable benefits in accordance with all applicable laws and regulations.

PURPOSE AND OBJECTIVE:

The purpose and objective of this policy is to ensure that Taxable Benefits are identified and reported to the Canada Revenue Agency in accordance with the Income Tax Act of Canada and provide a framework within which the Chief Administrative Officer ("CAO") can establish and administer guidelines and procedures to ensure that taxable benefits are identified, assessed, calculated, monitored and reported in a consistent and systematic manner.

1. Definitions

- 1.1. Benefits - refer to benefits or allowances to employees, or individuals who hold an office.
- 1.2. Non-Taxable Benefits - refer to benefits provided by the Municipality that do not result in personal tax consequences as per the Income Tax Act.
- 1.3. Taxable Benefits - refer to benefits provided by the Municipality where the nature of the benefit received results in personal tax consequences as per the Income Tax Act.

2. Responsibilities

- 2.1. Council to:
 - 2.1.1. Approve any amendments to this policy.
- 2.2. Chief Administrative Officer (CAO) to:
 - 2.2.1. Support the implementation of this policy
 - 2.2.2. Recommend amendments to this policy.
 - 2.2.3. Ensure compliance with this policy.

3. General Procedures

- 3.1. The Chief Administrative Officer can delegate authority to the Chief Financial Officer and Director, Financial Services to assess and conclude whether a benefit is taxable or non-taxable through an Administrative Procedure on taxable benefits.

MANAGEMENT, REFERENCES AND APPROVAL:

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

Approving Authority:	Council
Approval Date:	March 10, 2015
Revision Approval Dates:	Not Applicable
Review Due:	March 10, 2018
Policy Manager:	Director, Financial Services
Department Contact:	Manager, Accounting Services
Legal References:	Not Applicable
Cross References:	Administrative Procedure – Taxable Benefits FIN-260



Melissa Blake, Mayor



David Leflar, Chief Legislative Officer

March 10, 2015

Date:



Subject: Committee Appointments

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT the Board and Committee Appointments, as outlined in Attachment 1 – Council Committee Appointments, be approved effective January 1, 2019.

Summary and Background:

The Regional Municipality of Wood Buffalo's 2018 recruitment campaign was conducted from September 20 to October 29 and yielded close to 80 applications.

Following the review of the applications received, recommendations are being made in keeping with the provisions of the respective municipal bylaws and legislation. All applications will be kept on file, and should a vacancy occur on any of the boards throughout the year, applicants may be contacted to confirm their interest in being considered for the opening.

Rationale for Recommendation:

The appointment of members is necessary to ensure the continued viability of the various Council committees.

Strategic Priorities:

Responsible Government

Attachments:

1. Council Committee Appointments

COUNCIL COMMITTEE APPOINTMENTS

Advisory Committee on Aging

- Gary Devison, Senior-at-Large (Urban) representative to December 31, 2019; and Joan Furber, Golden Years Society representative and Linda Mywaart, Senior-at-Large (Rural) representative, to December 31, 2020.

Assessment Review Board

- Keith Haxton, Joshua Gogo, and Nayef Majgoub to December 31, 2020.

Combative Sports Commission

- Roger Ashfield, Sandy Bowman, and Phil Heinzelman to December 31, 2020.

Communities in Bloom Committee

- Ayesha Tariq to December 31, 2019, and Adeline Azangue, Johnny Dulku, Joanne Fisher to December 31, 2020.

Community Identification Committee

- Carrie Loy and Chantelle Tatum to December 31, 2020.

Fort McMurray Airport Authority

- Keith Haxton to December 31, 2022.

Public Art Committee

- Roxana Bashapoor and Todd Hillier to December 31, 2020.

Regional Advisory Committee on Inclusion, Equality and Diversity

- Jason Beck, Glenda Little-Kulai, and Nicole Greville to December 31, 2020.

Subdivision and Development Appeal Board

- Jeffrey Marleau to December 31, 2019 and Alex McKenzie, Sean Schaffer, and Taliesin Tupper to December 31, 2020.

Wood Buffalo Regional Library Board

- Corinna Pirie and Carla White to December 31, 2021.