



Council

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

Tuesday, March 26, 2019
4:00 PM

Agenda

1. **Call to Order (at 2:30 p.m. in Boardroom 7)**
2. **In-Camera Session**
 - 2.1. Advice from Officials
(in camera pursuant to section 24 (1) of the *Freedom of Information and Protection of Privacy Act*)
 - 2.2. Advice from Officials/Privileged Information
(in camera pursuant to sections 24 (1) and 27 (1) of the *Freedom of Information and Protection of Privacy Act*)
3. **Adoption of Agenda (at 4:00 p.m. in Council Chamber)**
4. **Consent Agenda**
 - 4.1. Minutes of Special In-Camera Council Meeting - February 27, 2019
 - 4.2. Minutes of Special In-Camera Council Meeting - March 12, 2019
 - 4.3. Minutes of Council Meeting - March 12, 2019
5. **Recognition**
 - 5.1. International Transgender Day of Visibility
 - 5.2. Green Shirt Day - Organ Donation Awareness
6. **Unfinished Business**
 - 6.1. Public Hearing for Bylaw No. 19/006 - Land Use Bylaw Amendment - Cannabis Retail Store Separation Distance
 - 6.2. Bylaw No. 19/006 - Amendment to the Land Use Bylaw 99/059: General Regulations and Definitions Related to Separation Distance for Cannabis Retail Stores

1. THAT Bylaw No. 19/006, being an amendment to the Land Use Bylaw specific to Cannabis separation distances, be read a second time.

2. THAT Bylaw No. 19/006 be read a third and final time.

6.3. Bylaw No. 19/005 - Integrity Commissioner Bylaw

1. THAT Bylaw No. 19/005, being the Integrity Commissioner Bylaw, be read a second time.

2. THAT Bylaw No. 19/005 be read a third and final time.

3. THAT Whistleblower Policy LEG-150, dated March 26, 2019, be approved.

4. THAT Jim Peacock, Q.C., be appointed as Integrity Commissioner effective immediately to April 1, 2021.

6.4. Shell Place Feasibility Study

THAT Administration undertake a feasibility study to change the Shell Place stadium field and bleachers to an all-weather indoor structure.

7. New Business

7.1. 2019 Capital Budget Amendments - New & Revised Projects

THAT the 2019 Capital Budget Amendment as summarized on Attachment 1 (2019 Capital Budget Amendment – New & Revised Project, dated March 26, 2019) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2019 Capital Budget Amendment – New & Revised Project - Cash Flow Summary, dated March 26, 2019) be approved.

7.2. Municipal Debt Payment Plan

THAT Administration pay in full the Committed Drawn Debt held by Alberta Capital Finance Authority (ACFA) using uncommitted reserve funds by the end of the first quarter 2019; and

THAT funds allocated within the 2019 Budget and 2020 – 2021 Financial Plan continue to be used to fund previously approved debenture-funded capital projects to eliminate the committed undrawn debt by Q2 2021.

7.3. Bylaw No. 19/008 - Bylaw Amendment - Community Standards Appeal Committee

1. THAT Bylaw No. 19/008, being a bylaw to amend the Community Standards Appeal Committee Bylaw No. 19/001, be read a first time.
2. THAT Bylaw No. 19/008 be read a second time.
3. THAT Bylaw No. 19/008 be considered for third reading.
4. THAT Bylaw No. 19/008 be read a third and final time.

7.4. Bylaw No. 19/007 – Regional Municipality of Wood Buffalo (2022) Arctic Winter Games Bylaw

1. THAT Bylaw No. 19/007, being a bylaw to establish the Regional Municipality of Wood Buffalo (2022) Arctic Winter Games Host Society, be read a first time.
2. THAT Bylaw No. 19/007 be read a second time.
3. THAT Bylaw No. 19/007 be considered for third reading.
4. THAT Bylaw No. 19/007 be read a third and final time.

7.5. Request for Leave of Absence

THAT an unpaid leave of absence, inclusive of salary and benefits, be authorized for Councillor Jane Stroud, for the period March 19 to April 16, 2019.

8. Councillors' Motions

8.1. Transit App

THAT Administration investigate and report back to Council on the costs, as well as any other relevant information including resources required and implementation time, to develop or purchase a transit app that will enhance customer experience and increase transit utilization in the Region.

Adjournment

Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held via teleconference on Wednesday, February 27, 2019, commencing at 3:00 PM.

Present:

Don Scott, Mayor
 Mike Allen, Councillor
 Krista Balsom, Councillor
 Bruce Inglis, Councillor
 Sheila Lalonde, Councillor
 Keith McGrath, Councillor
 Verna Murphy, Councillor
 Jane Stroud, Councillor
 Claris Voyageur, Councillor

Absent:

Phil Meagher, Councillor
 Jeff Peddle, Councillor

Administration:

Annette Antoniak, Chief Administrative Officer
 Jamie Doyle, Deputy Chief Administrative Officer
 Jade Brown, Chief Legislative Officer
 Elsie Hutton, Director, Corporate and Community Services
 Lynda McLean, Director, Communications, Stakeholder, Indigenous and Rural Relations
 Susan Trylinski, Director, Legal Services
 Kari Westhaver, Director of Human Resources
 Theresa Wells, Acting Manager, Strategic Communications

1. Call to Order

Mayor D. Scott called the meeting to order at 3:04 p.m.

2. In Camera Session

MOTION:

THAT Council close item 2.1 to the public pursuant to sections 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*.

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

Arrival

Councillor V. Murphy joined the meeting at 3:08 p.m.

2.1. Emerging Issue – Advice from Officials and Privileged Information

(In Camera pursuant to section 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)

Exit

Councillor C. Voyageur exited the meeting at 3:19 p.m.

MOTION:

THAT the meeting reconvene in public.

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

Adjournment

The meeting adjourned at 3:28 p.m.

Mayor

Chief Legislative Officer

February 27, 2019

Jade Brown
Chief Legislative Officer
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4


Dear Ms. Brown:

Pursuant to Section 194(4) of the Municipal Government Act, we, Council, hereby agree to hold a Special Meeting of Council on the 27th day of February 2019, commencing at 3:00 p.m., in the 7th Floor Boardroom, Jubilee Centre.

Business to be discussed will be:


1. Emerging Issue – Advice from Officials and Privileged Information
(in camera pursuant to sections 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)


Sincerely,


D. Scott, QC
Mayor



M. Allen
Councillor

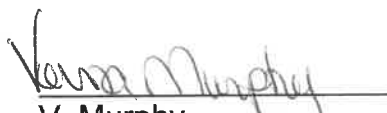

K. Balsom
Councillor



B. Inglis
Councillor


S. Lalonde
Councillor


K. McGrath
Councillor


P. Meagher
Councillor


V. Murphy
Councillor


J. Peddle
Councillor


J. Stroud
Councillor


C. Voyageur
Councillor

Minutes Acceptance: Minutes of Feb 27, 2019 3:00 PM (Consent Agenda)

Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held in the 7th Floor Boardroom at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, March 12, 2019, commencing at 1:30 PM.

Present:

Don Scott, Mayor
 Krista Balsom, Councillor
 Bruce Inglis, Councillor
 Sheila Lalonde, Councillor
 Keith McGrath, Councillor
 Phil Meagher, Councillor
 Verna Murphy, Councillor
 Jeff Peddle, Councillor
 Claris Voyageur, Councillor

Absent:

Mike Allen, Councillor
 Jane Stroud, Councillor

Administration:

Annette Antoniak, Chief Administrative Officer
 Jamie Doyle, Deputy Chief Administrative Officer
 Jade Brown, Chief Legislative Officer
 Theresa Wells, Acting Director, Communications, Stakeholder, Indigenous & Rural Relations

1. Call to Order

Mayor D. Scott called the meeting to order at 1:30 p.m.

2. In Camera Session

MOTION:

THAT Council close items 2.1, 2.2, 2.3, 2.4, 2.5 and 2.6 to the public pursuant to sections 16(1), 17(1), 24(1), 25(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*.

Minutes Acceptance: Minutes of Mar 12, 2019 1:30 PM (Consent Agenda)

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

2.1. Land Matter - Disclosure Harmful to Business Interests of a Third Party/Disclosure Harmful to Economic and Other Interests of a Public Body
(In camera pursuant to Sections 16(1) and 25(1) of the Freedom of Information and Protection of Privacy Act)

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Theresa Wells	Acting Director, Communications, Stakeholder, Indigenous and Rural Relations
Brad McMurdo	Director, Planning and Development
Michael Ircandia	Manager, Land Administration

Pecuniary Interest

Councillors J. Peddle and C. Voyageur declared pecuniary interest for item 2.2 and exited the meeting at 1:36 p.m.

2.2. Advice from Officials/Disclosure Harmful to Economic and Other Interests of a Public Body
(In camera pursuant to Sections 24(1) and 25(1) of the Freedom of Information and Protection of Privacy Act)

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Theresa Wells	Acting Director, Communications, Stakeholder, Indigenous and Rural Relations

Return

Councillors J. Peddle and C. Voyageur re-entered the meeting at 1:47 p.m. following the conclusion of item 2.2.

Exit

Councillor K. Balsom exited the meeting at 1:47 p.m.

2.3. Disclosure Harmful to Personal Privacy and Advice from Officials

(In camera pursuant to Sections 17(1) and 24(1) of the Freedom of Information and Protection of Privacy Act)

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Theresa Wells	Acting Director, Communications, Stakeholder, Indigenous and Rural Relations
Matthew Hough	Director, Engineering
Elsie Hutton	Director, Corporate and Community Services
Caitlin Hanly	Municipal Solicitor
Lisa Romaine	Supervisor, Accounts Payable

Exit

Councillor C. Voyageur exited the meeting at 2:00 p.m.

2.4. Advice from Officials/Privileged Information

(In camera pursuant to Sections 24(1) and 27(1) of the Freedom of Information and Protection of Privacy Act)

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Theresa Wells	Acting Director, Communications, Stakeholder, Indigenous and Rural Relations
Matthew Hough	Director, Engineering
Elsie Hutton	Director, Corporate and Community Services
Caitlin Hanly	Municipal Solicitor
Lisa Romaine	Supervisor, Accounts Payable

Return

Councillor K. Balsom re-entered the meeting at 2:01 p.m.

Recess

A recess occurred from 2:35 p.m. to 2:45 p.m.

2.5. Advice from Officials*(In camera pursuant to Section 24(1) of the Freedom of Information and Protection of Privacy Act)*

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Theresa Wells	Acting Director, Communications, Stakeholder, Indigenous and Rural Relations
Matthew Hough	Director, Engineering

2.6. Advice from Officials - Council Dialogue*(In camera pursuant to Section 24(1) of the Freedom of Information and Protection of Privacy Act)*

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Theresa Wells	Acting Director, Communications, Stakeholder, Indigenous and Rural Relations
Kari Westhaver	Director, Human Resources

Return

Councillor C. Voyageur returned to the meeting at 3:40 p.m.

MOTION:

THAT the meeting reconvened in public.

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

3. Adjournment

The meeting adjourned at 3:50 p.m.

Mayor

Chief Legislative Officer



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

OFFICE OF THE MAYOR

March 7, 2019

NOTICE OF SPECIAL IN-CAMERA MEETING

Pursuant to Section 194 of the *Municipal Government Act*, RSA. 2000 c.M-26, a Special In-Camera Council Meeting is hereby scheduled to take place at 1:30 p.m. on the 12th day of March 2019, in the 7th Floor Boardroom in the Jubilee Centre, to consider the following:

1. Disclosure Harmful to Business Interests of a Third Party/Disclosure Harmful to Economic and Other Interests of a Public Body
(in camera pursuant to sections 16(1) and 25(1) of the *Freedom of Information and Protection of Privacy Act*)
2. Advice from Officials/Disclosure Harmful to Economic and Other Interests of a Public Body
(in camera pursuant to sections 24(1) and 25(1) of the *Freedom of Information and Protection of Privacy Act*)
3. Disclosure Harmful to Personal Privacy/Advice from Officials
(in camera pursuant to sections 17(1) and 24(1) of the *Freedom of Information and Protection of Privacy Act*)
4. Advice from Officials/Privileged Information
(in camera pursuant to sections 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)
5. Advice from Officials
(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)
6. Advice from Officials– Council Dialogue
(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)

Following adjournment of the Special In-Camera Meeting, Council will convene in the Council Chamber at 4:00 p.m. for the March 12, 2019 Regular Council Meeting.

Don Scott, QC
Mayor
Regional Municipality of Wood Buffalo

Minutes Acceptance: Minutes of Mar 12, 2019 1:30 PM (Consent Agenda)

Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, March 12, 2019, commencing at 4:00 PM.

Present:

Don Scott, Mayor
 Krista Balsom, Councillor
 Bruce Inglis, Councillor
 Sheila Lalonde, Councillor
 Keith McGrath, Councillor
 Phil Meagher, Councillor
 Verna Murphy, Councillor
 Jeff Peddle, Councillor
 Claris Voyageur, Councillor

Absent:

Mike Allen, Councillor
 Jane Stroud, Councillor

Administration:

Annette Antoniak, Chief Administrative Officer
 Jamie Doyle, Deputy Chief Administrative Officer
 Elsie Hutton, Director, Corporate and Community Services
 Jade Brown, Chief Legislative Officer
 Marc Fortais, Director, Public Works
 Matthew Hough, Director, Engineering
 Brad McMurdo, Director, Planning and Development
 Linda Ollivier, Director, Financial Services
 Susan Trylinski, Director, Legal Services
 Theresa Wells, A/Director, Communications, Stakeholder, Indigenous and Rural Relations
 Shauna Sanheim, Legislative Officer

1. Call to Order

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

2. Adoption of Agenda

Notice of Motion

Counsellor K. McGrath served notice of his intent to bring forward the following motion for consideration at the March 26, 2019 Council Meeting:

THAT Administration investigate and report back to Council on the costs, as well as any other relevant information including resources required and implementation time, to develop to purchase a transit app that will enhance customer experience and increase transit utilization in the Region.

Notice of Motion

Mayor Scott served notice of his intent to bring forward the following motion for consideration at the April 9, 2019 Council Meeting:

THAT Administration explore and bring forward a code of conduct bylaw amendment to include the provision for a lobbyist registry.

MOTION:

THAT the agenda be amended by adding item 5.5, Coalition of Canadian Municipalities for Energy Action;

THAT Council waive any requirement to serve notice relative to the proposed addition; and

THAT the agenda be adopted as amended.

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

3. Consent Agenda

MOTION:

THAT the recommendations contained in items 3.1, 3.2 and 3.3 be approved.

3.1. Special In-Camera Council Meeting - February 26, 2019

MOTION:

THAT the minutes of the Special In-Camera Council Meeting held on February 26, 2019 be approved as presented.

3.2. Council Meeting - February 26, 2019**MOTION:**

THAT the minutes of the Council Meeting held on February 26, 2019 be approved as presented.

3.3. Bylaw No. 19/005 - Integrity Commissioner Bylaw**MOTION:**

THAT Bylaw 19/005, being the Integrity Commissioner Bylaw, be read a first time.

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

4. Recognition**4.1. International Day for the Elimination of Racial Discrimination**

Mayor D. Scott recognized March 21 as the International Day for the Elimination of Racial Discrimination and acknowledged members of the Regional Advisory Committee on Inclusion, Diversity and Equality (RACIDE) and Wood Buffalo Equity Coalition.

Recess

A brief recess occurred at 4:06 p.m. until 4:08 p.m.

5. New Business**5.1. Moccasin Flats - Request for Federal Inquiry**

Susan Trylinski, Director, Legal Services provided an overview of the request for Federal Inquiry for Moccasin Flats.

John Malcolm, representing the Original Fort McMurray First Nation and the Clearwater River Band #175, spoke in support of the request for a Federal Inquiry into the matter of Moccasin Flats.

Jean Lhommcourt, resident, spoke in support of the request for a Federal Inquiry.

Beatrice Deranger, resident, spoke in support of the request for a Federal Inquiry.

Exit

Councillor K. McGrath exited the meeting at 4:44 p.m.

Jay Telegdi, representing Athabasca Chipewyan First Nation, spoke in support for the request of a Federal Inquiry.

Return

Councillor K. McGrath returned to the meeting at 4:52 p.m.

MOTION:

THAT the Regional Municipality of Wood Buffalo call upon the Federal Government for a Federal Inquiry into the matter of Moccasin Flats and that the Mayor be authorized, on behalf of Council, to send a letter to the Federal Government to support this request.

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

Exit

Councillors K. Balsom, J. Peddle and C. Voyageur exited the meeting at 5:02 p.m.

5.2. 2019 to 2020 Internal Audit Plan

Linda Olliver, Director of Financial Services and Andrea Serroul, Internal Auditor presented the 2019 to 2020 Internal Audit Plan.

Return

Councillors K. Balsom and J. Peddle returned to the meeting at 5:03 p.m.

Councillor C. Voyageur returned to the meeting at 5:04 p.m.

MOTION:

THAT the 2019 to 2020 Internal Audit Plan be approved.

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

5.3. Strategic Plan Progress Report, Year-End 2018

Kari Westhaver, Director of Human Resources presented the Strategic Plan Progress Report, Year-End 2018. Members of the Senior Leadership Team answered questions of Council.

MOTION:

THAT the Strategic Plan Progress Report for 2018 year-end be accepted as information.

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

5.4. AUMA Request - Resource Communities of Canada Coalition

Exit and Return

Councillor S. Lalonde exited the meeting at 5:13 p.m. and returned at 5:14 p.m.

MOTION:

THAT the Regional Municipality of Wood Buffalo support the Resource Communities of Canada Coalition.

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

5.5. Coalition of Canadian Municipalities for Energy Action

MOTION:

THAT the Regional Municipality of Wood Buffalo join the Coalition of Canadian Municipalities for Energy Action and that Administration be authorized to expend such funding as required to join such coalition from Council's existing budget funds. Nothing in this motion prevents Council from lobbying on Bill C-69 or any individual Council member from taking a position they consider necessary or beneficial to the residents of Wood Buffalo on Bill C-69.

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

Adjournment

The meeting adjourned at 5:36 p.m.

Mayor

Chief Legislative Officer



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

OFFICE OF THE MAYOR

PROCLAMATION

- WHEREAS** the Regional Municipality of Wood Buffalo is committed to building a welcoming and inclusive community for all which strengthens and fosters mutual understanding among people of different genders, gender identities, and gender expressions; and
- WHEREAS** every resident of the Regional Municipality of Wood Buffalo has the right to have equal access to services, employment, and facilities without discrimination, harassment, or abuse; and
- WHEREAS** the trans, non-binary, and gender non-conforming community has fought tirelessly for equity and inclusivity; and
- WHEREAS** the Regional Municipality of Wood Buffalo is proud of the meaningful contributions which individuals within the trans, non-binary, and gender non-conforming community make to the region and acknowledges discrimination faced by residents due to their gender identities and/or gender expressions; and
- WHEREAS** Pride YMM is committed to raising awareness and promoting inclusion of the LGBTQ2IAP+ community, uniting and empowering people of diverse sexual orientations, gender identities, and gender expressions, fostering a sense of belonging, and creating safer spaces and communities for all.

THEREFORE NOW, I, Don Scott, Mayor of the Regional Municipality of Wood Buffalo, do hereby proclaim **March 31st, 2019** to be:

"International Transgender Day of Visibility"

IN WITNESS THEREOF, I have hereunder set my hand and caused to be affixed the seal of the Regional Municipality of Wood Buffalo in Fort McMurray, Alberta, this **26th day of March 2019**.

Don Scott, QC
Mayor





REGIONAL MUNICIPALITY
OF WOOD BUFFALO

OFFICE OF THE MAYOR

PROCLAMATION

- WHEREAS** On April 6, 2018, a bus crash involving members of the Humboldt Broncos hockey team led to the loss of several lives; and
- WHEREAS** This loss included the tragic loss of Logan Boulet, who succumbed to his injuries on April 7; and
- WHEREAS** Logan's family chose to donate his organs, saving the lives of six other Canadians and inspiring over 100,000 individuals to register as organ donors in what has become known as the "Logan Boulet Effect"; and
- WHEREAS** Logan's family, Canadian Blood Services and the Canadian Transplant Association have partnered to memorialize this act of life-saving generosity with a day dedicated to Organ Donor Awareness and Registration.

THEREFORE NOW, I, Don Scott, Mayor of the Regional Municipality of Wood Buffalo, do hereby proclaim **April 7th, 2019** as:

"Green Shirt Day"
to inspire Organ Donor Awareness
and Registration in the Wood Buffalo Region.

IN WITNESS WHEREOF, I have hereunder set my hand and caused to be affixed the seal of the Regional Municipality of Wood Buffalo in Fort McMurray, Alberta, this **26th day of March 2019**.

Don Scott, QC
Mayor



**Item Number. Public Hearing re: Bylaw No. 19/006 – Land Use Bylaw
Amendment re: Cannabis Retail Store Separation Distance**

- A. Introduction from Administration
 - Chris Booth, Manager Planning & Development
 - Such Chandhiok, Supervisor, Planning & Development
- B. Opening Statement from Applicant
 - N/A
- C. Written Presentations
 - N/A
- D. Verbal Presentations
 - N/A
- E. Other Verbal Presentations (Time Permitting and with Consent of Council)
- F. Questions of Council
- G. Closing Statement from Applicant
- H. Closing Statement from Administration



COUNCIL REPORT

Meeting Date: March 26, 2019

Subject: Bylaw No. 19/006 - Amendment to the Land Use Bylaw 99/059: General Regulations and Definitions Related to Separation Distance for Cannabis Retail Stores

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 19/006, being an amendment to the Land Use Bylaw specific to Cannabis separation distances, be read a second time.
2. THAT Bylaw No. 19/006 be read a third and final time.

Summary:

On February 12, 2019 Council passed the following motion:

“THAT Administration bring forward to Council, at the next Council meeting, an amendment to allow a separation distance, in the Urban Service Area, of 100 meters and amend the definition of separation distance so that the measurement is from the property line of the sensitive use to the door of the proposed cannabis retail store.”

This report introduces Bylaw No. 19/006 for first reading, which proposes to change the minimum separation distance and its associated definitions.

Background:

On July 9, 2018, Council approved bylaws for regulating cannabis sales, production and consumption in the region. One of the bylaw amendments that was approved was an amendment to the Land Use Bylaw that identified zones (Mixed Use, Commercial and Industrial) where cannabis retail stores could be approved. The Land Use Bylaw amendment also set out a separation distance of 150 meters in the Urban Service Area between Cannabis Retail Stores and other sensitive/incompatible uses such as Schools, Hospitals, Child Care Facilities and Alcohol and Drug Rehabilitation Centers.

In the Rural Service Area and Hamlets, a separation distance of 100 meters from Schools and Parks was approved.

The definition of “separation distance” was also approved, which stated: “the minimum distance between the property lines of two properties as defined on the plan of subdivision registered with land titles office of Alberta.”

To help visualize the impact of reducing the separation distance in the Urban Service Area, maps have been prepared that identify 100 meter and 150 meter setbacks from sensitive uses including Schools, Hospitals, Child Care Facilities and Alcohol and Drug Rehabilitation Centers. Maps in Attachments 1 to 4 illustrate a 100 meter separation distance identified with an orange line and 150 meter separation distance identified with a red line.

If approved, this motion of Council will allow for Cannabis Retail Stores immediately outside of the orange line identified on the maps in Attachments 1 to 4. As a result, several commercial developments immediately opposite Schools and Child Care Facilities will become eligible for Cannabis Retail Stores.

The current statistics for Cannabis Retail Store permit approvals in the region are available in Attachment 5 and the location of approved Cannabis Retail Stores is available in Attachment 6.

Budget/Financial Implications:

It is not anticipated that costs associated with processing new permits would result in increased expenses for the department as the process to assess applications is already established. Conversely, the revenues associated with the processing of permits is also not expected to be significant. The current staff compliment will be able to manage the compliance and enforcement aspect as it relates to cannabis uses and cannabis consumption.

Rationale for Recommendation:

The proposed Land Use Bylaw amendment is intended to address Council’s motion of February 12, 2019 that directed Administration to bring forward a bylaw for first reading, to change the minimal separation distance for cannabis retail stores from 150 meters in the Urban Service Area, to 100 meters. The proposed amendment also updates the definition of separation distance in the Urban Service Area so that it is measured from parcel boundary of the sensitive use to the door of the proposed Cannabis Retail Store.

Strategic Priorities:

Responsible Government
Downtown Revitalization
Regional Economic Development

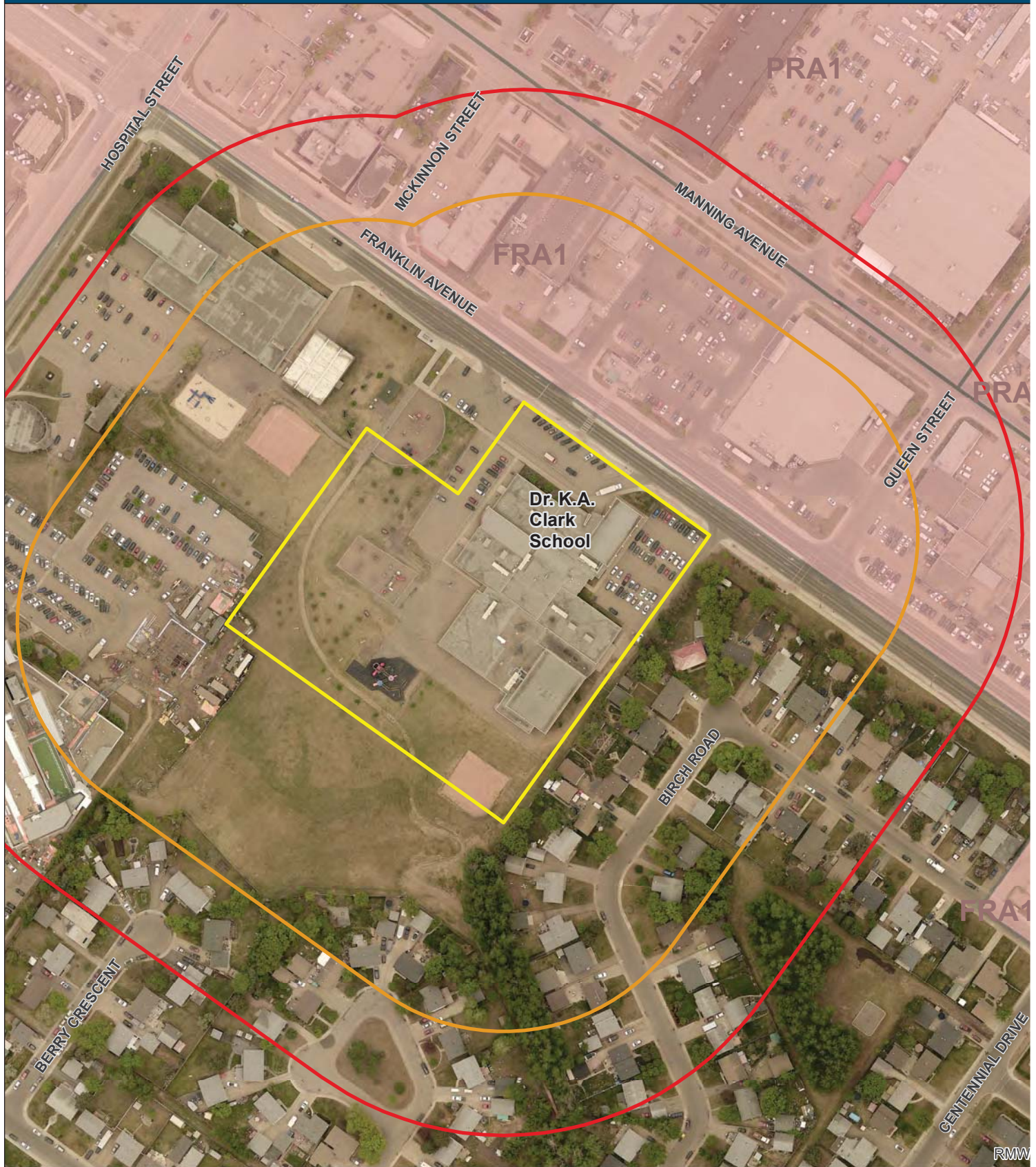
Attachments:





- 1. Maps showing 100 meter separation distance from Schools**
 - 2. Maps showing 100 meter separation distance from Child Care Facilities**
 - 3. Map showing 100 meter separation distance from Hospital**
 - 4. Map showing 100 meter separation distance from Alcohol and Drug Rehabilitation Center**
 - 5. Status of Cannabis Retail Stores**
 - 6. Map showing location of approved Cannabis Retail Stores**
 - 7. Bylaw 19/006 - Land Use Bylaw Amendment**
- PowerPoint - Cannabis Bylaws in the Regional Municipality of Wood Buffalo**

SUBJECT AREA MAP

Dr. K.A. Clark School and Childcare

Attachment



- | | | | |
|--|---|---|-------------|
|  | Subject Area |  | Buffer 100m |
|  | Acceptable Commercial Cannabis Landuse Zoning |  | Buffer 150m |



1 cm = 25 meters



Map Produced for the Community Development Planning Branch





Packet Pg. 25

SUBJECT AREA MAP

École St. Paul

Attachment



- | | |
|--|---|
|  Subject Area |  Buffer 100m |
|  Acceptable Commercial Cannabis Landuse Zoning |  Buffer 150m |



1 cm = 30 meters



Map Produced for the Community
Development Planning Branch

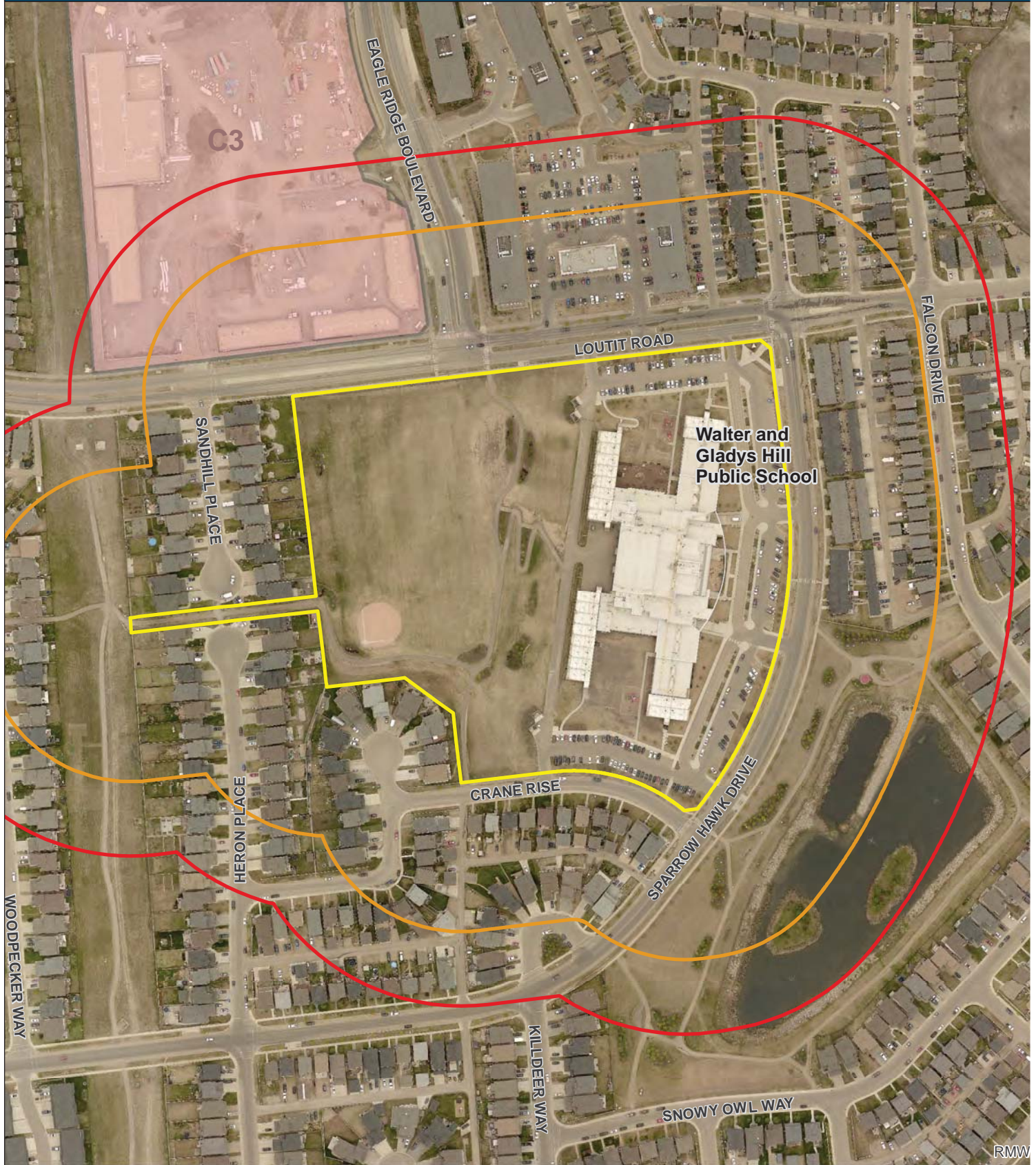
Packet Pg. 26





Attachment: 1. Maps showing 100 meter separation distance from Schools (Bylaw No. 19/006 LUB Amendment: Separation Distance for

SUBJECT AREA MAP

Walter and Gladys Hill Public School and Childcare

Attachment



- | | | | |
|--|---|---|-------------|
|  | Subject Area |  | Buffer 100m |
|  | Acceptable Commercial Cannabis Landuse Zoning |  | Buffer 150m |



1 cm = 35 meters



Map Produced for the Community Development Planning Branch

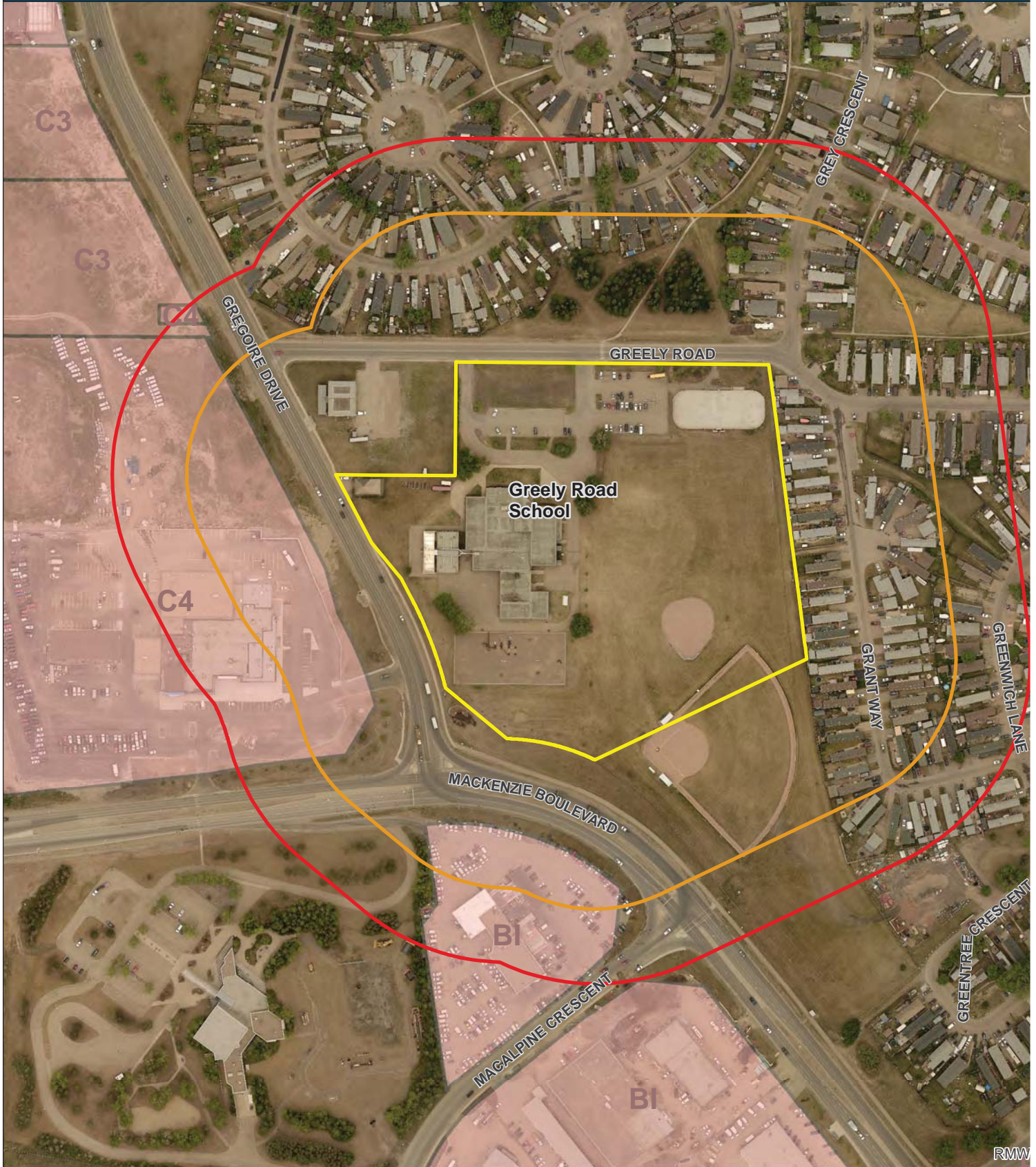
Packet Pg. 27





Attachment: 1. Maps showing 100 meter separation distance from Schools (Bylaw No. 19/006 LUB Amendment: Separation Distance for

SUBJECT AREA MAP

Greely Road School

Attachment



- | | |
|--|---|
|  Subject Area |  Buffer 100m |
|  Acceptable Commercial Cannabis Landuse Zoning |  Buffer 150m |



1 cm = 35 meters



Map Produced for the Community
Development Planning Branch

Packet Pg. 28

Attachment: 1. Maps showing 100 meter separation distance from Schools (Bylaw No. 19/006 LUB Amendment: Separation Distance for

SUBJECT AREA MAP

Holy Trinity Catholic Jr/Sr High School

Attachment



Subject Area



Buffer 100m

Acceptable Commercial
Cannabis Landuse Zoning

Buffer 150m



1 cm = 31 meters

REGIONAL MUNICIPAL
OF WOOD BUFFALOMap Produced for the Community
Development Planning Branch

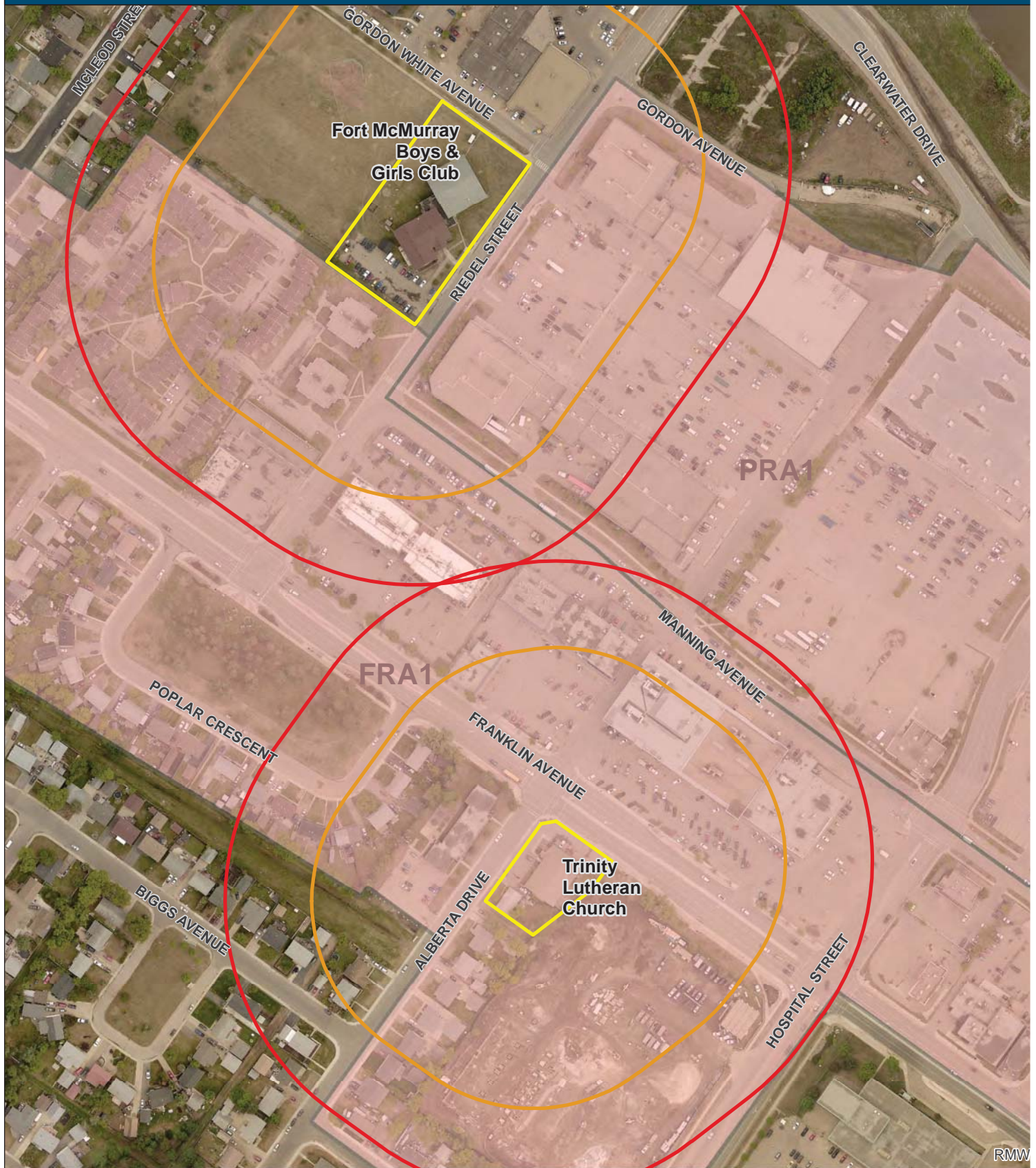
Packet Pg. 29

Attachment: 1. Maps showing 100 meter separation distance from Schools (Bylaw No. 19/006 LUB Amendment: Separation Distance for

SUBJECT AREA MAP

Lower Townsite Childcare Facilities

Attachment



Subject Area



Buffer 100m

Acceptable Commercial
Cannabis Landuse Zoning

Buffer 150m



1 cm = 30 meters

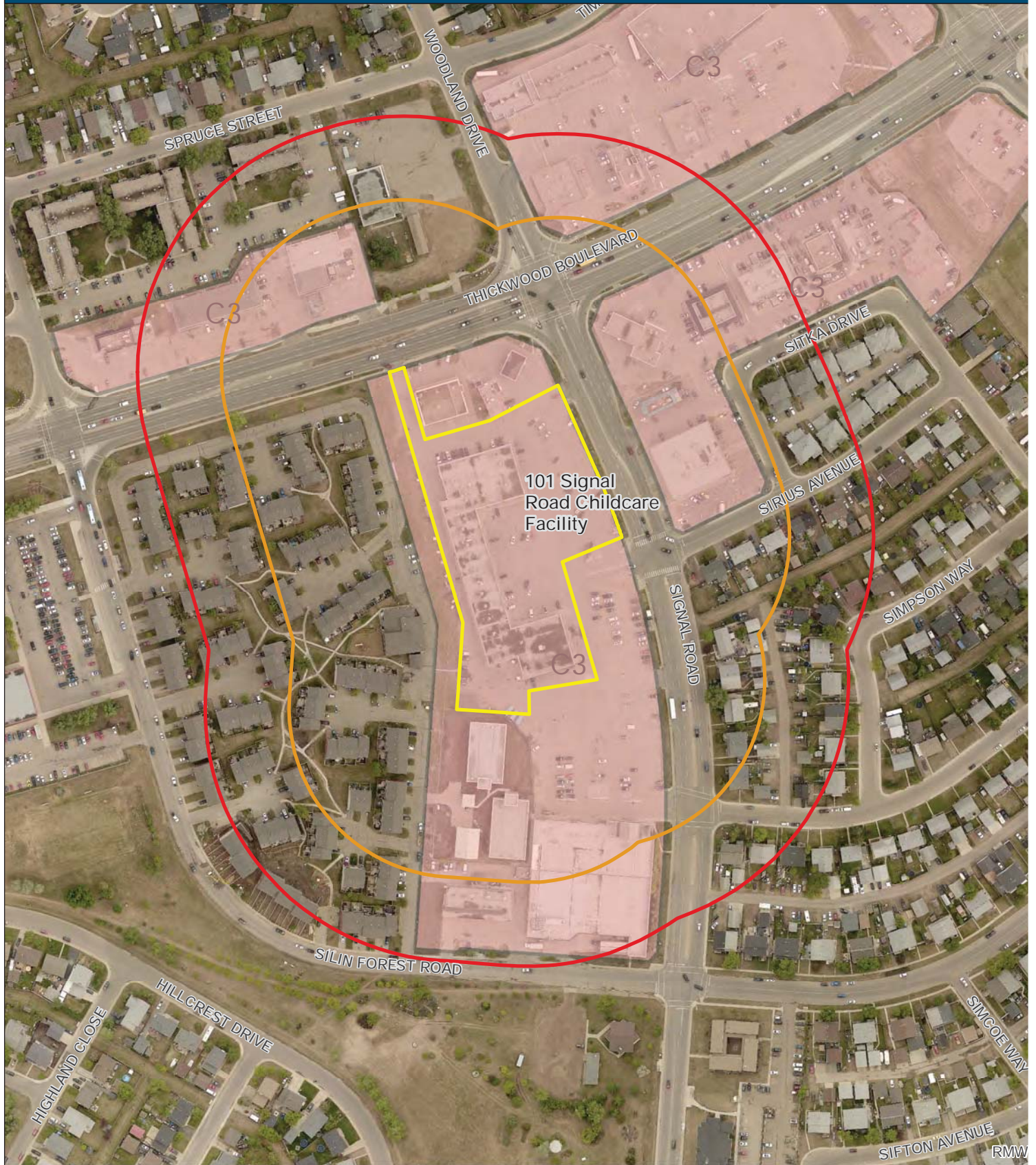
REGIONAL MUNICIPALITY
OF WOOD BUFFALOMap Produced for the Community
Development Planning Branch

Packet Pg. 30

SUBJECT AREA MAP

101 Signal Road Childcare Facility

Attachment



Subject Area



Buffer 100m

Acceptable Commercial
Cannabis Landuse Zoning

Buffer 150m



1 cm = 31 meters

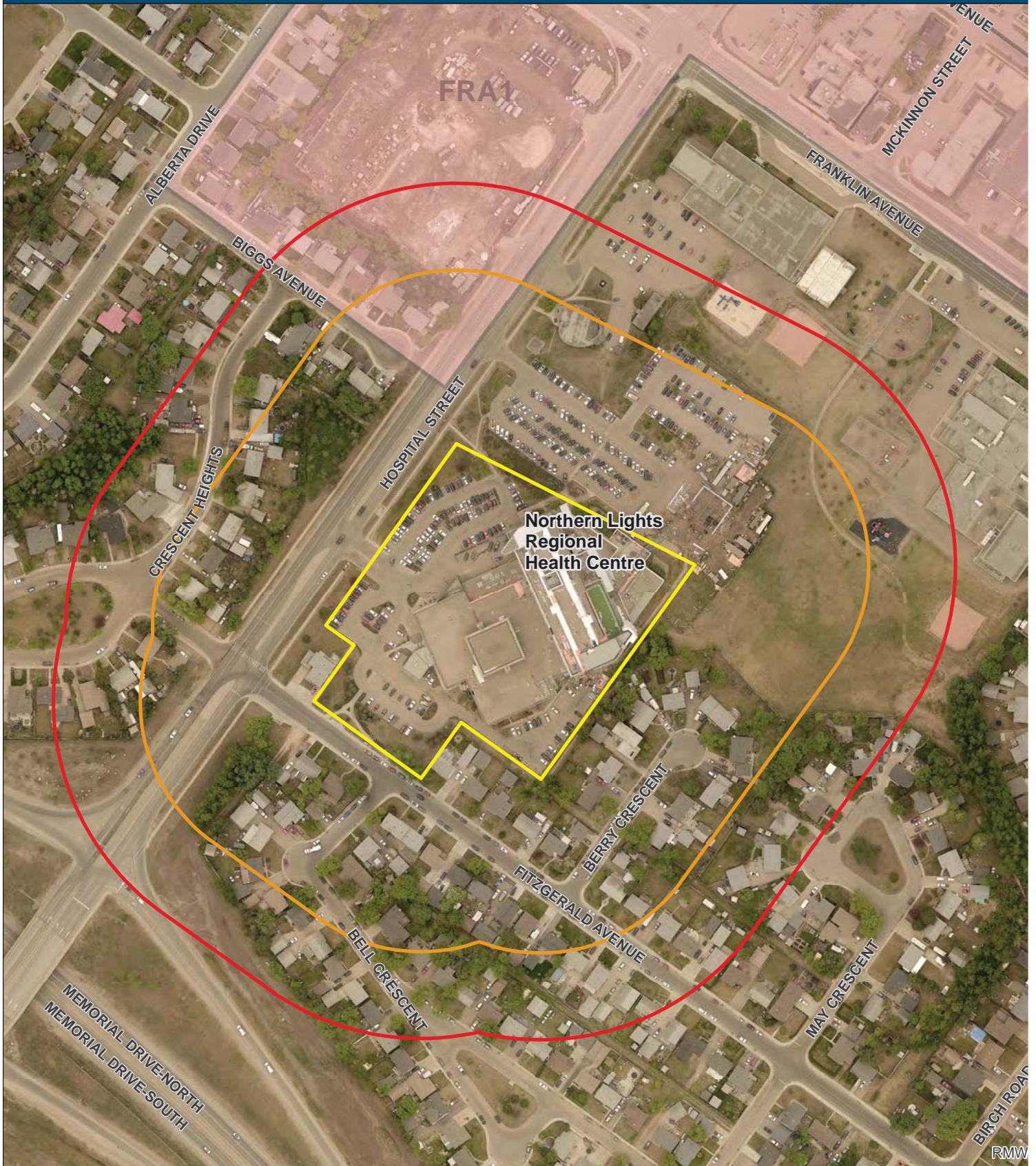
REGIONAL MUNICIPAL
OF WOOD BUFFALOMap Produced for the Community
Development Planning Branch

Packet Pg. 31

SUBJECT AREA MAP

Northern Lights Regional Health Centre

Attachment



- Subject Area
- Buffer 100m
- Acceptable Commercial Cannabis Landuse Zoning
- Buffer 150m



1 cm = 30 meters



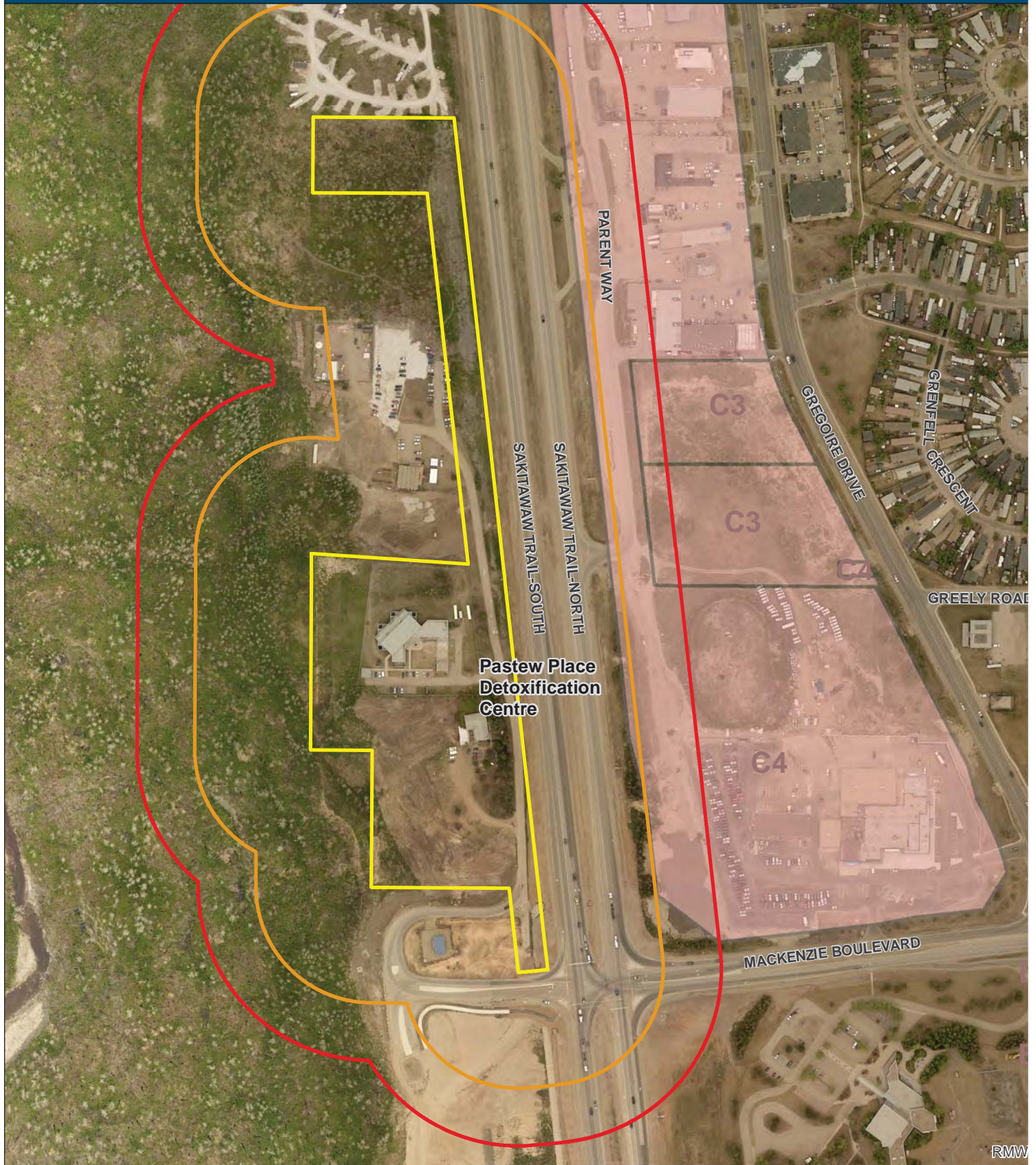
Map Produced for the Community Development Planning Branch

Packet Pg. 32

SUBJECT AREA MAP

Pastew Place Detoxification Centre

Attachment



- Subject Area
- Buffer 100m
- Acceptable Commercial Cannabis Landuse Zoning
- Buffer 150m



1 cm = 45 meters



Map Produced for the Community
Development Planning Branch

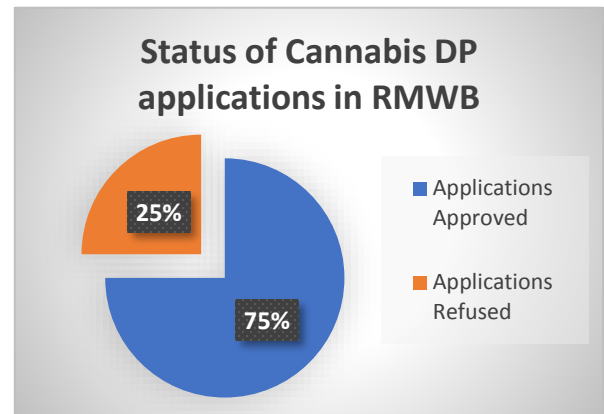
Packet Pg. 33

Attachment: 4. Map showing 100 meter separation distance from Alcohol and Drug Rehabilitation Center (Bylaw No. 19/006 LUB Amendment:

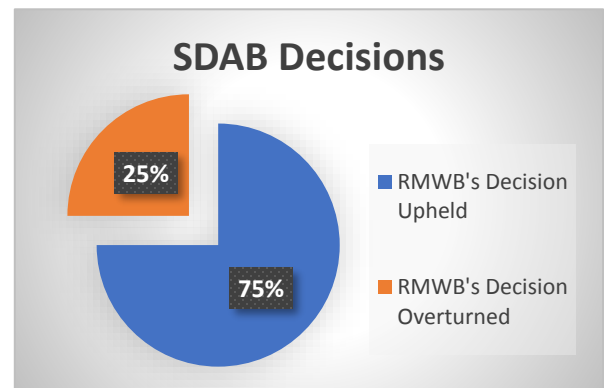
Attachment 5

Following are some statistics on the approved Development Permits for Cannabis Retail Stores:

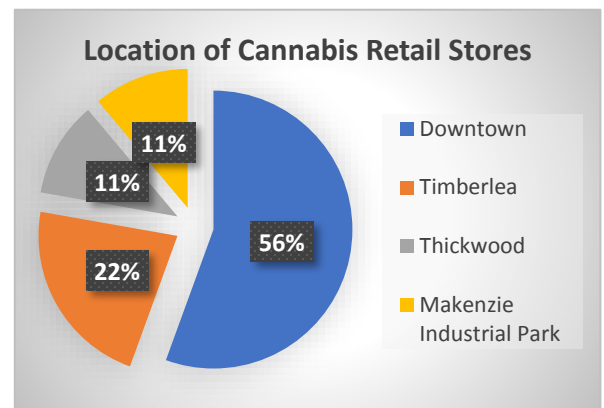
1. 14 Development Permit applications for Cannabis Retail Store have been received so far.



2. Out of these, 9 currently stand approved, 3 have been refused and 2 were withdrawn by the applicant.



3. 3 out of 4 refused applications were appealed in Subdivision and Development Appeal Board (SDAB) and only in one case the decision of RMWB was overturned by the SDAB.

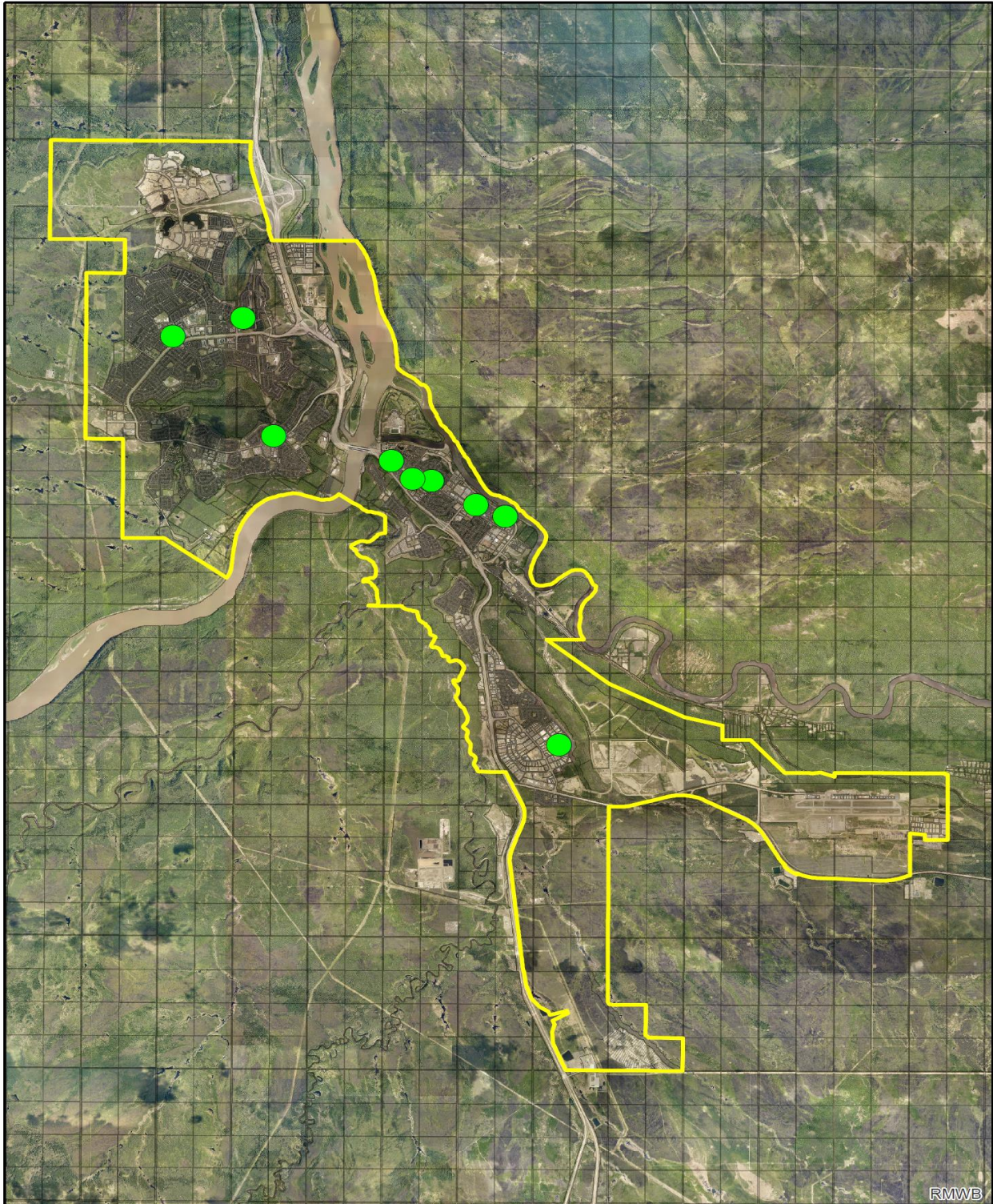


4. Out of the 9 approved Development Permits for Cannabis Retail Stores, 5 are in Downtown, 2 in Timberlea, 1 in Thickwood and 1 in Makenzie Industrial Park.

Attachment 6



Location of Approved Cannabis Retail Stores Development Permits



Attachment: 6. Map showing location of approved Cannabis Retail Stores (Bylaw No. 19/006 LUB Amendment: Separation Distance for

BYLAW NO. 19/006

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

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

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

1. Land Use Bylaw No. 99/059 is amended as set out in sections 2 to 4 of this bylaw.
2. Section 10 – **Definitions** is amended by deleting the definition of “**SEPARATION DISTANCE**” and replacing it with the following:

SEPARATION DISTANCE means with respect to Cannabis Retail Stores:

- (a) Within the **Urban Service Area**, means the minimum distance between the boundary of a parcel of land that contains an Elementary School, a Junior High School, a High School, a College, a Hospital, a Childcare Facility, or an Alcohol and Drug Rehabilitation Centre and the closest entry door providing public access to a Cannabis Retail Store.
 - (b) Within the **Rural Service Area** and **Hamlets**, means the minimum distance between the boundary of a parcel of land that contains an Elementary School, a Junior High School, a High School or a Park and the boundary of a parcel of land having a Cannabis Retail Store.
3. **Part 5 – General Regulations** is amended by deleting the text within section **93B.1 – Cannabis Retail Stores** and replacing it with the following:

93B.1 Cannabis Retail Stores:

- (a) The minimum Separation Distance for Cannabis Retail Stores shall be 100 meters.
- (b) Subject to the development permit application for a Cannabis Retail Store meeting all other requirements, the Development Authority can vary the separation distances by up to 10%.
- (c) A **Cannabis Retail Store** must not abut a parcel containing a residential use on the main floor of a building, unless the **Cannabis Retail Store** is on the main floor of a “mixed use building”.

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

READ a first time this 26th day of February, A.D. 2019.

READ a second time this _____ day of _____, A.D. 2019.

READ a third and final time this _____ day of _____, A.D. 2019.

SIGNED and PASSED this _____ day of _____, A.D. 2019.

Mayor

Chief Legislative Officer

Cannabis Retail Stores in the Regional Municipality of Wood Buffalo

February 26, 2019

Presenter: Brad McMurdo, Director, Planning and Development

Background

- On July 9, 2018 Council approved Bylaws for regulating location of Cannabis Retail Stores in RMWB
- Separation distances were defined as minimum distance from Parcel Boundary to Parcel Boundary
- Separation distance of 150 m in Urban Service Area and 100 m in Rural Areas and Hamlets were adopted

Public Engagement: Overview

- Visits to all Rural communities along with five engagement sessions for Urban Service Area (**13 total sessions**)
- Over 2,700 survey responses
- Over 3,000 direct interactions with residents

Public Engagement: Overview

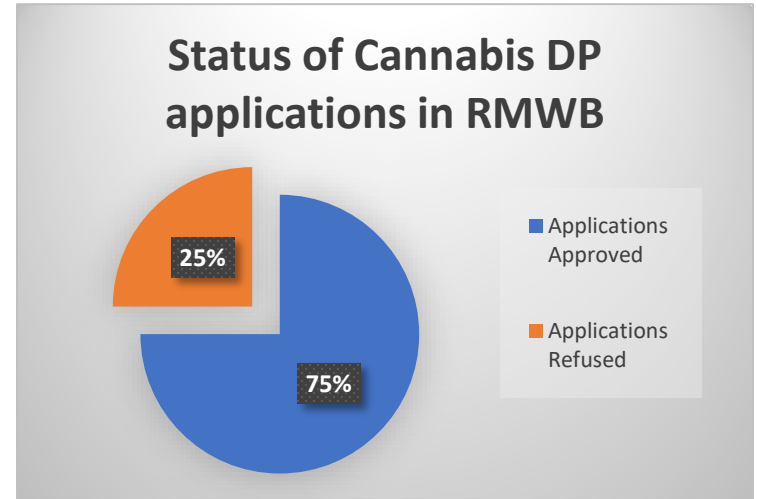
- 57% concerned about cannabis use where youth will gather (33% not concerned, 10% other)
- 79% want minimum distances to extend beyond schools, hospitals to other public spaces
- **Public consumption:** 38% combination, 29% like alcohol, 28% like tobacco, 5% other
- 40% think it should be banned in public
- Common theme: **Protect youth as much as possible**

Public Engagement: Clarification

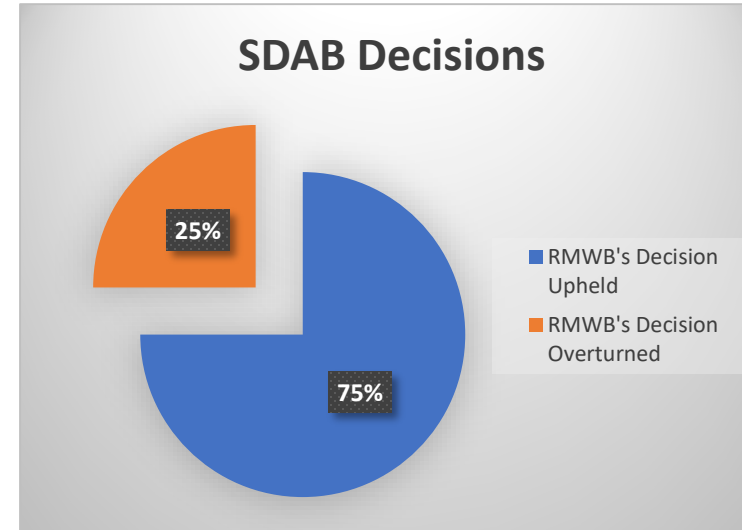
- Residents wanted public consumption of Cannabis to be treated like alcohol
- Public survey found that 79% wanted minimum distances to apply not only to schools and hospitals, but also public spaces

Current Approved Stores

- 14 Development Permit applications received so far out of which 2 were withdrawn by the applicant
- 8 were approved, 4 were refused



- 3 out of 4 refused applications were appealed to the Subdivision and Development Appeal Board (SDAB) and only in one case was the decision of RMWB overturned
- SDAB granted approval due to the store being out of line of sight, and was the only location in Thickwood



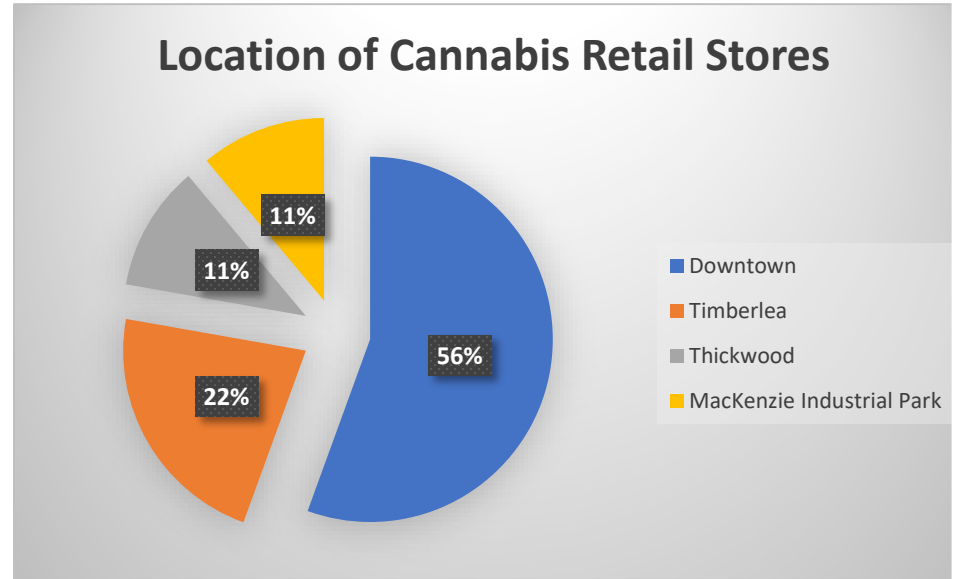
- Total number of approved stores = 9

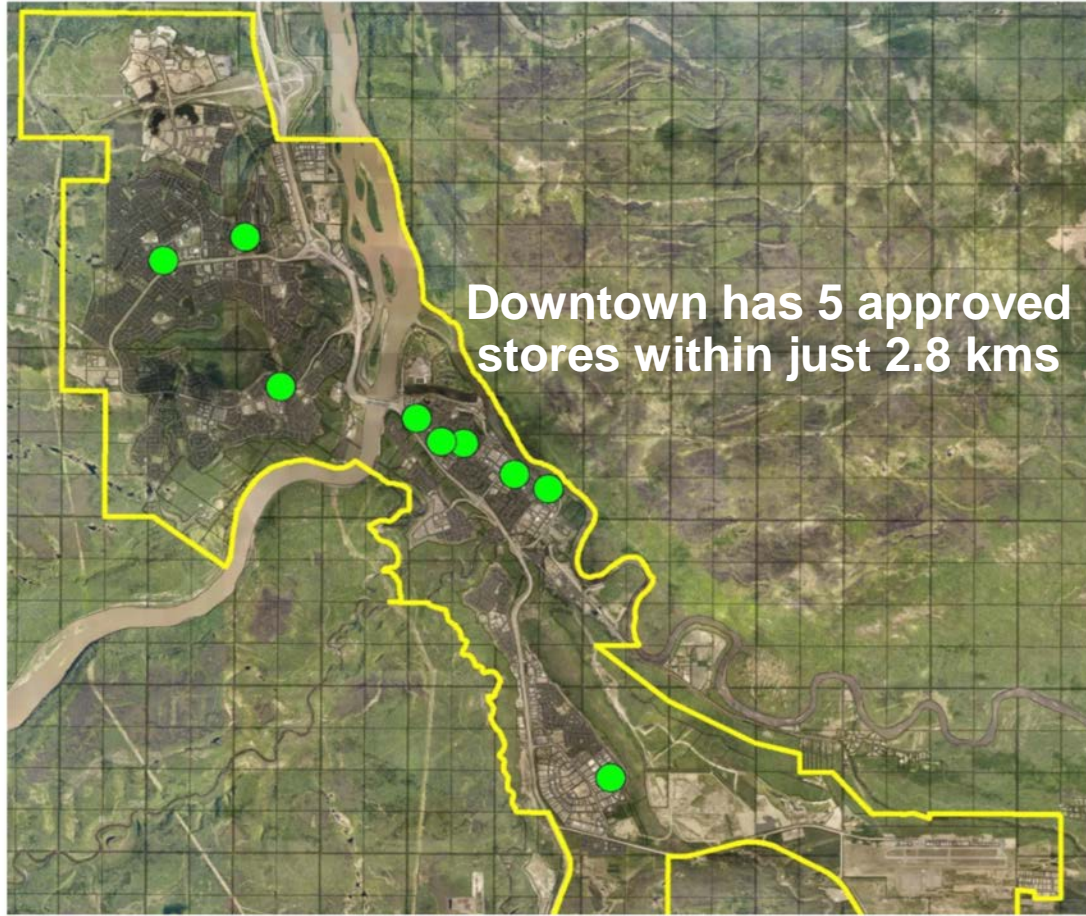
Downtown: 5

Timberlea: 2

Thickwood: 1

MacKenzie Industrial
Park: 1





● Location of approved Cannabis Retail Stores

Status from AGLC

- 75 licenses granted all over Alberta
- Freeze on license issuance
- Timelines to remove freeze are not known due to supply issues
- Despite DP approvals, none of the stores have a license from AGLC and so are not able to operate

Impact on Community

- In order to evaluate if the current approved separations distances are sufficient, these stores would need to be operational
- Since none of the stores are operational, the impact of these stores is not known
- Once operational, and if a need to have more stores is required, the regulations can be relaxed
- To relax regulations and approve more stores ahead of time may cause irreversible and unwarranted development

Current Motion of Council

“THAT Administration bring forward to Council, at the next Council meeting, an amendment to allow a separation distance, in the Urban Service Area, of 100 meters and amend the definition of separation distance so that the measurement is from the property line of the sensitive use to the door of the proposed cannabis retail store.”

Maps showing 100 m and 150 m setbacks

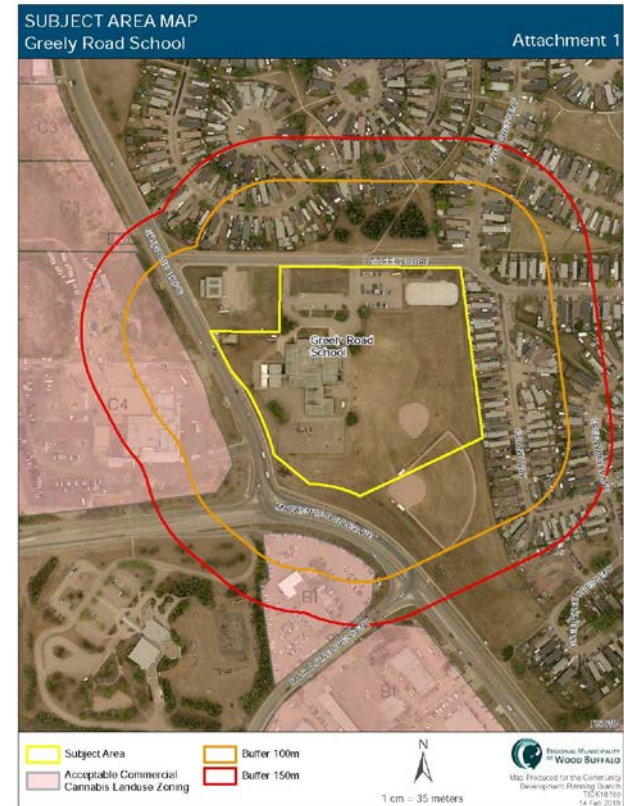
6.2.h



Attachment: PowerPoint - Cannabis Bylaws in the Regional

Maps showing 100 m and 150 m setbacks

6.2.h



Attachment: PowerPoint - Cannabis Bylaws in the Regional

Maps showing 100 m and 150 m setbacks

6.2.h



Attachment: PowerPoint - Cannabis Bylaws in the Regional

Maps showing 100 m and 150 m setbacks

6.2.h



Attachment: PowerPoint - Cannabis Bylaws in the Regional

Examples of 100 m Separation Distance

With the adoption of a 100 m separation distance, new locations may become eligible for a Cannabis Retail Store:

1. Commercial locations opposite Holy Trinity High School in Timberlea
2. Commercial locations opposite Walter and Gladys Hill School in Eagle Ridge
3. Commercial locations opposite Dr. K.A. Clark School in Downtown
4. Commercial locations opposite St. Paul School in Thickwood

Impact of New Separation Distance

- With the adoption of a reduced separation distance (100 m) and measurement method (property line to door) Cannabis Retail Stores could be approved in commercial developments opposite to the sensitive uses and could be clearly visible
- If Cannabis Retail Stores are approved in commercial developments opposite to sensitive uses, it will be difficult to achieve the goal of limiting sight lines between these stores and our region's youth

Questions?

Thank you



COUNCIL REPORT

Meeting Date: March 26, 2019

Subject: Bylaw No. 19/005 - Integrity Commissioner Bylaw

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 19/005, being the Integrity Commissioner Bylaw, be read a second time.
2. THAT Bylaw No. 19/005 be read a third and final time.
3. THAT Whistleblower Policy LEG-150, dated March 26, 2019, be approved.
4. THAT Jim Peacock, Q.C., be appointed as Integrity Commissioner effective immediately to April 1, 2021.

Summary:

The Council Code of Conduct Bylaw ("Code of Conduct") governs the conduct of Council Members and provides a process for reporting improper or inappropriate conduct by a Council Member. The Integrity Commissioner would be responsible for receiving, investigating and adjudicating potential complaints regarding the ethical behaviour of Council Members.

Background:

The Code of Conduct provides standards to guide the conduct of Council Members in carrying out their respective roles and responsibilities as set out in the *Municipal Government Act* and other legislation. When representing the Regional Municipality of Wood Buffalo, Council Members must perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency.

Presently, any formal complaints are made through the Whistleblower Policy. After reviewing the structure set up by other Alberta municipalities, it has become apparent that a best practice approach is to establish the role of an Integrity Commissioner. The role of the Integrity Commissioner would be, as a third party, to receive, review, investigate and adjudicate formal complaints into any events alleged to contravene the Code of Conduct or any other policies, rules or procedures governing the ethical

behaviour of Council Members.

The proposed bylaw establishes the role of the Integrity Commissioner and outlines the complaint procedure as well as amends the Code of Conduct to require complaints be addressed to the Integrity Commissioner and remove references to the Whistleblower Policy, which is also being amended to reflect the proposed change in the complaint process.

Should Bylaw No. 19/005 be enacted, then the updated Whistleblower Policy, LEG-150, removing references to complaints against Elected Officials is also recommended for approval.

Budget/Financial Implications:

Any costs associated with the establishment of the role of Integrity Commissioner would be allocated to Council's budget.

Rationale for Recommendation:

Based on benchmarking with other Alberta municipalities, it is being recommended that the role of an Integrity Commissioner be established to receive, review, investigate and adjudicate complaints into the ethical behaviour of Council Members.

Strategic Priorities:

Responsible Government

Attachments:

- 1. Bylaw No. 19/005 - Integrity Commissioner Bylaw**
- 2. Whistleblower Policy - LEG-150**

BYLAW NO. 19/005

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH THE ROLE OF AN INTEGRITY COMMISSIONER

WHEREAS section 145 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, (“Act”) provides that a council may pass bylaws in relation to procedures to be followed by council;

AND WHEREAS section 146.1 of the Act indicates that a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS the Council Code of Conduct Bylaw contemplates a role for an Integrity Commissioner;

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

Short Title

1. This Bylaw may be cited as the “Integrity Commissioner Bylaw”.

Definitions

2. The following definitions will apply in interpreting this Bylaw, unless the context otherwise requires:
 - (a) “Act” means the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, or any successor legislation;
 - (b) “Administration” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;
 - (c) “Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of Chief Administrative Officer of the Regional Municipality of Wood Buffalo and includes anyone appointed in an interim or acting capacity;
 - (d) “Code of Conduct” means the Council Code of Conduct Bylaw No. 18/009, or any successor bylaw or enactment;
 - (e) “Council” means the elected council of the Regional Municipality of Wood Buffalo;

- (f) “Formal Complaint” means a request by Council, a Council Member, the Chief Administrative Officer, Administration, a resident of the Municipality, or a person who has a business, institutional or other premises in the Municipality, that the Integrity Commissioner will conduct an inquiry into an event or series of events alleged to contravene the Code of Conduct or any other policies, rules or procedures governing the ethical behaviour of Members.
- (g) “Member” means a member of Council and includes a councillor or the Mayor.
- (h) “Municipality” means the Regional Municipality of Wood Buffalo.

Appointment

- 3. Council will appoint an individual, group or organization to fulfill the duties of the Integrity Commissioner for a two-year term, with the possibility of one-year term extensions.
 - (a) If a group or organization is appointed, one individual within that group or organization will be designated as the Integrity Commissioner.
 - (b) Where no appointment has been made under section 3(a), the Chief Administrative Officer will secure a third party to carry out one or more of the duties set out in this Bylaw.
- 4. The Integrity Commissioner appointed should possess the following qualifications:
 - (a) proven impartiality, neutrality and high ethical standards;
 - (b) senior-level management, municipal, legal, judicial or quasi-judicial experience;
 - (c) knowledge of municipal or other administrative law;
 - (d) knowledge of municipal governance;
 - (e) ability to interpret and apply the provisions of various statutes, regulations, policies and other enabling frameworks;
 - (f) knowledge of investigatory procedures and applicable legal principles, particularly as they relate to evidence, legal interpretation and natural justice; and
 - (g) an ability to provide services on an as-needed basis.

5. The Integrity Commissioner appointed must:
- (a) Have no other dealings, in an official capacity, or employment with the Municipality;
 - (b) Have no financial interest in the work of the Municipality;
 - (c) Not be involved in or have a relationship with political campaigns/endorsements, or other related conflict of interest specific to the Municipality; and
 - (d) Have no familial or professional relationship with any present or past Member.

Role

6. The role of the Integrity Commissioner is to receive, review, investigate and adjudicate Formal Complaints, and if a contravention of the Code of Conduct or any other policies, rules or procedures governing the ethical behaviour of Members is established, to provide recommendations to Council regarding the imposition of a sanction.

Duties

7. The Integrity Commissioner will:
- (a) Receive, review, investigate and adjudicate complaints based on the Formal Complaint Procedure outlined in this Bylaw.
 - (b) Determine whether the matter is within the jurisdiction of the Integrity Commissioner to process;
 - (c) Determine whether to proceed to investigate a Formal Complaint or dispose of the Formal Complaint in a summary manner;
 - (d) Ensure that Formal Complaints are fully and fairly investigated;
 - (e) Respect confidentiality of information and documentation received and reviewed when investigating;
 - (f) Provide advice and recommendations to Council regarding amendments to the Code of Conduct and any other policies, rules or procedures governing Members' ethical behaviour;
 - (g) Prepare and deliver an annual report to Council containing a summary of the Integrity Commissioner's activities during the calendar year.

8. The Integrity Commissioner will complete any investigation begun during their term notwithstanding the expiry of their term and this Bylaw will continue to apply with necessary modifications unless other arrangements are made and agreed upon by the Integrity Commissioner.
9. If the Integrity Commissioner has not begun an investigation into a Formal Complaint during their term, the Integrity Commissioner next appointed will begin and complete the investigation.

Formal Complaint Procedure

10. The following Formal Complaint Procedure must be adhered to by the Integrity Commissioner:
 - (a) All Formal Complaints must be made in writing and be dated. Anonymous complaints will not be accepted.
 - (b) All Formal Complaints must be addressed to the Integrity Commissioner.
 - (c) The Formal Complaint must set out reasonable and probable grounds for the allegation that the Member has contravened the Code of Conduct or any other policies, rules or procedures governing the ethical behaviour of Members, including a detailed description of the facts, as they are known, giving rise to the allegation.
 - (d) A Formal Complaint must be received by the Integrity Commissioner no later than 60 days after the date the person became aware of the conduct giving rise to the Formal Complaint. The Integrity Commissioner may use their discretion to grant extensions if:
 - (i) the delay occurred in good faith;
 - (ii) it is in the public interest to conduct an investigation or to give consideration whether to conduct an investigation; and
 - (iii) no substantial prejudice will result to any person because of the delay.
 - (e) Upon receipt of a Formal Complaint the Integrity Commissioner will conduct a preliminary review of the Formal Complaint to determine whether to proceed with investigating or disposing of the Formal Complaint in a summary manner.
 - (i) The Integrity Commissioner may request further information from the Complainant as part of the preliminary review before determining whether to proceed to investigate the Formal Complaint or dispose of the Formal Complaint in a summary manner.

- (ii) If the Formal Complaint is not, on its face, a complaint with respect to the non-compliance of the Code of Conduct or any other policies, rules or procedures governing the ethical behaviour of Members, the Integrity Commissioner will advise the Complainant, in writing, that the matter is not within the jurisdiction of the Integrity Commissioner to process, with any additional reasons and referrals to the appropriate authority as the Integrity Commissioner considers appropriate.
- (iii) If the Integrity Commissioner believes a Formal Complaint is frivolous or is not made in good faith, or that there are no grounds or insufficient grounds for investigating, the Integrity Commissioner will not investigate, or, where that becomes apparent during investigation, terminate the investigation. In that event, the Complainant is to be notified of the Integrity Commissioner's decision in writing.
- (iv) Other than in exceptional circumstances, the Integrity Commissioner will not report to Council on any Formal Complaint described in subsections (ii) or (iii) except as part of an annual or other periodic report.
- (f) If the Formal Complaint is within the jurisdiction of the Integrity Commissioner and was not dismissed under section 10(e) above, the Integrity Commissioner must take such steps as the Integrity Commissioner deems appropriate to investigate the Formal Complaint and may attempt to resolve the Formal Complaint.
- (g) If necessary, after a review is done of the materials submitted, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic material in control and custody of the Municipality and may enter any Municipal facility or workplace relevant to the Formal Complaint.
 - (i) If any document or electronic material in the control and custody of the Municipality is requested by the Integrity Commissioner, Administration or the CAO must provide same.
- (h) The Integrity Commissioner will not issue a report to Council finding a violation of the Code of Conduct on the part of any Member unless the Member has had reasonable notice of the basis for the proposed finding and any recommended sanction and an opportunity either in person or in writing to comment on the proposed finding and any recommended sanction.

- (i) The Integrity Commissioner will report to the Complainant and the Member upon completion of the Integrity Commissioner's report no later than 90 days after receiving the Formal Complaint.
 - (i) The 90-day timeline may be extended by the Integrity Commissioner depending on the nature and complexity of the investigation.
 - (ii) Reasonable notice will be provided to the Complainant, the Member and Council as a whole.
- (j) All reports from the Integrity Commissioner to Council, other than annual or periodic reports or updates, are confidential and will be considered by Council in camera.
- (k) Public disclosures of complaint investigation reports or any other records of the Integrity Commissioner will be subject to any exceptions to disclosure outlined in the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25, as amended.
- (l) Where the Formal Complaint is substantiated in whole or in part, the Integrity Commissioner will also report their findings, the terms of any settlement, or recommend corrective action to Council.
- (m) Where the Formal Complaint is dismissed, other than in exceptional circumstances, the Integrity Commissioner will not report to Council except as part of an annual or periodic report or update.
- (n) If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct, or any other policies, rules or procedures governing the ethical behaviour of Members, or that a contravention occurred although the Member took reasonable action or measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence of an error of judgement made in good faith, the Integrity Commissioner will so state in the report and will recommend that no sanction be imposed.
- (o) Council will consider and respond to the Integrity Commissioner's report at the next regularly scheduled Council meeting following receipt of the report, unless circumstances warrant the report's consideration be deferred to a subsequent regular or special Council meeting.
- (p) In responding to the Integrity Commissioner's report, Council may vary a recommendation to impose a penalty, subject to the Act.

- (q) The Integrity Commissioner by way of a report to Council on whether a Member has violated the Code of Conduct will only disclose such matters as in the Integrity Commissioner's opinion are necessary for the purposes of the report. Any such disclosure must be provided in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25, as amended.
- (r) Should Member(s) not cooperate fully with, obstruct or in any way attempt to influence the Integrity Commissioner in any investigation or adjudication of a Formal Complaint, such details will be disclosed in the Integrity Commissioner's report to Council.

Amendments and Coming into Force

11. The Code of Conduct Bylaw, Bylaw No. 18/009, is amended by:

- (a) Deleting Section 2.1.e.
- (b) Adding the following definition as Section 2.1.c.1

“Council means the elected council of the Regional Municipality of Wood Buffalo;”
- (c) Replacing Section 17.3. with the following:

“17.3. All complaints made pursuant to this Bylaw regarding councillors or the Mayor shall be directed to the Integrity Commissioner. All other complaints made pursuant to this Bylaw regarding members of council committees or other boards who are not councillors or the Mayor shall be directed to the Chief Administrative Officer to be addressed in accordance with the process outlined in the Whistleblower Directive, or any successor bylaw, policy or directive that Council may authorize.”
- (d) Adding the following as Section 17.4:

“17.4 Members have a duty to cooperate fully with the Integrity Commissioner when requested and must not obstruct or influence the Integrity Commissioner in any investigation or adjudication of a Formal Complaint.”

and renumbering the remaining section as Section 17.5.

12. This Bylaw comes into effect the date it is passed.

Read a first time this 12th day of March, 2019.

Read a second time this _____ day of _____, 2019.

Read a third time and final time this _____ day of _____, 2019.

Signed and Passed this _____ day of _____, 2019.

Mayor

Chief Legislative Officer

COUNCIL POLICY

Policy Name: Whistleblower
 Department Name: Human Resources
 Policy Number: LEG-150
 Effective Date: March 26, 2019



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Next Revision Date: March, 2022

STRATEGIC PLAN LINKAGE

Strategic Priority 1 - Responsible Government

PURPOSE AND OBJECTIVE

The purpose of this Policy is to further the Municipality's core principles of accountability, transparency and integrity in all municipal operations, and ethical behavior on the part of Employees and Contractors.

The Whistleblower Policy promotes a corporate culture and environment in which there is no tolerance for Wrongdoing and in which Employees and members of the public are encouraged to identify and report Wrongdoing, with the knowledge that they will be protected from Retaliation when acting in good faith.

GENERAL PRINCIPLES

1. Definitions:

- 1.1 "Allegation" means a complaint submitted under the Whistleblower Policy alleging Wrongdoing on the part of any Employee or Contractor or alleging that any person has been a victim of Retaliation.
- 1.2 "Chief Administrative Officer" (CAO) has the meaning given to it in the *Municipal Government Act*, RSA 2000, c. M-26, as amended (*MGA*).
- 1.3 "Contractor" means any person, corporation or firm with whom the Municipality has a contract for procurement of goods or services.
- 1.4 "Disciplinary Action" means any consequence imposed upon a person as a result of an act of Wrongdoing, which may include, but is not limited to, the following:
 - 1.4.1 public or private apology;
 - 1.4.2 educational training on ethical conduct;
 - 1.4.3 removal of an Employee from any place where the Employee represents the Municipality, including any committee, board, or corporation;
 - 1.4.4 removal from any position of responsibility in the Municipality;
 - 1.4.5 termination of employment with the Municipality;

- 1.4.6 termination of a contract; or
- 1.4.7 such other discipline as may be considered appropriate in the circumstances.
- 1.5 “Elected Official” means a councillor as defined in the *MGA*.
- 1.6 “Employee” means any person directly employed by the Municipality, including the CAO.
- 1.7 “Integrity Commissioner” means the individual appointed by Council pursuant to the Integrity Commissioner Bylaw No. 19/XXX, as may be amended, or repealed and replaced from time to time.
- 1.8 “Retaliation” means any action in reprisal against a person who has made an Allegation of Wrongdoing, or who has sought advice or information about making an Allegation of Wrongdoing, or who participated in the investigation of such an Allegation, and includes but is not limited to:
 - 1.8.1 dismissal from employment or threats to dismiss from employment;
 - 1.8.2 discipline or suspension, or threats to discipline or suspend;
 - 1.8.3 harassment or abuse;
 - 1.8.4 imposition of any penalty or sanction, directly or indirectly; and
 - 1.8.5 intimidation or coercion or attempts to intimidate or coerce; but does not include Disciplinary Action defined in clause 1.4 of this Policy.
- 1.9 “Whistleblower” means a person who makes an Allegation.
- 1.10 “Wrongdoing” means an act or omission that constitutes one or more of the following, in relation to the Regional Municipality of Wood Buffalo:
 - 1.10.1 a contravention of federal or provincial legislation or regulations;
 - 1.10.2 gross mismanagement, including an act or omission that shows a reckless or willful disregard for the proper management of:
 - 1.10.2.1. municipal funds or a municipal asset;
 - 1.10.2.2. the delivery of a municipal service;
 - 1.10.2.3. employees, by a pattern of behaviour or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation; or
 - 1.10.2.4. any act of fraud.
 - 1.10.3 an act or omission that creates a substantial and specific danger to the life, health or safety of any person, or to the environment, other than a danger inherent in performance of a person’s duties as an Employee or Contractor;
 - 1.10.4 an act of Retaliation, as set out in subsection 1.7; or

- 1.10.5 advising or encouraging any person to do anything set out in subsections 1.9.1 through 1.9.6.

2. Responsibilities:

2.1. Council:

- 2.1.1. Review Allegations of Wrongdoing made against the CAO and any applicable Investigation Reports;
- 2.1.2. Take Disciplinary Action against the CAO if s/he is found to have committed acts of Wrongdoing.

2.2. CAO:

- 2.2.1. Ensure that a Whistleblower whose Allegation of Wrongdoing is made in good faith is protected from Retaliation regardless of the outcome of the ensuing process.
- 2.2.2. Establish processes which allow for:
 - 2.2.2.1. Whistleblowers to make Allegations of Wrongdoing relating to Employees and Contractors;
 - 2.2.2.2. Allegations to be screened for legitimacy and potential investigation;
 - 2.2.2.3. appropriate discipline to be imposed when an Allegation is substantiated; and
 - 2.2.2.4. adequate resources to be made available to support all investigations.
- 2.2.3. Advise Council of any Allegations that, if substantiated, may involve significant imminent risk to the Municipality or may involve past, present or imminent criminal activity that would affect the Municipality.
- 2.2.4. Ensure that an annual report is presented to Council which will include a description of the Wrongdoing and any outcomes arising.

3. Allegations:

- 3.1 Any individual who makes an Allegation of Wrongdoing must provide sufficient evidence to substantiate the Allegation.
- 3.2 Anonymous Allegations will only be considered when one or more of the following criteria are met:
 - 3.2.1 there is significant imminent risk to the Municipality;
 - 3.2.2 there is evidence of past, present or imminent criminal activity involving the Municipality;

- 3.2.3 the Allegation impacts the health, safety or wellbeing of Elected Officials, Employees or the general public; or
 - 3.2.4 the Allegation is of such a serious nature and relates to the operation of the Municipality such that, it cannot, in good faith, be overlooked.
- 3.3 Allegations must be made within 6 months of the date of the Wrongdoing or within 6 months of the date on which the Whistleblower learned of facts tending to support an Allegation, except in the case of an Allegation of criminal activity relating to the Municipality to which no time limit applies.
- 3.4 An Allegation which discloses information suggesting criminal activity, an imminent risk of substantial danger to the life, health or safety of any person, or a risk to the environment, must be immediately disclosed to the RCMP or the appropriate regulatory authority.
- 3.5 Any person sending a complaint directly to an Elected Official shall be informed of this policy and that the procedure in this policy must be followed.
- 4. Investigations:**
 - 4.1 All investigations will be conducted as expeditiously as possible.
 - 4.2 All Elected Officials, Employees and Contractors who are aware, or become aware, of an investigation shall keep confidential and not disclose any knowledge they have or obtain concerning the details or results of an investigation.
 - 4.3 An Employee or Contractor who breaches confidentiality with respect to an investigation may be subject to Disciplinary Action, regardless of the impact of the disclosure on the investigation.
- 5. *Freedom of Information and Protection of Privacy Act (FOIP):***
 - 5.1 Nothing in this Policy will affect the application of *FOIP*.
- 6. *Council Code of Conduct Bylaw***
 - 6.1. A complaint against an Elected Official must be made pursuant to the Council Conduct of Bylaw No. 18/009, as may be amended or repealed and replaced from time to time, and is subject to investigation by an Integrity Commissioner.

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References: *Municipal Government Act*, RSA 2000, c.M-26
Freedom of Information and Protection of Privacy Act,
RSA 2000, c.F-25

Cross References: Whistleblower Directive HRM-650
Code of Conduct Procedure HRM-600
Conflict of Interest Disclosure Procedure HRM-610

Position Responsible for Policy: Director, Human Resources

APPROVAL

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

Mayor

Chief Legislative Officer

Approval Date



COUNCIL REPORT

Meeting Date: March 26, 2019

Subject: Shell Place Feasibility Study

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT Administration undertake a feasibility study to change the Shell Place stadium field and bleachers to an all-weather indoor structure.

Summary:

Administration is working to provide a more fulsome picture of the Shell Place project to bring back to Council, including stakeholder and public engagement. To solicit feedback from stakeholders and the public on the Shell Place Concept Study, Administration would need a minimum of three months. However, with only conceptual and high-level information available, discussions would be limited, and the public may have more questions than answers.

To resolve this situation, and ensure engagement with the community is meaningful, Administration can undertake a feasibility study. A feasibility study takes the information from the concept study, provides greater information on a project, and develops the scope of work for the most viable option. Architectural and engineering teams look at options in detail, study regional and environmental impacts, possible design options, and estimate operation and maintenance costs.

Administration sees the benefit in a feasibility study to better understand the costs and resources required for this project.

Public engagement would take place after the feasibility study is complete.

Background:

On November 27, 2018 Council approved the motion:

"THAT Administration be directed to undertake a feasibility study to change the Shell Place stadium field and bleachers to an all-weather indoor structure and that a report on this study be presented to Council by February 5, 2019."

Given the limited amount of time, Administration undertook a concept study. The concept study is the first step of project initiation and provides high level information about options, technical information, and an order of magnitude cost estimate to develop a business case. The Shell Place Concept Study produced two all-weather options for further consideration; cover the football field or build a multi-event facility. Soft-shell covers were not considered due to their limited lifespan and high operation and maintenance costs.

On February 12, 2019, prior to the concept study information being presented, Council passed the following motion: "THAT the Shell Place Concept Study be deferred."

Budget/Financial Implications:

1. Administration has already invested \$21,000 into the Shell Place Concept Study.
2. A feasibility study would require more time and resources. An estimate would be approximately six months and \$100,000.
3. Funds are available in the 2019 Engineering budget to complete this study.

Rationale for Recommendation:

Administration is seeking approval from Council to undertake a feasibility study for the Shell Place project. The results of the feasibility study will be presented to Council upon completion.

Strategic Priorities:

Downtown Revitalization
Regional Economic Development



COUNCIL REPORT

Meeting Date: March 26, 2019

Subject: 2019 Capital Budget Amendments - New & Revised Projects

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT the 2019 Capital Budget Amendment as summarized on Attachment 1 (2019 Capital Budget Amendment – New & Revised Project, dated March 26, 2019) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2019 Capital Budget Amendment – New & Revised Project - Cash Flow Summary, dated March 26, 2019) be approved.

Summary:

Administration has identified two (2) capital projects to be submitted for Capital Budget amendment consideration. Council is the approving authority for the Capital Budget, subject to the provisions of the Fiscal Responsibility Policy (FIN-160).

The Capital Budget amendments will result in a net increase in funding of \$2,153,870 to the 2019 & thereafter Capital Budget, as outlined in the Budget Net Change Summary.

Background:

Capital Budget amendments are an ongoing process. The amendments in this report are a request to purchase an electronic key system for RCMP Timberlea location, and to increase the budget for the Fire Training Site.

Budget/Financial Implications:

The net increase in capital funding is \$2,153,870 and is from the 2019 & thereafter Capital Budget.

The full budget impact of these amendments will be incorporated in the 2019 Budget upon Council approval; Attachments 1 - 3 illustrate this impact.

Attachment 1 shows the net budget impact of these amendments. The original approved budgets and the revised budgets are presented with the net budget impact by project and funding source.

Attachment 2 shows the cash flow changes by funding sources. Since multi-year projects are pre-approved over the life of project development, amendments in cash flows of these projects also require pre-budget approval.

Attachment 3 summarizes the impact of cash flows and the source of funding from these proposed amendments for 2018 and thereafter. This is reflected below in the Budget Net Change Summary.

Budget Net Change Summary

	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves	Other Sources	Debenture
2017 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2018 & Thereafter	\$ 2,153,870	\$ -	\$ -	\$ 2,153,870	\$ -	\$ -
Reconciled net change	\$ 2,153,870	\$ -	\$ -	\$ 2,153,870	\$ -	\$ -

Rationale for Recommendation:

The rationale for these amended and new projects is included in the attached individual Capital Budget Amendment Forms (Attachments 4-5).

Strategic Priorities:

Responsible Government

Attachments:

1 - 3. Capital Budget Amendment Worksheets

4 - 5. Capital Budget Amendment Forms

Regional Municipality of Wood Buffalo
 2019 Capital Budget Amendment - New and Revised Projects
 March 26, 2019

Attachment 1

Legend:	First year of a multi year project
	Other than first year of a multi year project
	Single year project

S/N	Project Description	Type	Sponsor Department	Year of original approval	Total Project Cost	Federal Grants	Provincial Grants	Reserves	Other Sources*	Debenture	Att.
ORIGINAL PROJECT BUDGET											
1	Electronic Key Management System for RCMP Vehicles and Exhibits	New Project	PD		-						4
2	Fire Training Area and Site Preparation	Project Amendment	RES	2018	900,000			900,000			5
	Total Original Capital Project Budget				\$ 900,000	\$ -	\$ -	\$ 900,000	\$ -	\$ -	
REVISED PROJECT BUDGET											
1	Electronic Key Management System for RCMP Vehicles and Exhibits	New Project	PD	0	53,870			53,870		-	4
2	Fire Training Area and Site Preparation	Project Amendment	RES	2018	3,000,000	-	-	3,000,000		-	5
	Total Revised Capital Project Budget				\$ 3,053,870	\$ -	\$ -	\$ 3,053,870	\$ -	\$ -	
NET BUDGET IMPACT											
1	Electronic Key Management System for RCMP Vehicles and Exhibits	New Project	PD	0	53,870	-	-	53,870	-	-	4
2	Fire Training Area and Site Preparation	Project Amendment	RES	2018	2,100,000	-	-	2,100,000	-	-	5
	Net Increase/(Decrease) Required on Existing Projects				\$ 2,153,870	\$ -	\$ -	\$ 2,153,870	\$ -	\$ -	

Attachment: 1 - 3. Capital Budget Amendment Worksheets (2019 Capital Budget Amendments)

Regional Municipality of Wood Buffalo
 2019 Capital Budget Amendment - New and Revised Projects - Project Cash Flow Summary
 March 26, 2019

Attachment 2

Legend:	First year of a multi year project
	Other than first year of a multi year project
	Single year project

					Cash flow				
S/N	Project Description	Original Approval Year	Funding Source	Total Budget (Accumulative)	2017 & Prior	2018	2019	Thereafter	Att
ORIGINAL PROJECT BUDGET									
1	Electronic Key Management System for RCMP Vehicles and Exhibits	2019	Reserve	-	-	-			4
2	Fire Training Area and Site Preparation	2018	Reserve	900,000		900,000		-	5
Total Original Capital Project Budget (a)				\$ 900,000	\$ -	\$ 900,000	\$ -	\$ -	
REVISED PROJECT BUDGET									
1	Electronic Key Management System for RCMP Vehicles and Exhibits	2019	Reserve	53,870	-		53,870		4
2	Fire Training Area and Site Preparation	2018	Reserve	3,000,000		900,000	2,100,000		5
Total Revised Project Budget (b)				\$ 3,053,870	\$ -	\$ 900,000	\$ 2,153,870	\$ -	
NET BUDGET IMPACT									
1	Electronic Key Management System for RCMP Vehicles and Exhibits	2019	Reserve	53,870	-	-	53,870	-	4
2	Fire Training Area and Site Preparation	2018	Reserve	2,100,000	-	-	2,100,000	-	5
Net Increase/(Decrease) Required on Existing Projects				\$ 2,153,870	\$ -	\$ -	\$ 2,153,870	\$ -	

Regional Municipality of Wood Buffalo
Cash Flow by Funding Sources, by Year
March 26, 2019

Attachment 3

	Funding Sources					
	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources*	Debentures
Original Funding Sources						
2017 and prior	-	-	-	-	-	-
2018	900,000	-	-	900,000	-	-
2019	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
Original Funding Sources Total (a)	\$ 900,000	\$ -	\$ -	\$ 900,000	\$ -	\$ -
Revised Funding Sources						
2017 and prior	-	-	-	-	-	-
2018	900,000	-	-	900,000	-	-
2019	2,153,870	-	-	2,153,870	-	-
Thereafter	-	-	-	-	-	-
Revised Funding Sources Total (b)	\$ 3,053,870	\$ -	\$ -	\$ 3,053,870	\$ -	\$ -
Revision / Difference (b) - (a)	\$ 2,153,870	\$ -	\$ -	\$ 2,153,870	\$ -	\$ -
Net Change by year						
2017 and prior	-	-	-	-	-	-
2018	-	-	-	-	-	-
2019	2,153,870	-	-	2,153,870	-	-
Thereafter	-	-	-	-	-	-
Reconciled net change	\$ 2,153,870	\$ -	\$ -	\$ 2,153,870	\$ -	\$ -



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

CAPITAL BUDGET AMENDMENT

Council

CURRENT PROJECT NAME: Electronic Key Management System for RCMP Vehicles and Exhibits

AMENDED PROJECT NAME:

Group I/O

Revenue I/O

Expense I/O

New Project

ORDER CODES (if assigned):

CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2019 & Prior		\$ -	\$ -	\$ -	\$ -	\$ -
2020	-	-	-	-	-	-
2021	-	-	-	-	-	-
2022	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
		\$ -	\$ -	\$ -

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

The RCMP are requesting the supply and installation of an electronic key management system for the exhibits room and the vehicle inventory site at the Timberlea RCMP Detachment. The system will consist of two key control cabinet capable of holding more than 100 keys all hardware and software. The cabinet will be controlled by software and access a common key user database. The purpose of the system is to improve on the existing manual records management process by implementing a more advanced electronic tracking system. This electronic key management system will allow for an increased level of tracking of vehicles and seized exhibits for efficient auditing purposes, while maintaining accountability.

AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2019 & Prior	\$ 53,870	\$ -	\$ -	\$ 53,870	\$ -	\$ -
2020	-	-	-	-	-	-
2021	-	-	-	-	-	-
2022	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 53,870	\$ -	\$ -	\$ 53,870	\$ -	\$ -

Budget Change

TOTAL	\$ 53,870	\$ -	\$ -	\$ 53,870	\$ -	\$ -
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FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process?	Yes
Will the change result in an addition or cancellation of a capital project?	Yes
Will the underlying scope change alter the nature and type of capital project?	n/a
Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?	n/a
Will the change result in Council set debt and debt service limits being exceeded?	No

In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.

Attachment: 4 - 5. Capital Budget Amendment Forms (2019 Capital Budget Amendments)



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

CAPITAL BUDGET AMENDMENT

Council

CURRENT PROJECT NAME: Fire Training Area and Site Preparation

AMENDED PROJECT NAME:

Group I/O

Revenue I/O

Expense I/O

Project Amendment

ORDER CODES (if assigned):

0152018

700991

601689

CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2019 & Prior	\$ 900,000	\$ -	\$ -	\$ 900,000	\$ -	\$ -
2020	-	-	-	-	-	-
2021	-	-	-	-	-	-
2022	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 900,000	\$ -	\$ -	\$ 900,000	\$ -	\$ -

CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
3/12/2019	\$ 900,000	\$ 56,732	\$ 843,268	\$ -

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

This amendment is to request additional funds for the preparation of the Fire Training Area Site.

Regional Emergency Services has identified the need for a dedicated Fire Training area to facilitate the practical portion of emergency services training. The training area requires space for training props to facilitate exercises such as live fire training, vehicle extrication, technical rescue, etc.

The design for the training ground has been completed and the following items were not included in the initial budget are required to complete the site -storm system modification, supply and installation of basic infrastructure such as fire hydrants, fence and under ground tanks. Furthermore the existing access to Fire Hall #5 needs to be removed and construction of a new access road, relocation of existing fiber optic cable and street lights needs to be completed. Estimated cost to complete this project is \$3,000,000.

AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2019 & Prior	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -
2020	-	-	-	-	-	-
2021	-	-	-	-	-	-
2022	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -

Budget Change

TOTAL	\$ 2,100,000	\$ -	\$ -	\$ 2,100,000	\$ -	\$ -
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FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process?

Yes

Will the change result in an addition or cancellation of a capital project?

No

Will the underlying scope change alter the nature and type of capital project?

No

Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?

Yes

Will the change result in Council set debt and debt service limits being exceeded?

No

In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.



COUNCIL REPORT

Meeting Date: March 26, 2019

Subject: Municipal Debt Payment Plan

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT Administration pay in full the Committed Drawn Debt held by Alberta Capital Finance Authority (ACFA) using uncommitted reserve funds by the end of the first quarter 2019;

THAT funds allocated within the 2019 Budget and 2020 – 2021 Financial Plan continue to be used to fund previously approved debenture-funded capital projects to eliminate the committed undrawn debt by Q2 2021.

Summary:

The Municipality presently has committed drawn debt in the amount of \$265M and committed undrawn debt in the amount of \$156M. The current committed drawn debt loan repayment timeline range is from 2019 to 2036; the interest rates range from 1.78% to 8.88% with an average rate of 4.60%. The total debt servicing cost, which includes interest and principal, equals \$357.9M. The final payment will occur in 2036.

The debt is held by the Alberta Capital Finance Authority (ACFA) and they do allow early payout of debt with an assessed penalty. The total amount required to payout the debt is approximately \$310M; \$35M from the penalty payout, and \$275M from principal and interest. The penalty amount will change, as it is based on current long-term interest rate market conditions.

In addition, the Municipality has \$156M in committed undrawn debt. Committed undrawn debt is undrawn debt that has been approved by Council as a funding source for capital projects. The debt was not drawn due to interest rates and the availability of cash in the bank. Since the 2017 budget year the committed undrawn debt has been reduced by using uncommitted capital infrastructure reserve monies and an annual budgeted amount to eliminate the uncommitted undrawn debt. The 2019 budget and 2020 - 2021 Financial Plan have amounts included for eliminating the committed undrawn debt by Q2 2021.

Background:

Prior to 2017, the Municipality utilized debt to fund capital assets on two principles:

- Use debt to fund capital projects that have a longer useful life.
- Use debt finance as a funding source of “last resort.”

The first principle respected the *inter-generational equity philosophy*, which stated that each generation that benefits from an amenity must bear their fair share of financial burden, and the second principle indicated a conservative approach to debt use. For a municipality that was facing demand for new infrastructure and infrastructure rehabilitation, use of debt was a reality as general revenue growth lagged infrastructure demand.

As of 2017 the Municipality has been reducing the committed undrawn debt and will be following a Pay-As-You Go (PAYG) capital funding strategy once this undrawn debt is eliminated. The Municipality will continue to consider the use of alternative sources of funding such as grants, developer contributions, off-site levies, donations, user fees, or reserves for capital asset acquisition or construction.

A benchmarking study completed in 2017 identified the Regional Municipality of Wood Buffalo as having above-average debt per capita over all the selected Alberta comparators.

Budget/Financial Implications:

The total amount of outstanding debt equals \$358M; \$265M in principal and \$93M in interest payments. Over the next 10 years, approximately \$26M will have to be added to the Municipal Operating Budget. If the committed drawn debt is paid out early, the penalty amount does not equal the outstanding interest and there would be a net savings of approximately \$58M. There are sufficient funds available within the current bank balance to allow this payment.

Rationale for Recommendation:

The early payment of the debt will strengthen the Municipality’s financial position.

Strategic Priorities:

Responsible Government

Attachments:

Debt Presentation

Debt

Presented by Linda Ollivier, Ray Cayen,
Financial Services

Debt Position

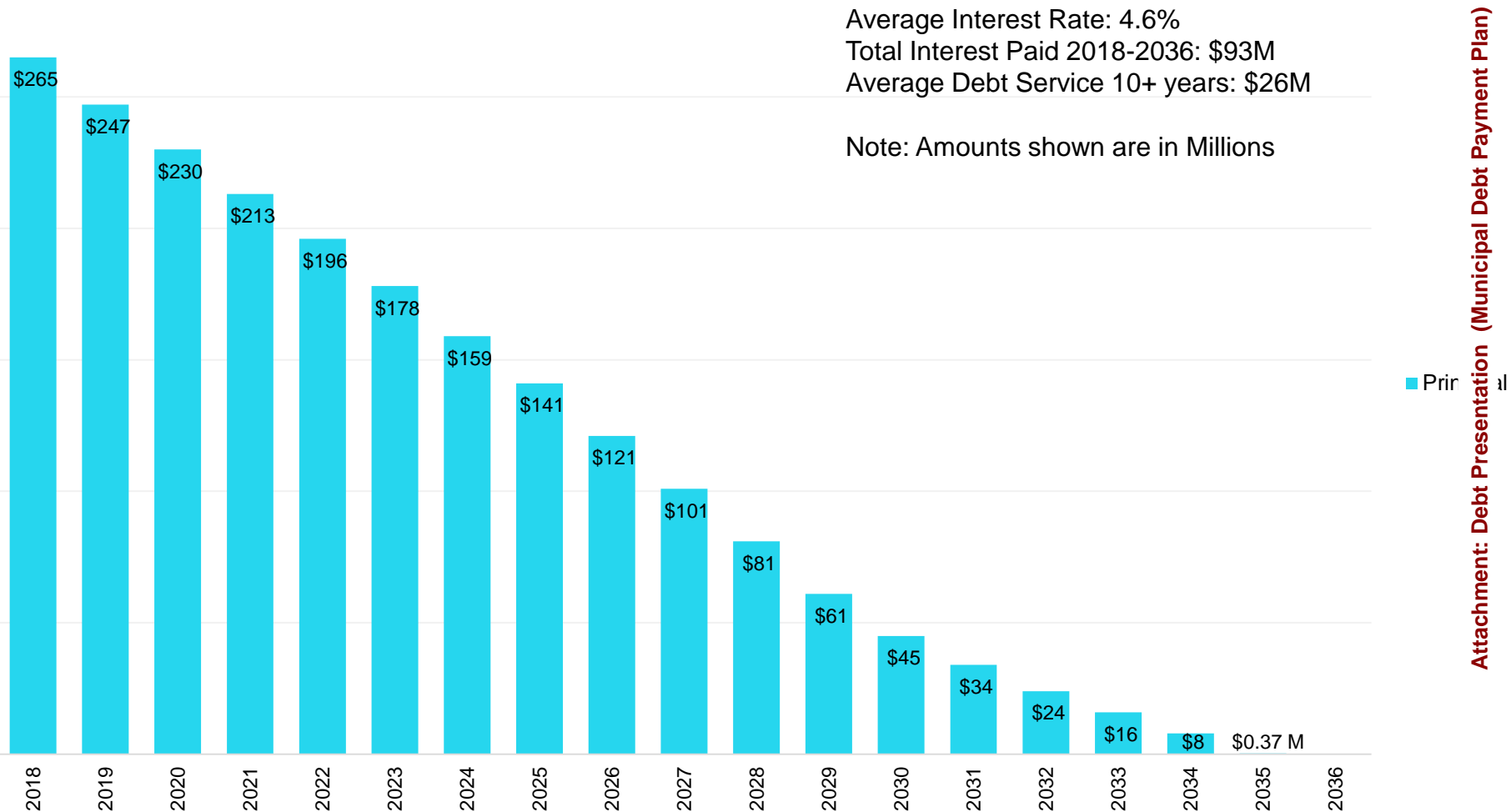
The debt position as of December 2018

- Committed Drawn Debt \$265M
- Committed Undrawn Debt \$156M
- Total Debt Position \$421M

During the 2019 Budget workshops, Council put forth a motion:

THAT Administration develop and bring forward a plan by the end of the first quarter of 2019 to pay off all municipal debt by the end of the second quarter of 2021

Committed Drawn Debt: 2018 - 2036



Pay Down Committed Debt

The cost to pay down the committed debt in Q1 2019 would be ~\$310M. This number is made up of ~\$35M in penalties for the prepayment of the debt, and \$275M of principal & accrued interest. This equates to a net savings of ~\$58M over the remaining term of the loans.

The total cost of the paydown is based on a December 2018 quote from Alberta Capital Financial Authority (ACFA). A new quote will be required due to long term interest rate market conditions.

Committed Undrawn Debt

Our current Debt strategy that dates back to 2015 is based on the inter-generational equity philosophy which states that each generation that benefits from an amenity – examples being water treatment plant, recreational facilities and roads – must bear their fair share of the financial burden.

For each capital project, we identify a funding source. In past years, debt was identified as the funding vehicle for a portion of our capital requirements. The Municipality did not draw debt for all projects due to the interest rate at the time, and the availability of cash in our bank.

Our strategy since the 2017 budget year, was to use uncommitted capital infrastructure reserve monies versus debt for these capital projects. This committed undrawn debt, currently at \$156M, is planned to be eliminated by 2021.

Bank

As of December 31, 2018

Cash

Operating - Bank Balance	\$	99
Investments		1,109
Total Cash	\$	1,208

Committed Funds

Deferred Revenue

Grants		(35)
Developer Agreements		(19)
Offsite Levies		(3)
	\$	(57)

Reserves

Committed Funds

Capital	(587)
Emerging Issues	(118)
Operating	(35)
Other	(7)
	\$ (747)

Total Committed **\$ (803)**

Uncommitted Reserve Balance **\$ (405) ***

*In Millions

Questions?



COUNCIL REPORT

Meeting Date: March 26, 2019

Subject: Bylaw No. 19/008 - Bylaw Amendment - Community Standards Appeal Committee

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 19/008, being a bylaw to amend the Community Standards Appeal Committee Bylaw No. 19/001, be read a first time.
2. THAT Bylaw No. 19/008 be read a second time.
3. THAT Bylaw No. 19/008 be considered for third reading.
4. THAT Bylaw No. 19/008 be read a third and final time.

Summary:

On January 8, 2019, Council passed Bylaw No. 19/001 which established the Community Standards Appeal Committee (CSAC). Following passage of the CSAC bylaw, it was realized that the approval of an extension of time for submission of a subdivision plan to the subdivision authority or for registration of a subdivision plan at the Land Titles Office was delegated to the Chief Administrative Officer through Bylaw No. 17/021, the Chief Administrative Officer Bylaw (CAO Bylaw).

As these types of matters are purely administrative in nature, dealing with them through an adjudicative process such as an appeal committee would cause unnecessary delays for all parties concerned. As such we are recommending that approval of granting an extension of time to complete a subdivision remain with the Chief Administrative Officer.

In addition, Bylaw No. 15/007, the Delegation of Council Authority Bylaw, was not repealed at the time of passing the CAO Bylaw, Bylaw No. 17/021. Bylaw No. 15/007 in essence, also delegates Councils authority to grant extensions of time for submission of subdivision plans to the CAO.

As a result of the review conducted by Administration, it is recommended that Bylaw No. 19/008, an amendment to the Community Standards Appeal Committee Bylaw be approved. This amendment if passed will also repeal Bylaw No. 15/007.

Strategic Priorities:

Responsible Government

Attachments:

- 1. Bylaw No. 19/008 Community Standards Appeal Committee Amending Bylaw**
- 2. Bylaw No. 17/021 CAO Bylaw**
- 3. Bylaw No. 15/007 Delegation of Council Authority**

BYLAW NO. 19/008

**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO
TO AMEND THE COMMUNITY STANDARDS APPEAL COMMITTEE BYLAW NO.
19/001, AMEND THE COMMITTEES BYLAW NO. 17/024 AND REPEAL THE
DELEGATION OF COUNCIL AUTHORITY BYLAW NO. 15/007.**

WHEREAS, in accordance with section 191(1) of the *Municipal Government Act*, Chapter M- 26 Revised Statutes of Alberta 2000 and amendments thereto (“**Act**”), the Council for a Municipality may amend its bylaws;

NOW THEREFORE the Council of the Regional Municipality of Wood Buffalo enacts the following:

1. This Bylaw may be cited as the “Community Standards Appeal Committee Amendment Bylaw.”
2. The Community Standards Appeal Committee Bylaw is amended by removing:
 - (a) “and exercise Council’s power to grant extensions of time under Section 657(4) of the *Municipal Government Act*” in paragraph 4 of the Preamble;
 - (b) “or a Subdivision Extension Application” in subsection 2(c);
 - (c) “or Subdivision Extension Application” in subsection 2(d);
 - (d) subsections 2(i) & 2(t) in their entirety and re-lettering section 2 accordingly;
 - (e) “; and” at subsection 5(a); and replacing it with a period;
 - (f) subsection 5(b) in its entirety; and
 - (g) “and Extension Applications” in subsection 20(c).
3. The Committees Bylaw No. 17/024 and the Community Standards Appeal Committee Bylaw No. 19/001 are further amended by removing the following in Appendix F:
 - (a) “2. Determine whether a subdivision approval extension should be granted and impose any terms, requirements or deadlines the committee considers appropriate, pursuant to s. 657(4) of the *Municipal Government Act*.”; and
 - (b) the semicolon after “hear and adjudicate appeals brought by any person who has received an order under s. 545 or s. 546 of the *Municipal Government Act* and other related proceedings” and replacing it with a period.
4. The Delegation of Council Authority Bylaw No. 15/007 is repealed.
5. This Bylaw comes into force when it is passed.

READ a first time this ____day of_____ 2019.

READ a second time this ____day of_____ 2019.

READ a third time this this ____day of_____ 2019.

SIGNED and PASSED this this ____day of_____ 2019.

Mayor

Chief Legislative Officer

BYLAW NO. 17/021

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

WHEREAS the *Municipal Government Act* provides that a council must, by bylaw, establish the position of chief administrative officer;

AND WHEREAS the *Municipal Government Act* and other provincial statutes provide for certain duties, functions and powers of a chief administrative officer that are independent of the council;

AND WHEREAS the *Municipal Government Act* further provides that a council may assign additional duties, functions and powers, within municipal jurisdiction, to a chief administrative officer;

AND WHEREAS the *Municipal Government Act* further provides that where an enactment or bylaw requires or authorizes a municipality to do something but does not specify who in the municipality may do it, or when a municipality wishes to exercise its natural person powers, then the thing may be done or the natural person powers may be exercised by the chief administrative officer unless the council specifies otherwise;

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

1. This Bylaw may be cited as the “Chief Administrative Officer Bylaw” or the “CAO Bylaw”.
2. In this Bylaw:
 - (1) “Act” means the *Municipal Government Act* of the Province of Alberta;
 - (2) “Chief Administrative Officer” or “CAO” means the person appointed by the Council under section 4 and under section 205 of the Act to be chief administrative officer for the Municipality;
 - (3) “Contract” means any agreement establishing legal rights and obligations between the Municipality and one or more other parties, whether or not involving receipt or payment of money, and includes an amendment to an agreement;
 - (4) “Contract Document” means a record, in either paper or electronic format, that sets out the terms of a Contract, and includes without limitation a purchase order, credit card or procurement card transaction, agreement for acquisition or disposition of an interest in land, lease, agreement for procurement or disposal of a good or service, employment agreement, collective agreement, development or subdivision agreement, tax agreement, or change order, and includes a record of an amendment to an agreement;
 - (5) “Council” means the council of the Municipality;

- (6) "Council Policy" means a policy applicable to the affairs, operations, or administration of the Municipality that has been adopted by bylaw or resolution of the Council;
 - (7) "Municipality" means the municipal corporation of the Regional Municipality of Wood Buffalo;
 - (8) "Municipal Powers and Duties" means a thing the Municipality is required or authorized to do under a statute or regulation of the Province of Alberta or under a bylaw of the Municipality, where the statute, regulation or bylaw does not specify who in the Municipality may do the thing;
 - (9) "Natural Person Powers" means the capacity, rights, powers and privileges of a natural person, and includes without limitation:
 - (a) the capacity to enter into Contracts, including without limitation signing or authorizing an agreement referenced in subsection 213(4) of the Act, and to perform and enforce obligations under a Contract to which the Municipality is a party;
 - (b) the capacity to initiate or defend legal proceedings;
 - (c) the power to spend money;
 - (d) the power to incorporate or control a corporation;
 - (e) the capacity to be an employer, and to exercise an employer's rights including the right to establish terms and conditions of employment of all employees who are not covered by a collective agreement to the extent allowed by law;
 - (10) "Statutory Function" means a duty, function or power assigned to the chief administrative officer of a municipality under the Act or under any other statute or regulation of the Province, excepting Natural Person Powers, and also includes:
 - (a) the duties, functions and powers of the Council under sections 214, 333.1, 360, 419, 436.1, 553, 559, and 657(6) of the Act, and
 - (b) the powers of the Council under section 481 of the Act only with respect to fees for copies of decisions and other documents.
3. The position of Chief Administrative Officer for the Municipality is established.
 4. Council shall by resolution appoint a person to the position of Chief Administrative Officer. If a vacancy occurs in the position Council may by resolution appoint a person to be an interim Chief Administrative Officer and in such case all the provisions of this bylaw that apply to the CAO apply equally to the interim CAO.
 5. The remuneration and other terms of engagement of the Chief Administrative Officer shall be set out in an agreement between the CAO and the Municipality that is satisfactory to the Council and not inconsistent with any provision of the Act or this Bylaw, which the Mayor shall execute on behalf of the Municipality.

6. In addition to Municipal Powers and Duties, Natural Person Powers and Statutory Functions the Chief Administrative Officer has such additional duties, functions or powers as may from time to time be assigned to the position by the Council.
7.
 - (1) For each of sections 69, 199, 213, 270, 429, 336, 343, 436.11, 436.21, 436.24, 439, 455, 542, 545, 546, 606 and 634 of the Act a designated officer position is established, to exercise the powers, duties and functions set out in that section of the Act in addition to any additional powers, duties or functions the Council may from time to time assign to the position.
 - (2) The authority to appoint persons to the designated officer positions established under subsection 7(1) is delegated to the Chief Administrative Officer.
8.
 - (1) The Council's duty to appoint a person to the designated officer position of clerk of the Municipality's assessment review boards is delegated to the CAO.
 - (2) The CAO must not personally hold the position of clerk of the Municipality's assessment review boards and must take reasonable steps to ensure that the powers, duties and functions of clerk of the assessment review boards are kept strictly at arms-length from all other aspects of the Municipality's operations, affairs and administration.
9.
 - (1) The position of clerk of the Municipality's subdivision and development appeal board is established, and the Council's duty under the Act to appoint a person to that designated officer position is delegated to the CAO.
 - (2) The CAO must not personally hold the position of clerk of the Municipality's subdivision and development appeal board and must take reasonable steps to ensure that the powers, duties and functions of clerk of the subdivision and development appeal board are kept strictly at arms-length from all other aspects of the Municipality's operations, affairs and administration.
10. If the Act refers to powers, duties or functions of a designated officer that can only be carried out if authorized by the Municipality or by bylaw of the Municipality, the CAO or any designated officer appointed by the CAO under section 7 is authorized to carry out those powers, duties or functions to the extent that the CAO deems to be in the best interests of the Municipality.
11. Where Council has established a Council Policy the Chief Administrative Officer may issue directions not inconsistent with either the Council Policy or any collective agreement in force, to the Municipality's officers and employees, as the CAO deems advisable to implement or support the intent of the Council Policy.
12.
 - (1) The Statutory Functions referenced in subsection 2(10), clauses (a) and (b) are delegated to the Chief Administrative Officer.
 - (2) In exercising the Statutory Function of establishing a system for destruction of records of the Municipality the CAO shall implement measures to ensure that if a record contains an individual's personal information and if that information will

be used by the Municipality to make a decision that directly affects the individual, the Municipality must retain the information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

- (3) In exercising the Statutory Function of administrative head of the Municipality the CAO may implement such organizational structures and reporting relationships and give such directions to or in respect of officers, employees, contractors or agents of the Municipality, not inconsistent with any collective agreement in force, as the CAO deems appropriate to serve the needs of the Municipality.
13. The Chief Administrative Officer may exercise Natural Person Powers and Municipal Powers and Duties, for and on behalf of the Municipality, subject to the limitations set out in this Bylaw.
14. The Chief Administrative Officer must not approve or execute a collective agreement with a bargaining agent, on behalf of the Municipality, until the collective agreement has been approved or ratified by the Council.
15. The Chief Administrative Officer must not
 - (1) cause the Municipality to incorporate or become a shareholder of a for-profit corporation, or to incorporate or become a shareholder or member of a not-for-profit corporation; or
 - (2) exercise on behalf of the Municipality any power, duty or function of a shareholder or member of a corporation
 until the action is approved by the Council.
16. The CAO must not settle or compromise a claim brought against the Municipality whether by way of formal legal proceeding or otherwise, for an amount exceeding \$1 million, until the Council has been informed of the amount and the rationale for the intended settlement or compromise.
17. The CAO must not cause the Municipality to initiate a legal proceeding seeking an award of money whether as damages or otherwise in an amount exceeding \$1 million until the Council has been informed of the rationale for the intended legal proceeding and the amount claimed, unless the CAO considers it necessary to take that step prior to informing the Council in order to avoid the risk of missing a limitation period.
18. The CAO must not approve the terms of a Contract or execute on behalf of the Municipality a Contract Document that commits the Municipality to spend money unless the amount of the expenditure is included in a budget approved by the Council or has otherwise been authorized by the Council.
19. The CAO must not dispose of, or by execution of a Contract Document commit the Municipality to dispose of, an asset of the Municipality of a value greater than \$1 million until the Council has been informed of the rationale for the intended asset disposal.


20. The CAO must not approve the terms of a Contract or execute a Contract Document that commits the Municipality to acquire or dispose of a fee simple interest in land or to grant a leasehold interest for a term longer than 20 years until the Council has been informed of the essential terms of the intended transaction and the rationale for it, excepting:
- (1) an acquisition of land for the purpose of establishing a public utility lot on which utility infrastructure of the Municipality will be located;
 - (2) a disposition of a lot or parcel that the CAO considers too small or irregularly shaped to be useful for a municipal purpose, in order to assist with a third party land assembly in support of economic development.
21. If by bylaw or resolution the Council does or authorizes or directs to be done any act or thing that would otherwise be within the authority of the CAO under section 13, whether on the Council's own initiative or at the request of the CAO, then the CAO's authority in respect of that act or thing is limited in accordance with the language of the bylaw or resolution, regardless of whether it contains a specific reference to section 13.
22. Every act or thing done by the Chief Administrative Officer or by any person exercising any CAO power, duty or function under delegation from the CAO, must be done in compliance with the requirements of all applicable statutory and regulatory provisions, the common law and equity, and Council Policies, and in accordance with the provisions of any interprovincial or international trade agreement that is binding on the Municipality.
23. Nothing in this bylaw, including a reference to a duty, creates a private law duty of care.
24. Bylaw No. 01/090 is repealed.
25. This bylaw comes into effect when it is passed, with the exception of section 9 which comes into effect when section 627.1 of the Act is proclaimed in force.

READ a first time this 26th day of July, 2017

READ a second time this 22nd day of August, 2017

READ a third and final time this 22nd day of August, 2017

SIGNED and PASSED this 22nd day of August, 2017



Mayor



Chief Legislative Officer

BYLAW NO. 15/007**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO DELEGATE CERTAIN POWERS AND DUTIES CONFERRED UPON THE COUNCIL UNDER THE MUNICIPAL GOVERNMENT ACT**

WHEREAS Section 657(6) of the *Municipal Government Act* provides that a council may grant an extension of the time within which a plan or other instrument effecting a subdivision must be provided to the subdivision authority, or the time within which a subdivision plan must be registered at the Land Titles Office;

AND WHEREAS Section 547 of the *Municipal Government Act* provides that a council shall upon the request of a person receiving a stop order under Section 545 or 546 carry out a review of the order and make a decision to confirm, vary, substitute or cancel the order;

AND WHEREAS the Council of the Regional Municipality of Wood Buffalo is of the opinion that its authority under Section 657(6) of the *Municipal Government Act* is appropriately delegated to the administration of the municipality, and that its authority under Section 547 of the *Municipal Government Act* is appropriately delegated to an established independent and impartial tribunal with experience in dealing with both land matters and stop orders;

AND WHEREAS Section 203 of the *Municipal Government Act* allows Council to delegate any of its powers or duties, other than the power or duty to pass bylaws;

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

SHORT TITLE

1. This Bylaw may be cited as the "Delegation of Council Authority Bylaw".

DELEGATION OF POWERS AND DUTIES

2. The powers and duties of the Council of the Regional Municipality of Wood Buffalo under Section 547 of the *Municipal Government Act* are hereby delegated to the Subdivision and Development Appeal Board established under Bylaw No. 95/033, in accordance with the consequential amendments to Bylaw No. 95/033 set out in section 5 of this Bylaw.
3. The powers and duties of the Council of the Regional Municipality of Wood Buffalo under Section 657(6) of the *Municipal Government Act* are hereby delegated to the Chief Administrative Officer of the Regional Municipality of Wood Buffalo.
4. The Chief Administrative Officer may further delegate any power or duty delegated under Section 3 of this Bylaw.

CONSEQUENTIAL

5. Bylaw No. 95/033, the Subdivision and Development Appeal Board Bylaw, is amended by adding the following after Section 11 and before Section 12:

11.1 Review of Order under Section 547 of the Municipal Government Act

11.1.1 The Board shall conduct a review under section 547 of the Municipal Government Act upon the written request of a person who receives an order issued under section 545 or section 546, if the request is delivered to the Secretary of the Board within 14 days after the order is served upon that person.

11.1.2 The Board must conduct a review and issue a written decision under section 11.1.1 within 60 days after a request is made under Section 11.1.1 within the time limited for doing so.

11.1.3 In conducting a review under section 11.1.1 the Board may, but is not required to, follow or substantially follow the procedures prescribed for appeals under Part 17, Division 10 of the Municipal Government Act.

11.1.4 The Chair of the Board may appoint a single Board member or a panel of 3 or 5 Board members to conduct a review under Section 547 of the Municipal Government Act if the order being reviewed does not include a direction to demolish all or part of a building or other structure, and in such case the Board member or Board panel has all the powers and duties of the full Board.

COMING INTO FORCE


6. This bylaw comes into force when it is passed.

READ a first time this 24th day of March, A.D. 2015.

READ a second time this 14th day of April, A.D. 2015.

READ a third time this 14th day of April, A.D. 2015.

SIGNED and PASSED this 14th day of April, A.D. 2015.



 Mayor



 Chief Legislative Officer



COUNCIL REPORT

Meeting Date: March 26, 2019

Subject: Bylaw No. 19/007 – Regional Municipality of Wood Buffalo (2022) Arctic Winter Games Bylaw

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 19/007, being a bylaw to establish the Regional Municipality of Wood Buffalo (2022) Arctic Winter Games Host Society, be read a first time.
2. THAT Bylaw No. 19/007 be read a second time.
3. THAT Bylaw No. 19/007 be considered for third reading.
4. THAT Bylaw No. 19/007 be read a third and final time.

Summary:

On February 6, 2019, the Arctic Winter Games International Committee officially announced that the Regional Municipality of Wood Buffalo was selected to host the 2022 Arctic Winter Games (the “Games”). The Municipality is required to incorporate a Host Society to be the body responsible for planning, managing and staging the 2022 Arctic Winter Games in the Wood Buffalo region. Bylaw No. 19/007 provides direction to the CAO and the Mayor to cause a Society to be incorporated under the Alberta Societies Act, to be called the Wood Buffalo Arctic Winter Games Host Society (the “Host Society”). Bylaw No. 19/007 sets out the governance structure for the Host Society and will be relied on as the basis for the Society’s corporate bylaw.

Background:

The Games are the largest northern multi-sport and culture event in the world. Over 2000 athletes from the circumpolar north will compete in traditional Arctic Sports, Dene games, and other popular winter sports over the span of seven days. The Games promote an exchange of cultural values and relationships through friendly competition and social interaction.

On May 17, 2018, the Municipality received a letter from the Alberta Minister of Culture and Tourism, inviting the Municipality to submit a bid to host the Games. On October

23, 2018, Council passed the following motion

THAT Administration consult with a stakeholder working group to guide the bid development process for the Regional Municipality of Wood Buffalo;

THAT a bid for the Municipality to host the 2022 Arctic Winter Games be prepared and submitted by the stakeholder working group before the November 30, 2019 bid submission deadline;

THAT \$30,000 be allocated from the 2018 Economic Development Branch operating budget to cover costs associated with the bid and bid tour; and

THAT funding up to a maximum of \$4,000,000 be allocated from the Emerging Issues Reserve to the 2022 Arctic Winter Games Host Society, subject to Council's approval of the proposed games budget and the Regional Municipality of Wood Buffalo being the successful bidder.

On February 6, 2019, the Arctic Winter Games International Committee announced that the Games will be held in the Regional Municipality of Wood Buffalo. The next step is to incorporate the Host Society and appoint its Board of Directors to begin planning for the Games.

Rationale for Recommendation:

Bylaw No. 19/007 sets out the proposed governance structure for the Host Society and is the first step in incorporating a Host Society to plan, manage and stage the Games.

Strategic Priorities:

Regional Economic Development

Attachments:

Bylaw No. 19/007 2022 Arctic Winter Games

BYLAW No. 19/007

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH THE 2022 ARCTIC WINTER GAMES HOST SOCIETY

WHEREAS the Municipality has been selected by the Arctic Winter Games International Committee to host the Games;

AND WHEREAS the Municipality agrees to host the Games and intends to enter into an agreement with the Arctic Winter Games International Committee to formalize the arrangement;

AND WHEREAS the Municipality wishes to form an incorporated society to act as Host Society and bear full responsibility for planning, managing and staging the Games;

AND WHEREAS the Municipality intends that the Host Society shall be responsible to and controlled by the Municipality;

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

Short title

1. This Bylaw shall be cited as the "Regional Municipality of Wood Buffalo (2022) Arctic Winter Games Bylaw".

Definitions and Interpretation

2. In this bylaw:
 - (a) "Board" means the Directors appointed to the Host Society.
 - (b) "Municipality" means the Regional Municipality of Wood Buffalo, a municipal corporation.
 - (c) "CAO" means the individual appointed by Council to be chief administrative officer for the Municipality and includes anyone appointed in an interim or acting capacity.
 - (d) "Council" means the elected Council of the Municipality.
 - (e) "Executive" means the Co-Chairs, Secretary and Treasurer.
 - (f) "Games" means the 2022 Arctic Winter Games.
 - (g) "Host Society" means a society incorporated under the *Societies Act* of Alberta to plan, manage and stage the Games.
 - (h) "Mayor" means the chief elected official of the Municipality.

- (i) "Municipal Representative" means an employee of the Municipality appointed by the CAO and serving at the will of the CAO.

Incorporation

- 3. The Mayor and the CAO shall cause the Host Society to be incorporated.
- 4. The Host Society shall have objects and bylaws consistent with this bylaw and the Terms of Reference attached hereto as Schedule A.
- 5. The Host Society shall be incorporated under the name "Wood Buffalo Arctic Winter Games Host Society" or such other name as the CAO, Mayor and Alberta Registries may approve.
- 6. The Municipality shall be the sole member of the Host Society

Appointment of Directors

- 7. The following shall be appointed as ex-officio, non-voting Directors:
 - (a) The Mayor;
 - (b) Council may appoint up to two Councillors to be ex-officio non-voting Directors and may remove and replace the Councillors with alternate Councillors at will;
 - (c) The Alberta Sport Connection may appoint up to one representative as ex-officio non-voting Director and may remove and replace its representative with an alternate representative at will; and
 - (d) The Arctic Winter Games International Committee may appoint up to two representatives as ex-officio non-voting Directors and may remove and replace its representatives with alternate representatives at will.
- 8. The following shall be appointed as ex-officio, voting Directors:
 - (a) The CAO; and
 - (b) The Municipal Representative
- 9. Council shall appoint up to 12 voting Directors from the public-at-large and each Director shall be appointed to one of the following roles:
 - (a) Co-Chair
 - (b) Co-Chair
 - (c) Director Sponsorship & Donations

- (d) Director of Administration
- (e) Director Marketing & Public Relationship
- (f) Director Communications & IT
- (g) Director Care & Comfort
- (h) Director Sport – Technical
- (i) Director Sport – Facilities
- (j) Director Culture & Ceremonies
- (k) Director Volunteer & Protocol
- (l) Director at Large

Responsibilities of the Host Society

10. The Host Society shall:

- (a) Be accountable to the Municipality in all aspects of fulfilling its mandate to plan, manage, stage, finance and promote the Games;
- (b) Plan, manage, stage, finance and promote the Games in accordance with:
 - (i) any obligations imposed on the Host Society by the Municipality, Alberta Sport Connection or the Arctic Winter Games International Committee; and
 - (ii) any agreements which may be entered into from time to time between the Municipality and the Arctic Winter Games International Committee;
- (c) Establish such committees, standing committees and subordinate bodies as are necessary for the successful organization and staging of the Games;
- (d) Do any and all things as may be necessary to ensure the attainment of the objects of the Society and function within the terms of reference as described in Schedule A; and
- (e) Be empowered to borrow money only through and upon the consent and authority of the Municipality.

Coming into Force

1. This Bylaw comes into force when passed.

READ a first time this _____ day of _____, 2019.

READ a second time this _____ day of _____, 2019.

READ a third time and final time this _____ day of _____, 2019.

SIGNED and PASSED this _____ day of _____, 2019

Mayor

Chief Legislative Officer

SCHEDULE “A”

WOOD BUFFALO ARCTIC WINTER GAMES HOST SOCIETY

TERMS OF REFERENCE

1. RIGHTS AND OBLIGATIONS OF DIRECTORS

- (a) Directors shall be entitled to take part in all Host Society activities.
- (b) Directors shall act with diligence and demonstrate fiscal responsibility in fulfilling the objects of the Host Society.
- (c) Directors shall act with professionalism at all times and shall refrain from behaving in any way that could bring the Municipality, Alberta Sport Connection or the Arctic Winter Games International Committee into disrepute.
- (d) Directors shall serve without compensation or remuneration from the Host Society.

2. MEMBER

- (a) The Municipality shall be the sole Member.
- (b) Meetings of the Member, both special meetings and general meetings, may be held at the call of the Chair or the Member.
- (c) A resolution, in writing, signed by the Member shall be effective as a resolution passed at a meeting of the Member duly convened.

3. OFFICERS

- (a) The officers of the Host Society shall be the Co-Chairs, Treasurer and Secretary.
- (b) The officers of the Host Society shall be known as the Executive.
- (c) The Co-Chairs shall hold office at the pleasure of Council.
- (d) The Treasurer and Secretary shall hold office at the pleasure of the Board of Directors.

4. RECRUITMENT OF DIRECTORS

- (a) The CAO shall recruit and recommend two individuals for appointment as Director by Council to fill the two roles of Co-Chair.
- (b) The CAO shall accept applications from individuals resident in the Regional Municipality of Wood Buffalo to fill the remaining 10 public-at-large Director positions:
 - (i) Director of Administration
 - (ii) Director Marketing & Public Relationship
 - (iii) Director Communications & IT
 - (iv) Director Care & Comfort
 - (v) Director Sport – Technical
 - (vi) Director Sport – Facilities
 - (vii) Director Culture & Ceremonies
 - (viii) Director Volunteer & Protocol
 - (ix) Director at Large

Applications shall be reviewed by Council in collaboration with both Co- Chairs. Council shall appoint one individual to fill each Director position.

5. WITHDRAWAL AND EXPULSION OF DIRECTORS

- (a) A Director may resign from the Board of Directors by providing notice in writing to the Chair.
- (b) A Director shall hold office at the will of the Member.
- (c) Any Director whose conduct is considered detrimental to the Host Society, the Municipality, Alberta Sport Connection or the Arctic Winter Games International Committee may be expelled either by majority resolution of the Board of Directors or the Member.

6. SIGNING OFFICERS

- (a) Any member of the Executive and the General Manager or alternately any two members of the Executive, shall have signing authority for the Host Society.

7. GENERAL MANAGER

- (a) The Host Society shall employ a General Manager to fulfil its mandate.
- (b) The General Manager is responsible to the Host Society and shall take direction from the Board of Directors through the Chair or his/her delegate.

- (c) The General Manager shall be responsible for managing the Host Society's employees and volunteers.

8. DUTIES OF OFFICERS

- (a) The Chair shall preside at all meetings of the Member, the Board of Directors and the Executive.
- (b) The Vice-Chair shall assist the Chair in his/her duties when called upon and assume the responsibilities of the Chair in his/her absence.
- (c) The Secretary shall:
 - (i) Record the minutes of all meetings (or appoint an administrative delegate to fulfil this duty);
 - (ii) Within 7 days of each meeting, circulate the minutes to all Directors and the Member; and
 - (iii) Send out meeting notices as directed by the Chair.
- (d) The Treasurer shall:
 - (i) Establish a financial management system in accordance with good accounting practices and in keeping with the Municipality's standards;
 - (ii) Place all monies in the bank;
 - (iii) Issue cheques and pay all accounts which are duly authorized by the Executive;
 - (iv) Keep accurate records of all receipts and disbursements and submit the records with proper vouchers to the auditors appointed for the current year;
 - (v) Prepare a financial statement at the end of the fiscal year; and
 - (vi) Prepare and present interim reports to the Board of Directors at each quarter.

9. STANDING COMMITTEES

- (a) The Board of Directors may from time to time appoint standing committees or any other committees it deems necessary to fulfil the objects of the Host Society.
- (b) Each committee shall be responsible to the Host Society and shall not be authorized to not accept any obligations, whether contractual, financial or otherwise, without approval of the Board of Directors, Member or Municipality as may be required;
- (c) A minimum of 1 Director shall sit on and chair each standing committee; and

- (d) The list of standing committees suggested for the Host Society's consideration is as follows:

Ceremonies, Hospitality and Protocol
 Volunteer Services
 Facilities
 Athlete's Services
 Accreditation
 Security
 Media Relations
 Culture
 Sport
 Administration
 Finance
 Medical
 Awards, Results and Transportation
 Information Services
 Marketing

10. FISCAL YEAR

- (a) The fiscal year of the Host Society shall end on the 31st day of December each year.

11. BORROWING POWERS

- (a) The Host Society shall not be empowered to borrow money unless having obtained the consent and authority of the Municipality's Council.

12. ACQUISITION AND DISPOSITION OF ASSETS

- (a) The Host Society may not acquire any capital asset unless the acquisition is approved by Members resolution.
- (b) The Host Society must not dispose of any asset for less than fair market value unless the disposition is approved by Members resolution.

13. SURPLUS ASSETS

- (a) Any surplus assets remaining after the Host Society has staged the Games shall be returned to the Municipality's Emerging Issues Reserve fund.

14. AUDITOR

- (a) The Board of Directors shall annually recommend an Auditor to serve for a period one year.
- (b) The Auditor shall be appointed by the Member.



COUNCIL REPORT

Meeting Date: March 26, 2019

Subject: Request for Leave of Absence

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT an unpaid leave of absence, inclusive of salary and benefits, be authorized for Councillor Jane Stroud, for the period March 19 to April 16, 2019.

Summary and Background:

Councillor Jane Stroud has been nominated as a candidate for the Alberta New Democratic Party and is running in the provincial election which has been set to be held on April 16, 2019.

Councillor Stroud has requested an unpaid leave of absence, effective March 19, 2019, which is the date that the election was called. The requested leave of absence is inclusive of salary and benefits and extends up to and including the date of the election, after which time Councillor Stroud will either resign her position if successfully elected or immediately return to her Council duties.

Rationale for Recommendation:

There is no legislative requirement for a Councillor running for provincial office to request or take any form of leave, or otherwise vacate their position on Council during the campaign period.

Strategic Priorities:

Responsible Government



COUNCIL REPORT

Meeting Date: March 26, 2019

Subject: Transit App

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT Administration investigate and report back to Council on the costs, as well as any other relevant information including resources required and implementation time, to develop or purchase a transit app that will enhance customer experience and increase transit utilization in the Region.

Summary:

At the March 12, 2019 Council Meeting, Councillor Keith McGrath served notice of his intent to bring forward the following motion for consideration at the March 26, 2019 Council Meeting:

THAT Administration investigate and report back to Council on the costs, as well as any other relevant information including resources required and implementation time, to develop or purchase a transit app that will enhance customer experience and increase transit utilization in the Region.

Rationale for Recommendation:

Pursuant to Procedure Bylaw 18/020, the motion is now before Council for consideration.

Strategic Priorities:

Responsible Government