



## Council

Tuesday, December 8, 2020

Conducted Electronically via MS Teams

4:00 PM

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## Agenda

### Public Participation for December 8, 2020 Council Meeting

Council will be conducting the December 8, 2020 meeting through electronic communications in accordance with the Meeting Procedures (COVID-19 Suppression) Regulation, Order in Council 99/2020.

- Residents can listen to the live audio stream at [www.rmwb.ca/Council](http://www.rmwb.ca/Council)
- Anyone wishing to participate in the meeting is encouraged to do so by registering to speak as a delegate by way of teleconference or by submitting their delegation comments by email.
- To participate by teleconference:
  - Anyone wishing to speak by teleconference to an item on the December 8, 2020 Council Meeting Agenda must pre-register by 12 noon, Tuesday, December 8, 2020.
  - To register to speak via teleconference, please email [Legislative.Assistants@rmwb.ca](mailto:Legislative.Assistants@rmwb.ca) or call 780-743-7001 with your name, the phone number that you will be dialing in from and an email address that you can be reached at prior to and during the meeting.
  - You must provide the name of the agenda item that you wish to speak to.
  - All registrants will be emailed the details on how to participate prior to the start of the meeting.
  - Each registrant will be given a maximum of **5 minutes** to address Council.
- To make written submissions as a delegation before or during the live meeting:
  - Please email [legislative.assistants@rmwb.ca](mailto:legislative.assistants@rmwb.ca). You must include your name for the record.
  - You must provide the name of the agenda item that you wish to speak to in the subject line.
  - Please note that email comments for an agenda item must be received prior to the start of that item during the meeting. Emails that are received after the agenda item has been introduced or are not relevant to an agenda item, will not become part of the record of this meeting.
  - All written submissions are public and will be shared with Council verbally on the record during the course of the meeting.
  - Each submission will be shared verbally with Council for a maximum of **5 minutes**.

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**1. Call to Order****2. In-Camera Session (commencing at 2:00 p.m.)**

- 2.1. Advice from Officials - Regional Recreation Corporation Operations  
(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)
- 2.2. Disclosure Harmful to Economic and Other Interests of a Public Body - Labour Relations  
(in camera pursuant to section 25(1) of the *Freedom of Information and Protection of Privacy Act*)
- 2.3. Advice from Officials - Confidential Evaluations and Council Dialogue  
(in camera pursuant to sections 24(1) and 19(1) of the *Freedom of Information and Protection of Privacy Act*)

**3. Adoption of Agenda (Public Session at 4:00 p.m.)****4. Consent Agenda**

- 4.1. Minutes of Council Meeting - November 24, 2020
- 4.2. Board and Committee Appointments - 2021

THAT the appointments as outlined in Attachment 1 be approved effective January 1, 2021.

- 4.3. Council Appointed Advisory Board/Committee Meeting Minutes

THAT the Minutes from Council Appointed Advisory Board/Committee meetings, as outlined in Attachments 1-11, be accepted as information.

**5. Presentations**

- 5.1. Jamie Doyle, Chief Administrative Officer re: COVID-19 Public Briefing

**6. Unfinished Business**

- 6.1. Anti-Racism Resolution Update and Bylaw No. 20/031 - Amendment to the Committees Bylaw No. 17/024
  - 1. THAT Bylaw No. 20/031 being a bylaw to amend the Committees Bylaw, Bylaw No. 17/024, be read a first time.
  - 2. THAT Bylaw No. 20/031 be read a second time.
  - 3. THAT Bylaw No. 20/031 be considered for third reading.
  - 4. THAT Bylaw 20/031 be read a third and final time.

5. THAT the Mayor, on behalf of Council, be authorized to send a letter to the Minister of Education in support of curriculum changes that include anti-racism content, history of colonialism, enslavement, and genocide in Canada, and which integrates Indigenous history and culture.
6. THAT \$200,000 be allocated from the Emerging Issues Reserve to support the Equity and Inclusion Office development of a GBA+ Workshop and Anti-Racism Training for the Regional Municipality of Wood Buffalo.

6.2. Update on the Downtown Revitalization Incentives Program

THAT Administration be directed to bring forward an updated Downtown Revitalization Incentives Program Policy (FIN-320) for Council consideration by March 2021.

6.3. Bylaw No. 20/029 - Utility Account Holders Amending Bylaw and Bylaw No. 20/030 - Fees, Rates and Charges 2020 Bylaw

1. THAT Bylaw No. 20/029, being the Utility Account Holders Amending Bylaw, be read a second time.
2. THAT Bylaw No. 20/029 be read a third and final time.
3. THAT Bylaw No. 20/030, being the Fees, Rates and Charges 2020 Bylaw, be read a second time.
4. THAT Bylaw No. 20/030 be read a third and final time.

6.4. Request for Deferment/Cancellation of Taxes and Penalties

THAT collection of the 2018 taxes owing and associated penalties for late payment on the tax accounts identified in Attachment 1 in the amount of \$507,989.06, be deferred for a period of 12 months from December 31, 2020; and

THAT collection of the 2019 taxes owing and associated penalties for late payment on the tax accounts identified in Attachment 1 in the amount of \$494,914.34, be deferred for a period of 24 months from December 31, 2020; and

THAT taxes or tax arrears and associated penalties in the amount of \$2,556,273.78 be cancelled without further resolution of Council, at the end of the 24-month deferment period, if municipal taxes for those properties for 2018, 2019, 2021 and 2022 are paid in full according to attached Attachment 2.

**7. New Business**

- 7.1. Bylaw No. 20/032 - Land Use Bylaw Amendment - Definition and General Regulations Related to Project Accommodations

THAT Bylaw No. 20/032, being an amendment to the Land Use Bylaw specific to the definition and general regulations related to project accommodations, be read a first time; and

THAT the required public hearing for Bylaw No. 20/032 be scheduled to occur on January 26, 2021.

- 7.2. Community Identification Committee Recommendation - Renaming Fort MacKay Road

THAT Fort MacKay Road, as shown on Attachment 1, be renamed as Fort McKay Road.

- 7.3. Community Identification Committee Recommendation - Names of ball diamonds at MacDonald Island Park to be reassigned to ball diamonds at the Syncrude Athletic Park

THAT the names, 'Hlushak Field', 'Mutton Field', 'MacPherson Field', and 'Lambert Field' assigned to the ball diamonds at MacDonald Island Park, be reassigned to the ball diamonds at the Syncrude Athletic Park, as shown in Attachment 2.

**8. Councillor Reporting/Information Updates****Adjournment****Special Council Meeting****Call to Order**

1. Regional Recreation Corporation of Wood Buffalo - Revisions to Corporate Bylaw and Appointment of Directors
  1. THAT the corporate bylaws of the Regional Recreation Corporation of Wood Buffalo be revised and replaced with the text as outlined in Attachment 1.
  2. THAT the appointments to the Regional Recreation Corporation, as outlined in Attachment 3, be approved as of January 1, 2021.

**Adjournment of Special Council Meeting**



**Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held via Electronic Communications, a combination of video conferencing and teleconferencing, in the Council Chamber at the Syncrude Athletic Park Clubhouse in Fort McMurray, Alberta, on Tuesday, November 24, 2020, commencing at 4:00 PM.**

**Present:**

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

**Administration:**

Jamie Doyle, Chief Administrative Officer  
 Matthew Hough, Deputy Chief Administrative Officer  
 Jade Brown, Chief Legislative Officer  
 Deanne Bergey, Director, Community and Protective Services  
 Jody Butz, Regional Fire Chief  
 Chris Davis, Acting Director, Legal Services  
 Scott Davis, Director, Emergency Management  
 Dennis Fraser, Director, Indigenous and Rural Relations  
 Kelly Hansen, Director, Strategic Planning & Business Initiatives  
 Matthew Harrison, Director, Communications & Engagement  
 Brad McMurdo, Director, Planning and Development  
 Linda Ollivier, Director, Financial Services  
 Rachel Orser, Director, Supply Chain Management  
 Antoine Rempp, Director, Environmental Services  
 Keith Smith, Director, Public Works  
 Dennis Warr, Director, Engineering  
 Anita Hawkins, Legislative Officer

**1. Call to Order**

Mayor D. Scott called the meeting to order at 2:01 p.m.

**2. In-Camera Session (commencing at 2:00 p.m.)**

**MOTION:**

THAT Council close agenda items 2.1, 2.2 and 2.3 to the public pursuant to sections 17, 19 and 24 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, Meagher, Murphy, Peddle, Stroud, Voyageur

## 2.1 Disclosure Harmful to Personal Privacy - Annual Board and Committees Applications Review

(In Camera pursuant to section 17(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Jamie Doyle	Chief Administrative Officer
Matthew Hough	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Sonia Soutter	Legislative Advice/Clerk

## 2.2. Advice from Officials - Confidential Evaluations

(In Camera pursuant to sections 24(1) and 19(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Jamie Doyle	Chief Administrative Officer
Matthew Hough	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk

## 2.3. Council Dialogue and Operational Briefings

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

### Briefing No. 1

Name	Reason for Attending
Jamie Doyle	Chief Administrative Officer
Matthew Hough	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Linda Ollivier	Director, Financial Services

Briefings Nos. 2 and 3

<b>Name</b>	<b>Reason for Attending</b>
Jamie Doyle	Chief Administrative Officer
Matthew Hough	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Antoine Rempp	Director, Environmental Services
Dennis Warr	Director, Engineering

Briefing No. 4

<b>Name</b>	<b>Reason for Attending</b>
Jamie Doyle	Chief Administrative Officer
Matthew Hough	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk

Recess

A recess occurred between 3:57 p.m. and 4:08 p.m., at which time the meeting was reconvened in public in the Council Chamber.

**MOTION:**

THAT the meeting reconvene in public.

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

**3. Adoption of Agenda (Public Session at 4:00 p.m.)****3.1. MOTION:**

THAT the Agenda be adopted as presented.

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

#### 4. Consent Agenda

##### MOTION:

THAT the recommendations contained in Items 4.1 and 4.2 be approved.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Sheila Lalonde, Councillor
<b>SECONDER:</b>	Keith McGrath, Councillor
<b>FOR:</b>	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

##### 4.1. **Minutes of Council Meeting - November 10, 2020**

THAT the Minutes of the Council Meeting held on November 10, 2020 be approved as presented.

##### 4.2. **Bylaw No. 20/029 - Utility Account Holders Amending Bylaw and Bylaw No. 20/030 - Fees, Rates and Charges 2020 Bylaw**

1. THAT Bylaw No. 20/029, being the Utility Account Holders Amending Bylaw, be read a first time.
2. THAT Bylaw No. 20/030, being the Fees, Rates and Charges 2020 Bylaw, be read a first time.

#### 5. Presentations

##### 5.1. **Jamie Doyle, Chief Administrative Officer re: COVID-19 Public Briefing**

Jamie Doyle, Chief Administrative Officer, provided an update on the current case count issued by the Alberta Chief Medical Officer, identifying 147 active cases in Fort McMurray and 26 cases outside of the urban service area.

It was noted that municipal offices remain closed to the public and it is anticipated that staff working remotely will continue doing so through the end of 2020.

##### Recess and Return

A recess occurred from 4:27 p.m. to 5:24 p.m. and Councillor C. Voyageur returned to the meeting at 5:26 p.m.

## 5.2. Jody Butz, Regional Fire Chief, Regional Emergency Services re: EMS Dispatch

Jody Butz, Regional Fire Chief, spoke to the Alberta Health Services intent to consolidate ambulance dispatch services, which will remove the integrated emergency dispatch service from Fort McMurray. A video was shown comparing response times to 911 calls under past and current service models. Regional Fire Chief Butz concluded by stressing the importance of maintaining an integrated service model for the Municipality.

### Vacating of Chair

Mayor D. Scott vacated, and Deputy Mayor V. Murphy assumed the Chair at 5:57 p.m.

### **MOTION:**

THAT a letter be sent to the Premier of Alberta, advocating for Emergency Medical Services Dispatch remaining within the Regional Municipality of Wood Buffalo, advising that the Regional Municipality of Wood Buffalo is prepared to fund this local service.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Don Scott, Mayor
<b>SECONDER:</b>	Sheila Lalonde, Councillor
<b>FOR:</b>	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

### Resuming of Chair and Exit

Mayor D. Scott resumed the Chair at 6:02 p.m.

Councillor P. Meagher exited the meeting at 6:02 p.m.

## 6. Unfinished Business

### 6.1. Bylaw No. 20/021 - Election Bylaw

Jade Brown, Chief Legislative Officer, and Darlene Soucy, Legislative Officer, Legislative Services, introduced the Election Bylaw and responded to questions of Council.

### **MOTION:**

THAT Bylaw No. 20/021, being the Election Bylaw, be read a second time.

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

**MOTION:**

THAT Bylaw No. 20/021 be read a third and final time.

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

**7. New Business**

**7.1. Bylaw No. 20/028 - Chief Administrative Officer Bylaw No. 17/021 Amendment**

Jade Brown, Chief Legislative Officer, provided an overview of the proposed amendment to the Chief Administrative Officer Bylaw.

**MOTION:**

THAT Bylaw No. 20/028, being an amendment to the Chief Administrative Officer Bylaw No. 17/021, be read a first time.

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

**MOTION:**

THAT Bylaw No. 20/028 be read a second time.

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

**MOTION:**

THAT Bylaw No. 20/028 be considered for third reading.

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

**MOTION:**

THAT Bylaw No. 20/028 be read a third and final time.

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

## 7.2. Bylaw No. 20/007 - Repealing Bylaw 19/007 Regional Municipality of Wood Buffalo (2022) Arctic Winter Games Bylaw

Chris Davis, Acting Director, Legal Services, introduced Bylaw No. 20/007 and responded to questions of Council.

**MOTION:**

THAT Bylaw No. 20/007, being a bylaw to repeal Bylaw No. 19/007 Regional Municipality of Wood Buffalo (2022) Arctic Winter Games Bylaw, be read a first time.

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

**MOTION:**

THAT Bylaw No. 20/007, be read a second time.

Recess

A recess occurred from 6:27 p.m. to 6:37p.m.

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

**MOTION:**

THAT Bylaw No. 20/007, be considered for third reading.

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

**MOTION:**

THAT Bylaw No. 20/007, be read a third and final time.



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

### 7.3. Q3 2020 Financial Performance Report

Linda Ollivier, Director, Financial Services, provided an overview of the 2020 Q3 Financial Performance Report.

#### MOTION:

THAT the Third Quarter 2020 Financial Performance Update be accepted as information.

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

### 7.4. Request for Letter of Support - Titanium Corporation - Application to the Industrial Energy Efficiency and Carbon Capture, Utilization and Storage Program

Jamie Doyle, Chief Administrative Officer, provided an overview of the report, noting that Scott Nelson, Titanium Corporation was available to answer questions of Council. Scott Nelson, Titanium Corporation responded to questions of Council.

#### MOTION:

THAT the Mayor be authorized, on behalf of Council, to send a letter to the Honourable Jason Nixon, Alberta Minister of Environment and Parks, in support of Titanium Corporation's joint application to the Industrial Energy Efficiency and Carbon Capture, Utilization and Storage program.

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

**8. Councillor Reporting/Information Updates**

Council Members provided updates on various initiatives and events in the region.

**Adjournment**

The meeting adjourned at 7:26 p.m.

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Mayor

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Chief Legislative Officer



## COUNCIL REPORT

Meeting Date: December 8, 2020

### **Subject: Board and Committee Appointments - 2021**

#### **APPROVALS:**

**Jamie Doyle**

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Director

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Chief Administrative Officer

#### **Recommended Motion:**

THAT the appointments as outlined in Attachment 1 be approved effective January 1, 2021.

#### **Summary:**

The Regional Municipality of Wood Buffalo's 2020 annual Boards and Committees volunteer recruitment campaign was launched on September 25, 2020. Against the backdrop of COVID-19 the opportunity to take part in trade shows and other in-person recruitment efforts was limited. Administration followed some tried and true approaches through traditional advertising such as radio and community newsletters along with an enhanced targeted campaign on social media. The virtual recruitment campaign concluded on October 30, 2020 yielding close to 80 applications.

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

#### **Rationale for Recommendation:**

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

#### **Strategic Priorities:**

Responsible Government

#### **Attachments:**

**1. Board and Committee Appointments - Effective January 1, 2021 -  
CONFIDENTIAL**

## **COUNCIL COMMITTEE APPOINTMENTS**

### **Advisory Committee on Aging**

- Joan Furber, Golden Years Society, and
- Linda Mywaart, Senior at Large Rural be granted a one-year extension to December 31, 2021
- Carol Theberge, Wood Buffalo Health Advisory Council to December 31, 2022.

### **Assessment Review Board**

- John Ross Carruthers
- Joshua Gogo
- Nayef Mahgoub, and
- Sean Schaffer to December 31, 2022

### **Communities in Bloom Committee**

- Victoria Ganace, December 31, 2021
- Johnny Dulku
- Qasim Malik
- Nicole McMillan, and
- Ayesha Tariq to December 31, 2022

### **Community Identification Committee**

- Carrie Loy, and
- Chantelle Tatum to December 31, 2022

### **Community Standards Appeal Committee**

- Michelle Landsiedel, and
- Alex McKenzie to December 31, 2022

### **Public Art Committee**

- Paul Cooke, and
- Todd Hillier to December 31, 2022

**Regional Advisory Committee on Inclusion, Diversity and Equality**

- Jason Beck,
- Luay Eljamal, and
- Chantelle Tatum to December 31, 2022

**Regional Municipality of Wood Buffalo Combative Sports Commission**

- Roger Ashfield, and
- Sandy Bowman to December 31, 2022

**Regional Municipality of Wood Buffalo Library Board**

- Jennifer Kennett, and
- Roy Amalu to December 31, 2022
- Jim Proudfoot be appointed for a third term expiring December 31, 2022

**Regional Recreation Corporation**

- Colleen Kearney to December 31, 2021
- Chantal Beaver,
- Brendan Toner,
- Lonnie Pilgrim, and
- Chelsi Ryan to December 31, 2022,
- Jennifer Vardy to December 31, 2023

**Subdivision and Development Appeal Board**

- Andrew Crompton
- Alex McKenzie, and
- Taliesin Tupper to December 31, 2022

**Wood Buffalo Development Advisory Committee**

- Ijeoma Uche-Ezeala, and
- Curtis Williams to December 31, 2022

**Wood Buffalo Housing and Development Corporation**

- Ashley Ryan, and
- Connie Stevens to December 31, 2021
- Andrew Carter
- Allan E. Kallal
- Adekunle Dada to December 31, 2023

**Wood Buffalo Downtown Revitalization Advisory Committee**

- Brianne English, Oil and Gas Industry
- Carolyn Evancio, Seniors Representative, and
- Jean-Marc Guillamot, Business Community to December 31, 2022

**Wood Buffalo Waterfront Advisory Committee**

- Erica Brewer, Recreation Representative
- Andrew Crompton, Oil and Gas Industry
- Alan Gammon , Land Development, and
- David Stirling, Public at Large December 31, 2022



## COUNCIL REPORT

Meeting Date: December 8, 2020

### **Subject: Council Appointed Advisory Board/Committee Meeting Minutes**

#### **APPROVALS:**

**Jade Brown**

\_\_\_\_\_  
Director

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Chief Administrative Officer

#### **Recommended Motion:**

THAT the Minutes from Council Appointed Advisory Board/Committee meetings, as outlined in Attachments 1-11, be accepted as information.

#### **Summary and Background:**

Administrative Directive No. GOV-060-D, Council Appointed Committee Meetings and Reporting, was approved by Administration on October 25, 2019 and was established to govern the core democratic principles of openness and transparency by ensuring that Council Committees, which are advisory in nature, are managed and administered consistently.

A mechanism to ensure alignment with the provision of transparency is to ensure that all advisory committee minutes are appropriately forwarded to Council through a public agenda for information to Council members as well as residents and the general public.

In accordance with Administrative Directive No. GOV-060-D, Council - Appointed Committee Meetings and Reporting, Administration is providing Minutes from Council Appointed Committee meetings, for Council's information.

#### **Strategic Priorities:**

Responsible Government

#### **Attachments:**

- 1. 2020-10-07 Wood Buffalo Development Advisory Committee Minutes**
- 2. 2020-10-07 Wood Buffalo Downtown Revitalization Advisory Committee Minutes**



- 3. 2020-10-14 Public Art Committee Minutes**
- 4. 2020-10-21 Wood Buffalo Waterfront Advisory Committee Minutes**
- 5. 2020-10-22 Communities In Bloom Minutes**
- 6. 2020-10-28 Regional Advisory Committee on Inclusion, Diversity and Equality Minutes**
- 7. 2020-11-04 Wood Buffalo Downtown Revitalization Advisory Committee Minutes**
- 8. 2020-11-05 Public Art Committee Minutes**
- 9. 2020-11-12 Advisory Committee on Aging Minutes**
- 10. 2020-11-18 Wood Buffalo Waterfront Advisory Committee Minutes**
- 11. 2020-11-26 Communities In Bloom Minutes**

**Minutes of a Meeting of the Wood Buffalo Development Advisory Committee held via Electronic Communications in Fort McMurray, Alberta, on Wednesday, October 7, 2020, commencing at 9:00 AM.**

**Present:**

Diana Noble, Chair, Member - Public-at-Large  
 David Secord, Vice-Chair, Member - Business Community  
 Mark Burris, Member - Health & Wellness  
 Mike Jones, Member - Public-at-Large  
 Bryce Kumka, Member - Business Community  
 Jin Li, Member - Public-at-Large  
 Ana Mendez-Barks, Member - Arts, Culture and Recreation Sector  
 Jane Stroud, Councillor  
 Beverley Tjarera, Member - Community Development  
 Curtis Williams, Member - Community Development

**Absent:**

Scott Jackson, Member - Oil and Gas Industry  
 Dan Soupal, Member - Land Development

**Administration:**

Monica Lance, Manager, Special Projects  
 Nicole Van Kruistum, Senior Executive Liaison, Office of the Deputy Chief Administrative Officer  
 Heather Fredeen, Legislative Officer

**1. Call to Order**

Chair D. Noble, called the meeting to order at 9:09 a.m.

**2. Adoption of Agenda**

**MOTION:**

THAT the Agenda be approved as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	David Secord, Member - Business Community
<b>SECONDER:</b>	Mike Jones, Member - Public-at-Large
<b>FOR:</b>	Noble, Jones, Mendez-Barks, Burris, Li, Secord, Williams
<b>ABSENT:</b>	Soupal, Kumka, Jackson, Tjarera

### 3. Minutes of Previous Meetings

#### 3.1. Wood Buffalo Development Advisory Committee Special Meeting - August 27, 2020

##### **MOTION:**

THAT the Minutes of the Wood Buffalo Development Advisory Committee Special Meeting held on August 27, 2020 be approved as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Jin Li, Member - Public-at-Large
<b>SECONDER:</b>	Curtis Williams
<b>FOR:</b>	Noble, Jones, Mendez-Barks, Burris, Li, Secord, Williams
<b>ABSENT:</b>	Soupal, Kumka, Jackson, Tjarera

#### 3.2. Wood Buffalo Development Advisory Committee Meeting - September 2, 2020

##### **MOTION:**

THAT the Minutes of the Wood Buffalo Development Advisory Committee Meeting held on September 2, 2020 be approved as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Ana Maria Mendez-Barks, Member - Arts, Culture and Recreation Sector
<b>SECONDER:</b>	Curtis Williams
<b>FOR:</b>	Noble, Jones, Mendez-Barks, Burris, Li, Secord, Williams
<b>ABSENT:</b>	Soupal, Kumka, Jackson, Tjarera

##### Entrance

B. Tjarera entered the meeting at 9:11 a.m.

#### 3.3. Wood Buffalo Development Advisory Committee Special Meeting - September 21, 2020

##### **MOTION:**

THAT the Minutes of the Wood Buffalo Development Advisory Committee Special Meeting held on August 27, 2020 be approved as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	David Secord, Member - Business Community
<b>SECONDER:</b>	Beverley Tjarera
<b>FOR:</b>	Noble, Jones, Mendez-Barks, Burris, Li, Secord, Williams, Tjarera
<b>ABSENT:</b>	Soupal, Kumka, Jackson

#### Entrance

B. Kumka entered the meeting at 9:13 a.m.

### **4. New and Unfinished Business**

#### **4.1. Presentation from Planning and Development Front Counter Staff**

Christopher Booth, Manager, Community Development Planning, and Lori Parsons, Supervisor Support Staff, Planning and Development, provided an overview of services provided by the Planning and Development Department and highlighted the opportunity for CO-OP meetings, which provides developers an opportunity to meet with the Planning and Development Department prior to submitting a permit application and helps to identify potential challenges, or opportunities that might affect the permit process.

#### Actions

- Administration to provide information regarding public attendance at Planning and Development CO-OP Meetings.
- Planning and Development to provide issues/concerns to the Committee, that have been identified internally by staff at departmental staff meetings.

#### **4.2. Presentation from Andrea Hailey, Wood Buffalo Economic Development Corporation re: Place Brand Marketing**

Andrea Hailey, Director, Brand and Corporate Services, Wood Buffalo Economic Development Corporation, provided a presentation on place brand marketing for the Regional Municipality of Wood Buffalo and indicated that the marketing plan would be rolled out to the public in November 2020.

#### **4.3. Discussion/Presentation re: Municipal Development Plan**

Such Chandhiok, Supervisor, Statutory Plans, Planning and Development, accompanied by consultants Andrew Palmiere and Nicholas Khul, O2 Planning and Design, provided a presentation on the new Municipal Development Plan (MDP) project and encouraged the participation and feedback from the Wood Buffalo Development Advisory Committee.

#### Action

Committee Members to complete MDP survey.

#### 4.4. Boards and Committees Expiring Memberships and Annual Recruitment Campaign

Heather Fredeen, Legislative Services, provided an overview of the annual recruitment campaign for vacant positions on Council appointed Boards and Committees and indicated that there are four open positions on the Wood Buffalo Development Advisory Committee. The deadline for applying is 4:30 p.m. on October 23, 2020.

##### Action

Legislative Services to provide Committee Members with the working sectors for the vacant positions on the Wood Buffalo Development Advisory Committee.

#### 4.5. Solidifying Terms of Reference for Red Tape Working Group

##### **MOTION:**

THAT the Red Tape Working Group Terms of Reference, Attachment 1 to the October 7, 2020 Wood Buffalo Development Advisory Committee Minutes, be approved.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Bryce Kumka, Member - Business Community
<b>SECONDER:</b>	David Secord, Member - Business Community
<b>FOR:</b>	Noble, Kumka, Jones, Mendez-Barks, Burris, Li, Secord, Williams, Tjarera
<b>ABSENT:</b>	Soupal, Jackson

##### **MOTION:**

THAT Bryce Kumka be assigned to the Red Tape Reduction Working Group;

THAT Bryce Kumka be appointed as Chair of the Red Tape Reduction Working Group; and

THAT Diana Noble, Chair of the Wood Buffalo Development Advisory Committee, be appointed as an ex-officio member of the Red Tape Reduction Working Group.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	David Secord, Member - Business Community
<b>SECONDER:</b>	Mike Jones, Member - Public-at-Large
<b>FOR:</b>	Noble, Kumka, Jones, Mendez-Barks, Burris, Li, Secord, Williams, Tjarera
<b>ABSENT:</b>	Soupal, Jackson

## Adjournment

The Meeting adjourned at 11:13 a.m.

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Chair

**Minutes of a Meeting of the Wood Buffalo Downtown Revitalization Advisory Committee held via Electronic Communication, a combination of video conferencing and teleconferencing, in Fort McMurray, Alberta, on Wednesday, October 7, 2020, commencing at 5:00 PM.**

**Present:**

Brianne English, Oil and Gas Industry  
 Carolyn Evancio, Seniors Resource Committee  
 Jean-Marc Guillamot, Business Community  
 Cheryl Golosky, Indigenous Representative  
 Sheri Pidhirney, Business Community  
 Melanie Walsh, Community Development  
 Renee Moulard, Public-at-Large  
 Roy Williams, Land Development Industry  
 Todd Hillier, Safety and Security Sector  
 Owen Erskine, Recreation, Culture and Heritage  
 Henry Hunter, Education

**Absent:**

Verna Murphy, Councillor  
 Jeff Peddle, Councillor

**Administration:**

Jade Brown, Chief Legislative Officer  
 Chris Booth, Manager, Planning and Development  
 Monica Lance, Manager, Special Projects  
 Darlene Soucy, Clerk, Legislative Services

**1. Call to Order**

Chair Roy Williams called the meeting to order at 5:07 p.m.

**Entrance**

Todd Hillier joined the meeting at 5:09 p.m.

## 2. Adoption of Agenda

### MOTION:

THAT the Agenda be adopted as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Melanie Walsh, Community Development
<b>SECONDER:</b>	Sheri Pidhirney, Business Community
<b>FOR:</b>	English, Evancio, Guillamot, Golosky, Pidhirney, Walsh, Mouland, Williams, Hillier, Erskine, Hunter

## 3. Minutes of Previous Meetings

### 3.1. Wood Buffalo Downtown Revitalization Advisory Committee Meeting - September 2, 2020

### MOTION:

THAT the Minutes of the Wood Buffalo Downtown Revitalization Advisory Committee Meeting held on September 2, 2020 be approved as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Renee Mouland, Public-at-Large
<b>SECONDER:</b>	Todd Hillier, Safety and Security Sector
<b>FOR:</b>	English, Evancio, Guillamot, Golosky, Pidhirney, Walsh, Mouland, Williams, Hillier, Erskine, Hunter

## 4. Presentation

### 4.1. Annalee Adair, Adair and Associates, re: Public Art Plan

Annalee Adair, Adair and Associates, provided an overview of the proposed Public Art Plan, noting that public engagement has closed, and analysis has begun on the feedback received through the on-line survey and individual interviews with various stakeholders in the region, and that the draft would be brought to Council in November.

## 5. New and Unfinished Business

### 5.1. Committee Member Term Review and Committee Recruitment

Darlene Soucy, Legislative Officer, provided an overview of the current Wood Buffalo Downtown Revitalization Committee Members' terms, noting that the annual recruitment campaign for Council-appointed Boards and Committees is underway and noted that the deadline to apply is 4:30 p.m. on October 23, 2020.



## 5.2. 2021 Priority Actions and Recommendations

The Committee Members reviewed the priorities of beautification, placemaking, neighbourhood safety and being pedestrian friendly, and proposed early actions, with a focus on early action initiatives that could be completed within 12 months, as well as the development of medium and long-term plans for the next three to five years.

### MOTION:

THAT the Wood Buffalo Downtown Revitalization Advisory Committee bring forward a recommendation to Council that the 2021 Committee priorities and actions be undertaken in 2021 as part of the Downtown Revitalization Capital Budget project.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Todd Hillier, Safety and Security Sector
<b>SECONDER:</b>	Sheri Pidhirney, Business Community
<b>FOR:</b>	English, Evancio, Guillamot, Golosky, Pidhirney, Walsh, Mouland, Williams, Hillier, Erskine, Hunter

## 5.3. Partnership Funding Source Discussion for Projects

The Committee discussed avenues for businesses and not-for-profits to develop community partnerships for funding to take advantage of the downtown revitalization incentive program grants and agreed that they would bring back ideas to the next meeting.

## 5.4. Franklin and Main Park Project Status Update and Engagement Update

Bipul Bhowmik, Transportation Engineer, Engineering, provided an update on the current progress of the Franklin and Main Park project, noting that the contract has been awarded with planned completion of the park for the summer of 2021.

Matthew Harrison, Acting Director, Communications and Stakeholder Relations, provided an overview of the recent public engagement for the Franklin and Main Park project, noting that the general themes heard were related to having landscaping, activities, food services, gathering spaces, seating and pedestrian pathways, with a focus on safety measures such as lighting, open spaces and access to nearby parking.

## 5.5. Other Downtown Revitalization Project Updates

James Semple, Supervisor, Roads, Public Works, provided an update on the Franklin Lighting Project, noting that the work is continuing on Franklin Avenue to replace the current light standards with black, heritage style lights, which will have outlets for holiday lights, as well as flower basket and banner arms.

### Exit

Renee Mouland exited the meeting at 7:00 p.m.

## 5.6. Working Groups Discussion

Darlene Soucy, Legislative Officer, provided an overview of working groups and how they can be used to facilitate information gathering and discussions around various tasks and initiatives. Monica Lance, Manager, Special Projects, noted that the Committees working groups should be focused on moving their priorities forward in 2021.

With consensus of the Committee, it was agreed that Committee Members would consider two working groups aligned around Neighbourhood Safety and Pedestrian Friendly as one working group and the other being Beautification and Placemaking, and that Members would bring back goal setting, reporting timelines, and their preferred group to join to the next meeting.

### Action Items:

- Administration committed to providing the Public Art Plan to the Committee when it goes to Council and to invite Annalee Adair to a future meeting.
- Administration will provide an update on the Downtown Revitalization Incentive Program at the next meeting.
- Members will bring back ideas for potential community partnerships for funding that may allow some businesses and not-for-profits to take advantage of the Downtown Revitalization Incentive Program grants.
- Administration will continue to provide updates on the progress of the Franklin and Main Park Project.
- Members will provide input into the formation of two working groups: 1. Neighbourhood Safety and Pedestrian Friendly; 2. Beautification and Placemaking; including goal setting, reporting timelines and their preferred group for the next meeting.
- Administration will provide an update on the Committee's annual reporting to Council at the next meeting.

### **Adjournment**

The meeting adjourned at 7:23 p.m.

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Chair

**Minutes of a Meeting of Public Art Committee held via Electronic Communications, on Wednesday, October 14, 2020, commencing at 6:00 PM.**

**Present:**

Nabil Malik, Vice Chair  
 Todd Hillier  
 Waverly Muessle  
 Krista Balsom, Councillor

**Absent:**

Sharon Heading, Chair

**Administration:**

Leesa McLeod, Manager, Community Services  
 Sonia Soutter, Manager, Legislative Services  
 Karen Puga, Department Administrator, Community Services  
 Caitlin Sheaves, Clerk, Legislative Services

**1. Call to Order**

Vice Chair Nabil Malik called the meeting to order at 6:23 p.m.

**2. Adoption of Agenda**

**MOTION:**

THAT the Agenda be adopted as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Todd Hillier
<b>SECONDER:</b>	Nabil Malik
<b>FOR:</b>	Hillier, Malik, Muessle
<b>ABSENT:</b>	Heading

**3. Minutes of Previous Meetings**

**3.1. Public Art Committee Meeting - September 9, 2020**

**MOTION:**

THAT the minutes of the Public Art Committee Meeting on September 9, 2020 be approved as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Waverly Muessle
<b>SECONDER:</b>	Todd Hillier
<b>FOR:</b>	Hillier, Malik, Muessle
<b>ABSENT:</b>	Heading

#### 4. **Presentation**

##### 4.1. **Gary Berteig, and Annalee Nutter, Fort McMurray Public School District. re: Public Art Projects with First Nation, Métis, and Inuit Students**

Gary Breteig and Annalee Nutter provided a presentation on behalf of the Fort McMurray Public School district, proposing a collaborative artwork project with First Nations, Métis and Inuit Students.

The Committee discussed numerous variables that should be explored prior to considering the project proposal; including project parameters, funding categories and the Public Art Plan.

#### 5. **New Business & Unfinished Business**

##### 5.1. **igNIGHT**

Karen Puga, Department Administrator advised that the igNIGHT artist call has closed, and four applications were received. The igNIGHT Selection Committee has scheduled a meeting to review each submission, with a goal to notify the successful proposals soon after. It was proposed that an update be shared with Council, via their Weekly Information Package, to inform them that the igNIGHT exhibit is moving forward and will be on display from December 4-13, 2020.

##### 5.2. **Indigenous Reconciliation Artwork**

Karen Puga, Department Administrator advised that the Community Services Department continues to work with the Municipal Facilities Department to identify a location for the Artwork in the Council Chamber. A meeting has also been scheduled with Indigenous and Rural Relations to discuss working hand in hand with the Reconciliation Advisory Circle on the art selection process.

It was proposed that an Indigenous Art Curator be hired to aid in facilitating and expediting this project.

#### **MOTION:**

THAT the Public Art Committee move forward with hiring an Indigenous Art Curator for the Indigenous Reconciliation Artwork for the Council Chamber.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Todd Hillier
<b>SECONDER:</b>	Waverly Muessle
<b>FOR:</b>	Hillier, Malik, Muessle
<b>ABSENT:</b>	Heading

### 5.3. Public Art Plan

Karen Puga, Department Administrator, indicated that Public Art Plan Survey had closed on October 1, 2020, with 100 responses received that have been shared with the Public Art Consultant, and a summary of the responses will be provided to the Committee. It was noted that the consultation process with Indigenous story tellers has also been completed and is moving into the next phase.

### 5.4. Board and Committee Recruitment

Karen Puga, Department Administrator, indicated that Recruitment has begun for all Council Appointed Boards and Committees, with applications being accepted until 4:30 p.m. on October 23, 2020. It was advised that there are two vacancies on the Public Art Committee, and Committee Members were encouraged to re-apply if their appointment is expiring.

### 5.5. Action Log

#### EXIT:

Waverly Muessle disconnected from the meeting at 8:07 p.m.

### Adjournment

Due to loss of quorum, the meeting adjourned at 8:07 p.m.

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Chair

**Minutes of a Meeting of the Wood Buffalo Waterfront Advisory Committee held via Electronic Communication, a combination of video conferencing and teleconferencing in Fort McMurray, Alberta, on Wednesday, October 21, 2020, commencing at 5:00 PM.**

**Present:**

Liana Wheeldon, Chair, Culture (Arts, Culture & Heritage)  
 Cathy Dreier, Public-at- Large  
 Kimberly Hooper, Oil and Gas Industry  
 Bill Loutitt, Indigenous Representative  
 Keith Plowman, Business Community Representative  
 Sean Robertson, Safety and Security Sector  
 Gaylene Weidlich, Community Development Sector  
 Krista Balsom, Councillor

**Absent:**

Joanne Singer, Public-at- Large  
 Michael Sieger, Land Development Industry  
 Sunita Sanker-Clarke, Recreation Representative  
 Gary Devison, Seniors Representative  
 Jeff Peddle, Councillor

**Administration:**

Monica Lance, Manager, Special Projects  
 Stephen Fudge, Manager, Parks  
 Anita Hawkins, Clerk, Legislative Services

**1. Call to Order**

Chair Liana Wheeldon called the meeting to order at 5:03 p.m.

**2. Adoption of Agenda**

**MOTION:**

THAT the Agenda be adopted as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Cathy Dreier, Public-at- Large  
**SECONDER:** Kimberly Hooper, Oil and Gas Industry  
**FOR:** Hooper, Loutitt, Wheeldon, Dreier, Weidlich, Robertson, Plowman  
**ABSENT:** Singer, Sieger, Sanker-Clarke, Devison

### 3. Minutes of Previous Meetings

#### 3.1. Wood Buffalo Waterfront Advisory Committee Meeting - July 15, 2020

##### MOTION:

THAT the Minutes of the Wood Buffalo Waterfront Advisory Committee Meeting held on July 15, 2020 be approved as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Bill Loutitt, Indigenous Representative  
**SECONDER:** Keith Plowman  
**FOR:** Hooper, Loutitt, Wheeldon, Dreier, Weidlich, Robertson, Plowman  
**ABSENT:** Singer, Sieger, Sanker-Clarke, Devison

#### 3.2. Special Wood Buffalo Waterfront Advisory Committee Meeting – October 1, 2020

##### MOTION:

THAT the Minutes of the Special Wood Buffalo Waterfront Advisory Committee Meeting held on October 1, 2020 be approved as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Sean Robertson, Safety and Security Sector  
**SECONDER:** Gaylene Weidlich, Community Development Sector  
**FOR:** Hooper, Loutitt, Wheeldon, Dreier, Weidlich, Robertson, Plowman  
**ABSENT:** Singer, Sieger, Sanker-Clarke, Devison

### 4. New and Unfinished Business

#### 4.1. Working Group Updates

There were no updates provided from the working groups which were established at the October 1 Committee Meeting.

Exit

Bill Loutit, Committee Member left the meeting at 5:14 p.m.

## **4.2. Working Group Framework**

For each working groups, the Committee addressed the purpose, the intended outcomes and the timelines for reporting back to the Committee which are summarized as follows:

The purposes which are consistent for all the Working Groups are to help move waterfront initiatives forward through background and research work, and to provide suggestions, options and feedback to further develop the design of the waterfront. The individual working groups will address more specific areas of focus within their portfolio and will report to the Committee on a monthly basis.

### Arts, Culture and Leisure Working Group

The Arts, Culture and Leisure Working Group's purpose will be to engage regular waterfront users; and to take into consideration various documents such as the Culture Master Plan; Public Art Master Plan; Social Sustainability Plan as well as evaluate previous recommendations made with respect to the waterfront .

The intended outcome of the Arts, Culture and Leisure Working Group is to integrate all aspects of arts, culture and leisure into the waterfront planning.

With consensus of the Committee, Keith Plowman, Committee Member joined the Art, Culture and Leisure Working Group.

### History with Seniors Working Group

The History with Seniors Working Group will look at ensuring that all history, whether it be people, plant or animal life, is reflected as part of the waterfront design; and ensure that all key stakeholders, are represented as part of the waterfront design process through collaboration with seniors and Elders.

The intended outcome of this Group is to capture historical stories and to ensure that the design of the waterfront includes barrier free accessibility for seniors. This Group will review the Social Sustainability Plan and connect with the Fort McMurray Historical Society; the Fort McMurray Métis/Indigenous Seniors and Running Bear Wilderness Adventures for input.



### Indigenous Cultural Advisory Working Group

The intended outcome of the Indigenous Cultural Advisory Working Group is to ensure that First Nations and Métis are included as part of the waterfront development. The Group will review the Social Sustainability Plan; take the Indigenous Awareness online course offered by the Municipality; and consider existing/ongoing work in the community and how it connects to the waterfront planning, such as the Métis Cultural Centre.

With consensus of the Committee, Kimberly Hooper, Committee Member, joined the History with Seniors Working Group.

Administration will compile a draft document based on this discussion and circulate it to the Committee Members.

### **4.3. 2021 Priority Actions and Consider Potential 2021 Recommendations**

#### Exit and Recess

Chair Liana Wheeldon disconnected from the meeting at 6:02 p.m. at which time a recess occurred.

#### Reconvene

Chair Liana Wheeldon reconnected to the meeting at 6:11 p.m., at which time the meeting reconvened.

The Committee identified their priority actions to be establishing the Working Groups; ensuring the Committee is ready to provide feedback on the RFP for design development of the Waterfront; and determining that placemaking and wayfinding is important for all Working Groups.

### **MOTION:**

THAT the Wood Buffalo Waterfront Advisory Committee bring forward a recommendation to Council to support the creation of a wayfinding plan that can enhance the waterfront development.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Liana Wheeldon, Culture (Arts, Culture & Heritage)
<b>SECONDER:</b>	Sean Robertson, Safety and Security Sector
<b>FOR:</b>	Hooper, Loutitt, Wheeldon, Dreier, Weidlich, Robertson, Plowman
<b>ABSENT:</b>	Singer, Sieger, Sanker-Clarke, Devison

It was noted that the Wood Buffalo Economic Development Corporation would be making a presentation to Council next week regarding Place Brand for the region. Through consensus, the Committee agreed that this presentation could be placed on the next Committee agenda.

#### 4.4. Action Log

Cathy Dreier, Committee member, committed to do research regarding Action Log item WB-20-009 – Collect benchmarking data regarding waterfront improvements or projects with a comparable focus, and report back at the next Committee meeting.

#### MOTION:

THAT the Chair be authorized to complete the Request for Presentation to provide a Committee update to Council on November 10, 2020.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Gaylene Weidlich, Community Development Sector
<b>SECONDER:</b>	Keith Plowman
<b>FOR:</b>	Hooper, Loutitt, Wheeldon, Dreier, Weidlich, Robertson, Plowman
<b>ABSENT:</b>	Singer, Sieger, Sanker-Clarke, Devison

#### Date of Next Meeting

The next Committee Meeting is scheduled for November 18, 2020.

#### Adjournment

The meeting adjourned at 6:51 p.m.

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Chair

**Minutes of a Meeting of the Communities in Bloom Committee held via Electronic Communications. on Thursday, October 22, 2020, commencing at 6:00 PM.**

**Present:**

Helen Meyer, Vice Chair  
 Ayesha Tariq  
 Adeline Azangue  
 Destiny Jefferies  
 Sheila Lalonde, Councillor

**Absent:**

Johnny Dulku, Chair

**Administration:**

Terra Brenneis, Manager, Public Works  
 Sonia Soutter, Manager, Legislative Services  
 Seville Kwan, Department Administrator, Public Works  
 Caitlin Sheaves, Clerk, Legislative Services

**1. Workshop (5:00 p.m.)**

**1.1. Communications Strategy**

Name	Reason for Attending
Helen Meyer	Communities in Bloom Committee Vice Chair
Destiny Jefferies	Communities in Bloom Committee Member
Councillor Lalonde	Communities in Bloom Committee Member
Seville Kwan	Department Administrator
Shoaib Syed	Communications Strategist

**Next Steps:**

Communications will continue to work on the new Communities in Bloom logo design.

The Committee will provide a list of options for the 2021 Flower and the Year poll to Communications and Stakeholder Relations by the end of December 2020.

**2. Call to Order (in Public at 6:00 p.m.)**

Vice Chair Helen Meyer Called the meeting to order at 6:01 p.m.

### 3. **Adoption of Agenda**

#### **MOTION:**

THAT the agenda be approved as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Ayesha Tariq
<b>SECONDER:</b>	Destiny Jefferies
<b>FOR:</b>	Tariq, Jefferies, Meyer
<b>ABSENT:</b>	Azangue, Dulku

### 4. **Minutes of Previous Meetings**

#### 4.1. **Communities in Bloom Committee Meeting - September 24, 2020**

THAT the minutes of the Communities in Bloom Committee Meeting held on September 24, 2020 be approved as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Ayesha Tariq
<b>SECONDER:</b>	Destiny Jefferies
<b>FOR:</b>	Tariq, Jefferies, Meyer
<b>ABSENT:</b>	Azangue, Dulku

### 5. **New and Unfinished Business**

#### 5.1. **Tulip Planting Update**

##### Entrance:

Adeline Azangue joined the meeting at 6:05 p.m.

Vice Chair, Helen Meyer, indicated that Committee Members met on Sunday, October 18, 2020 at the Borealis Park and planted 300 tulip bulbs in flower beds near the Haxton Center and that the Parks Department will maintain the flower beds going forward.

#### 5.2. **Outstanding Achievement Award**

Seville Kwan, Department Administrator, announced that the Regional Municipality of Wood Buffalo's submission to the Communities in Bloom National Outstanding Achievement Awards WinterLife Category is the recipient of Municipal World Magazine's WinterLife Award, and the submission will be featured in the December edition of Municipal World Magazine.

### 5.3. Boards and Committees Recruitment

Seville Kwan, Department Administrator advised that the Annual Recruitment for Council Appointed Boards and Committees is underway and provided a reminder that those with appointments expiring this year will need to re-apply. It was indicated that the deadline to apply has been extended to 4:30 p.m. on Friday, October 30, 2020.

### 5.4. Winter Nominate Your Neighbour Program

Vice Chair, Helen Meyer, advised that in partnership with Communications and Stakeholder Relations the Committee will begin promoting the Winter Nominate your Neighbour program on social media.

Seville Kwan, Department Administrator advised that program supplies should be received prior to the program start date and will be allocated among those Committee Members who are available for distribution to nominees.

#### Entrance:

Councillor Lalonde joined the meeting at 6:16 p.m.

### 5.5. 2021 Flower of the Year

Helen Meyer, Vice Chair, advised that Communications and Stakeholder Relations will move forward with the 2021 Flower of the Year Poll on Social Media in January allowing Flower of the Year materials to be ready for Community Distribution in early Spring.

The Committee discussed various options for the Flower of the Year and agreed to have it narrowed down to four options by the next Committee meeting on November 26, 2020.

### 5.6. Communications Plan

Destiny Jefferies, Committee Member, indicated that a draft of the potential new logo was sent out prior to this evenings Communications Workshop, and noted that Communications and Stakeholder Relations is working on a more elegant and modern design that is easily recognizable.

Seville Kwan, Department Administrator, advised that further discussions were had around promoting Communities in Bloom on Social Media and the RMWB website, as well as promotions for the Winter Nominate your Neighbour Program.

### Adjournment

The meeting adjourned at 6:36 p.m.

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Chair

**Minutes of a Meeting of the Regional Advisory Committee on Inclusion, Diversity and Equality held via Electronic Communications in Fort McMurray, Alberta, on Wednesday, October 28, 2020, commencing at 5:30 PM.**

**Present:**

Jason Beck,  
Glenda Little-Kulai,  
Tammy Jackson,  
Mitchel Bowers,  
Chantelle Tatum,

**Administration:**

Deanne Bergey, Director, Community Services  
Sonia Soutter, Manager, Senior Legislative Officer  
Toni Elliott, Senior Manager, Community Services  
Caitlin Downie, Supervisor, Neighbourhood & Community Development  
Tinna Ezekiel, Department Administrator  
Darlene Soucy, Clerk, Legislative Services

**1. Call to Order**

Chair Jason Beck called the meeting to order at 5:35 p.m.

**2. Adoption of Agenda**

**2.1. MOTION:**

THAT the Agenda be adopted as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Chantelle Tatum
<b>SECONDER:</b>	Glenda Little-Kulai
<b>FOR:</b>	Beck, Little-Kulai, Jackson, Bowers, Tatum

**3. Minutes of Previous Meetings**

**3.1. Regional Advisory Committee on Inclusion, Diversity and Equality (RACIDE) Meeting - September 23, 2020**

**MOTION:**

THAT the minutes of the Regional Advisory Committee on Inclusion, Diversity and Equality meeting held on September 23, 2020 be accepted as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Tammy Jackson  
**SECONDER:** Mitchel Bowers  
**FOR:** Beck, Little-Kulai, Jackson, Bowers, Tatum

#### **4. Presentations**

##### **4.1. Regina Oppon, Markus Burris, Frances Awachie, Viola Zimunya and Ijeoma Uche-Ezeala, Rehoboth Alliance and the Afro-Canadian Community, re: Anti-Black Racism Recommendations Report**

Regina Oppon, Markus Burris, Frances Awachie, Viola Zimunya and Ijeoma Uche-Ezeala, Rehoboth Alliance and Afro-Canadian Community of Wood Buffalo, provided an overview of their Anti-Black Racism report, which outlines the results of online conversation cafes that were held to discuss discrimination affecting the Black Community in the region.

Based on the points that were raised during the conversation cafes, the report contains five recommendations: 1. That independent research be conducted to assess and understand all the ramifications of anti-black racism; 3. That a space be made available for our community to socialize, meet and hold events to commemorate blackness; 3. For RACIDE to be more diverse and inclusive of all minority groups; 4. Request that the Municipality of begin a conversation with the provincial government to work on African-Caribbean Canadian history being included in the school curriculum; and 5. Implement a program for and run by Blacks that is meant to help with racism in the region.

##### **4.2. Therese Greenwood, Multicultural Association of Wood Buffalo, re: Discrimination Barriers Survey Report and Recommendations**

Therese Greenwood, Executive Director, Multiculturalism Association of Wood Buffalo, provided an overview of the Discrimination Barriers Survey, which was conducted in 2020 to understand discriminatory barriers in the Wood Buffalo region and to help establish tools to fight discrimination and make the region a more welcoming place.

Based on the survey outcomes, the report contains four recommendations: 1. Expand on activities that bring local Indigenous and newcomer communities together to discuss common issues regarding diverse representation and preserving traditional knowledge; 2. Explore ways to develop and deliver accessible training programs on discrimination; 3. Seek and develop opportunities to incorporate education on human rights, discrimination and cultural awareness into multi-generation and divers events in the region; and 4. Broaden the scope of this research to get a stronger baseline on perceptions about racial injustice and discrimination.



## **5. New and Unfinished Business**

### **5.1. Administrative Updates**

#### **Meeting Accessibility Plan**

Sonia Soutter, Manager, Senior Legislative Officer, Legislative Services, provided an update on the Council meeting accessibility plan, and noted that Administration is continuing to explore resources and costs associated with the provision of American Sign Language interpretation for Council meetings.

Administration will send updates to the Committee as they become available.

With consensus of the Committee, the Benchmarking for Diversity Portfolio and Mandate and Membership Review Updates were combined.

#### **Benchmarking for Diversity Portfolio and Mandate and Membership Review**

Caitlin Downie, Supervisor, Neighbourhood and Community Development, provided an update on the benchmarking diversity and inclusivity research, noting that there were a range of approaches used for department structure, employee support, training, committees, accessibility plans and hiring initiatives in the municipalities that were researched.

Benchmarking was done on the size and membership of diversity and inclusivity committees in Alberta and other areas of Canada, and it was noted that the composition was dependent on the size of the municipality and whether they were established as formal committees or informal engagement groups. It was indicated that recommendations regarding the Committee's structure would be included in the report to Council in December in response to the June 23, 2020 Council motion.

#### **I See You: Sawubona Art Exhibit Social Media Plan**

Tinna Ezekiel, Department Administrator, provided an update on the consents received to date for releasing the I See You: Sawubona video stories on the Municipal website, noting that of the responses received to date, four have agreed to the release, two have agreed verbally but have yet to sign the release forms and one has refused.

With consensus of the Committee, it was agreed that early 2021 would be the target to have a social media plan in place for the release of the video stories and to have them available on the Municipal website.

### **5.2. Anti-Racism Working Group Update**

Mitchel Bowers, Committee Member, spoke to the Anti-Racism and Discrimination Study, which outlines the results from the Conversation Cafes and the on-line survey, and it was noted that the key themes were: 1. Racism is a problem in the Regional Municipality of Wood Buffalo; 2. A lack of understanding of the depth or scope of the

problem; 3. A real, significant impact to the Region due to racism; and 4. No platform for people to share concerns or receive support.

Tinna Ezekiel, Department Administrator, provided an overview of the six recommendations within the study, which fit within the current Municipal Diversity and Inclusion Plan (2017-2022): 1. Effective communication of information to and within the region; 2. Diverse voices are identified, involved and engaged; 3. Promote a sense of community by recognizing and celebrating diversity; 4. Increase understanding through education; 5. Foster trust and collaboration between groups and individuals; and 6. Reduce barriers to resources and services. It was indicated that data analysis of the survey results is ongoing and that the results of the study would be used to help formulate the final recommendations to Council in December.

### **5.3. Council Presentation Planning**

Chair Jason Beck suggest that a working group be established to work on the recommendations in response to the June 23, 2020 Council motion that would be brought forward to Council in December.

With consensus of the Committee, it was agreed to establish a working group consisting of two members from the Committee, two members from Rehoboth Alliance and two members from Multiculturalism Association of Wood Buffalo to work with Administration to prepare the recommendations in response to the June 23, 2020 Council motion and to report back to the Committee at the November 25, 2020 Committee meeting.

## **6. Initiative Updates**

### **6.1. Roundtable**

Mitchel Bowers, Committee member, reported that Pride YMM will be hosting their first Annual General Meeting virtually on November 22, 2020.

### **Adjournment**

The meeting adjourned at 8:08 p.m.

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Chair

**Minutes of a Meeting of the Wood Buffalo Downtown Revitalization Advisory Committee held via Electronic Communication, a combination of video conferencing and teleconferencing, in Fort McMurray, Alberta, on Wednesday, November 4, 2020, commencing at 5:00 PM.**

**Present:**

Brianne English, Oil and Gas Industry  
 Carolyn Evancio, Seniors Resource Committee  
 Jean-Marc Guillamot, Business Community  
 Melanie Walsh, Community Development  
 Renee Moulard, Public-at-Large  
 Roy Williams, Land Development Industry  
 Todd Hillier, Safety and Security Sector  
 Owen Erskine, Recreation, Culture and Heritage  
 Verna Murphy, Councillor

**Absent:**

Cheryl Golosky, Indigenous Representative  
 Sheri Pidhirney, Business Community  
 Henry Hunter, Education  
 Mike Allen, Councillor

**Administration:**

Matthew Hough, Deputy Chief Administrative Officer  
 Jade Brown, Chief Legislative Officer  
 Amanda Haitas, Senior Manager, Planning and Development  
 Monica Lance, Manager, Special Projects  
 Darlene Soucy, Clerk, Legislative Services

**1. Call to Order**

Chair Roy Williams called the meeting to order at 5:07 p.m.

**2. Adoption of Agenda**

**MOTION:**

THAT the Agenda be adopted as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Renee Moulard, Public-at-Large  
**SECONDER:** Jean-Marc Guillamot, Business Community  
**FOR:** English, Evancio, Guillamot, Walsh, Moulard, Williams, Hillier, Erskine  
**ABSENT:** Golosky, Pidhirney, Hunter

### 3. Minutes of Previous Meetings

#### 3.1. Wood Buffalo Downtown Revitalization Advisory Committee Meeting - October 7, 2020

##### MOTION:

THAT the Minutes of the Wood Buffalo Downtown Revitalization Advisory Committee Meeting held on October 7, 2020 be approved as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Todd Hillier, Safety and Security Sector  
**SECONDER:** Carolyn Evancio, Seniors Resource Committee  
**FOR:** English, Evancio, Guillamot, Walsh, Moulard, Williams, Hillier, Erskine  
**ABSENT:** Golosky, Pidhirney, Hunter

### 4. Presentations

#### 4.1. Christopher Booth, Planning and Development re: Proposed Land Use Bylaw

Christopher Booth, Manager, Community Development Planning, and Isela Contreras-Dogbe, Supervisor, Development Control and Permitting, Planning and Development, provided an overview of the proposed Land Use Bylaw (LUB), which guides what can be built and how land is used in the Municipality. It was noted that the LUB regulates the use and locations of commercial, industrial and residential areas within the region, the design and location of a building on a property, parking, home-based businesses, and secondary suites. It was further noted that the Downtown Area Redevelopment Plan, when adopted, would guide development within the downtown area.

#### 4.2. **Andrea Haley, Wood Buffalo Economic Development Corporation re: Place Brand**

Andrea Haley, Director, Brand and Corporate Services, Wood Buffalo Economic Development Corporation, provided a presentation on place brand marketing for the Regional Municipality of Wood Buffalo and indicated that the marketing plan would be rolled out to the public in November 2020.

### 5. **New and Unfinished Business**

#### 5.1. **Recommendations for Committee Appointments**

Chair Roy Williams indicated that the Committee may choose to write a letter to Council recommending the reappointment for another term of the Committee Members whose terms expire on December 31, 2020.

#### **MOTION:**

THAT Chair Roy Williams be authorized to send a letter to the Regional Municipality of Wood Buffalo Council recommending the reappointment of Brianne English, Carolyn Evancio and Jean-Marc Guillamot to the Wood Buffalo Downtown Revitalization Advisory Committee.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Owen Erskine, Recreation, Culture and Heritage
<b>SECONDER:</b>	Todd Hillier, Safety and Security Sector
<b>FOR:</b>	English, Evancio, Guillamot, Walsh, Mouland, Williams, Hillier, Erskine
<b>ABSENT:</b>	Golosky, Pidhirney, Hunter

#### 5.2. **Date of Next Meeting**

Monica Lance, Manager, Special Projects, noted that the Committee should consider having a special meeting on Thursday, November 26, 2020 to review the Franklin and Main Park project concept plans which are at the 30% completion stage, and to cancel the December 2, 2020 meeting to accommodate Council's Budget Meetings, which are scheduled for December 1 to 4, 2020.

#### **MOTION:**

THAT a Special Wood Buffalo Downtown Revitalization Advisory Committee Meeting be scheduled to take place commencing at 5:00 p.m. on Thursday, November 26, 2020; and

THAT the Wood Buffalo Downtown Revitalization Advisory Committee Meeting scheduled for December 2, 2020 be cancelled.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Brianne English, Oil and Gas Industry
<b>SECONDER:</b>	Melanie Walsh, Community Development
<b>FOR:</b>	English, Evancio, Guillamot, Walsh, Moulard, Williams, Hillier, Erskine
<b>ABSENT:</b>	Golosky, Pidhirney, Hunter

### 5.3. Franklin and Main Park Project Update

Monica Lance, Manager, Special Projects, noted that the recent public engagements for the Franklin and Main Park project received excellent feedback and suggested the Committee Members could identify and engage with any stakeholders in the region to provide feedback on the Park. It was noted that there will be a presentation to the Public Art Committee at their November 5, 2020 meeting regarding the project and that Vice-Chair Jean-Marc Guillamot would be attending.

Melanie Walsh, Committee Member, indicated that both her and Monica Lance are having meetings with the McMurray Métis Local 1935 to solicit their feedback on the Park project.

#### Exit and Return

Jean-Marc Guillamot exited the meeting at 6:17 p.m. and returned at 6:19 p.m.

### 5.4. Annual Report to Council

Chair Roy Williams provided an overview of the draft Annual Report presentation to Council, which provides information on the Committee's priorities, 2020 progress highlights and the 2021 recommendations to Council. With consensus of the Committee, the Annual Report will be presented by Chair Roy Williams and Vice-Chair Jean-Marc Guillamot at the November 10, 2020 Council meeting.

### 5.5. Partnership Funding Source Discussion for Projects

Chair Roy Williams reminded the Committee to continue to research community funding partnerships that businesses and not-for-profits could develop to take advantage of the Downtown Revitalization Incentive Grant Program and to bring the ideas back to a future meeting.

#### Exits and Return

Jean-Marc Guillamot exited the meeting at 6:55 p.m. and returned at 6:57 p.m.

Renee Moulard exited the meeting at 6:56 p.m.

## 5.6. Formation of Working Groups

Monica Lance, Manager, Special Projects, provided an overview of the working groups that the Committee Members had considered at the last meeting and provided an opportunity for the Members to review and consider their preferred group.

### MOTION:

THAT the Wood Buffalo Downtown Revitalization Advisory Committee form the following working groups:

Beautification and Placemaking Working Group, with the following Committee Members assigned: Brianne English, Owen Erskine, Cheryl Golosky, Sheri Pidhirney, Melanie Walsh, Roy Williams and Councillor Mike Allen, whose terms shall be from November 4, 2020 to October 18, 2021 and who will report back to the Committee at least quarterly; and

Neighbourhood Safety and Pedestrian Friendly Working Group, with the following Committee Members assigned: Carolyn Evancio, Jean-Marc Guillamot, Todd Hillier, Henry Hunter, Renee Moulard and Councillor Verna Murphy, whose terms shall be from November 4, 2020 to October 18, 2021 and who will report back to the Committee at least quarterly.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Todd Hillier, Safety and Security Sector
<b>SECONDER:</b>	Jean-Marc Guillamot, Business Community
<b>FOR:</b>	English, Evancio, Guillamot, Walsh, Moulard, Williams, Hillier, Erskine
<b>ABSENT:</b>	Golosky, Pidhirney, Hunter

## 5.7. Downtown Revitalization Incentive Program Feedback

Amanda Haitas, Senior Manager, Planning and Development, reported that to date, the Downtown Revitalization Incentives Program has awarded 11 grants to downtown business and commercial property owners totaling over \$500,000, which translates into over \$1 million invested in revitalizing the downtown as this is a matching grant program. It was noted that the deadline for applying is December 31, 2020 and that applicants can request an extension up to August 31, 2021 for construction completion. It was indicated that Planning and Development intends to do a survey on the pilot program and continue to update this program as well as introduce other grant programs in 2021.

## Adjournment

The meeting adjourned at 7:18 p.m.

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Chair



**Minutes of a Meeting of the Public Art Committee held via Electronic Communications, on Thursday, November 5, 2020, commencing at 6:00 PM.**

**Present:**

Sharon Heading, Chair  
 Nabil Malik, Vice Chair  
 Todd Hillier  
 Waverly Muessle  
 Krista Balsom, Councillor

**Administration:**

Deanne Bergey, Director, Community Services  
 Leesa McLeod, Manager, Community Services  
 Sonia Soutter, Manager, Senior Legislative Officer  
 Karen Puga, Department Administrator, Community Services  
 Caitlin Sheaves, Clerk, Legislative Services

**1. Call to Order**

Vice Chair, Nabil Malik called the meeting to order at 6:01 p.m.

**2. Minutes of Previous Meetings**

**2.1. Public Art Committee Meeting - October 14, 2020**

**MOTION:**

THAT the minutes of the Public Art Committee Meeting held on October 14, 2020 be approved as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Waverly Muessle
<b>SECONDER:</b>	Sharon Heading
<b>FOR:</b>	Hillier, Malik, Heading, Muessle

**3. Presentation**

**3.1. Shailesh Makwana and Such Chandhiok, Planning and Development re: Municipal Development Plan**

Such Chandhiok, Supervisor, Statutory Plans and Shailesh Makwana, Planner, Planning and Development, presented an overview of the new proposed Municipal Development Plan (MDP) which reviews the vision and blueprint for the Regional Municipality of Wood Buffalo over the next 20 years. It was noted that the current MDP

was developed in 2011 and focused on exponential growth in the Region's population, although there are policies in the existing MDP that are still relevant it must be re-framed to reflect the regions new economic reality.

The Committee Members provided feedback on how Public Art can be incorporated into the new Municipal Development Plan to benefit the Region's growth and stability.

### **3.2. Bipul Bhowmik, Engineering, and Rick Gendron and Associates, 818 Studio re: Franklin and Main Park**

Jean-Marc Guillamot, Brianne English, Owen Erskine, Wood Buffalo Downtown Revitalization Advisory Committee (WBD Rac), provided an overview of the Franklin and Main Park Plan and noted that the intention is to include a public art piece in the park, with strong indigenous connections and history. Youth involvement in the construction process, was also noted as an important aspect of the project. The WBD Rac has requested collaboration with the Public Art Committee on the Park and its public art features.

Bipul Bhowmik, Project Manager, Engineering, provided a project level overview, detailing projected timelines and preliminary designs. Monica Lance, Special Projects Manager, noted that as part of the Downtown Revitalization Initiative there has been numerous public engagement initiatives where beautification has been consistently indicated as an important factor in the revitalization of the downtown area, and public art would play an important role in that. The WBD Rac has identified key factors for 2020 and 2021 as beautification and place making, which would fall under the Public Art Committees mandate.

Rick Gendron, Consultant, 818 Studio, advised that their overall goal is to facilitate the incorporation of public art into the Franklin and Main Park. He requested that the Public Art Committee consider what infrastructure can be built into the park to accommodate and support the inclusion of public art features.

### **3.3. Annalee Adair, Adair and Associates re: Public Art Plan**

#### **MOTION:**

That the Public Art Committee close item 3.3 to the public pursuant to sections 24(1) of the *Freedom of Information and Protection of Privacy Act*.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Todd Hillier
<b>SECONDER:</b>	Waverly Muessle
<b>FOR:</b>	Hillier, Malik, Muessle
<b>ABSENT:</b>	Heading

Name	Reason for Attending
Deanne Bergey	Director, Community Services
Leesa McLeod	Manager, Community Services
Sonia Soutter	Manager, Legislative Services
Karen Puga	Department Administrator, Community Services
Caitlin Sheaves	Clerk, Legislative Services
Annalee Adair	Public Art Plan Consultant

**MOTION:**

THAT the meeting reconvene in public.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Waverly Muessle  
**SECONDER:** Todd Hillier  
**FOR:** Hillier, Malik, Muessle  
**ABSENT:** Heading

**3.4. Nabil Malik, Planning and Development re: Downtown Area Structure Plan**

Nabil Malik, Planner, Planning and Development, provided a brief overview of the proposed Downtown Area Structure Plan, and advised that there is a strong cultural arts component in the plan, and that Public Engagement on the Downtown Area Structure Plan will begin on November 23, 2020.

**4. New and Unfinished Business****4.1. igNIGHT**

Karen Puga, Department Administrator, advised that an igNIGHT selection panel was held, and three local artists have been awarded contracts to create various illuminated public art displays for the igNIGHT event. The event will be going ahead from December 14 – 13, 2020 at the proposed Franklin and Main Park Location.

**4.2. Indigenous Reconciliation Artwork**

Karen Puga, Department Administrator, advised that meetings with the Municipality's Indigenous and Rural Relations, and Facilities Departments were recently held, regarding the placement of Indigenous Art in the Council Chamber. During those meetings five new sites were recommended for the placement of the art pieces. It was also noted that the Communications and Stakeholder Relations Department will work on community outreach for indigenous art.

**4.3. Action Log**

Karen Puga, Department Administrator, provided an overview of the Committees Action Log.

**4.4. Administrative Update**

No update was provided.

**4.5. Councillor Update**

No update was provided.

**Adjournment**

The meeting adjourned at 8:21 p.m.

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Chair

**Minutes of a Meeting of the Advisory Committee on Aging held via Electronic Communications in Fort McMurray, Alberta, on Thursday, November 12, 2020, commencing at 1:00 PM.**

**Present:**

Carol Theberge, Wood Buffalo Health Advisory Council  
 Linda Mywaart, Public-at-Large - Rural  
 Joan Furber, Golden Years Society  
 Luana Bussieres, Public-at-Large - Urban  
 Henry Hunter,  
 Carolyn Evancio, Seniors Resource Committee  
 Keith McGrath, Councillor

**Administration:**

Deanne Bergey, Director, Community Services  
 Toni Elliott, Senior Manager, Community Services  
 Melissa Williams, Program Assistant, Neighbourhood & Community Dev  
 Darlene Soucy, Legislative Officer

**1. Call to Order**

Chair Linda Mywaart called the meeting to order at 1:02 p.m.

**2. Adoption of Agenda**

**MOTION:**

THAT the Agenda be adopted as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Carol Theberge, Wood Buffalo Health Advisory Council
<b>SECONDER:</b>	Keith McGrath, Councillor
<b>FOR:</b>	Theberge, Mywaart, Furber, Bussieres, Hunter, Evancio, McGrath

**3. Minutes of Previous Meetings**

**3.1. Advisory Committee on Aging - Meeting - Oct 8, 2020 1:00 PM**

**MOTION:**

THAT the Minutes of the Advisory Committee on Aging Meeting held on October 8, 2020 be approved as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Henry Hunter
<b>SECONDER:</b>	Joan Furber, Golden Years Society
<b>FOR:</b>	Theberge, Mywaart, Furber, Bussieres, Hunter, Evancio, McGrath

#### **4. Presentation**

##### **4.1. Shailesh Makwana and Such Chandhiok, Planning and Development re: Municipal Development Plan**

Such Chandhiok, Supervisor, Statutory Plans, and Shailesh Makwana, Planner, and Ashlee Bevis, Planner, Planning and Development, presented an overview of the proposed new Municipal Development Plan (MDP) noting that it is a land use policy framework to guide development and manage growth in the region for the next 20 years and focuses on making the region a great place to live.

#### **5. New and Unfinished Business**

##### **5.1. Land Use Bylaw re: Seniors Parking in Rural Areas**

Toni Elliott, Senior Manager, Community Services, provided an overview of the seniors' parking stalls in the rural areas in the proposed Land Use Bylaw and noted that they will continue to solicit feedback in the rural areas regarding these stalls.

Through consensus of the Committee, it was agreed to support the requirement for seniors parking stalls in the rural service areas similar to the requirement for seniors' parking stalls in the urban service area in the proposed Land Use Bylaw.

##### **Exit and Return**

Councillor K. McGrath exited the meeting at 2:38 p.m. and returned at 2:42 p.m.

##### **5.2. Snow Angels**

Melissa Williams, Department Administrator, provided an overview of the Snow Angels Program to date, noting that the Municipality has partnered with Wood Buffalo Volunteers to register volunteers for the more than 100 seniors who have applied to the program to have their walkways and driveways shoveled this winter.

##### **5.3. Alberta Health Services Naming Policy**

Councillor Keith McGrath noted that he will be prepared to bring forward more information at the January Committee meeting regarding a potential request to Alberta Health Services under their naming policy.

## 5.4. Action Log

The Action Log was reviewed, and the following updates were provided:

- Chair Linda Mywaart noted that a request to Council to consider a senior's discount for development fees would be brought forward to Council in the future.
- Luana Bussieres reported that a list of issues regarding the content for seniors on the Municipal website has been provided to Communications.
- Deanne Bergey noted that although there is no formal usage data available, the seniors' parking stalls at MacDonald Island appear to be well used and more stalls have been added.
- Deanne Bergey will provide information on any potential changes to the Committees Bylaw in January.

### Exit

Henry Hunter exited the meeting at 3:38 p.m.

All other action items are ongoing and updates will be provided at future meetings.

## 5.5. Information Updates

Chair Linda Mywaart reported that work is ongoing at Willow Square and that turnover of the property to Alberta Health Services is pending.

Carol Theberge noted that a mental health and addictions workshop held in October was well attended and that she will provide a report to the Committee on mental health and seniors.

Luana Bussieres reported on an Adopt a Senior program currently underway in the region which is intended to help take care of some of the needs of the seniors and to make sure they are not lonely while still following Alberta Health Services COVID-19 guidelines.

### Action Items:

- Toni Elliott noted that the Committee's support of the requirement for senior's parking stalls in the rural services areas will be provided to Planning and Development.
- Luana Bussieres will provide the Chair with the list of issues regarding the seniors' information on the Municipal website that was shared with Communications so it can be distributed to the Committee Members.
- Carol Theberge will provide the Committee members with the report on mental health and seniors.

## Adjournment

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Chair



**Minutes of a Meeting of the Wood Buffalo Waterfront Advisory Committee held via Electronic Communication, a combination of video conferencing and teleconferencing in Fort McMurray, Alberta, on Wednesday, November 18, 2020, commencing at 5:00 PM.**

**Present:**

Liana Wheeldon, Culture (Arts, Culture & Heritage)  
 Gary Devison, Seniors Representative  
 Cathy Dreier, Public-at- Large  
 Kimberly Hooper, Oil and Gas Industry  
 Bill Loutitt, Indigenous Representative  
 Keith Plowman, Business Community Representative  
 Sunita Sanker-Clarke, Recreation Representative  
 Michael Sieger, Land Development Industry  
 Gaylene Weidlich, Community Development Sector  
 Krista Balsom, Councillor  
 Phil Meagher, Councillor

**Absent:**

Joanne Singer, Public-at- Large  
 Sean Robertson, Safety and Security Sector

**Administration:**

Matthew Hough, Deputy Chief Administrative Officer  
 Monica Lance, Manager, Special Projects  
 Nina Caines, Manager, Parks  
 Amanda Haitas, Senior Manager, Planning and Development  
 Anita Hawkins, Clerk, Legislative Services

**1. Call to Order**

Chair Liana Wheeldon called the meeting to order at 5:03 p.m.

**2. Adoption of Agenda**

**2.1. Motion to Approve Agenda**

THAT the Agenda be approved as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Gary Devison, Seniors Representative  
**SECONDER:** Cathy Dreier, Public-at- Large  
**FOR:** Hooper, Sieger, Wheeldon, Dreier, Weidlich, Plowman, Devison  
**ABSENT:** Loutitt, Sanker-Clarke, Singer, Robertson

### 3. Minutes of Previous Meetings

#### 3.1. Wood Buffalo Waterfront Advisory Committee Meeting - October 21, 2020

##### MOTION:

THAT the Minutes of the Wood Buffalo Waterfront Advisory Committee held on October 21, 2020 be approved as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Kimberly Hooper, Oil and Gas Industry  
**SECONDER:** Gary Devison, Seniors Representative  
**FOR:** Hooper, Sieger, Wheeldon, Dreier, Weidlich, Plowman, Devison  
**ABSENT:** Loutitt, Sanker-Clarke, Singer, Robertson

### 4. Presentation

#### 4.1. Andrea Haley - Fort McMurray Wood Buffalo Economic Development & Tourism re: Place Brand

Andrea Haley, Fort McMurray Wood Buffalo Economic Development & Tourism, presented the new Fort McMurray Wood Buffalo Place Brand initiative. She spoke to the four main components of the Place Brand, being the Brand Purpose, Brand Positioning, Brand Personality and Brand Expression.

##### Arrivals

Sunita Sanker-Clarke joined the meeting at 5:08 p.m.

Bill Loutitt joined the meeting at 5:15 p.m.

Ms. Haley noted there will be an online community tool kit and an in-region campaign which will be launched during the week of November 23, 2020. It is also the plan to promote the place brand in labour attraction and retention workshops.

##### Disconnect and Reconnect

Chair Liana Wheeldon disconnected from the meeting at 5:27 p.m. and reconnected at 5:29 p.m., during which time Vice-Chair Gaylene Weidlich assumed the Chair.

#### **4.2. Such Chandhiok, Regional Municipality of Wood Buffalo re: Municipal Development Plan**

Such Chandhiok, Supervisor, Statutory Plans, Planning and Development, introduced the new Municipal Development Plan (MDP) project, noting that they are currently raising awareness for the project and looking for feedback from the Committee Members. It was explained that the Municipal Development Plan is a high-level vision for the growth and development in the region over the next 5 to 15 years.

There will be a second round of engagement to be held in January/February, 2021.

Committee Members offered feedback on various aspects of development which should be considered when developing the Municipal Development Plan.

#### **5. New and Unfinished Business**

##### **5.1. Waterfront Park Engagement Plan Review and Discussion - Stephen Fudge, RMWB and Joshua Bernson and Heidi Redman, Lee and Associates**

Nina Caines, Senior Manager, Public Works, indicated the RFP has been posted for a design consultant for the Waterfront Park Project. Joshua Bernson and Eric Lees, Lee and Associates spoke to the schedule identified to address the development of the festival site to start and then moving to the planning and design of the entire waterfront park.

##### Exit

Gary Devison, Committee Member, exited the meeting at 6:30 p.m.

Committee Members to provide names of stakeholders to be engaged in this project. Collection and distribution of information to Lee and Associates will be coordinated through Monica Lance, Senior Project Manager.

##### **5.2. Annual Report to Council Update**

Chair Liana Wheeldon spoke briefly to the presentation made to Council and passed on Mayor Scott's thanks to the Committee.

##### **5.3. Working Group Updates Arts, Culture and Leisure Working Group History with Seniors Working Group Indigenous Cultural Advisory Working Group**

##### Arts, Culture and Leisure Working Group

No update was provided at this time.

##### History with Seniors Working Group

The group has begun discussion on stakeholders and have a preliminary list which will be enhanced before the next meeting.

### Indigenous Cultural Advisory Working Group

The group has started a spreadsheet which will be shared with Monica Lance for distribution to Lee and Associates.

### **5.4. Action Log**

Cathy Dreier, Committee Member, spoke to the information gathered to date from the cities of Saskatoon, Halifax, Calgary, Kelowna and Aurelia, Ontario.

### **Next Meeting Date**

The next meeting date is December 16, 2020 at 5:00 p.m.

### **Adjournment**

The meeting adjourned at 6:57 p.m.

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Chair

**Minutes of a Meeting of the Communities In Bloom Committee held Via Electronic Communications on Thursday, November 26, 2020, commencing at 6:00 PM.**

**Present:**

Johnny Dulku, Chair  
Helen Meyer, Vice Chair  
Adeline Azangue  
Sheila Lalonde, Councillor

**Absent:**

Ayesha Tariq  
Destiny Jefferies

**Administration:**

Terra Brenneis, Manager, Community Relations  
Stephen Fudge, Manager, Parks  
Sonia Soutter, Manager, Legislative Services  
Seville Kwan, Department Administrator, Public Works  
Destiny Hilliard, Clerk, Legislative Services  
Caitlin Sheaves, Clerk, Legislative Services

**1. Call to Order**

Chair, Johnny Dulku, called the meeting to order at 6:03 p.m.

**2. Adoption of Agenda**

**MOTION:**

THAT the agenda be adopted as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Helen Meyer
<b>SECONDER:</b>	Adeline Azangue
<b>FOR:</b>	Azangue, Dulku, Meyer
<b>ABSENT:</b>	Tariq, Jefferies

**3. Minutes of Previous Meetings**

**3.1. Communities in Bloom Committee Meeting - October 22, 2020**

**MOTION:**

THAT the Communities in Bloom Committee Meeting held on October 22, 2020 be approved as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Adeline Azangue
<b>SECONDER:</b>	Helen Meyer
<b>FOR:</b>	Azangue, Dulku, Meyer
<b>ABSENT:</b>	Tariq, Jefferies

#### 4. **Presentation**

##### 4.1. **Shailesh Makwana and Such Chandhiok, Planning and Development re: Municipal Development Plan**

Such Chandhiok, Supervisor, Statutory Plans, and Shailesh Makwana, Planner, Planning and Development, presented an overview of the proposed new Municipal Development Plan (MDP) noting that it is a land use policy framework to guide development and manage growth in the region for the next 20 years and focuses on making the region a great place to live.

The Committee Members provided feedback on what they would like to see incorporated into the new MDP.

#### 5. **New and Unfinished Business**

##### 5.1. **Nominate your Neighbour**

Seville Kwan, Department Administrator, indicated that Nominate your Neighbour materials will be ready for distribution to nominees early in the week of November 30, 2020, Committee Members were reminded to keep COVID-19 safety precautions in mind when delivering nomination packages and that nominations will be accepted until mid-December.

It was also noted that promotion of the Winter Nominate your Neighbour program has begun on both the Communities In Bloom social media page and the Municipal website.

##### 5.2. **2021 Flower of the Year**

Committee Members discussed their final selections for the 2021 Flower of the Year that will be included in the public vote, it was decided that the following four varieties will be presented to the community - Daisies, Cosmos, Nasturtiums and Sunflowers

**MOTION:**

THAT the Communities In Bloom Committee put forth the following four options Daisy, Cosmo, Nasturtium and Sunflower, for the 2021 Flower of the Year to be voted on by the Community by January 31, 2021 and

THAT following the vote, the Communities In Bloom Committee select a specific flower as the 2021 Flower of the Year.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Johnny Dulku
<b>SECONDER:</b>	Helen Meyer
<b>FOR:</b>	Azangue, Dulku, Meyer
<b>ABSENT:</b>	Tariq, Jefferies

**5.3. Communications Plan**

Seville Kwan, Department Administrator, provided an update indicating that the Communications department is still working on the new graphic design and anticipates an updated draft will be provided by the next Committee Meeting.

**5.4. End of Year Report**

Seville Kwan, Department Administrator, advised that the 2020 End of Year Report to Council will need to be prepared early in the new year. Noting that it will likely be a written report and asked the Committee to consider who would be interested in preparing the report.

**6. Date of Next Meeting****6.1. December Meeting**

By consensus of the Committee, it was decided that the Committee will cancel their December 24, 2020 meeting and will resume their regularly scheduled Meetings in January 2021.

**Adjournment**

The Meeting adjourned at 7:11 p.m.

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Chair



## COUNCIL REPORT

Meeting Date: December 8, 2020

### **Subject: Anti-Racism Resolution Update and Bylaw No. 20/031 - Amendment to the Committees Bylaw**

#### **APPROVALS:**

**Jamie Doyle**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Chief Administrative Officer

#### **Recommended Motion:**

1. THAT Bylaw No. 20/031 being a bylaw to amend the Committees Bylaw, Bylaw No. 17/024, be read a first time.
2. THAT Bylaw No. 20/031 be read a second time.
3. THAT Bylaw No. 20/031 be considered for third reading.
4. THAT Bylaw 20/031 be read a third and final time.
5. THAT the Mayor, on behalf of Council, be authorized to send a letter to the Minister of Education in support of curriculum changes that include anti-racism content, history of colonialism, enslavement, and genocide in Canada, and which integrates Indigenous history and culture.
6. THAT \$200,000 be allocated from the Emerging Issues Reserve to support the Equity and Inclusion Office development of a GBA+ Workshop and Anti-Racism Training for the Regional Municipality of Wood Buffalo.

#### **Summary:**

On June 23, 2020, Council passed a resolution directing Administration to work with the Regional Advisory Committee on Inclusion, Diversity and Equality (RACIDE), a Council appointed Committee, to bring forward recommendations and advice to Council on anti-racism and the Black Lives Matter movement.

Administration worked with both internal and external stakeholders to build the framework to support initiatives on anti-racism and equality. These recommendations are part of an overarching framework that will guide inclusion and equity work in a sustainable and meaningful way.

#### **Background:**



Bylaw No. 20/031 proposes to amend the Committees Bylaw, Bylaw No. 17/024, to change Appendix D, to replace the word “Equality” to “Equity” in the Committee's name and increase the membership to 9 members (1 member at large from the Black community and 8 - Public-at-large members with lived experience with, or knowledge of, discrimination and advocacy for the human rights of the following population groups: Indigenous, LGBTQ2S+, BIPOC (Black, Indigenous, and People of Color), Seniors, Youth, Persons with disabilities, Immigrants and Refugees, Religious minorities, and Women). Should this be supported by Council, it will allow for the enhanced diversity that is required on the RACIDE Committee.

In 2006, the RMWB was one of the first municipalities in Alberta to show their commitment to inclusion by becoming a signatory of UNESCO's Coalition of Inclusive Municipalities (CIM). In keeping with the commitments under CIM, the Municipality formed RACIDE, as well as the Inter-Departmental Committee on Inclusion, Diversity, and Equality (IDCIDE). RACIDE continues to advise Administration and Council on pertinent issues, while IDCIDE was disbanded in 2015.

A dedicated Equity and Inclusion Office that supports all levels of the organization will provide a consistent and unified approach to the way we provide services, design policies and programs and how we interact with staff and community members. The Community and Protective Services (CPS) Department will support the start up of this initiative in the organization. Equity and inclusion within municipalities is vital; additional resources may be required as the framework is implemented. If necessary, these requests will follow the approval process through Human Resources and the CAO's Office. The CPS Department will support the Equity and Inclusion Office and will facilitate the following:

1. Development of a Gender Based Analysis Plus ("GBA+") workshop for employees to support application of GBA+ across the organization
2. Development and facilitation of mandatory anti-racism training for employees and Elected Officials.

An interdepartmental task force, including representatives from CPS, Communications and Stakeholder Relations, Indigenous and Rural Relations, Planning and Development, and Human Resources, came together to support the Council resolution action plan, and the development of a diversity, equity, and inclusion framework. This group worked with the RACIDE Committee, Coalition Creating Equity, the Multicultural Association of Wood Buffalo, Rehoboth Alliance, and the Afro-Canadian Community. This collaborative effort supported the response to the Council resolution and progress outlined below.

Together with community partners, much progress has been made under the Diversity and Inclusion Community Plan, with the focus on community driven initiatives supported by the CPS Department. The full progress report is included as Attachment 2 and outlines a plan for completing the outstanding actions. Currently, the Diversity and

Inclusion Community Plan 2017-2022 guides inclusion work for the municipality and the community.

The Municipality will incorporate GBA+ into the overarching approach to anti-racism, equity, and inclusion. This includes encouraging employees to take the GBA+ online training offered by the Government of Canada. A follow up workshop will be developed to support employees in applying GBA+ in the context of their role within the municipality. The interdepartmental committee will seek to review new and established policies and procedures using a GBA+ lens.

Coinciding with this work, the Municipality engaged the Canadian Centre for Diversity and Inclusion (CCDI), a third-party charitable organization, to conduct an online diversity and inclusion survey of employees. The Employee Census occurred between November 17<sup>th</sup> and December 4<sup>th</sup>, 2020. Municipal employees were encouraged to participate anonymously in the census. The employee census results will capture the state of demographic representation and diversity and inclusion across the organization and will allow us to create a robust analysis of the Municipality's present organizational climate. Findings will assist senior leadership with the evaluation of current and future diversity and inclusion programs within the municipality and to identify next steps to improve them to better inform development of inclusive action plans and strategies. A report from CCDI is expected in Q1 and Administration will provide a subsequent report of findings to employees and the public.

Research of existing anti-racism training was completed to define the best framework for this to occur within the municipality. A preliminary draft of course objectives was developed based on benchmarking research. It was determined that a blended training approach, including a self-directed online course and a facilitated workshop will be utilized. Given the nature of the topic, having specialized subject matter experts is necessary. The development and delivery of this training will be completed by an external consultant specializing in this field. It is vital that the appropriate time be taken to develop this important training and that the appropriate expertise be sought out.

Input from multiple partners and task force members has informed the development of an overarching framework to guide inclusion and equity work within the RMWB. This framework is outlined in Attachment 3.

### **Rationale for Recommendation:**

Benchmarking research with other municipalities, and diversity and inclusion frameworks were examined. Interviews were conducted with AHS and Suncor Diversity and Inclusion practitioners to seek out best practices. A comprehensive review of the coalition of Inclusive Municipalities toolkit, the 2006 Conference Board of Canada Report, the 2019 Top 100 Canada's Best Diversity Employers, and Deloitte's 2013 reports were completed.

RACIDE held conversation cafés and hosted a public survey to understand the

experiences of people more fully in our communities as it pertains to racism and discrimination. The Rehoboth Alliance and the Afro-Canadian Community also held a conversation café and a series of discussions over a 5-week period to develop a recommendations report which was presented to Administration and RACIDE. Further, the Multicultural Association of Wood Buffalo provided a report based on research conducted in 2019 with the newcomer community. A combined report outlining the research findings can be found in Attachment 1. This collaborative effort and evidence-based approach informed the administrative recommendations presented.

**Strategic Priorities:**

Responsible Government  
Rural and Indigenous Communities and Partnerships

**Attachments:**

- 1. Bylaw 20 031 - Amendment to Committees Bylaw 17/024**
  - 2. Bylaw 17/024 Committees Bylaw Red Line Version**
  - 3. The Anti-Racism and Discrimination Study**
  - 4. Diversity and Inclusion Community Plan Progress Report\_2020**
  - 5. Equity & Inclusion Framework**
- Anti-Racism Resolution Update - Presentation**

**BYLAW NO. 20/031****A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND BYLAW NO. 17/024, THE COMMITTEES BYLAW.**

**WHEREAS** section 191(1) of the *Municipal Government Act*, RSA 2000, c. M- 26, as amended, empowers the Council of the Municipality of Wood Buffalo to amend its bylaws;

**NOW THEREFORE** the Council of the Regional Municipality of Wood Buffalo, duly assembled, enacts the following:

1. The Committees Bylaw, Bylaw No. 17/024, is amended by replacing Appendix D – Regional Advisory Committee on Inclusion, Diversity and Equality with Schedule A attached herewith.
2. This Bylaw comes into force the date it is passed.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Read a third time and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Signed and Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Legislative Officer

## **SCHEDULE A**

### **Appendix D – Regional Advisory Committee on Inclusion, Diversity & Equity**

<b>Membership:</b>	<p>9 Members, as follows:</p> <ul style="list-style-type: none"> <li>• 1 - Member at large from the Black community</li> <li>• 8 – Public-at-large with living experience with, or knowledge of, discrimination and advocacy for the human rights of the following population groups: Indigenous, LGBTQS+, BIPOC, Seniors, Youth, Persons with disabilities, Immigrants, and refugees, Religious minorities, Women</li> </ul>
<b>Term of Appointment</b>	2 years
<b>Mandate:</b>	To advise Council and engage the community on policies, programs and activities aimed at promoting inclusion, diversity and equality and to ensure that the contributions, interests and needs of all sectors of the Municipality's diverse population are reflected in the Regional Municipality of Wood Buffalo's mission, operations and service delivery.
<b>Meetings:</b>	The Regional Advisory Committee on Inclusion, Diversity & Equity shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.
<b>Reporting:</b>	The Regional Advisory Committee on Inclusion, Diversity & Equity will provide Council with written annual updates on its activities.



## Consolidated Version of **Committees Bylaw**

(being Bylaw No. 17/024 of the Regional Municipality of Wood Buffalo, as amended by Bylaw No. 19/008, consolidated and printed under the authority of the Chief Administrative Officer of the Regional Municipality of Wood Buffalo)

This is certified to be a true copy of consolidated Bylaw No. 17/024 of the Regional Municipality of Wood Buffalo.

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Jade Brown  
Chief Legislative Officer

*The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change. For example (BL 19/001) refers to Bylaw No. 19/001.*

## **BYLAW NO. 17/024**

### **A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH COUNCIL-APPOINTED COMMITTEES**

**WHEREAS** the *Municipal Government Act* provides that a council may pass bylaws in relation to the establishment and functions of Council Committees;

**AND WHEREAS** the Council of the Regional Municipality of Wood Buffalo wishes to establish an Advisory Committee on Aging to provide an opportunity for public input into strategic planning and delivery of services for seniors;

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

1. The Committees as set out in the appendices to this Bylaw are hereby established.

#### **SHORT TITLE**

2. This Bylaw shall be cited as the “Committees Bylaw”

#### **APPLICATION**

3. This Bylaw shall apply to all Boards and Committees to which Council Members and members of the public are appointed, but specifically excludes the following:
  - (a) Assessment Review Boards;
  - (b) Fort McMurray Airport Authority;
  - (c) Library Board;
  - (d) Regional Recreation Corporation;
  - (e) Subdivision and Development Appeal Board; and
  - (f) Wood Buffalo Housing and Development Corporation.

#### **APPOINTMENT OF MEMBERS**

4. Initial terms of appointment for all members shall be staggered for a term of either one, two or three years.
5. Unless otherwise specified, the term of appointment for all Committees shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of the given year.

6. The term of appointment for Members of Council, as applicable, shall run from the Organizational Meeting in one year to the date of the Organizational Meeting in the following year.
7. If any member of a Committee is unable or unwilling to continue to serve as a member, Council may appoint a replacement member to serve the balance of the term vacated. In the event the vacancy would result in a loss of quorum, Council must appoint a replacement member.
8. Notwithstanding the Committee membership set out in the appendices to this bylaw, any member appointed prior to the passing of this bylaw shall remain a member for the duration of the specified term, and shall be counted in determining quorum. In the event a mid-term vacancy occurs, the position will not be filled unless it would reduce the Committee membership below that set out in the appendices to this bylaw.
9. The maximum duration that a member may serve on any one Committee is six (6) consecutive years.
10. A member who misses three (3) consecutive meetings, without being formally excused by the Committee, shall be deemed to have resigned and shall no longer be a member. Council, at its discretion, may then appoint a replacement member to fill the balance of the vacated term.
11. Council may, at its discretion, appoint one or more Council Members as a non-voting liaison to any of the Committees identified in Section 3.
12. In the event that there are insufficient applicants from a specified ward or sector of the community, Council may appoint a member from the public-at-large.

## **REIMBURSEMENT OF EXPENSES**

13. Members of the Committee shall serve without remuneration but shall be reimbursed for reasonable out-of-pocket expenses incurred in attending Committee meetings or otherwise conducting the affairs of the Committee.
14. All eligible expenses shall be reimbursed in accordance with the provisions of the Committee Members' Travel Reimbursement Policy.

## **QUORUM**

15. The quorum for each Committee shall be based on a simple majority of its voting members, including the Chair.
16. A Committee may hold a meeting only when a quorum is present.



## CHAIR

17. The Chair of the Committee shall be determined by the members of the Committee, by resolution, at the first meeting of each calendar year.
18. The Committee may also determine a Vice-Chair, by resolution, who shall assume the duties of Chair anytime the Chair is unavailable.
19. If both the Chair and Vice-Chair are unable to attend a scheduled meeting or must leave a meeting for any reason, the Committee members in attendance shall then select an acting Chair to perform the duties of the Chair for that particular meeting.
20. The Chair shall preside over all meetings of the Committee, preserving order and decorum, and deciding questions of procedure in accordance with governing legislation.

## MEETINGS

21. All Committee meetings must be conducted in accordance with the rules set out in Council's Procedure Bylaw. Any matter not addressed by the Procedure Bylaw shall be determined in accordance with the latest edition of Roberts Rules of Order Newly Revised
22. Committee Meetings shall be held in such locations within the Municipality as the Committee deems advisable, and must be open to the public except where a matter under discussion allows the Committee to move *in camera* pursuant to the provisions of subsection 197(2) of the *Municipal Government Act*.
23. Notice to the public of all Committee meetings shall be posted on the Municipality's social media accounts the week prior to the scheduled meeting.
24. When the Committee passes a resolution in the nature of a recommendation to the Council, the Committee shall prepare and submit to the Chief Legislative Officer a report containing the resolution and the reasons why it was passed.
25. The Committee may from time to time establish such sub-committees, ad-hoc committees or working groups as it considers advisable to fulfill its mandate.
26. The Chief Administrative Officer shall ensure that adequate administrative support is provided to the Committee.

## ADMINISTRATION

27. The Chief Administrative Officer shall ensure that adequate administrative support is provided to the Committees.

**REPEAL AND COMING INTO FORCE**

28. The following bylaws, and all amendments thereto are hereby repealed:
- (a) Bylaw No. 83/19 (Landlord & Tenant Advisory Board);
  - (b) Bylaw No. 06/045 (Regional Advisory Committee on Inclusion, Diversity and Equality);
  - (c) Bylaw No. 08/040 (Communities in Bloom Committee);
  - (d) Bylaw No. 12/006 (Community Services Committee);
  - (e) Bylaw No. 14/020 (Public Art Committee);
  - (f) Bylaw No. 14/021 (Advisory Committee on Aging);
  - (g) Bylaw No. 14/022 (Council Compensation Review Committee);
  - (h) Bylaw No. 14/031 (Waterfront Steering Committee);
  - (i) Bylaw No. 15/019 (Standing Council Committees Bylaw); and
  - (j) Bylaw No. 15/020 (Land Planning & Development Advisory Committee).
29. This Bylaw shall be effective when passed.

READ a first time this 12<sup>th</sup> day of December 2017.

READ a second time this 12<sup>th</sup> day of December 2017.

READ a third and final time this 12<sup>th</sup> day of December 2017.

SIGNED and PASSED this 12<sup>th</sup> day of December 2017.

Amendment:

19/001

19/003

19/008

## Appendix A – Advisory Committee on Aging

<b>Membership:</b>	<p>7 Members, as follows:</p> <ul style="list-style-type: none"> <li>• 1 - Regional Municipality of Wood Buffalo Council Member</li> <li>• 2 – seniors-at-large – 1 each from the rural and urban service areas;</li> <li>• 1 – Golden Years Society board member</li> <li>• 1 - Wood Buffalo Health Advisory Council</li> <li>• 1 – Wood Buffalo Housing &amp; Development Corporation</li> <li>• 1 – Wood Buffalo Seniors Resource Committee</li> </ul>
<b>Term of Appointment</b>	2 years
<b>Mandate:</b>	<p>To provide a forum for stakeholder input on strategies and service delivery issues affecting seniors [including intergovernmental strategies and service delivery issues] and to make recommendations in respect thereof to Council.</p> <p>In fulfilling its mandate the Committee may draw upon the expertise or advice of any group or organization that has an interest in the well- being of seniors in the Municipality, including without limitation: Alberta Health Services, the Northern Lights Regional Hospital, Wood Buffalo Housing and Development Corporation, and the Municipality itself.</p> <p>The Committee shall deal with matters referred to it by the Council or by another Council Committee, and may on its own initiative deal with matters that are within its mandate.</p>
<b>Meetings:</b>	The Advisory Committee on Aging shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.
<b>Reporting:</b>	The Advisory Committee on Aging shall report to Council on, at minimum, an annual basis.

**Appendix B - Communities in Bloom Committee**

<b>Membership:</b>	7 Members, appointed from the public-at-large
<b>Term of Appointment</b>	2 years
<b>Mandate:</b>	<p>To organize, implement, evaluate and actively participate in the Communities in Bloom Program</p> <p>To foster an increased sense of community pride and ownership by providing support and guidance and through active involvement in the Communities in Bloom program</p>
<b>Meetings:</b>	The Communities in Bloom Committee shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.
<b>Reporting:</b>	The Communities in Bloom Committee shall submit its annual report, in writing, to Council.

## Appendix C – Public Art Committee

<b>Membership:</b>	5 Members, appointed from the public-at-large
<b>Term of Appointment</b>	2 years
<b>Mandate:</b>	<ul style="list-style-type: none"><li>• Make recommendations on the content of the Municipal Public Art Program, and on all matters pertaining to the Municipality Public Art Program, including the Public Art Guidelines.</li><li>• Promote and serve as an education resource for the Municipal Public Art Program</li><li>• Provide expert guidance and advice to the Department and to land developers, public agencies, community groups and other stakeholders and interested persons with respect to the creation, acquisition and installation of Public Art</li><li>• Review and approve a conservation plan and deaccession protocols for maintenance of the Municipality's Public Art collection;</li></ul>
<b>Meetings:</b>	The Public Art Committee shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.
<b>Reporting:</b>	The Public Art Committee shall submit an annual report, in writing, to Council.

## Appendix D – Regional Advisory Committee on Inclusion, Diversity & ~~Equality~~Equity

<b>Membership:</b>	<p><del>59</del> Members, <del>appointed from the public at large</del>as follows:</p> <ul style="list-style-type: none"> <li>• <u>1 – Member at large from the Black community</u></li> <li>• <u>8 – Public-at-large with living experience with, or knowledge of, discrimination and advocacy for the human rights of the following population groups: Indigenous, LGBTQ2S+, BIPOC, Seniors, Youth, Persons with disabilities, Immigrants and refugees, Religious minorities, Women</u></li> </ul>
<b>Term of Appointment</b>	2 years
<b>Mandate:</b>	To advise Council and engage the community on policies, programs and activities aimed at promoting inclusion, diversity and <del>equality</del> <u>equity</u> and to ensure that the contributions, interests and needs of all sectors of the Municipality's diverse population are reflected in the Regional Municipality of Wood Buffalo's mission, operations and service delivery.
<b>Meetings:</b>	The Regional Advisory Committee on Inclusion, Diversity & Equality shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.
<b>Reporting:</b>	The Regional Advisory Committee on Inclusion, Diversity & Equality will provide Council with written annual updates on its activities.

**Appendix E – Community Identification Committee**

<b>Membership:</b>	7 Members, as follows: <ul style="list-style-type: none"><li>• 2 - Regional Municipality of Wood Buffalo Council Member</li><li>• 1 – Fort McMurray Historical Society</li><li>• 4 – public-at-large</li></ul>
<b>Term of Appointment</b>	2 years
<b>Mandate:</b>	To make recommendations on the naming of communities, subdivision, public facilities, streets and multi-family projects and appropriate addressing of lots, as identified in the Community Identification System Policy, as may be amended from time to time.
<b>Meetings:</b>	The Community Identification Committee shall meet as-needed to address naming requirements, but, in any event, shall meet on, at a minimum, a semi-annual basis.
<b>Reporting:</b>	Recommendations from the Community Identification Committee shall be added to a Council agenda for approval.

## Appendix F – Community Standards Appeal Committee

**Membership:** 5 Members, appointed from the public-at-large

**Term of Appointment:** 2 years

**Mandate:** The Community Standards Appeal Committee is delegated the powers, duties, and functions to:

1. 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. **(BL 19/008)**

**DELETED**

**(BL 19/008)**

**Meetings:** The Community Standards Appeal Committee shall meet as-needed to decide applications but, in any event, shall meet on, at a minimum, a semi-annual basis.

**Reporting:** Decisions from the Community Standards Appeal Committee shall be added to a Council agenda for Council's information.

**(BL 19/001)**



## Appendix G – Wood Buffalo Development Advisory Committee

**Membership:** 13 members, appointed from the public-at-large with knowledge of and experience in the following local sectors:

- 2 – Business community;
- 2 – Land Development industry;
- 1 – Oil and Gas industry;
- 1 – Health & Wellness field;
- 1 – Affordable Housing sector;
- 1 – Arts, Culture and Recreation sector;
- 1 – Education sector;
- 1 – Community Development sector; and
- 3 – Public-at-Large members

Members will not be expected to represent a sector or organization but are expected to have knowledge and experience with issues that impact the interests of the sector. Public-at-large members will possess skills, local experience, interests, or geographic or demographic representation that would support strategic planning and land use development in the Municipality.

**Term of Appointment:** 2 years

**Appointment Process:** Recruitment for members of the Development Advisory Committee will be conducted in accordance with Council's Selection Committee Policy. The Chief Administrative Officer will be responsible for reviewing applications and making recommendations to Council regarding appointments to the Committee.

**Mandate:** To advise municipal administration and Council on local development initiatives, including development and construction issues, community-based issues, public engagement activities and region-wide economic priorities.

To deal with all matters referred to it by Council and on its own initiative, deal with matters that are within its mandate.

**Identified Initiatives:**

The Development Advisory Committee will:

1. research how Council, municipal administration and the Wood Buffalo Economic Development Corporation (WBEDC) currently work with business developers to build and develop new businesses and expand existing ones and recommend changes that will improve the overall business and economic environment of the Municipality.
2. review current requirements for the development of commercial properties set out in the Municipality's Land Use Bylaw (including the sign provisions), and other applicable bylaws to help identify areas of assistance for small businesses along with ways that the Municipality, WBEDC and the business community can evaluate and track continuous improvements in the local business environment.
3. provide guidance and recommendations to help the Municipality attract and retain business and increase economic activity in the region.
4. engage with the public and provide feedback on the Municipality's processes with a view to reducing "red-tape" where possible and decreasing barriers to development in the region.
5. identify and recommend investment opportunities and incentives to encourage and facilitate development in the Municipality.
6. support the Municipality in its desire to build relationships with various sectors, networks and individuals in the community to gain input and benefit from the experience of others in the region.
7. assist the Municipality engage with members of the public who may have been underrepresented in past planning processes, to ensure that everyone in the region has an opportunity to participate in its development in a meaningful way.
8. the municipality's bylaws and recommend changes to the regulatory framework with a view to encouraging economic and small business development in the Municipality.

9. will provide recommendations and advice to Council that are consistent with improving the overall business and economic environment of the Municipality and supporting the initiatives outlined in Council's strategic plan.

**Meetings:**

The Development Advisory Committee will endeavor to hold one meeting a month.

**Reporting:**

Where the Committee wishes to make a recommendation or provide advice to Council, the matter will be submitted and considered through Council's agenda review and approvals process. Any requests by the Committee to provide recommendations and advice for presentation to Council will be approved at the Municipality's discretion. On an annual basis, the Committee will work with municipal administration to prepare an annual report to Council summarizing its progress.

(BL 19/003)

# THE ANTI-RACISM AND DISCRIMINATION STUDY

REGIONAL ADVISORY COMMITTEE ON INCLUSION, DIVERSITY AND EQUALITY  
(RACIDE)

A response to Council's Anti Racism and Inclusivity Notice of Motion

RACIDE 2020

## BACKGROUND

At the June 23, 2020 Regional Municipality of Wood Buffalo (RMWB) Council Meeting, a resolution was passed regarding Anti-Racism and Inclusivity. The motion *directed Administration to work with the Regional Advisory Committee on Inclusion, Diversity and Equality (RACIDE), a Council appointed Committee, to bring forward recommendations and advice to Council on anti-racism and the Black Lives Matter movement.*

Following a review of the motion, the RACIDE established a working group consisting of one member of RACIDE and one member of Coalitions Creating Equity to work with administration to engage citizens and to conduct the anti-racism and discrimination study in the region.

Two Study methodologies were established and deployed;

1. Virtual conversation café
2. Online Anti-Racism and discrimination survey

## DUTIES

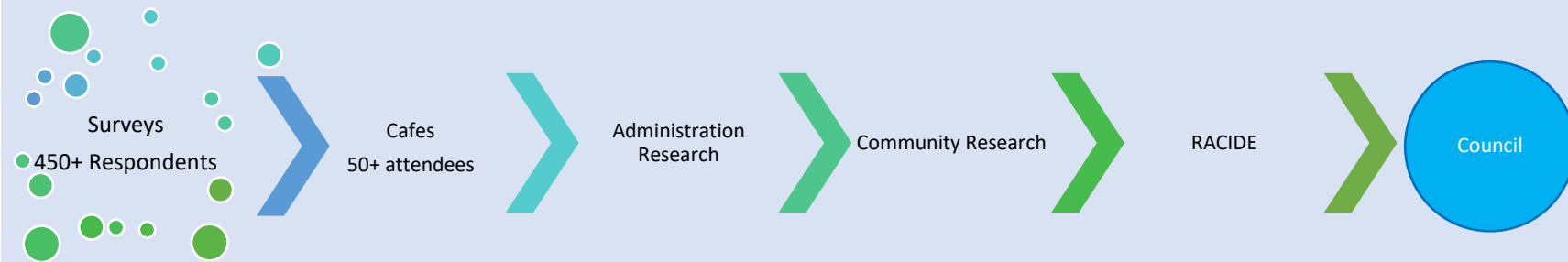
### RACIDE Working group

- Developed conversation café
- Designed the conversation café guide document
- Facilitated the convection cafés and.
- Compiled feedback summary
- Developed Anti-Racism Survey

### RMWB Staff

- Supported the registration platforms (Eventbrite, and Zoom)
- Conversation café guide quantification
- Advertised and promoted the café
- Designed and uploaded the survey online
- Data clean-up and data analysis
- Report integration

## PROCESS



## VIRTUAL CONVERSTION CAFÉS

The conversation cafés gathered information from over 50 people who attended remote conversations and responded to guided questions. The cafés dove deep into discussions around lived experience, current state within the region of RMWB and recommendations on anti-racism and increasing wellbeing for all Wood Buffalo residents.

## ONLINE RACIDE ANTI-RACISM AND DISCRIMINATION SURVEY

The RACIDE Anti-Racism and Discrimination survey garnered over 450 responses resulting in a statistically relevant sample for our population. The survey included both quantitative and qualitative questions to inform a snapshot and to understand more about racism, discrimination, and the opinions of residents

## THEMES

Racism is a problem in the region of the RMWB

Lack of understanding of depth or scope of the problem

Real, significant impact to region due to racism

No platform for people to share concerns or receive support

Next steps are needed

## SUMMARY

In July the RACIDE decided on conversation cafes as a method to gather feedback from citizens. RACIDE then created a working group of a RACIDE member and community volunteers. This working group worked with administration to offer conversation cafes.

Administration provided the framework, support for group to develop questions, advertising via Municipality social media channels, at community meetings and through email lists. Administration supported the working group in development of opening statements, protection of citizen information, process for note taking, summary and reporting writing on findings.

The working group reported back monthly to RACIDE on progress and in August RACIDE decided to expand scope to also include a survey. Rationale for this decision was based on the importance of properly understanding the community and accessibility for citizens who could not attend cafes or would not feel comfortable speaking on the issues in public. The survey allowed the information gathering to extend and offered complete anonymity.

Ten conversation cafes were offered from July 11, 2020 to Sept 19, 2020. Four were successfully held, one café suffered technical difficulties and the rest had no registration and no attendance. The working group opened each café even when there was low or no registration and in the case of technical difficult was able to connect with citizens and enable them to join another café. Community groups were offered the opportunity to host their own café with support from the working group as facilitators and note takers.



## KEY THEMES EXPANDED

## Racism is a problem in the RMWB

Racism was noted in local government, within the Municipality at the RMWB, RCMP, Health, Education and general geographic region of the RMWB Community

## Lack of understanding of depth or scope of the problem

- Lack of understanding can be related to a lack of collecting information regarding this, as well as a lack of reporting around race/ ethnicity
- Those in charge of many of the processes in community do not represent minorities, as such decisions do not reflect the all of the citizens of the region

## Real, significant impact to region due to racism

- People cited impact to all aspects of health, mental, physical, spiritual, financial cost, lack of opportunity
- There is a cost to our community in terms of well-being of residents, lack of connection

## No platform for people to share concerns or receive support

- There has been a recent sharing of surveys and discussions, but there is no recognized platform to discuss, report or respond to racism and discrimination specific to our region
- Even when people report through official channels they are reporting to people who do not understand racism, may not be trained in how to respond and most likely have little to no lived experience

## RECOMMENDATIONS MADE THAT FIT WITHIN CURRENT RMWB DIVERSITY &amp; INCLUSION PLAN (2017-2022)

Diversity Goals	Café	Survey	Community	Suggestions
<b>1.Effective Communication of Information to and within Community</b>		Start with effective information. There needs to be further work on this and it needs to be financially supported	Independent research be conducted to assess and understand all ramifications of anti-black racism	*Education offered through Learn, specific to appropriate community consultation – designed to include community developed, asset based and strength approach *Implement evaluation by community on community evaluation. Evaluation should be a standard process of every project *Communication outward to community assessed for “plain language” & readability *Consider accommodations such as transcription, Closed, Captioning, read out loud services for the blind *Consider options for translation when a safety issue (such as state of emergency)

Diversity Goals	Café	Survey	Community	Suggestions
<b>2.Diverse voices are identified, involved &amp; engaged</b>	1. More access to municipal committees, need transparency on selection process. Should be blind process evaluating qualifications only 2.Subcommittee of RACIDE to address racism (or could stand alone as a black caucus) 3. Creation of black Caucus – internal to RMWB workers and external for black community members 4. Need a platform to express issues	1) People with lived experiences should be involved in making decisions about policies, processes, bylaws, plans that impact their lives 2) Representation on Council appointed committees by BIPOC, Indigenous the disabled, LGBTQ2s+ 3) RACIDE specifically needs broader representation from community groups. Explicitly mentioned were: a) Black people b) Indigenous people c) Disabled people D) Transgender people	1) Council appointed committee, especially RACIDE be more diverse and inclusive of all minority groups. 2) RACIDE to have representation that includes those from the Black community 3) Programs implemented for Blacks need to be “Run by Us for Us” 4) Programs that deal with anti-black racism in the RMWB need t be led by Black people.	1) Continue to engage residents through Participate Wood Buffalo

Diversity Goals	Café	Survey	Community	Suggestions
<b>3.Promote a Sense of Community by recognizing and celebrating Diversity</b>	<p>1.Review the names of streets/parks/buildings to remove the names of colonizers/racists from community and replace with indigenous names</p> <p>2.Ensure that future developments/parks/etc. are named in a way that reflect the diversity of our community</p> <p>3.More diverse public art, it was noted that we do a great job of displaying indigenous art but would like to see even more minorities represented.</p> <p>4. More support for black history month and other festivals celebrating diversity. These events need to be more than a photo op for mayor and council.</p>	<p>1)Visible Advocacy work such as marches,</p> <p>2) Host events that celebrate diversity and difference – led by those people</p> <p>3)People in positions of power training and representing D &amp; I behavior &amp; standards</p>	<p>1)Hold events to commemorate Blackness</p>	<p>* RMWB share and advertise events or used shared platform</p> <p>*RMWB connect agencies and community groups to funding</p> <p>*Focus on a community approach with the RMWB as an equal partner, not as a lead.</p>

Diversity Goals	Café	Survey	Community	• Suggestions
<b>4.Increase Understanding through Education</b>	<p>1.Education, in the form of mandatory training at the RMWB, for all (Mayor &amp; Council, All employees, consultants and contractor) in one or all of the following:</p> <ul style="list-style-type: none"> <li>- Diversity and Inclusion Training</li> <li>- Anti-racism</li> <li>- Unconscious bias</li> </ul> <p>2.Educational reform/change in school curriculum</p> <p>3.Create a course about unity and diversity in Fort McMurray that is available for everyone. Newcomers and youth especially.</p> <p>4.Education of social profits, healthcare, other levels of government, business etc.</p> <p>5. Indigenous history and culture will be integrated into curriculum not an elective or separate class</p>	Specifically Anti-racism education, unconscious bias training, Privilege training, Mandatory anti-racism & unconscious bias training in all workplaces, Early Childhood anti-bias education framework	RMWB advocate with Alberta government on inclusion of African-Caribbean Canadian History to be part of school curriculum	<p>Advocate for curriculum changes that includes:</p> <ul style="list-style-type: none"> <li>a) History of colonialism and genocide in Canada for FNMI people</li> <li>b) History of colonization and practice of slave trade and current day effects</li> <li>c) History of disabled people and understanding of why ablism is so prevalent</li> <li>d) History of LGBTQ+2S</li> <li>e) History and celebration of Transgender peoples</li> </ul>

Diversity Goals	Café	Survey	Community	Suggestions
<b>5.Foster Trust &amp; Collaboration between groups and individuals</b>	1.Advocate for indigenous communities. 2. Needs to address racism within RMWB, has seen racism from council, staff, and HR (statement to acknowledge wrong-doing and a plan to move forward) 3.Have a third party review the reports of municipal employees being fired after reporting discrimination in the workplace.	1)Create opportunities that allow for diverse & different groups to mingle & connect. Host cultural events to create awareness 2) Create education that focuses on “it starts at home” or/and “ it starts with you” that gives people history, understanding and skills to be able to educate, and appropriately call out racism and discrimination		*Create campaign that educates and calls on people to take specific action in their own lives – provides the learning, a score card and check ins to see how people are doing. Ensure it is safe, models respectful conflict and is aimed at growth & inclusion, not shame

Diversity Goals	Café	Survey	Community	Suggestions
6.Reduce Barriers to Resources & Services	Financial support to address Racism and Discrimination 1.Self-governance for indigenous communities including police, education, health 2.Self sufficient indigenous communities, groceries, gas, daycare etc. build their infrastructure to be able support themselves 3.Need high school for Anzac, Janvier, Conklin, Chip, etc. Would see a decrease in suicide, Mental health would improve 4.Invest in the indigenous communities, to improve quality of life.	accommodations are provided to support those that need them, specific mentions: 1) Closed captioning for all RMWB related broadcasts. 2) Financial Support to address Racism & Discrimination	Financial Support to Address Racism & Discrimination	

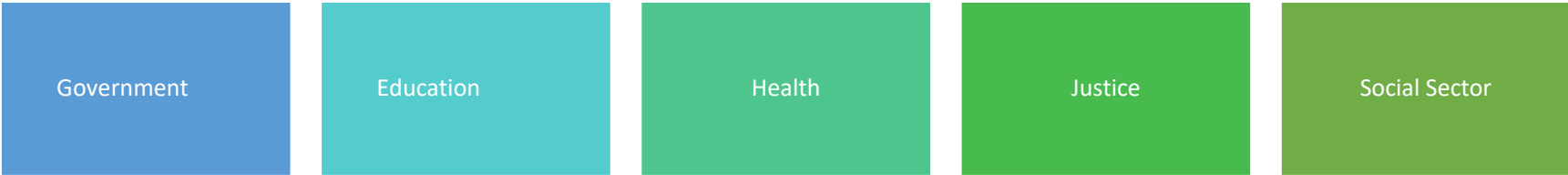
- Suggestion that D & I plan be updated and specific note be given to suggestions above, it should also be an all departmental plan

## RECOMMENDATIONS OUTSIDE RMWB D &amp; I PLAN

	Cafe	Survey	Community	Suggestions
<b>Accountability</b>		Diversity & Inclusion policies for all employers Reporting and investigating processes for reporting racism & discrimination safely	Model a program to tackle anti-black racism after the work done on CPH and IRR TRC	
<b>Enforcement</b>		Enforcement of D & I policies	We request a "SAFE SPACE" hosted by RMWB where anti-black racism incidents can be confidentially reported to be independently & objectively investigated, without jeopardy to person, or progress in company, community, school	Review administrative procedures, policies, and processes with an equity and inclusion lens
<b>Safe places to Report</b>		Safe and protective spaces where people can report racism and discrimination ( in community in general and specific to workplaces, healthcare, education, justice etc.)		Review reporting processes including use of Coordinated Community Response Model for hate and stophateab.ca
<b>Spaces to grow</b>		Create spaces where people can connect. Spaces where people can learn about and discuss racism and discrimination Spaces where there can be organic connect and focus on creativity	A space be made available for our community to socialize, meet and hold events to commemorate blackness	



RECOMMENDATIONS SPECIFIC TO INSTITUTIONS



- 1. D & I policies – based on evidence, feedback from groups with lived experience and Human Rights. Policy should include remediation steps and be clear (education, time off, fired etc.)
- 2. Mandatory Education programs for all staff/volunteers/leadership etc.(unconscious bias, anti-racism.)
- 3. Method to track hate incidents and hate acts. Both to the organisation ( in case of hate on social media) and internal ( employees towards each other).Reporting should be mandatory, public and annual
- 4. Agencies should be doing routine evaluation and be asking the people they provide services to – how are we doing.
- 5. Accommodation through various methods, must ensure confidentiality and be able to provide options like cc, interpretation, translation, scribing etc. if requested.

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## CAFÉ RECOMMENDATIONS

1. Review the names of streets/parks/buildings to address reconciliation
2. Ensure that future developments/parks/etc. are named in a way that reflect the diversity of our community
3. More diverse public art, it was noted that we do a great job of displaying indigenous art but would like to see even more minorities represented.
4. More support for black history month and other festivals celebrating diversity.
5. Education, in the form of mandatory training at the RMWB, for all (Mayor & Council, All employees, consultants and contractor) in one or all of the following:
  - Diversity and Inclusion Training
  - Anti-racism
  - Unconscious bias
6. Educational reform/change in school curriculum
7. Create a course about unity and diversity in Fort McMurray that is available for everyone. Newcomers and youth especially.
8. Education of social profits, healthcare, other levels of government, business etc.
9. Indigenous history and culture will be integrated into curriculum not an elective or separate class
10. Advocate for Indigenous communities.
11. Needs to address racism within RMWB including statement to acknowledge wrong doing and a plan to move forward
12. Have a third party review the reports of municipal employees being fired after reporting discrimination in the workplace.
13. Financial support to address Racism and Discrimination
14. Self-governance for Indigenous communities including police, education, health
15. Self sufficient indigenous communities, groceries, gas, daycare etc. build their infrastructure to be able support themselves
16. Need high school for Anzac, Janvier, Conklin, Chip, etc. Would see a decrease in suicide, Mental health would improve
17. Invest in the Indigenous communities, to improve quality of life.

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#### RECOMMENDATIONS FROM COMMUNITY GROUP

1. Independent research be conducted to assess and understand all ramifications of anti-black racism
2. Council appointed committee, especially RACIDE be more diverse and inclusive of all minority groups.
3. RACIDE to have representation that includes those from the Black community
4. Programs implemented for Blacks need to be Run by Us for Us"
5. Programs that deal with anti-black racism in the RMWB need to be led by Black people.
6. Financial Support to Address Racism & Discrimination
7. RMWB advocate with Alberta government on inclusion of African-Caribbean Canadian History to be part of school curriculum
8. Model a program to tackle anti-black racism after the work done on CPH and IRR TRC
9. We request a "SAFE SPACE" hosted by RMWB where anti-black racism incidents can be confidentially reported to be independently & objectively investigated, without jeopardy to person, or progress in company, community, school
10. A space be made available for our community to socialize, meet and hold events to commemorate blackness

## RECOMENDATIONS SPECIFIC TO THE REGIONAL MUNICIPALITY OF WOOD BUFFALO

RMWB has a key leadership role to take on addressing these issues in the region. Documents such as the strategic plan and MDP should have diversity and inclusion as key themes during planning sessions. Responsibilities for the RMWB are both internal, as an employer and external as a municipal body.

In order to be effective and trusted as a leader - RMWB has to ensure it models the way by having effective processes and policies that ensure hiring, promotion and retention are based on merit and skill set. The goal should be creating a culture of inclusion and community for all staff. Things like succession planning, employee assessments, etc. need to be influenced with the sphere of Equity and Inclusion. Perhaps refining the wording on the D&I policy to reference a robust policy and integration within all facets of the organization and other departments should not only follow the D&I plan, but have input on it.

### Recommendations:

- 1) Have an overarching D and I Policy for the organisation
- 2) Reviewing and addressing or creating policies over protected human grounds.
 

a. Race	e. Physical disability	j. Marital status
b. Religious beliefs	f. Mental disability	k. Source of income
c. Colour	g. Age	l. Family status
d. Gender , Gender identity	h. Ancestry	m. Sexual orientation
,Gender expression	i. Place of origin	
- 3) Start/continue/explain unbiased/impartial hiring practices which include industry standards such as: 360 reviews (staff provide reviews upwards not just top down), at the same level as staff evaluations or employee reviews. Staff should also be given the opportunity to provide feedback to their MOR (Manager Once Removed – i.e. their leaders, manager) to provide feedback on things their leader is doing. Leadership should be held to same evaluation standard and should be reviewed not by peers or those with a vested interest in protection, but by impartial people. Immediately investigate, and if appropriate take steps to review and correct any biased, discriminatory behavior.
- 4) Publicly report on employee census – state clearly next steps and when those will happen and when the annual review of program will happen. State clearly who is involved. Key findings and next steps.
- 5) Publicly report on HR survey.
- 6) Implement anti- racism training, unconscious bias training, mediation/conflict resolution.
- 7) Investigate program for people who break D& I policy
- 8) enforce policies when there is clear disruption.
- 9) Create D & I department
- 10) Survey employees about the current workplace atmosphere. Have they experienced discrimination? Have they witnessed discrimination? Do they feel they can report it? Etc.

- 11) Get continual feedback from employees about their satisfaction/experience as an employee.
- 12) Open up the possibility of employee stand-up committees, senior leadership needs to sponsor and support employees to self organize.
- 13) Ensure exit interviews are done in an unbiased manner so that departing staff can openly discuss their experiences.
- 14) Review the severance “release” documents to identify the negative impacts that are caused by silencing departing employees in exchange for financial stability.
- 15) Public acknowledgement of racism, institutionalized racism and complicities therein, there is lack of trust for the organization and they need to acknowledge their mistakes to rebuild trust.
- 16) Review and update D and I plan annually and publicly
- 17) All depts involved in inputting into D & I- include score card to allow for improvement
- 18) Include in plan recommendations from community members.
- 19) Remove those goals that are not aligned with community goals/feedback
- 20) engaging diverse voices - all depts need to be trained on how to do this

## APPENDICES

## QUOTES FROM CAFÉ SUMMARY

*The community of RMWB is very welcoming, and this was a pleasant surprise for many*

*Workplaces were the highest noted as places where members experienced racism and discrimination and microaggressions*

*The RMWB (Municipality) workplace was highlighted as one of the worst offenders with multiple people sharing stories of discrimination, microaggressions and racism*

*There is no safe way to report it (discrimination and racism), comment directed to any workplaces, with specific note going to RMWB Municipality ( it is unclear how many people can see whistle blower complaints)*

*People who take reports(HR, Supervisors, Management etc.) of discrimination are generally biased, not trained in unconscious bias training, unskilled or uneducated in anti-racism education and are not effective when taking a report of racism even if there is a way to report it.*

*If an event is reported, there is usually no supportive measures, little to no repercussions for the person who is being discriminatory*

*The reporter often suffers punitive measures*

*Reports of employees losing their job due to reporting discrimination*

*The impact of racism is heavy for those affected. It affects mental, emotional, physical, and financial health*

*People suffer in silence due to their fear and community/situational bias*

*Other work is supported well in community, but anti-racism is not specifically addressed*

*Nepotism in hiring at Oil & Gas, (most major employers in the region ) must have family that works there. This is damaging to newcomers, and immigrants*

*Has seen less experienced, white employees make \$2-5 more per hour*

*Told by coworkers “blacks smell bad”*

*Told need to work on their English (is trilingual)*

*Same acts of police violence happen in Alberta as US*

*Have been denied service by local businesses.*

*Many people are victimized by racism in the community, the attacks can be individual, emotional, physical, financial etc.*

*Many people do not feel safe or supported in community*

*Indigenous peoples face significant racism in the community*

*People will often continue to work in a discriminatory environment, because it easier to sit and suffer than face the unknowns that are present in the job market.*

*Experienced racism in health care. They are a health care worker. Had patients refuse their help because of their race. Was told she’s stealing their jobs*

*Reported the issue and didn’t receive support because she was the only POC (person of color) at company*

*Feels in danger when working alone.*

*Often hears comments about the colour of skin*

*Works with newcomers and experiences indirect racism*

*13 at local high school, told to go back to his country, would be sent pictures of monkeys. Went to principal and was told that he invited things on himself*

*Recently a local student committed suicide because of bullying/racism*

*In schools racism and bullying highly connected.*

*Fear is a part of everyday life, whenever they leave the house.*

*Hard to share with us because Racism is inherent within RMWB*

*Has been subject to direct attacks. Has had a person explicitly go out of their way to black list and block employment.*

*Lack of trust towards municipality*

*Hard to build their business as a woman of colour*

*Experienced discrimination of religion*



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#### QUOTES FROM SURVEYS

*"We see white being afraid of equality because they feel POC getting treated better means they are going to be treated worse. "*

*"RMWB have to start with their own staff and leaders first. Discrimination and racism has to be addressed and educational programs included in orientations and lunch and learns. People have to be educated to become leaders."*

*"Holding community dialogues, raising awareness about residents' rights and responsibilities toward racism, and communicating the consequences of discrimination on the community and its members is an effective way for municipalities to educate the public. When municipalities raise awareness about racism and discrimination, they support their residents to better know what racism and discrimination can look like and help to prevent it."*

*"Tired of being tired."*

*"Deaf People requesting CC is equivalent to hearing people requesting audio . Imagine being denied access to audio every time everywhere and everyday"*

*"It was recently reported that racial discrimination has cost the US economy \$16 trillion... Imagine how much the RMWB as well as its private companies would thrive if they would just take advantage of the talent in their midst. Even in these hard and difficult times, the right thing is still beneficial for all."*

## D &amp; I PLAN GOALS



1

<sup>1</sup> <https://www.rmwb.ca/en/mayor-council-and-administration/diversity-and-inclusion-community-plan.aspx>

## Diversity & Inclusion Community Plan

### Progress Report

#### Background

In 2006, the Regional Municipality of Wood Buffalo was one of the first municipalities in Alberta to show commitment to inclusion by becoming a signatory of UNESCO's Coalition of Inclusive Municipalities (CIM). Signatory municipalities of the Coalition agree to 10 Common Commitments that inform and guide their work. A plan of action was developed, and the Regional Advisory Committee on Inclusion, Diversity, and Equality (RACIDE) was formed to advise Administration and Council in their continued commitment to develop a more inclusive and equitable region for all. Currently, the Diversity & Inclusion Community Plan 2017-2022 guides inclusion work for the municipality as well as the community.

#### Current Status

The following tables provide an update on the progress to date on the Diversity & Inclusion Community Plan 2017-2022 as it pertains to each goal identified within the Plan. Any outstanding initiatives have also been included and the next steps to ensure the plan's priorities are addressed prior to the conclusion of the Plan in 2022.

#### Goal 1 – Effective Communication of Information to and within the Community

Outcomes	Progress	Outstanding	Next Steps
Improved awareness of diversity and inclusion	<ul style="list-style-type: none"> <li>“I am different because...” campaign launched</li> <li>“I See You: Sawubona”<sup>1</sup> exhibit was developed and launched featuring local survivors of hate. The project was nominated for a 2019 Buffy in the “Creative Collaboration” category and received the FCSAA 2020 Award of Excellence</li> </ul>	<ul style="list-style-type: none"> <li>Launch awareness campaign addressing racism and discrimination in the region</li> </ul>	<ul style="list-style-type: none"> <li>Develop awareness campaign to address systemic racism and discriminatory practices and behaviours in the region with a particular focus on Black and Indigenous peoples and communities</li> </ul>

<sup>1</sup>“I See You: Sawubona” is an audio-visual exhibit featuring local survivors of hate and discrimination.

	<ul style="list-style-type: none"> <li>Developed and launched internal employee calendar outlining important dates of observance and improving awareness and education</li> <li>Incorporated land acknowledgements in all meetings and events as Elder involvement when appropriate</li> </ul>		
Increased awareness of existing programs and services	<ul style="list-style-type: none"> <li>Improved communications support and robust planning for diversity and inclusion initiatives and ease of access to information on existing programs and services</li> <li>Diversity billboard in place</li> <li>New RMWB website launched</li> <li>Inaugural edition of RMWB's Reconciliation Newsletter published June 21<sup>st</sup> 2020 coinciding with National Indigenous Peoples Day.</li> </ul>		<ul style="list-style-type: none"> <li>Communications plan for diversity &amp; inclusion initiatives and progress updates</li> <li>Address alternative communication and diverse needs including traditional media channels such as print for some communities</li> <li>Consider greater circulation of rural newsletters for Janvier, Conklin, Draper, Anzac, and Saprae Creek</li> </ul>
Individuals are more supported by each other	<ul style="list-style-type: none"> <li>Various informal and formal support groups available throughout the region including for caregivers, trans individuals and parents of trans people</li> <li>RMWB provides grant funding to support Rural Arts Support program with Arts Council Wood Buffalo</li> </ul>	<ul style="list-style-type: none"> <li>Identify gaps in support groups available</li> </ul>	<ul style="list-style-type: none"> <li>Assist community organizations to launch support groups to fill any gaps identified</li> </ul>
Communication is more inclusive	<ul style="list-style-type: none"> <li>MAC<sup>2</sup> calendar made available in multiple languages</li> </ul>		<ul style="list-style-type: none"> <li>Working with legislative services, RACIDE, and the</li> </ul>

<sup>2</sup> McMurray All Connected

	<ul style="list-style-type: none"> <li>• Collaborative working group supports translation needs during state of emergency for example during the 2020 flood, the Multicultural Association of Wood Buffalo, YMCA, and RMWB supported widespread distribution of important messages to diverse linguistic communities</li> <li>• New RMWB website meets WCGAC AA accessibility standards including attention to reducing barriers around font size, colour, contrast, navigation, alternative texts on all images and links, and integrated Google Translate.</li> </ul>		<p>Regional Inclusive Committee to address accessibility barriers of council meetings.</p> <ul style="list-style-type: none"> <li>• Continue to expand the number of Council meetings held outside of Fort McMurray in Indigenous and rural communities.</li> </ul>
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## Goal 2 – Diverse Voices are Identified, Involved, and Engaged

Outcomes	Progress	Outstanding	Next Steps
Decisions are more informed by consultation	<ul style="list-style-type: none"> <li>• Municipal Open House events and engagement sessions are planned in multiple locations chosen based on accessibility and planned for varying times to accommodate diverse schedules</li> <li>• Bang the Table platform now used to support improved consultation</li> <li>• Adopted International Association of Public Participation standards/best practices</li> <li>• Open houses held in rural hamlets to increase engagement and awareness on municipal programs and services</li> </ul>	<ul style="list-style-type: none"> <li>• Plans for quarterly Municipal open houses in rural hamlets were postponed due to COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>• A review of the Public Engagement Policy is scheduled to take place in 2021</li> <li>• Continue to explore innovative ways to engage rural and Indigenous communities and other populations as virtual meetings are not always an effective method</li> </ul>

More engagement of diverse voices	<ul style="list-style-type: none"> <li>Diverse community stakeholders are identified early in the engagement process.</li> <li>Daycare services were made available at the Flood Risk Open House event</li> <li>Stakeholder Relations is committed to using straightforward, plain language when communicating with residents</li> </ul>	<ul style="list-style-type: none"> <li>Plain language workshop</li> <li>Diverse branding and marketing workshop</li> </ul>	<ul style="list-style-type: none"> <li>Identify workshop opportunities</li> <li>Explore approaches to facilitate greater inclusion of rural and Indigenous community perspectives and diversity of voices in municipal initiatives</li> </ul>
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### Goal 3 – Promote a sense of Community by Recognizing & Celebrating Diversity

Outcomes	Progress	Outstanding	Next Steps
More opportunities for socializing/gathering places	<ul style="list-style-type: none"> <li>igNIGHT and public art initiatives have helped promote parks and gathering spaces</li> <li>Community gardens have grown with increased support of the RMWB through community volunteers and the Community Investment Program</li> <li>Increased beautification of spaces including Communities in Bloom, Nominate Your Neighbor, Community Clean-up, etc.</li> </ul>		<ul style="list-style-type: none"> <li>Continue to develop informal gathering places and showcasing spaces through igNIGHT and other art initiatives</li> <li>Continue downtown revitalization initiatives and waterfront redevelopment</li> <li>Increase the use of public art displays to reflect the diversity and richness of all cultures and peoples of the region through the finalized Public Art Plan</li> </ul>
Greater recognition and celebration of diversity and inclusion	<ul style="list-style-type: none"> <li>Pride week held successfully since 2016 and annual flag raising since 2018</li> </ul>	<ul style="list-style-type: none"> <li>Work with Regional Inclusive Committee to support</li> </ul>	<ul style="list-style-type: none"> <li>Specifically recognize and honour dates and events of significance</li> </ul>

	<ul style="list-style-type: none"> <li>• Red Métis flag raised in 2017 commemorating the 132<sup>nd</sup> anniversary of Louis Riel's death. The ceremony was attended by Métis community members from McKay, Conklin, Anzac, Fort McMurray and Willow Lake</li> <li>• Sisters in Spirit vigils and walks have seen increased participation year over year</li> <li>• ATC<sup>3</sup> cultural festival held successfully in 2019</li> <li>• On September 2<sup>nd</sup>, 2020 the McMurray Métis held a groundbreaking ceremony for their new Cultural Centre at MacDonald Island. The project is vital for reconciliation, strengthening the relationship between the RMWB and the McMurray Métis</li> <li>• Multicultural EXPO continues to thrive with support from the RMWB</li> <li>• Seniors Week, Seniors Expo, and Senior of the Year held annually</li> <li>• Black History Gala and Cultural Extravaganza held annually with support from the RMWB</li> <li>• World Hijab Day held annually</li> <li>• National Indigenous Peoples Day ceremonies held June 21<sup>st</sup> 2020.</li> <li>• Mayor Scott's proclaims September 30<sup>th</sup> as Orange Shirt Day annually to commemorate the national movement and raise awareness of Canada's</li> </ul>	individuals with disabilities	<p>to the region's Indigenous communities</p> <ul style="list-style-type: none"> <li>• Continue to support the Regional Inclusive Committee and engage the group through RACIDE to provide specific advisement on inclusion as it pertains to individuals with disabilities</li> </ul>
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<sup>3</sup> Athabasca Tribal Council

	residential schools legacy, honour survivors and those who did not survive, and signal the RMWB's ongoing commitment to Truth and Reconciliation and implementation of identified Calls to Action		
Increased promotion of the region's diversity	<ul style="list-style-type: none"> <li>• Multicultural Association of Wood Buffalo provides innovative events to promote the region's ethnocultural diversity including the first Canada Day Songbook and Multicultural Community Potluck</li> <li>• Region's welcome sign underwent redesign for increased representation of the diversity of the region</li> <li>• The RMWB marks days recognizing the diversity of our region including Seniors Week, International Day for Persons with Disabilities, Pride Week, International Day for the Elimination of Racial Discrimination, etc.</li> <li>• RMWB provides grant funding under CPI with the objective of promoting and encouraging the development of activities related to cultural activities and to broaden access to social and cultural opportunities. For example, the RMWB supports the Association Canadienne Française de l'Alberta - Regionale de Wood Buffalo for programming related to the large Francophone population in the region and increasing awareness of Francophone culture</li> </ul>	<ul style="list-style-type: none"> <li>• Improve representation of diversity within documents and material</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to work with Communications and Stakeholder Relations on diverse representation of all material</li> </ul>



Increased recognition of those who adopt diversity and inclusion practices	<ul style="list-style-type: none"> <li>Workplace Inclusion Charter was developed to support recognizing organizations who adopt diversity &amp; inclusion practices</li> </ul>		<ul style="list-style-type: none"> <li>Examine feasibility of diversity and inclusion award with existing award programs in the region</li> </ul>
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#### Goal 4 – Increase Understanding through Education

Outcomes	Progress	Outstanding	Next Steps
Increased employer/employee diversity and inclusion competency	<ul style="list-style-type: none"> <li>Implemented mandatory respectful workplace training and Indigenous Awareness training through the online Indigenous Learning Series for all staff. Additional training has been added including cultural awareness, seniors and accessibility awareness, LGBTQ2+ awareness, blanket exercise, and unconscious bias.</li> <li>Anti-radicalization training with the Centre for Prevention of Radicalization Leading to Violence</li> <li>Training guide for organizations developed and included in the Workplace Inclusion Charter<sup>4</sup></li> <li>RMWB launched online Indigenous Awareness Training available to all.</li> <li>RMWB provides grant funding to organizations through CIP to support education and awareness including to St. Aidan's for education and awareness</li> </ul>	<ul style="list-style-type: none"> <li>Examine and develop antiracism training</li> </ul>	<ul style="list-style-type: none"> <li>Continue to offer existing trainings</li> <li>Launch antiracism training</li> <li>Examine potential of online Cultural Awareness Training</li> </ul>

<sup>4</sup> The Workplace Inclusion Charter provides resources, templates, and tools to support organizations and business in implementing more inclusive policies and practices.

	training and age-friendly business programs.		
Increased knowledge about safety, human rights, and individual responsibilities	<ul style="list-style-type: none"> <li>• Held workshops with Alberta Human Rights Commission</li> <li>• Senior Leadership Team Workshop on the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), an international human rights convention to be held November 17<sup>th</sup>, 2020</li> <li>• Annual Human Rights Conference held by Multicultural Association</li> <li>• Developed a Community Coordinated Response to Hate</li> <li>• RMWB provides grant funding to St. Aidan's for programs that safeguard the health, dignity, rights, and quality of life for seniors.</li> </ul>		<ul style="list-style-type: none"> <li>• Increase awareness and use of the Community Coordinated Response to Hate</li> <li>• Continued exploration of the inherent connections between Indigenous and human rights in the RMWB's potential adoption of UNDRIP</li> </ul>
Increased public education and awareness	<ul style="list-style-type: none"> <li>• "I See You: Sawubona" exhibit <sup>5</sup> launched</li> <li>• One-page information sheets developed under the Community Coordinated Response to Hate</li> <li>• Active witness workshop and train-the-trainer</li> <li>• Hate Hurts workshops held with schools</li> <li>• Conversation cafés held on specific topics</li> <li>• New Perspectives Film Series<sup>6</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Public awareness campaign to be launched addressing racism.</li> </ul>	<ul style="list-style-type: none"> <li>• Incorporate a public awareness campaign into the RMWB response to racism and discrimination.</li> <li>• Develop and launch public awareness campaign addressing racism in the region.</li> </ul>

<sup>6</sup> New Perspectives film series and virtual reality featured films that explore topics of diversity, inclusion, and equity.

	<ul style="list-style-type: none"> <li>• Not in Our Town<sup>7</sup> workshop and movie screening</li> <li>• Unconscious Bias workshop and train-the-trainer</li> <li>• Poverty and Homelessness Awareness Week launched in 2019 and held annually</li> <li>• RMWB held Poverty Connects which provided increased awareness of supports for low income individuals in rural communities and coordinated access program to support housing needs and community services referrals.</li> <li>• RMWB provides grant funding to the Autism Society and St. Aidan's for awareness raising events and initiatives for individuals on the autism spectrum and seniors respectively.</li> </ul>		
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#### Goal 5 – Foster Trust and Collaboration between Groups and Individuals

Outcomes	Progress	Outstanding	Next Steps
Strengthen relationships between residents, community organizations, government, and business	<ul style="list-style-type: none"> <li>• “I am different because...” campaign brought together residents, organizations and government</li> <li>• Variety of workshops for both residents, social profits, government, and businesses held including unconscious bias and active witness training.</li> <li>• Workplace Inclusion Charter developed</li> </ul>		<ul style="list-style-type: none"> <li>• Continue to support collaborative initiatives between residents, community organizations, government, and businesses</li> </ul>

<sup>7</sup> Not in Our Town is an initiative exploring grassroots community response to hate incidents through documentaries

Increased awareness and recognition of collaborative efforts	<ul style="list-style-type: none"> <li>• “I See You: Sawubona<sup>8</sup>” exhibit a collaborative effort between government, social profit, residents, and artists was visited over 3,000 times throughout Wood Buffalo, Edmonton, Medicine Hat, and Red Deer. The project was nominated for a 2019 Buffy award and was awarded the 2020 FCSSAA Award of Excellence</li> </ul>		
Increased opportunities for cross-group interactions	<ul style="list-style-type: none"> <li>• MACOY brings together youth and adult mentors to support youth empowerment</li> <li>• Mosque led open houses brings together those of all faiths and no faith</li> <li>• Multicultural Association of Wood Buffalo continues to bring together newcomers and Indigenous communities through events such as Human Rights Day</li> <li>• Truth and Reconciliation Sharing Circles were held in fall 2019 where over 100 community members joined Indigenous Elders, Mayor Scott, Councillors, and other leaders in the region to discuss truth and reconciliation, the Calls to Action, and elimination to barriers for Indigenous peoples to RMWB programs and services. As an outcome of the Sharing Circles, a Reconciliation Advisory Circle (RAC) was created.</li> <li>• Sisters in Spirit walks and vigils in support of Missing and Murdered</li> </ul>		<ul style="list-style-type: none"> <li>• Identify gaps and opportunities in intergenerational programming</li> <li>• Identify gaps and opportunities for further open house events</li> <li>• Reconciliation Advisory Circle (RAC) continues to be instrumental in building relationships and engagement between the RMWB and Indigenous peoples and communities to further Truth and Reconciliation and the Calls to Action.</li> </ul>

<sup>8</sup> “I See You: Sawubona” is an audio-visual exhibit featuring local survivors of hate and discrimination.

	<p>Indigenous Women and Girls occur annually</p> <ul style="list-style-type: none"> <li>• Solidarity march for Black Lives Matter held in June 2020</li> <li>• Intergenerational programming links students with seniors at the long-term care facility. In addition, St. Aidan's supports seniors in learning technology from students.</li> <li>• Snow Angels connects youth volunteers with seniors in need of support in shoveling their driveways. RMWB also provides grant funding to Anzac Family and Community Support Society for the Snow Helpers program.</li> <li>• RMWB provides grant funding to Arts Council Wood Buffalo for Indigenous/Non-Indigenous Writers' Festival and to the Big Brothers Big Sisters Association for mentoring programs</li> </ul>		
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#### Goal 6 – Reduce Barriers to Resources & Services

Outcomes	Progress	Outstanding	Next Steps
Human resources practices of businesses and organizations in the region are more inclusive	<ul style="list-style-type: none"> <li>• Best practices, templates, and resources on inclusive policies and practices developed and available in the Workplace Inclusion Charter<sup>9</sup></li> </ul>		

<sup>9</sup> The Workplace Inclusion Charter provides resources, templates, and tools to support organizations and business in implementing more inclusive policies and practices.

	<ul style="list-style-type: none"> <li>• RMWB provides grant funding to the Autism Society for Community groups and business resource kits</li> <li>• RMWB provides grant funding to St. Aidan's for education and awareness training and age-friendly business programs</li> </ul>		
Improved healthcare supports	<ul style="list-style-type: none"> <li>• Held LGBTQ2+ focus group with healthcare providers. Improvements discussed and continue to be implemented</li> <li>• Secured language skill information on physician profiles to reduce language barriers for English language learner residents</li> <li>• Recruited a Coordinated Access Point<sup>10</sup> with Northern Lights Regional Hospital to support those experiencing homelessness</li> <li>• Partnership solidified between the AHS Health Advisory Committee and the ACOA.</li> <li>• Willow Square scheduled for occupancy in Spring 2021</li> <li>• An AHS Indigenous Health Liaison supports healthcare supports for Indigenous communities</li> <li>• Athabasca Tribal Council offers a hospital liaison</li> <li>• RMWB supported grant funding in 2020 for Waypoints to provide mental health</li> </ul>		<ul style="list-style-type: none"> <li>• Continue to discuss and support collaboration and improved healthcare resources for residents in the region.</li> </ul>

<sup>10</sup> Coordinated Access Points are part of a collaborative effort to develop a consolidated list of all individuals in the region experiencing homelessness. This list is known as the By-Name List and acts as a prioritization for housing supports under the Community Plan on Homelessness initiative.

	counselling services in rural hamlets and support extension of the Wood Buffalo Food Bank to Fort Chipewyan		
Improved job supports	<ul style="list-style-type: none"> <li>• YMCA supports the enhancement of skills of young people through training and work placements in the Bridging the Gap program as well as employment assistance, computer classes, interview prep and job readiness with E-link</li> <li>• RMWB provides grant funding to many organizations through CIP including to Rehoboth Alliance to support programs for Black youth including career days, STEM night, and Black Inventors: Creative Makerspace program as well as Community Futures Wood Buffalo</li> </ul>		
Improved transportation services	<ul style="list-style-type: none"> <li>• SMART bus continues to support transportation for those with accessibility barriers</li> <li>• RMWB provides regular transit for rural bus service between Fort McMurray, Anzac, Gregoire Lake Estates, Janvier, Conklin, and Fort McKay</li> </ul>		<ul style="list-style-type: none"> <li>• Transit working towards launch of an integrated app to support improved tracking of buses</li> </ul>
Improved language supports	<ul style="list-style-type: none"> <li>• McMurray All Connected (MAC) calendar available in multiple languages</li> <li>• Multicultural Association of Wood Buffalo continues to offer interpretation and translation services</li> <li>• Collaborative working group supported translation needs during state of emergency</li> <li>• New RMWB website meets WCGAC AA accessibility standards including</li> </ul>		<ul style="list-style-type: none"> <li>• Working with legislative services, RACIDE, and the Regional Inclusive Committee to address language and other accessibility barriers of council meetings</li> </ul>

	attention to reducing barriers around font size, colour, contrast, navigation, alternative texts on all images and links, and integrated Google Translate.		
Increased physical accessibility of facilities	<ul style="list-style-type: none"> <li>• Launched grant for downtown businesses which supports accessibility for façade and interior improvements</li> <li>• RMWB follows provincial barrier free design standards</li> </ul>	<ul style="list-style-type: none"> <li>• Hold awareness raising event on accessibility of infrastructure in the region</li> </ul>	<ul style="list-style-type: none"> <li>• Explore options of an accessibility scan of Municipal infrastructure and increased accessibility features</li> <li>• Continue to work interdepartmentally to address physical accessibility barriers</li> </ul>
There are more affordable services offered	<ul style="list-style-type: none"> <li>• Expanded bus pass program<sup>11</sup> to support individuals and families experiencing homelessness</li> <li>• The RMWB provides grant funding to numerous social profit organizations to support low cost or no cost recreational, art, cultural, and social programming.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and implement fair pass program<sup>12</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing opportunities for a fair pass program</li> </ul>
Spaces and services are more inclusive	<ul style="list-style-type: none"> <li>• Rainbow Spaces<sup>13</sup> program developed and launched</li> <li>• Pride crosswalk installed</li> <li>• Quiet rooms implemented in 5 Municipal buildings, 1 in the Hospital, and 2 in the airport.</li> </ul>	<ul style="list-style-type: none"> <li>• Gender neutral washrooms implemented in Municipal buildings</li> <li>• Breastfeeding friendly signage in Municipal buildings</li> </ul>	<ul style="list-style-type: none"> <li>• Scan of existing single stall gendered washrooms and installation of new signage</li> <li>• Scan of appropriate locations for</li> </ul>

<sup>11</sup> The Bus pass program provides transit tickets and passes to social profits to support their low-income residents with transportation barriers

<sup>12</sup> Fair pass programs are designed for low income individuals and families to receive a pass for discounted and/or free services such as transit, recreation, and culture.

<sup>13</sup> A Pride YMM program recognizing organizations that have implemented specific guidelines for more LGBTQ2+ inclusive spaces



	<ul style="list-style-type: none"><li>Guidelines on inclusive spaces developed and included in the Workplace Inclusion Charter <sup>14</sup></li><li>Seniors parking spaces implemented</li></ul>		Breastfeeding friendly signage and installation
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Progress Highlights

There has been significant progress made to date on the goals of the Diversity and Inclusion Community Plan. The following highlights were identified:

- Improved knowledge and understanding of discrimination and inequality through awareness raising initiatives such as the award-winning “I See You: Sawubona” exhibit, I am Different Because... campaign, and Poverty and Homelessness Awareness Week. The RMWB has held numerous workshops available to community organizations and residents including Unconscious Bias, Active Witness Training, Hate Hurts, Not in Our Town and Anti-Radicalization training. The RMWB has also implemented mandatory respectful workplace training and Indigenous Awareness training through the online Indigenous Learning Series for all staff. Additional training has been added including cultural awareness, seniors and accessibility awareness, LGBTQ2+ awareness, blanket exercise, and unconscious bias
- Promoting a sense of community by celebrating diversity and recognizing the importance of supporting inclusion and equity for all residents. The RMWB continues to provide support to events such as the Multicultural EXPO, Seniors Month, Elder Abuse Awareness Week, Pride Week, and Black History Month.
- Some progress has been made in TRC initiatives including mandatory RMWB training for staff, UNDRIP workshop for RMWB Senior Leaders, TRC sharing Circle, the formation of the Reconciliation Advisory Circle, and supporting Indigenous-led initiatives and projects such as the McMurray Métis Cultural Centre.
- The RMWB continues to provide grant funding through CIP to numerous social profit organizations to support low cost or no cost recreational, art, cultural, and social programming.
- Improved inclusivity of spaces including implementing Seniors parking, Pride crosswalk, and Quiet rooms. Further, the Workplace Inclusion Charter provides information, resources, and templates for more inclusive spaces, policies, and practices.
- RMWB held Poverty Connects in rural communities and launched the Coordinated Access Program to support housing needs and community services referrals.

<sup>14</sup> The Workplace Inclusion Charter provides resources, templates, and tools to support organizations and business in implementing more inclusive policies and practices.

### Path Forward

While much progress has been made on the Diversity and Inclusion Community Plan 2017-2022 there are outstanding items that will be made a priority to meet the goals of the plan by the end of 2022. The following priorities were identified:

- Increase awareness of racism and discrimination in the region as well as the importance of inclusion and equity including developing an awareness campaign, continuing to support the “I See You: Sawubona” exhibit, and improved communications around initiatives and progress as it pertains to inclusion and equity.
- Address communication barriers including accessibility of council meetings and other important messaging. Review the Public Engagement Policy and examine opportunities to improve use of plain language and inclusive branding and marketing.
- Continue to support the development of informal gathering places, downtown revitalization and waterfront redevelopment through an inclusion and equity lens. This includes showcasing spaces through igNIGHT and other art and culture initiatives guided by the Culture Plan and anticipated completion of the Art Plan in 2021.
- Remain committed to supporting programs, initiatives, and events that celebrate diversity and address racism and discrimination through the Community Investment Program and collaborative initiatives through the Culture and Social Development branch and throughout the RMWB.
- Improve knowledge and understanding of issues related to racism and discrimination in the region through ongoing training opportunities and public awareness campaign.
- Support survivors of racism and hate through the Community Coordinated Response to Hate.
- Continue to identify and remove barriers to spaces and facilities including reviewing opportunities for increased physical accessibility, affordability, and inclusion of all residents. Examine feasibility of becoming a Rainbow Space and implementing the Workplace Inclusion Charter guidelines in all Municipal facilities as well as addressing accessibility barriers.

## Anti-racism, Equity, and Inclusion: Framework Report

### Introduction

Recent global, national, and local events have highlighted the persisting racism and discrimination that exist in our systems. This reality has impressed upon the Municipality the need for an administrative framework on anti-racism, equity, and inclusion. It is important that this framework be taken as a guide to begin the work. It must be flexible and dynamic as further work is undertaken to address emerging issues and learnings.

### Resolution

At the June 23, 2020 Council meeting, Council passed the following Resolution.

THAT Administration be directed to:

1. Work with the Regional Advisory Committee on Inclusion, Diversity and Equality to bring forward recommendations and advice to Council on anti-racism and the Black Lives Matter movement by the end of September 2020.
2. Bring forward a report to Council on the progress of the various actions included in the 2017-2022 Diversity and Inclusion Community Plan and Workbook by the end of September including an action plan on how to complete any outstanding matters.
3. Build an administrative framework to support the following initiatives on anti-racism and equality within the RMWB and report back to Council on their progress of the following initiatives no later than the end of December 2020:
  - a. encourage staff to expand their knowledge on anti-racism and inclusivity from a policy and procedure development perspective by attending training on GBA+ (Gender-Based Analysis+) and applying the training when reviewing and drafting policies, directives and procedures.
  - b. conduct an employee census with a breakdown of demographic information of staff to better understand our current state of diversity and inclusion
  - c. create anti-racism training for all Council members and staff to be completed by the end of 2020, such training to be required as training for all new employees within the organization within six months of their official start date; and
  - d. conduct an anonymous corporate climate survey amongst staff related to anti-racism and inclusivity.

### Background

In 2006, the RMWB was one of the first Alberta municipalities to show its commitment to inclusion by becoming a signatory of UNESCO's Coalition of Inclusive Municipalities (CIM). CIM brings together

municipalities to improve their policies against racism, discrimination, exclusion, and intolerance. Its strength lies in the shared experiences of its members. The member municipalities undertake initiatives to eliminate all forms of discrimination to build open and inclusive societies. In keeping with the commitments under CIM, the municipality formed the Regional Advisory Committee on Inclusion, Diversity, and Equality (RACIDE) as well as the Inter-Departmental Committee on Inclusion, Diversity, and Equality (IDCIDE). RACIDE continues to advise administration and Council on pertinent issues while IDCIDE was disbanded in 2015. Currently, the Diversity & Inclusion Community Plan 2017-2022 guides inclusion work for the municipality as well as the community. Fostering more equality, diversity and inclusion in the region is also a priority of the 2018-2021 Strategic Plan.

### Administrative Framework

An interdepartmental task force was struck to support the response to the Council resolution and development of a diversity, equity, and inclusion framework. The taskforce comprised of department representatives from Community Services, Communications and Stakeholder Relations, Indigenous and Rural Relations, Planning and Development and Human Resources. The taskforce worked with RACIDE, CCE, the Multicultural Association of Wood Buffalo, Rehoboth Alliance, and the Afro-Canadian Community. This collaborative effort is informing an overarching framework that will guide inclusion and equity work within the RMWB in a sustainable and meaningful way.

This section outlines the guiding principles of the framework and update on specific initiatives. It is important to note that the initiatives included are not simply a checklist but require continued commitment, learning, and growth. The implementation of this framework will include a sustained long-term trajectory shift for the Municipality to support a more equitable and inclusive organization and community.

### Guiding Principles

Essential elements for success have been developed for this framework taking into consideration of evidence-based research and best practices from other municipalities.

1. Commitment and Leadership from Senior Management
2. Consistent Communication of Commitment and Progress
3. Integration throughout the Organization and Focus on Long-Term Organizational Change
4. Establish Structures and Dedicate Resources
5. Recognition of Ongoing Learning Process
6. Support Safer Spaces for Truth, Healing, and Reconciliation
7. Address Identified Gaps and Barriers and Improve Feedback Channels for Sustained Progress
8. Shared Responsibility and Individual Accountability

### GBA+ Training & Policy Review

Gender-Based Analysis Plus (GBA+) is a tool used to assess policies, programs, or initiatives through a lens of the potential impacts they might have on diverse groups of people. The tool ensures that gender, age, education, race, language, geography, culture, sexual orientation, disability, and/or income are

considered in developing policies, programs, or initiatives. GBA+ is also helpful in exploring root causes and developing more efficient and impactful policies, programs, and initiatives that acknowledge and respond to the realities of residents' lives.

The Municipality will incorporate GBA+ into the overarching approach to antiracism, equity, and inclusion. This includes encouraging employees to take the GBA+ online training offered by the Government of Canada. A follow up workshop will be developed to support employees in applying GBA+ in the context of their own Municipal work. Lastly, an interdepartmental committee will review policies and procedures using a GBA+ lens.

### Employee Census

Coinciding with this work, the Municipality engaged the Canadian Centre for Diversity and Inclusion, a third-party charitable organization, to conduct an Employee Census as an online diversity and inclusion survey of RMWB staff. Support for the census was provided by the Human Rights, Education, and Multiculturalism Fund (HREMF) through the Alberta Human Rights Commission. An interdepartmental committee supported the development and launch of the project with the CAO and other senior leaders championing the project and encouraging employees to take part.

The Employee Census occurred between November 17<sup>th</sup> and December 4<sup>th</sup>, 2020. Municipal employees were encouraged to participate anonymously in the census. The employee census results will help capture the current state of demographic representation and diversity and inclusion across the organization to build a robust analysis of the Municipality's present organizational climate. Findings will help senior leadership evaluate ongoing and future diversity and inclusion programs within the Municipality identify next steps and to improve them to better inform development of inclusive action plans and strategies. A report back from CCDI is expected in Q1 and administration will work to provide a subsequent report of the findings to employees and the public.

The employee census will provide a benchmark for the implementation of this framework. It will be an important indication of current state for the Municipality to start to move towards the desired future state. It will also be a key tool for measuring progress of the framework as it is implemented, where to focus initiatives, and shifts that might be needed in the approach.

### Anti-Racism Training

An interdepartmental working group was set up to determine a framework for anti-racism training in response to the June Council resolution. The working group has reviewed current training materials available through various post-secondary institutions, Alberta Civil Liberties Research Center, Morneau Shepell, and Anti-Racism Education in Canada-Best Practices to determine the outcomes to include in this training. A preliminary draft of course objectives has been developed based on the benchmarking research. To cover these outcomes the training would have to be a minimum of 7 hours. A blended training approach including a self-directed online course and a facilitated workshop will be used. The online portion will outline foundational knowledge, definitions, and history of racism in Canada while the facilitated portion will allow employees opportunity to discuss and further explore concepts and topics.

Considering the nature of the topic and specialized subject matter expertise required, the development and delivery of this training would need to be completed externally. It is vital that the appropriate time be taken to develop this important training and that the appropriate expertise be sought out. An RFP

would be required to seek external development and delivery of the training and appropriate funds would be required to support the work.

### Implementation

Based on the outlined research findings and approach developed, the following section outlines the action plan for implementation. It is important to note that the actions and initiatives included are not simply a checklist but require continued commitment, learning, and growth. The implementation of this framework will include a sustained long-term trajectory shift for the Municipality to support a more equitable and inclusive organization and community.

#### Action Plan

Pillar	Actions	Lead
<b><i>Information &amp; Communication</i></b>	<ul style="list-style-type: none"> <li>Employee census and Climate survey</li> <li>Hire a researcher to conduct an independent research study on racism in the region and develop an action plan to end racism in the RMWB</li> <li>Current and future state defined</li> <li>Communication plan of framework and progress</li> <li>Acknowledge the existence of systemic racism within the RMWB as part of a commitment to work collectively to improve equity and inclusion for all</li> </ul>	<p>Equity &amp; Inclusion Office</p> <p>Senior Leadership</p>
<b><i>Establishing Structures</i></b>	<ul style="list-style-type: none"> <li>Implement a F/T equity and inclusion staff position that reports to a senior leadership level and chairs an interdepartmental committee</li> <li>Form an interdepartmental Equity &amp; Inclusion Office to support the work within the RMWB</li> <li>Embed the Equity &amp; Inclusion Framework into organizational culture including goals, strategic documents, &amp; cultural competencies</li> <li>Develop an equity and inclusion policy</li> </ul>	<p>Senior Leadership</p> <p>Equity &amp; Inclusion Office</p> <p>RACIDE</p>

	<ul style="list-style-type: none"> <li>Form a working group led by the Black community to bring issues to RACIDE that are importance to the Black community</li> </ul>	
<b>Ongoing Learning Process</b>	<ul style="list-style-type: none"> <li>Hire a consultant to develop and implement antiracism training to be delivered to Council, employees, and made available to the public</li> <li>Create spaces for learning and dialogue</li> <li>Launch a public educational campaign</li> <li>Provide time and encouragement for employees to access ongoing learning opportunities</li> </ul>	<p>Equity &amp; Inclusion Office</p> <p>Senior Leadership</p>
<b>Support Safer Spaces for Healing</b>	<ul style="list-style-type: none"> <li>Support development of Employee Resource Groups</li> <li>Develop a mentorship program</li> <li>Provide safer spaces for healing for those experiencing racism and discrimination</li> <li>Examine feasibility of an equity and inclusion pledge</li> </ul>	Equity & Inclusion Office
<b>Address Barriers</b>	<ul style="list-style-type: none"> <li>Implement outstanding items from the Diversity &amp; Inclusion Community Plan</li> <li>Support community capacity development of Black and Indigenous led initiatives</li> <li>Develop process for feedback channels and sustained improvement</li> <li>Review recruitment and selection process for Council appointed committees to reduce barriers and improve diverse representation</li> <li>Review policies, procedures, and directives with a GBA+ and equity lens and revise as needed</li> <li>Review and revise Municipal current processes to improve support for employees</li> </ul>	<p>Appropriate Municipal Departments</p> <p>Equity &amp; Inclusion Office</p>

- experiencing racism and discrimination
- Review current recruitment, hiring, and promotion practices to identify and address systemic barriers



# Anti-Racism Resolution Update

Presenter: Deanne Bergey

Department: Community and Protective Services

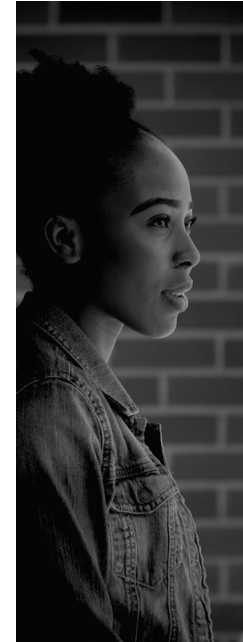
Meeting Date: Dec 8, 2020



# Background

- UNESCO Coalition of Inclusive Municipalities
- Regional Advisory Committee of Inclusion, Diversity, and Equality
- Interdepartmental Committee on Inclusion, Diversity, and Equality (IDCIDE) – disbanded in 2015
- Diversity & Inclusion Community Plan 2017-2022
- Strategic Plan 2018-2021

[www.rmwb.ca](http://www.rmwb.ca)



Attachment: Anti-Racism Resolution Update - Presentation (Anti-Racism Resolution Update & Bylaw No.

## ***Our Approach***

- Interdepartmental Taskforce
- Collaborated with RACIDE and CCE
  - Working Groups Including: YMM Solidarity March Organizer, Keyano College Black Students' Association, the MCA, and Rehoboth & The Afro-Canadian Community

# Research



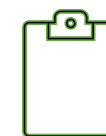
## **Benchmarking**

- 15 Municipalities
- DEI Practitioners
- CIM Toolkit
- Other best practices reports



## **Conversation Café**

- >50 attendees
- 10 cafés were planned
- Held July-Sept 2020



## **Public Survey**

- >450 responses
- Live Sept-Oct 2020



## **MCA Report**

- 440 responses
- Live Jan-Feb 2020



## **Rehoboth & Afro-Canadian Community Report**

- 56 participants
- 5-week period of discussions

Fear is a part of everyday life,  
whenever [I] leave the house

“[I’m] tired of being tired”

[I was] told to go back to [my] country  
[and was] sent pictures of monkeys...[I]  
was told that [I] invited things on  
[myself]

[I’ve] had patients refuse [my]  
help because of [my] race

[I] was told by coworkers ;  
“blacks smell bad”

“It was recently reported that racial  
discrimination has cost the US  
economy \$16 trillion. Imagine how  
much the RMWB as well as private  
companies would thrive if they would  
just take advantage of the talent in their  
midst. Even in these hard and difficult  
times, the right thing is still beneficial  
for all.”

Attachment: Anti-Racism Resolution Update - Presentation (Anti-Racism Resolution Update & Bylaw No.

# RACIDE – Recommendations

1. Black Community representation on RACIDE and Working Group
2. Address diverse representation on Council committees
3. Form an Equity & Inclusion office with dedicated staff
4. Support for Black and Indigenous led initiatives
5. Independent research on racism in the region
6. Make antiracism training mandatory for council and employees
7. Develop and implement a Municipal equity and inclusion Administrative Directive
8. Write a letter to the Minister of Education with the Government of Alberta in support of curriculum changes
9. Acknowledge the existence of systemic racism within the RMWB as part of a commitment to work collectively to improve equity and inclusion for all
10. Review and revise Municipal current processes to improve support for employees experiencing racism and discrimination
11. Review and revise all policies, procedures, and directives with a GBA+ and equity lens

# Diversity & Inclusion Community Plan – Progress To Date



## Accessibility of Spaces

- Seniors Parking
- Pride Crosswalk
- Quiet Rooms
- Bus Pass Program Expanded
- New Website



## Financial Support

- CIP grant funding support for low to no cost social programs including Black History Month, MCA EXPO, Human Rights day



## Training & Education

- Active Witnessing Hate Hurts, Unconscious Bias, BTQ2S+, Cultural Awareness Seniors & Accessibility Series, Indigenous Learning Series, Blanket Exercise



## Public Awareness

- I See You: Sawubona exhibit
- “I am Different Because... Campaign
- New Perspectives Film Series
- Poverty & Homelessness Awareness Week



## Engagement of Diverse Voices

- Conversation Cafés
- Reconciliation Advisory Circle formation

# Diversity & Inclusion Community Plan - Next Steps

## Increase awareness and understanding

- Awareness campaign
- Ongoing training opportunities
- Communications on progress pertaining to equity and inclusion

## Address communication barriers

- Accessibility of meetings
- Review of the Public Engagement Policy
- Examine opportunities to improve plain language and inclusive marketing

## Support development of community spaces

- Continue downtown revitalization and waterfront redevelopment with an equity lens
- Showcasing spaces through igNIGH and other art and culture initiatives



# Diversity & Inclusion Community Plan - Next Steps

## Support initiatives that address racism and discrimination

- Include specific financial support for antiracism and Black led initiatives
- Support community groups with capacity development and to lead initiatives for their communities

## Support survivors of racism and discrimination

- Community Coordinated Response to Hate
- Form employee resource groups

## Identify and remove barriers to space and facilities

- Review opportunities for increased physical accessibility, affordability, and inclusion of all residents

# Framework – Updates

## GBA+

- Government of Canada GBA+ online training available through Learn in November 2020
- Launch communications and promotion of training to encourage employees to enroll
- Development of follow up workshop to support employees in applying GBA+ to Municipal role and regional context
- Interdepartmental committee to review and revise all policies, procedures, and directives using a GBA+ lens

## Employee Census & Climate Survey

- CCDI contracted to conduct an employee census
- Launched November 17<sup>th</sup>-Dec 4<sup>th</sup>
- Report back from CCDI expected in Q1

## Anti-racism Training

- Reviewed existing antiracism training examples, drafted training objectives, and outlined module content
- A blended approach with self-directed online course and facilitated workshop recommended
- Due to nature of the topic, specialized subject matter expertise required, and external development of training is needed

# Framework – Guiding Principles





# Questions



## COUNCIL REPORT

Meeting Date: December 8, 2020

### **Subject: Update on the Downtown Revitalization Incentives Program**

#### **APPROVALS:**

**Jamie Doyle**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Chief Administrative Officer

#### **Recommended Motion:**

THAT Administration be directed to bring forward an updated Downtown Revitalization Incentives Program Policy (FIN-320) for Council consideration by March 2021.

#### **Summary:**

The 2018-2021 Strategic Plan identifies Downtown Revitalization and Regional Economic Development as strategic priorities. These priorities took on greater significance and urgency in 2020 with the combined impacts of the global downturn in oil prices, COVID-19 and the downtown flooding. Launched at the end of June 2020 as a pilot program, the Downtown Revitalization Incentives Program (the "Program") provided eligible property and business owners access to four grants to encourage facade improvements, interior renovations, new and upgraded patios, and beautification projects and murals. The Program ends on December 31, 2020.

It has been well received and at the time of writing, 14 grant applications have been approved, totaling approximately \$596,600 (resulting in over \$1 million in investment once constructed). Stakeholder feedback supports the Program's continuation.

#### **Background:**

On June 23, 2020, Council approved the Downtown Revitalization Incentives Program Policy - FIN-320. The objectives of the Program are:

- To retain existing businesses, while helping attract new types of businesses that will increase pedestrian presence on the streets;
- To introduce new features and amenities that create interest and vibrancy, helping transform the downtown into a place where residents want to spend time; and
- To improve the aesthetic qualities within the downtown.

## COUNCIL REPORT – Update on the Downtown Revitalization Incentives Program

The Program currently provides grants to commercial, institutional and mixed-use buildings in the downtown (Attachment 1). All grants are provided in the form of a 50 percent matching reimbursement grant and include:

- Facade Improvement Grant - provides up to \$75,000 per building (mid-block buildings) to \$100,000 (corner buildings);
- Interior Improvements Grant - provides up to \$50,000 per building;
- Patio Grant - provides up to \$10,000 per building; and
- Beautification Projects and Murals Grant - Provides up to \$5,000 per building for beautification projects and up to \$30,000 per building for murals.

The Program forms part of a "toolbox" of incentives designed to restore investor confidence, attract new businesses and encourage existing businesses to stay downtown. Other tools include the Property Tax Exemption (Bylaw 20/018) for new commercial development and waived offsite levies for new downtown developments.

### Interest and Uptake:

The Program has received considerable interest. Over the past five months, the Community Investment Program (CIP) branch has received approximately 130 inquiries and Planning and Development has held 70 pre-application meetings. To-date, approximately \$596,600 has been approved, resulting in more than \$1 million of investment in the downtown once constructed. The grants were a deciding factor for several businesses in choosing or remaining downtown. The following grants were approved:

Grant Name	Number of Approved Applications
Façade Improvement Grant	4
Interior Improvements Grant	9
Patio Grant	1
Beautification Projects & Murals Grant	0

### Public Engagement:

Administration engaged applicants and stakeholders throughout the Program, obtaining feedback during pre-application meetings, one-to-one conversations, stakeholder discussions and a targeted online survey. Respondents shared insights on Program challenges, rated their satisfaction, and contributed ideas for possible new grants (Attachment 2). Feedback suggests that the following aspects of the Program are working well:

- Communication of the Program, web page, making inquiries and participating in a pre-application meeting with staff.

Feedback suggests that the following may make it difficult to participate in the Program:

- Deadlines - December 31, 2020 deadline is too short for some businesses and the construction time frames are a challenge to meet given the short construction season.
- Timing of Funding - Receiving funding upon project completion poses a financial burden on businesses. Stakeholders would like the Municipality to explore funding alternatives, as well as the possibility of retroactive funding.
- Estimates - Obtaining two contractor estimates adds time to the application process and there have been some challenges obtaining them.
- Facade Improvement Grant - The existing design requirements may be too onerous given the financial challenges facing businesses. There is interest in a simpler version of this grant whereby less 'comprehensive' projects would be eligible.
- Beautification Projects and Murals Grant - There are opportunities to work more closely with the arts community to better align this grant with industry practices.

Administration is prepared to explore how these issues and other opportunities can be resolved and/or acted upon as Phase 2 of the Program. While the majority of respondents want the Program to be offered in 2021, many stated that the current incentives do not cover the types of work they wanted to undertake. Administration received interest in the following:

- Facade improvements that are less comprehensive.
- Facade improvements for multi-family apartment and condominium buildings.
- Parking lot improvements.
- Landscaping improvements.

#### Program Promotion and Awareness Building:

The Program was promoted using a variety of approaches (Attachment 3).

**Monitoring and Reporting:**

Administration will continue to monitor the 2020 Program and the impact of the grants on participating businesses as projects are completed.

**Budget/Financial Implications:**

On June 23, 2020, Council allocated \$5,000,000 from the Municipal Reserve Emerging Issues budget to implement the Program. As of mid-November 2020, \$596,600 has been allocated to 14 projects, with \$4,403,400 remaining unallocated.

**Rationale for Recommendation:**

Fort McMurray's downtown is the key service centre for the Region's communities. Creating a viable and vibrant downtown is imperative to the societal and economic health of the Region. The Program directly responds to Council's strategic priorities, the needs of downtown stakeholders and our community at-large.

Based on the positive support received during the pilot phase of the Program (Phase 1), Administration recommends that the Program be offered in 2021 in a modified form. A second phase (or Phase 2) of the Program may encourage more businesses to apply as they see improvements made by surrounding businesses. It may also support those businesses which have been preoccupied with flood recovery and the challenges of COVID-19.

Launched as a pilot program, there are lessons learned that can now be implemented. Moving forward, Phase 2 is an opportunity to build upon the successes, challenges and learnings of the existing Program, better meeting the needs of downtown businesses, operators and property owners.

If approved by Council, Phase 2 could reopen to applications by the end of March 2021. In the interim, the coming weeks will provide Administration with the time and resources to thoughtfully consider the feedback and learnings received to-date, and to bring forward improvements and new grant streams. For example, exploring options to provide funding in installments or new grant streams under the Façade Improvement Grant. Staff would continue to be available to answer questions in the interim and to process grant applications received on or before the December 31, 2020 deadline.

**Strategic Priorities:**

Downtown Revitalization  
Regional Economic Development

**Attachments:****1. Subject Area Map of Downtown**



## **2. Engagement Summary Report**

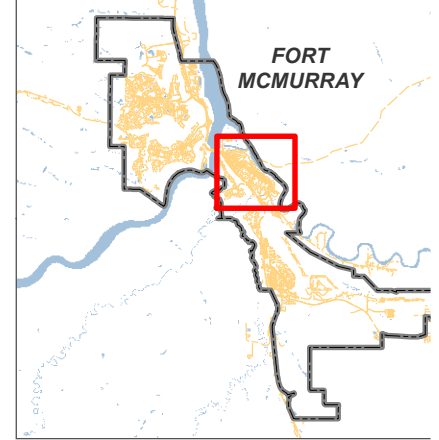
## **3. Summary of Promotional Efforts**

## **Downtown Revitalization Incentives Program Presentation**







# SUBJECT AREA MAP

## Downtown Revitalization Incentives Program – Downtown Area

## Attachment 1



Attachment: 1. Subject Area Map of Downtown (Downtown Revitalization Incentives Program Update)

- |  |                |   |              |
|--|----------------|---|--------------|
|  | Subject Area   |  | Water Bodies |
|  | RMWB Lands     |  | Park         |
|  | Survey Parcels |  | Roadways     |



1 cm = 183 meters



Map Produced by the Geographic Information System

Packet Pg. 150

# DOWNTOWN REVITALIZATION

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## INCENTIVES PROGRAM

### ENGAGEMENT SUMMARY REPORT

November 24, 2020



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## Table of Contents

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## Part 1: Summary

This report summarizes public engagement feedback and other feedback provided by applicants and other stakeholders during the implementation of the *Downtown Revitalization Incentives Program*. The report summarizes the findings of two processes:

- Public engagement process undertaken between October 21 and November 10, 2020, including:
  - online survey (38 responses),
  - one virtual stakeholder discussion, and
  - three one-to-one meetings.
- Feedback compiled during the implementation phase of the Program, obtained from June 29, 2020 to November 17, 2020, including ideas provided by email, during pre-application meetings and by Administration.

The engagement summary report, including appendices and meeting minutes, will be available for download on the program webpage in December 2020.

### What We Heard

The following themes or topic areas emerged from the above phases of the program. Further research will be required to identify potential solutions to these issues.

The following comments were received regarding the **general program requirements**.

#### Program Extension and Deadlines

- Feedback was in support of extending the program. Many businesses are still in recovery from the 2020 flood and dealing with the challenges of Covid-19. They require time to assess their situation before making investments.
- One view expressed that because many businesses unable to apply by current deadlines, the deadline could 'make or break' the program.
- Stakeholders from the arts community were concerned that the deadlines for project start and completion. They felt this did not allow time to commission a professional artist and thought three to six months should be the minimum time for an artist call for a large-scale project. They also considered longer timelines would provide the opportunity to engage the public and the arts community, resulting in a 'win' for the municipality. Involving the public in the selection process, would increase buy-in and excitement around the mural projects.

#### Timing and Amount of Funding

- Businesses have concerns with receiving funding after the project is completed. This places a financial burden on businesses.
- Alternative approaches to reimbursement should be considered, such as phased projects, installments, and progressive invoicing. Providing funding at project benchmarks may help applicants secure funding or project sponsors.
- Other stakeholders suggested:
  - Changes to the amount or proportion (for example, from 50:50 to 60:40) of the grant. Many businesses need these grants but do not their half of the costs.
  - Offering larger grants to fewer businesses, to create greater incentive to apply.
  - Need to provide grant payments quickly so contractors can be paid in a timely manner.
- Several stakeholders commented on a desire for retroactive grants:

- Applicants should be able to start construction before applying and getting approved, if they meet the requirements. However, applicant would be doing so at own risk.
  - Consider applications for improvements made prior to the program launch, within some timeframe.
- Some survey respondents identified challenges with the grants being allocated per building, as opposed to per business.

#### Professional Fees and Contractor Estimates

- Survey respondents report that obtaining professional drawings and plans, and two contractor estimates is challenging.
- The following challenges were identified around obtaining contractor estimates:
  - Contractors are busy and it can be awkward to request a second estimate when the contractor knows they are unlikely to do the work.
  - Obtaining quotes adds time to the application process
  - A suggestion received was to consider project pre-approvals without two contractor estimates. Then, once applicants attend a pre-application meeting, they could be pre-approved a certain amount.
  - Feels that a single quote is adequate. Businesses will seek out competitive pricing.
- Professional fees are limited to 15% of total project costs, which may be too restrictive.

#### Façade Improvement Grant

- Most survey respondents expressed an interest in a façade improvement grant that allows for less comprehensive projects. For example, for painting only.
- Incorporating five design elements in façade projects may be a challenge for struggling businesses. Stakeholders suggested:
  - Reducing the number of required design elements.
  - Breaking down the existing elements so it is easier to incorporate five. For example, being able to receive one element 'point' for each of 'Doors/Windows.'
- Businesses are reluctant to undertake a comprehensive façade upgrade given the uncertainty around flood mitigation/general cashflow /obtaining insurance.\
- There appears to be interest in expanding the grant to include apartment and condominium buildings.
- Suggestions for general clarification around this grant, including the eligibility of rear facades, roofs and the design elements.

#### Interior Improvements Grant

- Survey respondents had mixed opinions on the difficulty of selecting projects from the existing list of eight project types.
- Feedback demonstrates a desire for this grant covering additional works/projects. The following work was identified by stakeholders for consideration:
  - Additional accessibility improvements, such as touchless fixtures and change tables (adult and child).
  - Improvements to address emerging needs related to Covid-19, such as touchless fixtures.
  - Costs associated with finishing the space, such as appliances and equipment, which are currently ineligible as they are movable/non-fixed objects-

- More standalone improvements that are not associated with one of the major project types. For example, new flooring, interior painting, lighting, and interior wall treatments (decals/murals).
- There is a need for artist studio space. Available spaces are not suitable (i.e., inadequate ventilation, lighting or soundproofing) or affordable for short-term use.
- Concern that in multi-tenant buildings, including plazas or malls, this grant benefits only a portion of tenants because it is allocated per building.

#### Patio Grant

- No specific concerns were raised by survey respondents.
- Stakeholders identified possible synergies between the existing grants. There is potential to support for more grant project overlap. Synergies include:
  - Patios and Murals.
  - Patios, Façades and Murals.
  - Patios with space for musicians and other performance artists.
- Other ideas surrounding patios include:
  - Promoting patios at the rear of premises, where they can beautify and increase laneway safety.
  - Supporting 'Box Parklets' (i.e., customizable shipping containers that serve as temporary patio spaces and seating areas).

#### Beautification Projects and Murals Grants

- Survey respondents felt that identifying a professional mural artist would be a challenge.
- Consider pre-approval for mural projects, with applicant submitting the final design prior to installation. At present, process requires applicant to submit design and artist information upfront.
- Stakeholders identified the potential of murals to not only add interest and vibrancy to the downtown, but to create economic benefits. This includes attracting residents and visitors to the downtown.
- Stakeholders spoke to the need to communicate how the arts create financial incentives for businesses and suggested:
  - Creating an information sheet to promote the economic benefits of investment in arts.
  - Expanding the scope of the grant to include other forms of art. For example, sculpture, performance art space such as musician space on a patio.
  - Identifying synergies between the existing grants.
  - Supporting creative funding arrangements and collaboration between businesses and building owners. For example, murals that straddle multiple buildings or murals sponsored on buildings owned by a third party.

The following comments were received regarding the **administration of the program**.

#### Program Administration

- Consider ways to make participation as easy as possible so that application process and submission is not onerous.
- Develop partnerships with businesses, consultants and suppliers. This may enable applicants to utilize local resources and apply quickly.



### Satisfaction with Program Communication, Materials and Meetings

- Overall, survey respondents were somewhat satisfied to very satisfied with communication of the program, using the program webpage, making inquiries to staff and participating in a pre-application meeting.
- Survey responses suggest improvement can be made around application processing times.
- Survey respondents find the application form relatively easy to follow.
- There are some concerns that the program application is too onerous. This includes the required paperwork (i.e. application form and attachments, and grant-specific requirements)
- One department should manage the program (i.e., either CIP or Planning) to improve customer service.

The following comments were received regarding **potential new grant programs/streams**:

### Ideas for new Grant Programs

- Survey respondents were most interested in expanding the existing façade program to include simpler projects (i.e., fewer design elements), followed by parking lot and landscaping improvements.
- Interest in façade grants for residential buildings was expressed by stakeholders for multi-family residential developments. The visual impact of their buildings may exceed some smaller commercial buildings. Considering including these as an eligible building type.
- Stakeholders shared a wide range of ideas for new programs, including:
  - Startups and new businesses.
  - Rent relief, possibly for building that have been vacant for some time.
  - Tax incentives, including for beautification and full annual tax breaks to building owners.
  - Downtown home-based businesses. For example, for signage.
  - Construction on vacant lots.
  - Conversion of single-family residential properties to commercial uses.
  - Residential properties, such as private amenity areas in multi-family residential developments and residential front yards and flood debris removal.
  - Demolition
  - Signage
  - Waterfront recreational equipment rentals.
- Stakeholders shared a wide range of ideas for specific costs which could be considered under existing programs:
  - Cultural and heritage features. Examples include heritage murals, sculptures, walkways, paintings, decor, facades, doorways, or signage.
  - Litter removal.
  - Interior accessibility (elevators).
  - Fire safety upgrades (fire sprinkler system).
  - Signage.
  - Lighting.



#### Other Comments

- Several stakeholders commented on challenges with existing requirements around window coverings such as vinyl wraps, which are currently prohibited in projects at the street-level. Consider revising this policy and/or more exceptions.
- Some aspects of the Program are subjective. Program information could be clarified to remove subjectivity and increase certainty for applicants.
- Stakeholders voiced general concerns about the program, including its launch amid ongoing flood mitigation efforts and COVID-19, efforts to simultaneously develop north of the bridge, and that some property owners may disproportionately benefit from the program (multiple applications).
- Some survey respondents indicated a challenge with the program not covering flood-damage related work.

## Part 2: Overview of Public Engagement

### Overview

Public engagement was completed to obtain input on the Downtown Revitalization Incentives Program. Engagement was completed from October 21 to November 10, 2020. Public engagement, in the form of an online survey, stakeholder discussion and several one-to-one meetings, was intended to achieve the following objectives:

1. To determine the level of awareness of the program.
2. To identify barriers and solutions to accessing and applying for the DRIP (the program).
3. To identify areas of improvement for the program processes within the existing policy.
4. To identify recommendations for the program to be presented to Council in December 2020.

### Engagement Tactics

#### Online survey (Participate Wood Buffalo)

From October 21 to November 10, 2020, the Municipality's online engagement portal Participate Wood Buffalo hosted an online survey to gauge awareness and obtain input on the program. The online survey received 38 survey responses.

#### Stakeholder Discussion (1)

Administration hosted a virtual group discussion on November 5, 2020 for representatives of community organizations, including the Fort McMurray Chamber of Commerce, BILD Wood Buffalo, Fort McMurray Real Estate Association, Wood Buffalo Economic Development Corporation and others. The purpose of the discussion was to understand where the program is working, areas for improvement and suggestions for potential future grant streams. Four individuals participated, representing four organizations. Two meeting times were originally offered, with participants opting to participate on November 5, 2020.

#### One-to-One Meetings (3)

Administration offered individuals and community organizations the option to participate in one-to-one discussions. Six individuals participated in three meetings.

### Communication Tactics

To promote the online survey, the following approaches were used:

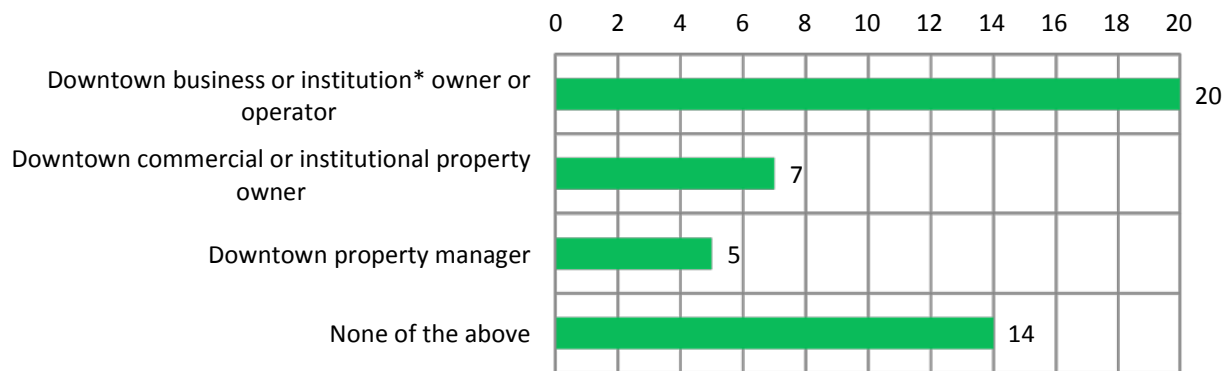
- E-newsletters
- Direct emails from Community Development Planning branch staff to individuals who:
  - Inquired to the Community Development Planning branch,
  - Participated in a pre-application meeting,
  - Were approved for a grant, and
  - Were invited to the November 2019 incentives workshops.
- Program webpage ([www.rmwb.ca/incentives](http://www.rmwb.ca/incentives))
- Survey webpage ([www.participate.rmwb.ca/downtownincentivesprogram](http://www.participate.rmwb.ca/downtownincentivesprogram))
- Press Releases
- Social Media (Facebook, LinkedIn and Twitter)

To promote the meetings, the following approaches were used:

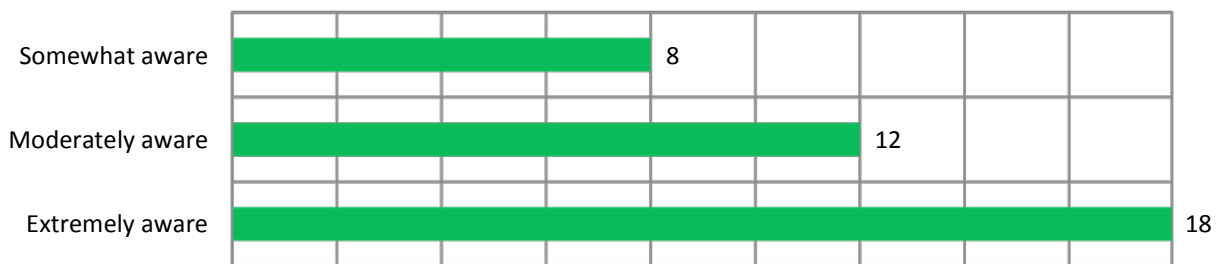
- The project webpage and survey webpage provided details for requesting a one-to-one meeting, and
- Community organizations were directly contacted to participate in a facilitated group discussion.

## Results – Online Survey (Participate Wood Buffalo)

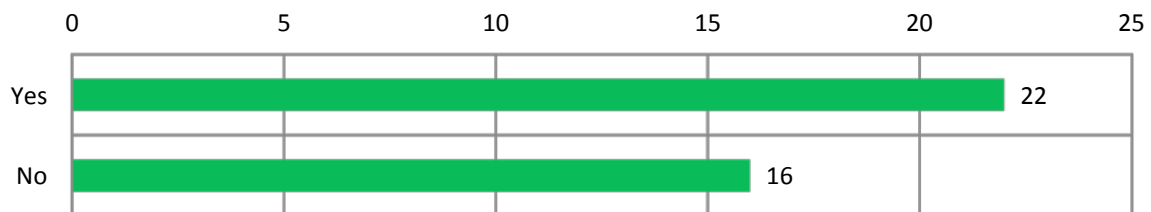
Question 1. Please indicate if you are any of the following:



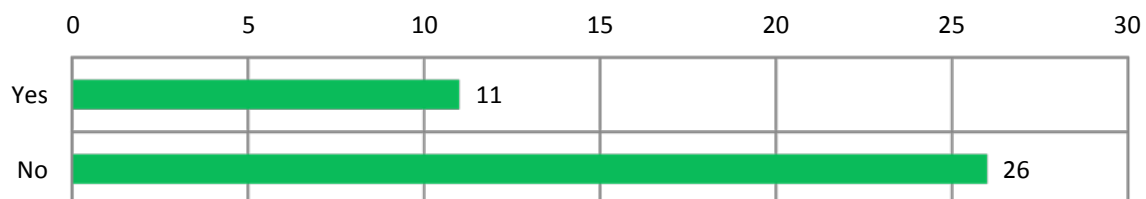
Question 2. Please indicate your level of awareness of the Downtown Revitalization Incentives Program.



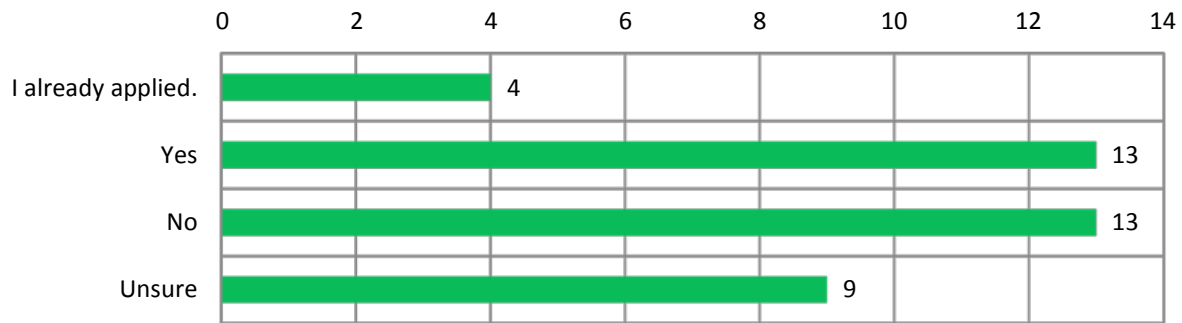
Question 3. Have you contacted the RMWB for information about the program?



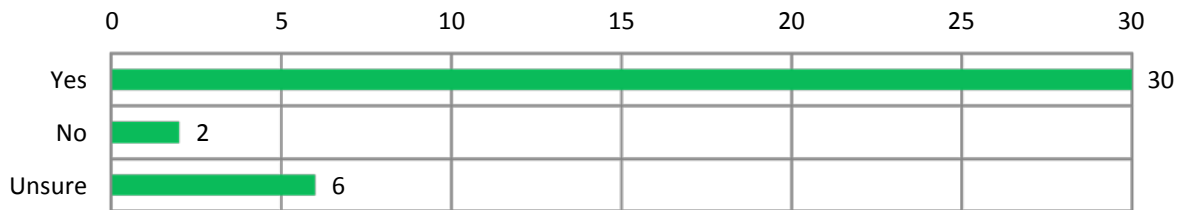
Question 4. Have you participated in a pre-application meeting with RMWB staff?



**Question 5. Do you plan to apply for the grant program?**

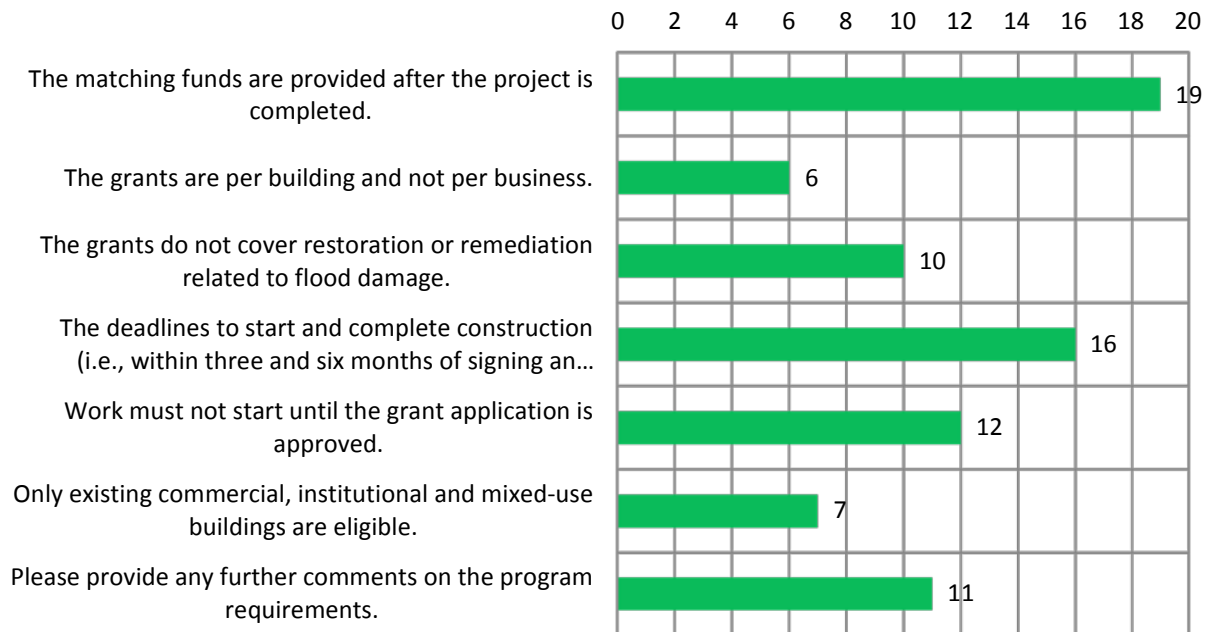


**Question 6. Would you like to see the program extended past December 31, 2020?**



As we look forward to potentially offering this program again next year, pending council approval, what are some things we can do to make the process better?

Question 7. Please indicate if you would like to see any changes to the following requirements:



The following comments were provided to the open-ended portion of this question:

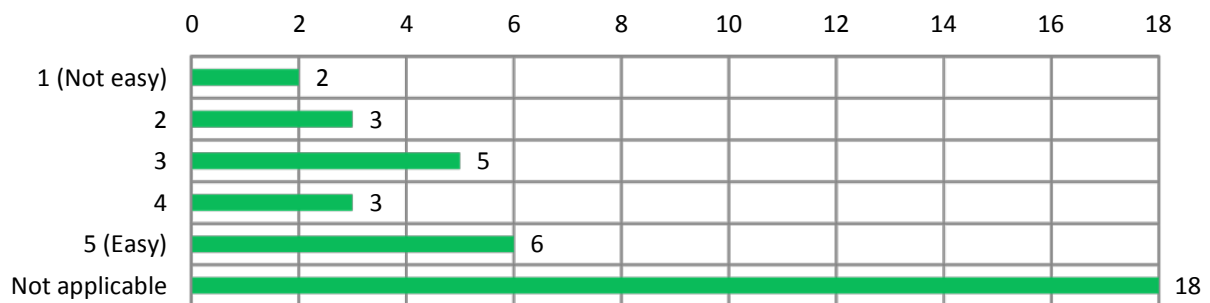
Date and Time Received	Comment
2020-10-28 14:55:16 - 0600	Professional artists often charge a fee in order to create design ideas. This presents a barrier to businesses that are trying to apply for the mural portion of the grant. Likewise, selecting an artist and design prior to application presents a hardship for the artist if the grant application is unsuccessful. The timeline of this grant only allows for commissioning an artist directly as it doesn't provide enough time for a thoughtful application process. Three to six months should be the minimum time for an artist call for a large-scale project. The opportunity to engage the public and the arts community with longer timelines would be a huge 'win' for the municipality. There is an opportunity to have the public involved in the selection process, thereby increasing buy-in and excitement around the mural projects. As a professional artist myself, I also don't understand putting a limitation on what the artist and/or consultation fee can be. More money spent on materials doesn't ensure a better product and asking the artist to 'hide' their fee as additional labour or the like seems counter to a positive working relationship.

Date and Time Received	Comment
2020-10-28 15:46:54 - 0600	May want to consider reassessing the matching funds piece and increase the municipal contribution over fewer grants. Many businesses need these grants but don't have half the funding to cover their half of the costs. While this is a direct benefit to businesses, it's also a benefit to the municipality for businesses to stay open, reinvigorate the downtown, and beautify the community. The municipality will also see a return on this investment down the road through property taxes and retention of residents in the community.
2020-10-29 06:23:14 - 0600	Not retro active to renovations that were made prior to the grant program being released but within a time frame that would show a business was attempting to improve their downtown exposure through their own means. Feel there needs to be some flexibility in this regard considering the circumstances facing our region, ie. Flood, Covid 19
2020-10-29 16:14:54 - 0600	None at this time
2020-10-30 18:10:42 - 0600	You must not require an artist to be chosen during the initial application process. Just set the framework for approvals generally and let the market do the rest. You should reduce the number of improvements required to qualify i.e. just make it 2 not 5. Just give businesses money for improvements and trust that they will make the best improvements.
2020-11-04 15:57:10 - 0700	Like to see start and completion times to be more flexible
11/6/2020 13:04	Stop wasting our money on downtown!!!! Try listening to the citizens of fort McMurray for once
2020-11-09 12:26:02 - 0700	What about downtown residents, should they/we not have an opportunity to improve our front showcase yards from the flood mess. Support would be appreciated
2020-11-09 14:13:24 - 0700	As a multifamily 32 unit apartment owner, I think that it would do the community well to have included multifamily apartments into this grant as the streetscape of my building is as important and as large if not larger than most buildings which this grant is attracting. Specifically due to the large number of units in this building, for mortgage and insurance reasons, we are considered "Commercial" not residential.
2020-11-10 12:42:53 - 0700	We would like to see a way to provide parklet options to the program which would then be utilized by many of the restaurant organizations who need them when they need them. Creating a broader program may allow for us to economize our products and services and provide them to an array of businesses who will need them in the spring. We suggest having these assets

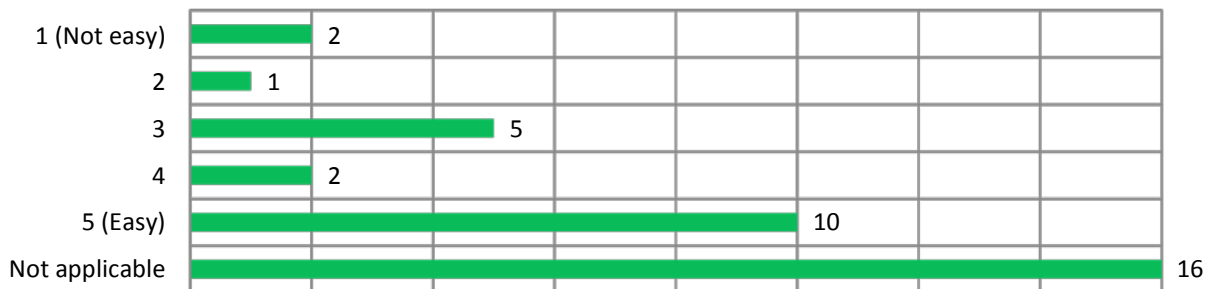
Date and Time Received	Comment
	readily available for the businesses and then having their contribution as a final piece to secure them for an installation in the spring.
11/10/2020 13:21	what is being done to insure the municipality is supporting the business community in the safe keeping of the DT properties.

Question 8. On a scale of 1 (not easy) to 5 (easy), how easy are the following application requirements?  
(Select all that apply)

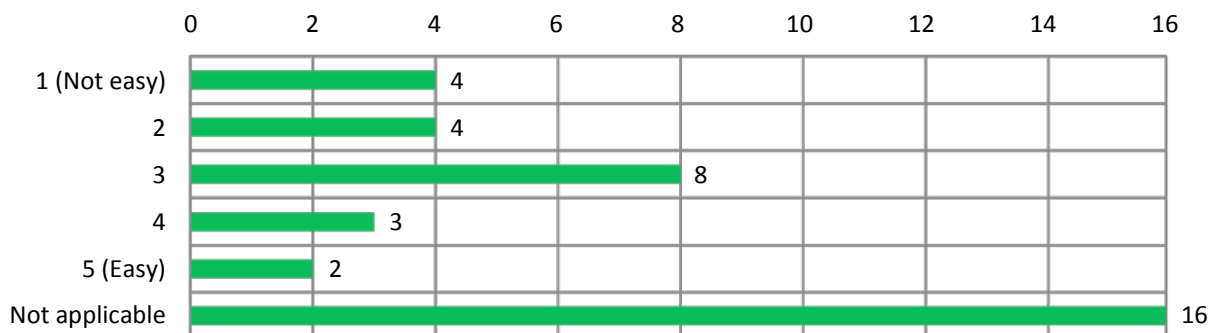
#### Using the application form



#### Participating in a pre-application meeting

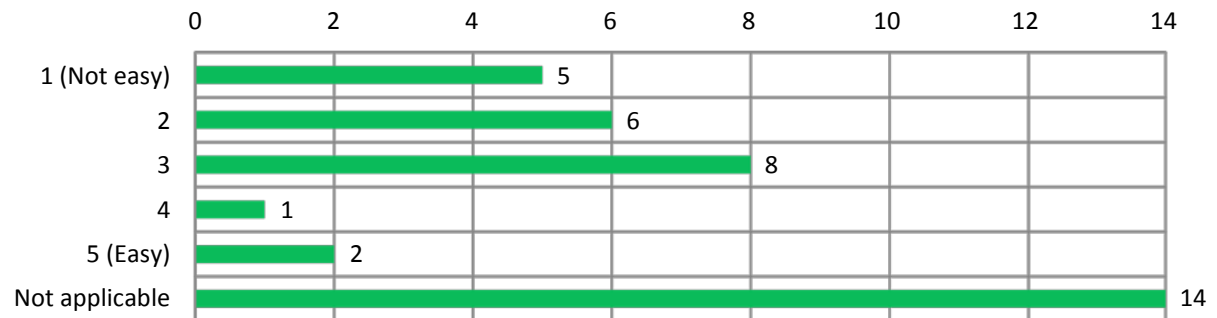


#### Obtaining professional drawings and plans

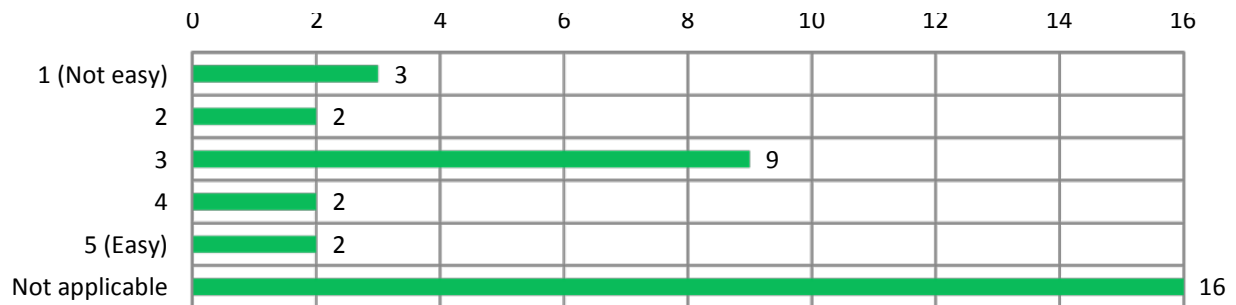




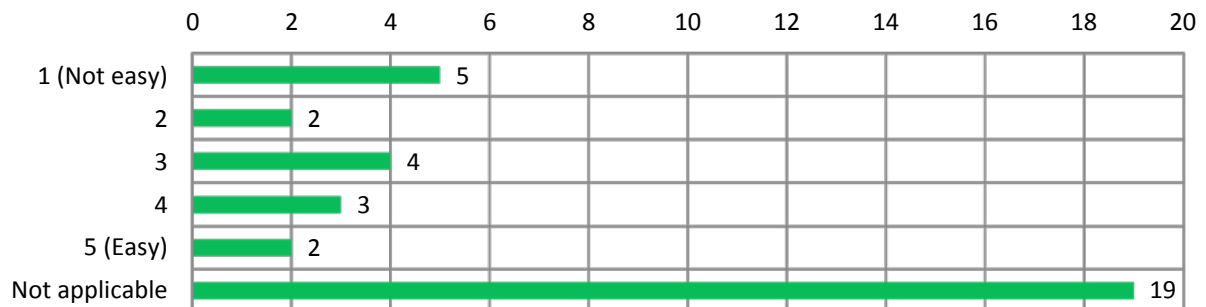
### Obtaining two contractor estimates



### For interior improvement projects, selecting projects from the list of eligible projects

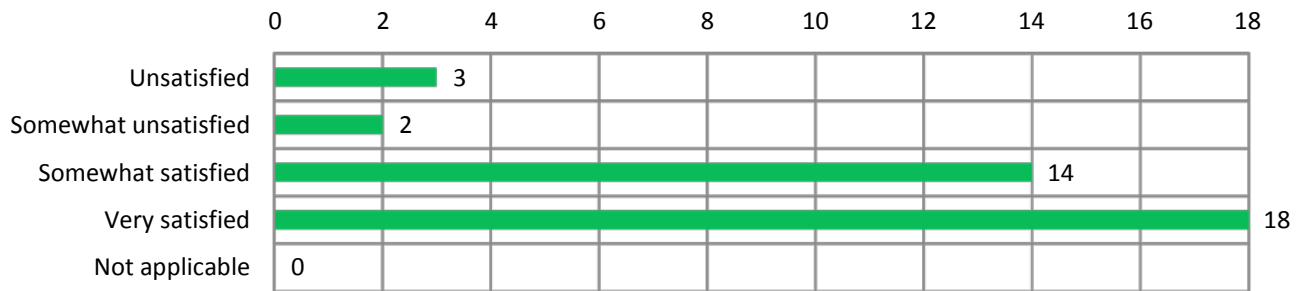


### For mural projects, identifying a professional artists

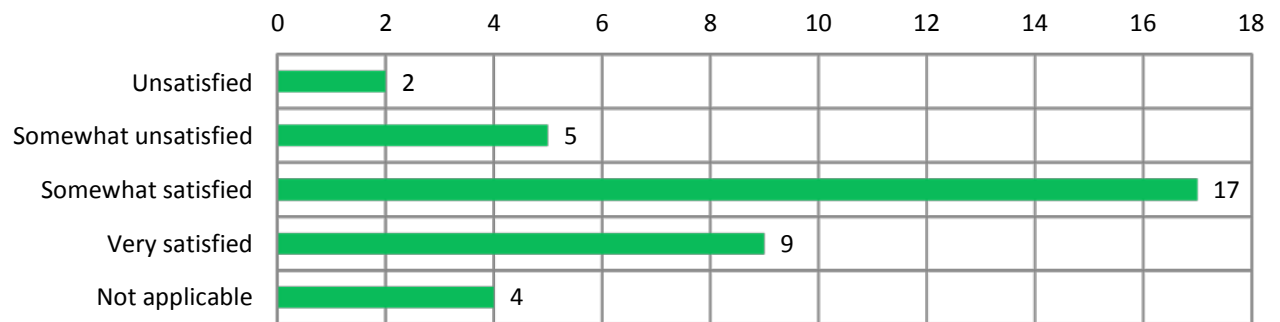


Question 9. Please indicate your level of satisfaction with the following:

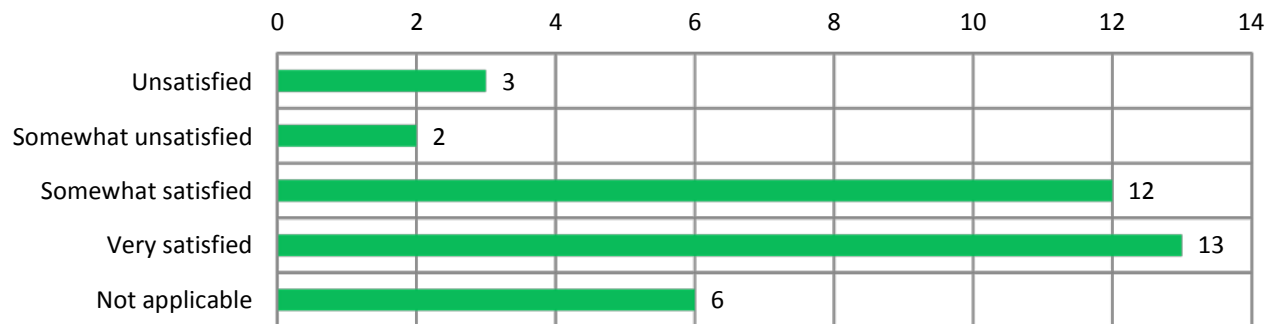
**Communication of the program to community**



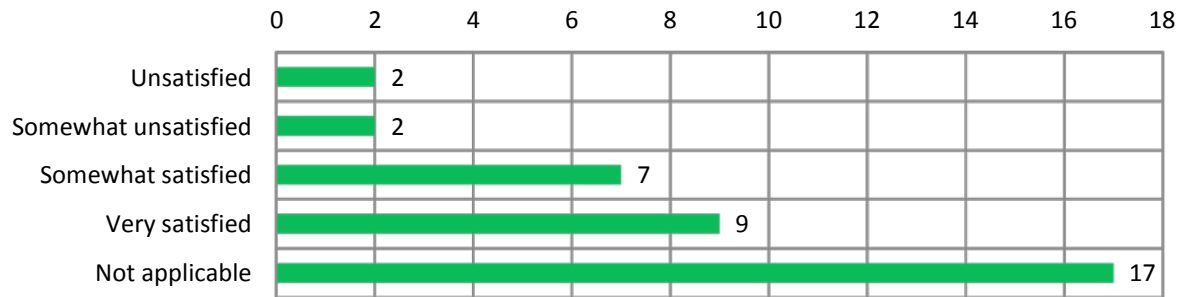
**Navigating the program webpage (rmwb.ca/incentives)**



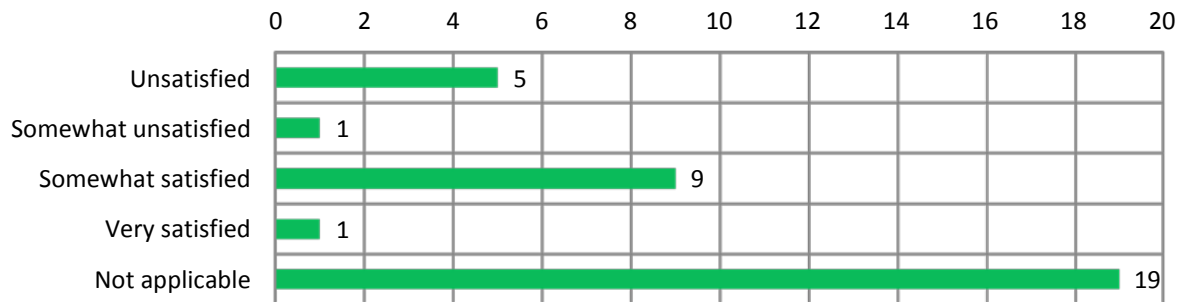
**Program inquiries with RMWB staff**



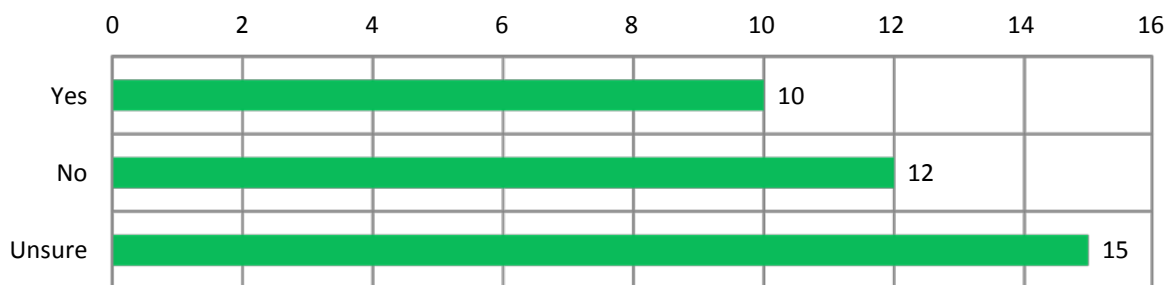
### Attending a pre-application meeting with RWMB staff



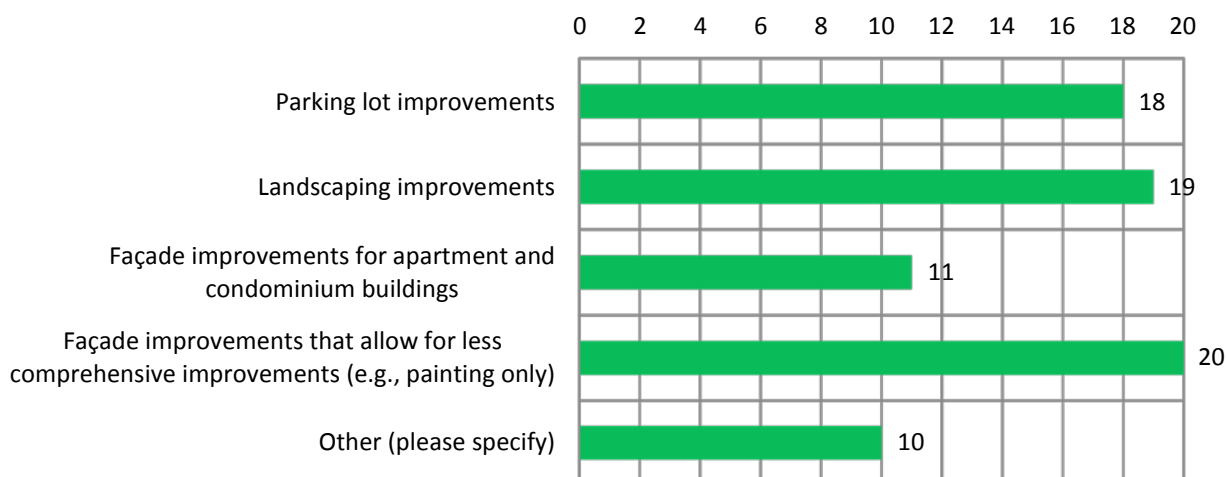
### Application processing times



**Question 10. Do the existing grants cover the types of improvements you want or need to do?**



**Question 11. The Municipality is exploring other grants that may contribute to the downtown's revitalization. Please select any that are of interest to you:**



The following comments were provided to the open-ended portion of this question:

Date and Time Received	Comment
Oct 21 20 09:21:59 pm	Funding for new startups and businesses
Oct 28 20 03:46:54 pm	what about some kind of culture or heritage grants. If there were ways of incorporating culture and heritage into their business decor, this would add to the character of the community as well as businesses. Examples include heritage murals, sculptures, walkways, paintings, decor, facades, doorways, or signage.
Oct 28 20 05:14:55 pm	Demolition Grant
Nov 06 20 01:04:35 pm	Stop wasting money on a flood zone unless it's to fix the problem
Nov 09 20 09:57:12 am	More litter clean up, more garbage bins available and emptied (including private business areas). Better walking accessibility overall, more sidewalk tie ins. Better sidewalk management during construction and winter.

Date and Time Received	Comment
Nov 09 20 12:26:02 pm	Residential front yards
Nov 09 20 02:13:24 pm	Interior accessibility (elevator) and fire safety upgrades (fire sprinkler system)
Nov 09 20 08:36:04 pm	I want a program to help people paint murals on there fences in Beacon Hill
Nov 10 20 12:42:53 pm	Parklet grant, a supplied parklet that could be installed during the spring, summer, and fall, and moved in colder months. Businesses would apply for the parklet as part of an annual program.,
Nov 10 20 01:21:47 pm	funding downtown functions and business incentives to set up DT ONLY

**Question 12. Do you have any other feedback on the program?**

Date and Time Received	Comment
2020-10-21 21:21:59 - 0600	More grants for new businesses as traditional loans etc in a pandemic are difficult. Invest in our start ups and niche markets like the arts and food production
2020-10-28 14:55:16 - 0600	Meeting with municipal staff pre-application was very helpful. They were knowledgeable and seemed really eager to make the process work. I would suggest from an efficiency standpoint that ensuring the matching funding was secured is more important than securing an artist and design pre-application - this question was not asked in the meeting or on the application form. The RMWB has final approval on the image and it is very unlikely that a business would select an offensive design, so is it really necessary to pre-decide? However, if the business goes through the process of applying, administrative staff reviews the application and determines its viability, then it is approved by Council, then the business can't secure matching funds, everyone's time has been wasted. The municipality isn't responsible for where the money comes from, but should ensure that money is available. Also, if this is an incentive for struggling businesses, providing the funds through reimbursement after the project is complete is probably not very helpful. Could there not be a process of instalment payments being made as milestones are reached?
2020-10-29 08:53:28 - 0600	No feedback really. Staff was helpful and great. We are a small business and it didn't really apply to us. It's was a bit of work to start the application and apply. Our efforts are more focused on insurance and rebuilding. Funds are limited as well, as we understood that we need to spend money on a specific type of sign, and then receive the grant. So we are still left paying out of pocket for a chunk of the project. Wonderful idea overall, we just don't have the spare funds for a project that will meet the requirements.
2020-10-29 10:04:19 - 0600	I would like to see the application process extended. Due to COVID we have been busy with other priorities and would to see the program application extended into 2021

Date and Time Received	Comment
10/30/2020 16:34	<p>For approved grants, it would be encouraging if the construction, and accordingly grant payments, are phased out, since many business &amp; property owners are not able to finance the project and then receive the grants after 100% construction completion during this challenging time.</p> <p>Furthermore, openly adopting a collaboration initiative with local engineering firms, to potentially support business owners for related engineering and likely administration needs, will boost this project.</p>
2020-10-30 18:10:42 - 0600	Please keep it. Until downtown looks and feels better. Include lighting.
2020-11-02 20:51:52 - 0700	<p>Out of the 11 grants how many are for <b>[redacted in accordance with Freedom of Information and Protection of Privacy Act, s.17(1)]</b> Are his "New" businesses on Franklin getting the new front view at city taxpayer expense?</p>
11/3/2020 10:19	<p>An extension would be helpful. It is time consuming trying to set up meetings with RMWB, getting permits, and meeting with contractors/artist to finalize a project.</p>
2020-11-03 12:42:10 - 0700	<p>I still think you are missing the mark that would drive citizens to the downtown core. You are asking us to reinvest in very turbulent times while you continue to approve new major commercial development away from downtown in Parsons Creek, In Stone Creek and the Eagle Ridge Area. You are building a park downtown on prime real estate seriously who is going to drive downtown to sit in a park??? Big Mistake!! Communities that have seen growth have provided businesses with no taxes for x amount of years (Kamloops being one of them) in the downtown core. This is what is needed to encourage people to develop downtown. Right now why would anyone want to be downtown ??</p>
2020-11-05 16:30:03 - 0700	<p>I feel if businesses decide to start before approved that should not impact whether they get approved as long as they meet all other requirements. If they don't then that was their choice.</p> <p>Doing all 5 elements on exterior can be a challenge financially at such a difficult time already for struggling businesses.</p> <p>I think one team should have been setup for this program between CIP and Planning. This way as a business you dealing with one group.</p> <p>Need to get funds into hands as fast as possible after paid out to contractors. Example: by the time I pay the first contractor and the last contractor for doing the 5 elements and requesting reimbursement, it could take 4 months before I see any funds back from the program. For struggling businesses they can't wait? Contractors also can't wait to get paid.</p>

Date and Time Received	Comment
2020-11-05 21:48:42 - 0700	None
11/6/2020 13:04	Stop patting yourself on the back and giving yourself raises
2020-11-09 10:05:19 - 0700	We completed some lighting projects and we renovated a sign prior to application- it would be nice to be able to apply for the funding for the projects already completed.
2020-11-09 14:13:24 - 0700	The admin working this program have been great. I admire council and admin/management for having the foresight to create and deliver a program which will be advantageous for many many years to the downtown of RMWB
2020-11-09 16:31:00 - 0700	It is important to make the process easy and not put a large burden on business's for example having to submit 5 different ideas/looks for a planed improvement, let us submit and get feedback on our intended improvement. it is more important to ask the business what they feel would look and work best for them as opposed to making that decision for them.asking for two prices, business's will make the smartest and best decision as they are paying out of their pocket as well in many cases.
2020-11-09 20:09:39 - 0700	No
2020-11-10 08:59:49 - 0700	No
2020-11-10 12:42:53 - 0700	<p>We think the program is great, however gauging that amid the pandemic it will be difficult for businesses to adopt and implement due to to other challenges they have faced in 2020, Covid + Flood.</p> <p>Allowing for the program to have park spaces on demand which can be installed seasonally may allow for more flexibility in applicants as well as more uptake on business and neighborhood improvements and thus seasonal ammenities.</p> <p>Thanks for requesting our feedback,</p>
11/10/2020 13:21	Graffiti is getting out of control. Also, properties affected by the flood need assistance in clean up and regain curb appeal. Garbage left on the side of the streets since April 27 is unacceptable.

**Question 13. If you would like to receive more program information and updates, please provide your contact information here.**

Personal information omitted for FOIP reasons.

### One-to-One and Stakeholder Meetings

Between November 5, 2020 and November 12, 2020, three one-to-one meeting meetings and one Stakeholder Discussion were held. At each of these engagement sessions, a brief presentation on the program was provided. Participants were then asked about to provide input the program's general requirements, the application and administrative processes, and share ideas for potential new grant streams. Conversations were framed around:

- What's working?
- What's not working?
- Which aspects could be improved?

Feedback is organized below by theme or topic areas. Comments may appear under multiple themes or topic areas.

#### General Program Requirements

Source	Comment
<b>Program Extension and Deadlines</b>	
One-to-One Meeting (November 5, 2020)	Majority of businesses are still working through flood restoration. They will not be in a position to apply until this is addressed and they have a clearer picture of the situation.
One-to-One Meeting (November 6, 2020)	Support extension of program into 2021, with 2022 being better.  December 2021 may be too soon for some businesses to apply, and some will only be interested after seeing other projects completed.
One-to-One Meeting (November 6, 2020)	(Murals) Artist selection prior to applying is a challenge.
One-to-One Meeting (November 9, 2020)	Construction deadline is too short. (6 months of Agreement) 12 months would be better.
One-to-One Meeting (November 9, 2020)	Overall removing deadlines and restrictions could help reduce obstacles that hold applicants back from applying.
One-to-One Meeting (November 9, 2020)	Support extension of program past December 31, 2020. Many businesses unable to apply by current deadlines. Thinks this could 'make or break' the program.
<b>Timing and Funding</b>	
Stakeholder Discussion (November 5, 2020)	Businesses have concerns with projects being funded entirely upfront, then being reimbursed. Receiving funding after the project is completed is a challenge for many. Loans were discussed.
One-to-One Meeting (November 5, 2020)	Timing of funding is a challenge. It is a burden on businesses to receive no funding until after project is completed
One-to-One Meeting (November 5, 2020)	Suggested phasing of payments, installments, or progressive invoicing. Financial institutions are not necessarily giving loans for the work covered by the program.



Source	Comment
One-to-One Meeting (November 6, 2020)	Timing of funding is critical and receiving funding after the project is complete is a challenge – it is a burden on businesses to not receive any funding until after the project is complete
One-to-One Meeting (November 6, 2020)	Suggest providing funding at project benchmarks, including some funding up front. This may help the applicant secure funding i.e. sponsors.
One-to-One Meeting (November 6, 2020)	Application forms could include space to describe how the applicant plans to fund the other 50%. This could save time on reviewing applications where funding has not been secured.
One-to-One Meeting (November 6, 2020)	Could different funding structures be used for the grants? For example, offer fewer grants to increase competition, or higher amounts with a great portion (matching 60:40) reimbursed to recipients.
<b>Eligibility Requirements</b>	
One-to-One Meeting (November 5, 2020)	Concerned with ineligibility due to unresolved legal disputes. Do not feel this should impact eligibility and dispute may not be relevant to the project.
One-to-One Meeting (November 5, 2020)	Being current with property taxes makes sense.
<b>Other (Use of Targets)</b>	
Stakeholder Discussion (November 5, 2020)	Did the program have targets for the [number of] approved grants?
One-to-One Meeting (November 6, 2020)	Murals program could set targets. For example, 20 murals with 5 having built environment theme, 5 natural environment themes, etc.

### Application Requirements

Source	Comment
<b>Using the Application Form</b>	
Stakeholder Discussion (November 5, 2020)	Businesses have concerns that the program is too onerous. This includes the paperwork i.e. application form and attachments
<b>Obtaining Professional Drawings/Plans</b>	
One-to-One Meeting (November 6, 2020)	Graphic artists and mural artists customarily charge for preliminary designs/concepts. This must be accounted for in the process and eligible costs. Concepts are not inexpensive.
One-to-One Meeting (November 6, 2020)	Suggest allowing more than 15% of project costs towards artist fees. These can be a more substantial portion of project costs as design selection can be time consuming, relative to actual installation. Clarify the eligibility of professional fees and labour costs.
<b>Obtaining Two Contractor Estimates</b>	
Stakeholder Discussion (November 5, 2020)	Contractor estimates are a challenge. General agreements that the challenge is the added time it takes to contractors to provide estimates, rather than an inability to obtain them

Source	Comment
Stakeholder Discussion (November 5, 2020)	Suggestion – offer projects pre-approval without two contractor estimates. Once applicants attend a pre-application meeting, they could be pre-approved a certain amount.
<b>Other</b>	
One-to-One Meeting (November 5, 2020)	Discussed providing a template for the Letter of Authorization, to ensure the letter contains the information that the Municipality is looking for. Form should include space for the legal name of the applicant/business and any 'operating as' names.
One-to-One Meeting (November 9, 2020)	Some aspects of the Program are subjective. Need for clarity to provide certainty. For example, what happens if the final project does not match that proposed in the Application?

### Existing Grants

Source	Comment
<b>Façade Improvement Grant</b>	
One-to-One Meeting (November 5, 2020)	<p>Façade Improvement Grant Design Elements</p> <ul style="list-style-type: none"> <li>Five elements might be too many. Maybe three elements would be better.</li> <li>Can the existing 'Doors/Windows' element be broken down so applicants can receive one point for each?</li> </ul>
<b>Interior Improvements Grant</b>	
One-to-One Meeting (November 6, 2020)	<ul style="list-style-type: none"> <li>There is a need for artist studio spaces. Existing spaces are not suitable. For example, inadequate ventilation, plumbing (can't handle paint), fire separation (i.e., for welding work), lighting or soundproofing.</li> <li>[Artist space] Rentals remain expensive, even to just display artworks in the window.</li> <li>Few short-term space options (3 months).</li> </ul>
One-to-One Meeting (November 6, 2020)	<ul style="list-style-type: none"> <li>Covid-19-related improvements: touchless doors, lights, taps, etc.</li> <li><i>Interior Improvement Grant</i> could cover additional accessibility items; for example, Touchless access, and Adult and infant changing tables</li> </ul>
<b>Beautification Projects and Murals Grants</b>	
One-to-One Meeting (November 6, 2020)	Could there be a property tax exemption for beautification?
One-to-One Meeting (November 6, 2020)	Economic potential of murals needs to be highlighted; for example, City of Lacombe's heritage murals are used to promote walking tours. Need to communicate how the arts create financial incentives for businesses. Consider creating an info sheet.
One-to-One Meeting (November 6, 2020)	Consider expanding eligible forms of artwork and more art options (e.g., sculpture, performance art space such as musician space on a patio).

Source	Comment
One-to-One Meeting (November 6, 2020)	<p>Possible synergies between the existing grants. For example, there is a synergy between patios and murals that could be exploited. Can the program support more project overlap? For example, façade upgrade with a patio and mural, or murals/patios at the rear of buildings where they can contribute to beautification and safety in laneways.</p> <p>Could the Municipality commission some artist designs for inspiration? For example, what a façade and patio project could look like.</p>
One-to-One Meeting (November 6, 2020)	<p>Murals: Consider the use of themes. This may help reassure applicants that their proposed murals will be a good fit. It may also allow applicants to take advantage of other grant funding e.g. provincial heritage grants.</p> <p>Consider having murals in laneways.</p> <p>Mural collaboration – grants are currently provided per building, but more creative arrangements could be considered. For example, a mural that extends onto a neighboring property, a large mural straddling multiple building, an applicant sponsoring a mural on a building they don't own, etc. This will lead to questions about how many applications to submit, how much is the project eligible to receive, etc.</p>

### New Grant Program Ideas

As in the on-line survey, ideas for new grant programs were presented to the virtual stakeholders group discussion and to the stakeholder(s) engaged one-to-one.

Source	Comment
<b>Parking Lot Improvements</b>	
One-to-One Meeting (November 5, 2020)	Believe there is interest in parking lot improvements
<b>Landscaping Improvements</b>	
One-to-One Meeting (November 5, 2020)	Believe there is interest in landscaping improvements
<b>Façade Improvements for Apartments and Condo Buildings</b>	
One-to-One Meeting (November 5, 2020)	Condominium corporations might be interested but take more time to make decisions. Believes it could take 6 to 12 months for a corporation to apply because there are so many stakeholders involved.
One-to-One Meeting (November 9, 2020)	<p>Include multi-family apartment and condo buildings as eligible building in the DRIP Program</p> <p>Consider other possible improvements to general premises, for example:</p> <ul style="list-style-type: none"> <li>• Landscaping.</li> <li>• Amenity areas.</li> <li>• Parking lot – safety and security.</li> </ul>

Source	Comment
One-to-One Meeting (November 9, 2020)	<p>Future grants need to be clear about what is residential and eligible.</p> <p>From the owner's perspective, a building with more than 6 residential units is treated as commercial when applying for financing and insurance.</p> <p>Using the term "multi-family apartment/condo" might be better. Alternatively, define eligibility by the number of suites/units the building must contain.</p>
<b>Other</b>	
One-to-One Meeting (November 5, 2020)	Do the grants cover new construction and vacant lots? Discussed that current program excludes new construction due to ongoing development of a new downtown area redevelopment plan. A downtown commercial tax exemption program was launched this year for new commercial developments.
One-to-One Meeting (November 6, 2020)	General discussion around opportunities for home-based businesses. For example, business signs so locations are more visible (within signage requirements for home businesses in the Land Use Bylaw).

## Part 3: Feedback Provided During Program Implementation

### Overview

Between June 29 and November 17, 2020, the Community Investment Program (CIP) branch received approximately 130 inquiries about the program. This led to 60 pre-application meetings (including several follow-up meetings or site visits). The purpose of pre-application meetings is to confirm applicant eligibility, review program requirements and answer applicant questions. Meeting minutes were taken by staff and provided to applicants. In some instances, suggestions or challenges were noted. Excerpts from these minutes are provided here.

The feedback received during these interactions is recorded in the following tables, using the broad similar themes set out in the on-line survey.

### Comments

#### General Requirements

Source	Comment
<b>Program Extension and Deadlines</b>	
Stakeholder feedback September 10, 2020	Will it be possible to accept applications that are not fully complete on or before December 31 or grant an extension to next June/July if there are little or no applications for some grants?
<b>Timing and Funding</b>	
Pre-Application Meeting July 24, 2020	Questioned about funds being paid in advance
Pre-Application Meeting August 25, 2020	We discussed some challenges applicants might face with the program, including difficulty funding their 50% portion. High rents in the downtown continues to be a challenge
Stakeholder feedback August 30, 2020	Concern about ability of small businesses to participate due to lack of capital. Could grant be provided in phased approach (i.e., 3 phases) whereby funds are advanced to cover next phase. Amanda explained prior research on upfront grants and the challenges of securing them to property tax. Similar issue encountered with advancing funds, although the risk is lower.
Stakeholder feedback August 31, 2020	Investigating phasing and use of loans from Community Futures Wood Buffalo.
Stakeholder feedback September 10, 2020	Interpret the policy and/or program guidelines to allow building owners flexibility to begin or continue demolition/flood recovery work and possible incentive program work prior to program approval without disqualifying them for grants.
Stakeholder feedback September 11, 2020	Consider retro-active funding similar to other CIP grants (i.e. provide owners an opportunity to complete work and submit receipts within 6 months).
Pre-Application Meeting September 30, 2020	Challenges: tenant reluctance to return to the downtown, /general cashflow /obtaining insurance.
Stakeholder feedback October 7, 2020	Allow for retroactive funding back to the start of the program so that projects can start and still be accepted as part of the program.

Source	Comment
Stakeholder feedback October 7, 2020	Provide full annual tax breaks to building owners. Encourage them to use the money save to invest in building upgrades etc.
Stakeholder feedback October 7, 2020	Consider accepting eligible projects that have been completed or are in process since 2020 (or even since the motion was passed to accept this program). Of course, projects would still have to meet the eligibility criteria;

### Application Requirements

Source	Comment
<b>Using the Application Form</b>	
Stakeholder feedback September 14, 2020	What is the rationale behind why individual applications are required vs. a single, multi-building application? – Explained how application info is necessary for agreement. However, applicants can submit very similar applications (e.g., single set of drawings showing multiple buildings) to streamline submission process.
Pre-Application Meeting September 26, 2020	Clarity needed for payment of professional fees before the agreement is signed. Drawings may be needed for estimates. (Note – changes have been made to Administrative Procedures to clarify and allow for payment before the Agreement is signed)  Need more information about how much detail of the scope of work is needed when filling in forms.
<b>Obtaining Two Contractor Estimates</b>	
Pre-Application Meeting September 24, 2020	Challenges with getting two contractor quotes. Contractors are busy and it is awkward to request quotes when contractor knows they are unlikely to do the work
<b>Other</b>	
Stakeholder feedback September 11, 2020	Consider ways to make participation as easy as possible for applicants (i.e. create online templates, identify community partners/potential program suppliers etc. so that people who are interested can act quickly and while they have an interest.
Stakeholder feedback September 24, 2020	Thinks businesses are aware but may not understand the components of the program. Recommended increasing promotion efforts.
Stakeholder feedback October 7, 2020	Businesses are aware of the DRIP and are currently doing (or have completed) renovations this year. Some were aware of the program and some inquired, but they didn't want to wait for the approval process to start their projects. Paperwork and wait time seem to be barriers
Pre-Application Meeting October 16, 2020	Need for Clarity -re: window coverings as film is allowed on second floor (and above) windows.

## Existing Grants

Source	Comment
<b>Façade Improvement Grant</b>	
Pre-Application Meeting July 30, 2020	Façade Grant (should) apply to rear of buildings - visible from a laneway
Pre-Application Meeting August 4, 2020	Roofing not eligible for grant funding (Façade grant)
Pre-Application Meeting September 1, 2020	Clarity needed – does the Façade Grant apply to all of a mixed use building or the commercial portions only?
Pre-Application Meeting September 30, 2020	Challenges: tenant reluctance to undertake a comprehensive façade upgrade given the uncertainty around flood mitigation /general cashflow /obtaining insurance.
Stakeholder feedback October 7, 2020	Review the portion of the grant that requires 5 changes and reduce the number and type of changes required. (Façade Grant)
<b>Interior Improvements Grant</b>	
Pre-Application Meeting July 24, 2020	Interested in using grant for purchasing bottling equipment and new flooring in dining area. Neither projects are considered eligible, under current grant criteria.
Pre-Application Meeting September 21, 2020	Reconfiguring space to create 4 office units (from 2 units). Complex project - timelines imposed may be an issue - although grant recipients may apply for an extension. For interior grants – consider guidelines including recommendation to arrange a walk through with Safety Codes, as well as a pre-app meeting.
Pre-Application Meeting November 9, 2020	Interior grant - If grants are shared, there may not be much funding for each business in multi-tenant buildings.
<b>Patio Grant</b>	
Pre-Application Meeting July 30, 2020	Patio at rear of premises - must serve food establishment
Pre-Application Meeting October 13, 2020	Review patio guidelines to include implications for parking may be a consideration
Pre-Application Meeting October 22, 2020	Update Patio Guidelines to include Box Parklets
<b>Beautification Projects and Murals Grants</b>	
Pre-Application Meeting September 1, 2020	There was a detailed discussion on the kind of <b>acceptable window treatments under</b> the (Beautification) grant. Projects that include Vinyl wraps or treatments that deter viewing inside the store are ineligible. The vision for downtown is to have higher visibility and eyes on the street. The only exception to this rule is where windows are mandated to be screened by other legislation, for example, cannabis stores. Additionally, under the beautification grant, vacant storefront may have some display artwork by hanging artwork from inside to be viewed from the window (not vinyl wrapping or tinting)

Source	Comment
Pre-Application Meeting September 21, 2020	Murals - may need to reconsider process to allow time for REOI and public engagement
<b>Other</b>	
Inquiry July 8, 2020	<p>The one issue I constantly hear about is the high cost to lease space in the downtown area from many small business owners. Despite the decrease in real estate values, many of the lease holders have maintained their rates, making new business in this community very unattractive.</p> <p>My concern is that if the leaseholders are receiving these grants to improve their buildings, that it will further raise lease rates for our small business owners and if given tax breaks, that again it will only benefit the leaseholders.</p>
Inquiry November 9, 2020	Window coverings - ineligible criteria - may determine whether a business applies for a grant - needs to clarify re: what is this policy trying to achieve.

### New Ideas

Source	Comment
<b>Parking Lot Improvement</b>	
Pre-Application Meeting September 10, 2020	Use of (private) car park spaces for seasonal patio area - LUB implications
Inquiry November 9, 2020	Interested in improvements to the parking lot
Pre-Application Meeting November 9, 2020	Parking lot paving in rear of property is needed (i.e., loading areas)
<b>Other</b>	
Inquiry July 27, 2020	Building eligibility (Hardin Street)- Home Business
Pre-Application Meeting August 4, 2020	<p>New signage is eligible if signage includes decorative features. Indigenous design elements were discussed and agreed would meet this requirement.</p> <p>Signage will require development permit and is subject to Land Use Bylaw regulations (e.g., sign types, dimensions, copy area, etc.).</p> <p>Consider Signage Grant</p>
Pre-Application Meeting October 17, 2020	Grant to include Interior Murals



Source	Comment
Pre-Application Meeting October 13, 2020	<p>Discussed challenges with identifying a restaurant franchise. Renovations are intended to help existing tenant attract franchise or operate independently.</p> <p>Discussed tenant challenges paying full rents at this time. Flooding and covid-19 have created a situation whereby most tenants need <b>rent relief</b>.</p> <p>Discussed challenges with exterior beautification as landscaped areas adjacent to Franklin are often trampled by pedestrians.</p> <p>Discussed other ideas for the downtown: waterfront recreation equipment rentals (private or RMWB).</p>
Pre-Application Meeting September 1, 2020	You suggested a few additional items which are not currently contemplated by any of the grants. I've noted them here as feedback for our team: fencing or tree removal might be something you would be interested in.
Pre-Application Meeting August 25, 2020	<p>Discussed the eligibility of houses converted to commercial properties. These would be eligible, but applicants should obtain a Development Permit (Change of Use) prior to applying. This is necessary to confirm that the use is commercial since residential buildings are ineligible.</p> <p>We discussed some potential opportunities for future grants, including grants for parking/paving upgrades (i.e., repainting stalls), and landscaping upgrades for residential properties (condos).</p>

## Attachment 3

## Downtown Revitalization Incentives Program Summary of Promotional Efforts

Public awareness and promotional activities for the *Downtown Revitalization Incentives Program* are supported by the Communications and Stakeholder Relations department. As of November 9, 2020, the following efforts were made:

### Media Stories

- Eight traditional news stories/articles have been published by local media outlets.

### Social Media

- The program has been promoted on Facebook and Twitter and is doing well:
  - Facebook: average 4,445 impressions per post (target of 5,000 impressions).
  - Twitter: average 1,579 impressions per post (target of 1,000 – impressions).

### E-newsletters

- Six e-newsletters have been distributed to over 300 downtown businesses and stakeholders. The list of subscribers is based on business licences, contractors, program inquirers, and the WBEDC distribution list. The open/click rates are above-average compared to other RMWB campaigns.

### Online survey (October 21 to November 10, 2020)

- Designed to gather input on what is and isn't working, gather new ideas for grants, and inform Council in December 2020.
- 38 completed surveys.

### Business Visits (November 4 and 5, 2020)

- Outreach by staff from Planning and Development department, Communications and Stakeholder relations department, Deputy Chief Administrative Officer's office, and Wood Buffalo Economic Development
- Visits made to more than 150 premises, with contact with approximately 120 business operators and property owners.
- Alongside discussion, gift boxes and a personal RMWB contact was provided.
- Visits results in a significant increase in interest in the two weeks following.

### Information Session (November 9, 2020)

- Hosted in partnership with Startup YMM. Presentation included an update on the program and Q&A for prospective applicants.

### Other Methods

The Communications and Stakeholder Relations department continues to promote the program using the following additional methods (no metrics available):

- Radio advertising
- Poster distribution (banks, realtors, insurance providers, etc.)
- Digital display at Timberlea Landing

Administration continues to promote the Program through informal means:

- Direct calls and emails from RMWB management to downtown businesses and organizations.

- Advising prospective applicants during permitting and inspection activities (planners and building codes officers).
- Making presentations to more than ten organizations, including the Fort McMurray Chamber of Commerce, Fort McMurray Real Estate Association and Community Futures.
- Calls, emails and information sharing by the Wood Buffalo Economic Development Corporation and the Fort McMurray Chamber of Commerce.
- Working with Community Futures to develop a loan program for applicants who may be unable to obtain financing from a bank. More information to be released shortly.

# Downtown Revitalization Incentives Program

Presenter: Amanda Haitas, Senior Manager

Department: Planning and Development Department

Meeting Date: December 8, 2020



# Presentation Purpose

1. Share Program update
2. Share Stakeholder Feedback
  - What is working?
  - What could be improved?
  - Ideas for new grant streams
3. Next steps & Recommendations

## Council Motions June 23, 2020

- THAT the Downtown Revitalization Incentives Program Policy – FIN-320 be approved; and
- THAT \$5,000,000 be allocated from the Emerging Issues Reserve to fund the Downtown Revitalization Incentives Program Policy – FIN-320.



# Program Objectives

1. To **retain existing businesses**, while helping **attract new** types of business that will increase pedestrian presence on the streets;
2. To introduce new features & amenities that create **interest and vibrancy**, helping transform the downtown into a place where people want to spend time; and
3. To enhance the **aesthetic qualities** within the downtown.



# Grants

Grant	Maximum Grant Per Building (50/50 matching)
1. Façade Improvements Grant	\$100,000 (corner buildings) \$75,000 (mid-block buildings)
2. Interior Improvement Grant	\$50,000
3. Patio Grant	\$10,000
4. Beautification Projects & Murals Grant	\$5,000 (beautification) \$30,000 (murals)

All grants provided as a 50% matching reimbursement grant.



# Program Promotion

- Social Media
- E-newsletters
- Webpage
- Posters
- Business Visits (over 150)
- Stakeholder Presentations
- Outreach (emails/calls to businesses)
- Front Counter discussions
- Stakeholder led conversations



# Interest (June 29 to Mid Nov 2020)

## *Inquiries & Meetings*

- Over **130 official inquiries** submitted and over 100 others
- Over **70 pre-application meetings**
- **Site visits** conducted as necessary
- Partnership with Community Futures (Loan Program)
- Collaboration with Arts Council of Wood Buffalo (murals)

# Grants Approved

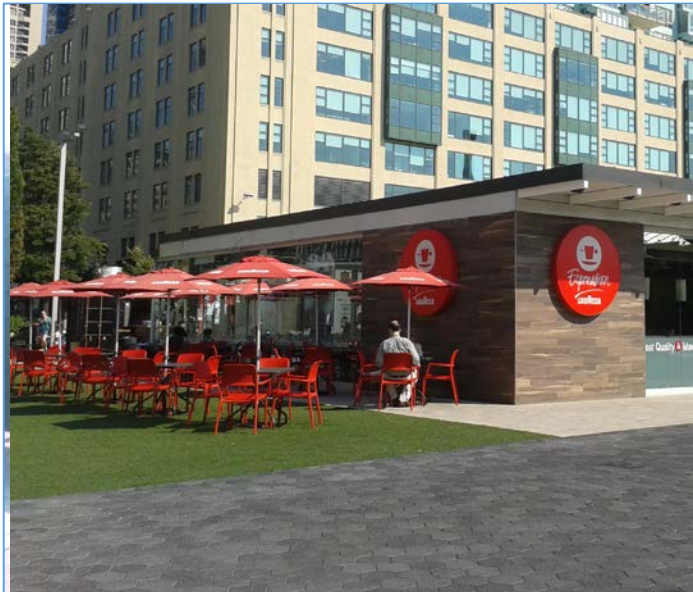
- 14 projects approved
- \$596,600 in grants (at least \$1.2 Million total investment)



Interior projects (9)



Façade projects (4)



Patio projects (1)

# Stakeholder Feedback

Date	Description
July – Present	Meetings with prospective applicants
Oct. 21 – Nov. 10, 2020	Online survey
Oct. 21 – Nov. 10, 2020	One-to-one stakeholder meetings/ presentations (on request)
Nov. 5, 2020	Stakeholder discussion (virtual)



# Stakeholder Feedback

## *What's Working*

- Program communications
- Contacting staff with inquiries
- Pre-application meeting



6.2.d

Attachment: Downtown Revitalization Incentives Program Presentation (Downtown

# Stakeholder Feedback

## *Areas for Improvement*

- December 31, 2020 deadline too soon
- Construction start/finish deadlines
- Timing of reimbursement and retroactive funding
- Contractor estimates
- Façade Improvement Grant (number of design elements)
- Beautification Project & Murals Grant  
(alignment with industry practices and timeframes for murals)
- Review Times

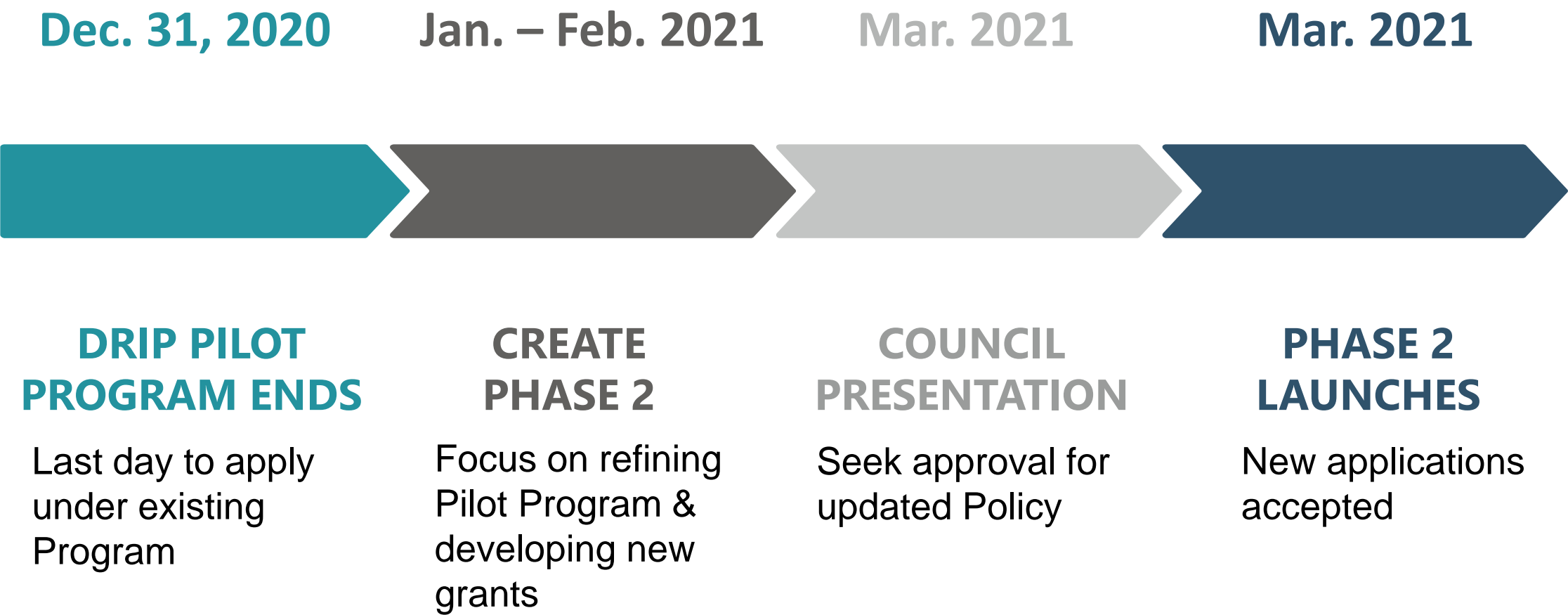
# Stakeholder Feedback

## *Potential New Grant Ideas*

- Façade improvements
  - less comprehensive options
  - multi-family developments
- Parking lot improvements
- Landscaping improvements



# Proposed Next Steps



Attachment: Downtown Revitalization Incentives Program Presentation (Downtown



## Recommended Motion

- THAT Administration be directed to bring forward an updated Downtown Revitalization Incentives Program (Policy FIN-320) for Council consideration by March 2021.

Thank you



Attachment: Downtown Revitalization Incentives Program Presentation (Downtown



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## COUNCIL REPORT

Meeting Date: December 8, 2020

**Subject: Bylaw No. 20/029 - Utility Account Holders Amending Bylaw and Bylaw No. 20/030 - Fees, Rates and Charges 2020 Bylaw**

**APPROVALS:**

**Jamie Doyle**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Chief Administrative Officer

**Recommended Motion:**

1. THAT Bylaw No. 20/029, being the Utility Account Holders Amending Bylaw, be read a second time.
2. THAT Bylaw No. 20/029 be read a third and final time.
3. THAT Bylaw No. 20/030, being the Fees, Rates and Charges 2020 Bylaw, be read a second time.
4. THAT Bylaw No. 20/030 be read a third and final time.

**Summary:**

As per the User Fees and Charges Policy (FIN-030), a review was completed for the user fees, rates and charges that the Regional Municipality of Wood Buffalo ("Municipality") levies for goods, services, and access to facilities. Based on this review and taking into account the economic conditions faced by the community currently, it is proposed that all fees, rates and charges (other than those levied for solid waste, water, and wastewater services) be held to their current rates. To ensure that utility services provided by the Environmental Service Department are sustainable, continued movement towards direct cost recovery will continue as previously recommended and approved. Therefore, limited fee increases are recommended to be implemented in 2021.

**Background:**

The Municipality levies fees and charges to fund the provision of goods, services, and access to facilities. As per FIN-030 User Fees and Charges, the total cost and appropriate level of subsidization of each municipal service will be determined as the starting point for setting the user fee and charge, regardless of whether the full cost will be recovered.

Utility rates are considered a direct benefit to individuals, groups of individuals or

businesses and, as per FIN-030, a user fee or charge will be imposed to recover the full cost of providing the service, good or access to a municipal facility. Full cost of a service, good or facility shall include the direct costs and indirect costs, including operations, maintenance, and overhead of providing the service or activity; and, the applicable portion of capital cost to replace assets utilized to provide the service or activity.

In 2017, it was established that the RMWB's Environmental Services utility rates were unsustainable due to the fact they were not recovering direct costs of providing the service, let alone full cost of providing the service. Direct costs are those costs can be directly tied to production, such as direct labour and materials. Rate increases of 10% over a period of 5-years was recommended at that time to achieve full cost recovery. In 2019, Financial Services completed a comprehensive cost analysis of all user fees and charges with a view to updating the Municipality's user fees and charges model, and to calculate the full cost of providing services within the community. At that time, a model based on a 10% to 15% year-over-year increase was developed for solid waste, water, and wastewater fees to start recovering their direct costs within 5-years. Once direct costs were achieved within the 5-years, another assessment and model were to be proposed to recover all costs.

Since that direct cost recovery model was developed, there have been decreases in usage of municipal services as well as anticipated increased maintenance expenses due to aging infrastructure for the Environmental Services facilities over the coming years. Therefore, even with the planned rate increases direct cost recovery is not anticipated to be achieved for at least 6+ years.

While not all fees are directly comparable to other Alberta jurisdictions, curbside waste removal, water and wastewater are equivalent. The proposed rates for the Municipality would establish an average Urban Residential fee that is 31% lower than the average in Alberta (based on 16 mm meter and 20 m<sup>3</sup> monthly usage), and an average Rural Residential fee that is 22% lower than the average in Alberta. The average Urban Residential bill would increase by \$8 per month (\$16 bi-monthly), and the average Rural Residential bill would increase by \$25 per month (\$50 bi-monthly). The rural rates are proposed to increase at a higher rate to bring equity between the Urban and Rural rates as it is the same service provided in either case.

In addition to the utility rates (water, wastewater, and solid waste), a review of all other fees, rates, and charges has been completed in 2020. Due to the uncertain economic conditions caused by the current global pandemic, it is not recommended to increase user fees at this time. The Municipality, on average, has fees and charges approximately 25% lower than other jurisdictions in the Province. While there were a few housekeeping items addressed in the proposed Bylaw, none involved increases to any fees, rates, or charges. Proposed amendments included removing the assessment summary charge, updating the ambulance fares schedule to align with the contract rate, aligning transit rates to published rates and adding in the Rural Water and Sewer Service program connection fees.

Additionally, charges for late payments have been added to the Fees, Rates, and Charges Bylaw in Schedule "P" to provide further clarity on how these charges are applied. These charges were applied separately within the Imposition of Interest Charges on General Accounts Bylaw 86/02 which we are recommending be repealed as it will be redundant. As a "late payment" charge directly correlates to a fee, rate, or other charge as specified in a bylaw, it should follow that such charges be identified in the Fees, Rates and Charges Bylaw to make it clear to all account holders how late payment charges will be applied to their accounts. Benchmarking analysis with other Alberta municipalities and Alberta Health Services showed that late payment charges were not being charged elsewhere on ambulance services. Therefore, it is recommended to discontinue late payment fees for ambulance services in the Municipality. In reviewing the collection of the late payment charges applied to ambulance services, the majority were historically considered uncollectable and written off.

Lastly, a definition for "Account Holders" has been added to the Fees, Rates, and Charges Bylaw to provide a new and consistent definition which will restrict billings account holders to only the property owners on title. A review of collections activity for water and sewer services in the Municipality confirmed continuing challenges in collecting payment from tenants versus property owners. Section 34 of the *Municipal Government Act* (MGA) requires that a municipality must provide public utilities where requested by the owner of a parcel of land. The Municipality may choose to provide services to non-owners (refer to Sections 34(2) and 42(2)). However, only unpaid charges to owners can be transferred to the tax roll (refer to MGA section 553(1)(b)).

A transfer of unpaid fees owed by a property owner to the tax roll improves collections as arrears would be paid out by the owner at the time of a sale of the home. A review of utility billing practices by other Alberta municipalities confirmed that many authorities do not allow non-owners to open billing accounts, as this method of collection is not available to tenant accounts. Collection processes for delinquent tenant accounts include monthly reminder notices, service terminations, and the use of a collection agency. The challenge in our region is that service terminations only occur between May to October each year as they cannot be completed during the winter months as ground freezing would put Municipal assets at risk of frost damage. Therefore, from November to April, there is little success in collecting from tenant accounts in arrears. In 2020, no service terminations were completed. This was due to COVID-19 related payment deferrals and the difficulty imposed by social distancing requirements on staff performing complete home visits to manually turn off connections.

#### **Budget/Financial Implications:**

Additional revenue of \$2.0M from increased user fees and charges will be built into the proposed 2021 Operating Budget.

#### **Rationale for Recommendation:**

As per FIN-030 User Fees and Charges, the total cost and appropriate level of subsidization of each municipal service will be determined as the starting point for setting the user fee and charge.

**Strategic Priorities:**

Responsible Government

**Attachments:**

- 1. Bylaw No. 20/029 - Utility Account Holders Amending Bylaw**
  - 2. Bylaw No. 20/030 - Fees, Rates and Charges 2020 Bylaw**
  - 3. Fees, Rates and Charges - Schedule A**
  - 4. Benchmarking Analysis - Transit, Solid Waste, Water, Wastewater, Late Payment**
- Fees, Rates and Charges Bylaw Presentation**

**BYLAW NO. 20/029****A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND THE UTILITY MANAGEMENT BYLAWS**

**WHEREAS** Section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended (the "MGA"), provides that a council may pass bylaws for municipal purposes (including public utilities), services provided by or on behalf of the Municipality and the enforcement of bylaws;

**AND WHEREAS** Section 191(1) of the MGA, as amended, empowers the Council of the Regional Municipality of Wood Buffalo to amend its bylaws;

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

**Short Title**

1. This Bylaw may be cited as the "Utilities Account Holders Amending Bylaw".

**Definition**

2. In this Bylaw:
  - (a) "Billing Account" means the account that a Consumer can establish for water, wastewater, and solid waste charges;

**Amendment**

3. The *Water Utilities Management Bylaw No. 07/035* is amended by:
  - (a) Deleting the following words from section 2(g) defining "consumer":
 

", purchaser, occupant, or other person in charge of the land or building"

and substituting the following in replacement:

"of a parcel of land as described by a certificate of title issued by the Alberta Registrar of Land Titles";

4. The *Sanitary Sewer Utilities By-Law No. 85/51* is amended by:
  - (a) Deleting the word "City" throughout the bylaw and replacing it wherever it occurs with the word "Municipality".
  - (b) Deleting section 101(d) in its entirety and substituting the following in replacement:
 

"Municipality" or "RMWB" means the Regional Municipality of Wood Buffalo."
  - (c) Deleting section 101(f) in its entirety and substituting the following in replacement:
 

"Consumer" shall mean the registered owner of the parcel to which a connection to the Municipality's sanitary system is made and in whose name a utility billing account has been established."
  - (d) Amending section 101(g) by deleting the words "City of Fort McMurray" wherever they occur and substituting the word "Municipality" in their place.
5. The *Solid Waste Collection and Disposal Bylaw No. 07/043* is amended by:
  - (a) Deleting the words "or occupant" from section 25.

### Transition Provisions

6. Billing accounts not registered to a "consumer" in the Water Utilities Management Bylaw or a "Consumer" in the Sanitary Sewer Utilities By-Law will continue to be held by the current account holder until the earlier of the following events:
  - (a) Where the holder of such billing account advises the Municipality that they wish to terminate such account; or
  - (b) Where the Consumer owning a parcel agrees to assume the liability for the related billing account.
7. In the event that a billing account which is not held by a Consumer as noted in section 5 is in default of payment terms, the account will be terminated until such time as the Consumer associated with the benefitting parcel agrees to assume the liability for such billing account.



**Coming into Force**

8. Bylaw No. 86/02, being the Imposition of Interest Charges on General Accounts Bylaw is hereby repealed.
9. This Bylaw comes into effect on January 1, 2021.

READ a first time this 24<sup>th</sup> day of November, 2020.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2020.

READ a third and final time this \_\_\_\_ day of \_\_\_\_\_, 2020.

SIGNED and PASSED this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Legislative Officer

## BYLAW NO. 20/030

### **A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH FEES, RATES AND CHARGES FOR LICENCES, PERMITS, APPROVALS AND SERVICES PROVIDED BY THE MUNICIPALITY**

**WHEREAS** Section 7 of the *Municipal Government Act*, RSA 2000, c. M-26 (the "MGA") empowers Council to enact a bylaw respecting services provided by or on behalf of the municipality;

**AND WHEREAS** Section 8 of the MGA empowers Council to enact a bylaw establishing fees to charge for licences, permits or approvals;

**AND WHEREAS** Section 630.1 of the MGA empowers Council to establish fees to charge for licences, permits or approvals provided pursuant to Part 17 of the MGA;

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

#### **Short Title**

1. This Bylaw may be cited as the "Fees, Rates and Charges 2020 Bylaw".

#### **Definitions**

2. In this Bylaw:
  - (a) "Applicable Bylaw" means any bylaw enacted by the Regional Municipality of Wood Buffalo for which Prescribed Fees are imposed in accordance with this Bylaw, as amended or replaced from time to time;
  - (b) "Billing Account" means the account that a Consumer can establish for water, wastewater, and solid waste charges;
  - (c) "Consumer" means the registered owner or owner of an equitable interest in the parcel of land to which connection to the Regional Municipality of Wood Buffalo's water and sanitary system has been made, and in whose name a Billing Account has been established;
  - (d) "Extended Post-Flood Recovery Period" means the period commencing September 15, 2020 and continuing to August 31, 2021;
  - (e) "Flood Affected Areas" means those portions of the communities of Draper, Waterways, Ptarmigan Court, the Lower Townsite of Fort McMurray and the TaigaNova Eco Industrial Park all in the Regional Municipality of Wood Buffalo that were subject to flooding on or after Sunday April 26, as identified

as "Flood Affected Areas" on the legend within the attached plan, forming **Schedule "R"** to this bylaw;

- (f) "Municipality" means the Regional Municipality of Wood Buffalo, as established by *Order In Council 817/94*, as amended;
- (g) "Person" includes a corporation and the heirs, executors, administrators or other legal representative of a person; and
- (h) "Prescribed Fees" means the amount of the fees, rates or charges authorized by this Bylaw, but does not include the Goods and Services Tax.

### **Prescribed Fees**

3. Prescribed Fees shall be paid by any Person requesting licences, permits, approvals, services, utilities or use of municipal property or being provided with any such associated municipal services under this Bylaw in accordance with the following Schedules, which are appended to and form part of this Bylaw:
  - (a) Schedule "A" – General Administrative and Miscellaneous Fees
  - (b) Schedule "B" – Animal Control
  - (c) Schedule "C" – Assessment and Taxation
  - (d) Schedule "D" - Emergency Services
  - (e) Schedule "E" – Ambulance Services
  - (f) Schedule "F" - Parks and Roads
  - (g) Schedule "G" - Recreation and Culture
  - (h) Schedule "H" - Licenses
  - (i) Schedule "I" - Transit Services
  - (j) Schedule "J" - Vehicle for Hire
  - (k) Schedule "K" - Planning and Development Services
  - (l) Schedule "L" - Safety Codes Permitting
  - (m) Schedule "M" – Solid Waste
  - (n) Schedule "N" – Water
  - (o) Schedule "O" – Rural Water and Sewer Service Connection

- (p) Schedule "P" – Wastewater
  - (q) Schedule "Q" – Late Payment
4. In the event of a conflict between a Prescribed Fee set out in this Bylaw and the amount of a fee, rate or charge in an Applicable Bylaw, the Prescribed Fee set out in this Bylaw prevails.
  5. Despite Section 4, in the event a fee, rate or charge referenced in another Municipal bylaw has not been included in this Bylaw, the Municipality may continue to levy a fee, rate or charge that is prescribed in that bylaw.
  6. In the event that the Government of Alberta establishes a fee, rate or charge for a matter otherwise governed by this bylaw, the provincial fee, rate or charge shall prevail.

### **Refunds**

7. Unless otherwise authorized in this Bylaw, an Applicable Bylaw, other Municipal bylaw or other enactment, all fees, rates and charges are non-refundable.

### **Account Holders**

8. Consumers may apply to hold a Billing Account with the Municipality.
9. Billing accounts not registered to the Consumer owning a parcel will continue to be held by the current account holder until the earlier of the following events:
  - (a) Where the holder of such billing account advises the Municipality that they wish to terminate such account; or
  - (b) Where the Consumer owning a parcel agrees to assume the liability for a billing account.
10. In the event that a billing account which is not held by a Consumer is in default of payment terms, the account will be terminated until such time as the Consumer associated with such parcel agrees to assume the liability for such billing account.
11. Persons seeking municipal services for a parcel within the Flood Affected Areas are exempt from the following fees for municipal services for the duration of the Extended Post-Flood Recovery Period:
  - (a) the fees under **Schedule "K"** (Planning and Development Services); and
  - (b) the fees under **Schedule "L"** (Safety Codes Permitting).
12. Bylaw No. 19/024 is hereby repealed.

13. This Bylaw comes into effect on January 1, 2021.

READ a first time this 24<sup>th</sup> day of November, 2020.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2020.

READ a third and final time this \_\_\_\_ day of \_\_\_\_\_, 2020.

SIGNED and PASSED this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Legislative Officer

## Schedule A – General Administrative and Miscellaneous Fees

The Prescribed Fees for general administrative services, as described below, as provided by the Regional Municipality of Wood Buffalo are as follows:

1.	Non-sufficient funds (NSF) – Cheque Fee .....	\$44.00
2.	Criminal Record Check	
	(a) Name-Based .....	\$40.00
	(b) Vulnerable Sector .....	\$40.00
	(c) Volunteer .....	\$0
3.	Civil Fingerprinting* .....	\$100.00
4.	Accident Photo Request .....	\$21.00
5.	Collision Statement Request* .....	\$31.50
6.	Application for New Boulevard Crossing .....	\$125.00
7.	Extension of Existing Boulevard Crossing .....	\$20.00
8.	Utility Installation and Street Occupation .....	\$125.00
9.	Lot Clearing and Grubbing .....	\$125.00
10.	Lot Clearing and Grading .....	\$125.00

\* Partial funds are remitted to Federal Government

## Schedule B – Animal Control

The Prescribed Fees for the licences, permits, approvals or services provided relative to Animal Control are as follows:

1.    Licensing Fee
  - a)    Animal Licence – Spayed or Neutered..... \$15.00
  - b)    Animal Licence – Non-spayed or Non-neutered ..... \$50.00
  - c)    Animal Licence – Vicious Animal ..... \$250.00
  - d)    Animal Licence – Dangerous Dog ..... \$100.00
2.    Replacement of Lost Tag ..... \$10.00
3.    Impound Fee - Per Animal (per day) ..... \$25.00
4.    Quarantine Costs (per day) ..... \$50.00
5.    Administration Fee
  - (a)    Per Animal ..... \$25.00
  - (b)    Vicious Animal ..... \$250.00
  - (c)    Dangerous Dog..... \$125.00

### Schedule C – Assessment and Taxation

The Prescribed Fees for the licences, permits, approvals or services relative to Assessment and Taxation are as follows:

1. Tax Certificate
  - (a) Written request ..... \$35.00
  - (b) Electronic self-service ..... \$20.00
2. Tax Search
  - (a) Written request ..... \$15.00
  - (b) Electronic self-service ..... \$7.00
3. Proof of Ownership Letter ..... \$35.00
4. Services in response to written or hard copy request from lending institutions for the purpose of enabling payment of taxes on behalf of clients (per account) ..... \$15.00
5. Delinquent account transfer ..... \$10.00
6. Assessment & Tax Notices
  - (a) Current year ..... \$5.00
  - (b) Prior Years (per year) ..... \$5.00
7. Property Assessment Information provided under Section 299 or 300 of the MGA (per hour of staff time – minimum charge 1 hour) ..... \$40.00
8. Other information not covered elsewhere in this schedule (per hour of staff time – minimum charge 1 hour) ..... \$40.00
9. Temporary Project Accommodation (less than 365 days) – per unit rate (minimum \$1,000 fee) ..... \$1.10 / bed / days occupied



### Schedule D – Emergency Services (Not including Ambulance Service)

The Prescribed Fees for the licences, permits, approvals or services associated with the provision of Emergency Services are as follows:

1. Fire/Rescue Response to Malfunctioning Fire Safety Installations, Other Monitoring Devices and Nuisance Calls (includes personnel costs)
  - (a) First response ..... \$0
  - (b) Second response ..... \$0
  - (c) Third response ..... \$550.00
  - (d) Fourth response ..... \$1,100.00
  - (e) Fifth and subsequent response ..... \$1,500.00
2. Response to Fires and Alarms involving criminal convictions (includes personnel costs)
  - (a) Ambulance (per hour) ..... \$300.00
  - (b) Hazardous Materials Unit (per hour) ..... \$708.00
  - (c) Ladder (per hour) ..... \$1,250.00
  - (d) Pumper (per hour) ..... \$775.00
  - (e) Rescue (per hour) ..... \$644.00
  - (f) Tanker (per hour) ..... \$580.00
3. Response to incident involving propane barbeque installed in contravention of the Alberta Safety Codes Act, Fire Code Regulation or Gas Code Regulation (per occurrence) ..... \$1,500.00
4. Expert Witness for litigation (based on actual cost for staff, plus travel and expenses – 2-hour minimum) ..... Full Cost Recovery
5. Interviews requested by lawyers, insurance companies, adjusters or other agents related to a response by Regional Emergency Services (actual staff cost, plus travel and expenses – 2-hour minimum) ..... Full Cost Recovery
6. Copies of reports or documentation related to a requested inspection or specific emergency including all services associated with providing the requested documentation which could take up to two hours of research to complete:

- (a) Fire Inspection Report for licensing, certificates, legal requirement under the Act or Regulation ..... \$132.00
  - (b) Fire Investigation Reports (per document)..... \$132.00
- 7. Files Search (per search) ..... \$132.00
- 8. Special Requests and Reviews (actual staff cost, plus travel and expenses – 2-hour minimum) ..... Full Cost Recovery
- 9. Incidents on Provincial Highways
  - (a) Ladder and Pumper trucks (per hour) ..... \$615.00
  - (b) Light & Medium rescue vehicles (per hour)..... \$615.00
  - (c) Command vehicles (per hour)..... \$185.00
- 10. Certified Fire Extinguisher Training (per certificate)..... \$50.00
- 11. Inspections
  - (a) Initial Inspection ..... \$0
  - (b) Non-compliant re-inspection
    - (i) First occurrence ..... \$150.00
    - (ii) Second and each subsequent occurrence ..... \$300.00
- 12. Occupant Load Certificate
  - (a) Original (per certification)..... \$110.00
  - (b) Not for Profit (per certification) ..... \$55.00
  - (c) Reprint of certificate (per certification) ..... \$55.00
- 13. Permits
  - (a) Open Air Burn – Single Event ..... \$44.00
  - (b) Fire Pit – Single Event ..... \$39.00
  - (c) Light open flames in buildings (fire performance/ events)
    - (i) Single Event..... \$39.00
    - (ii) One Month (30 days) ..... \$66.00
    - (iii) Annual..... \$132.00
  - (d) Shut Down Fire Alarm System
    - (i) Single Event..... \$39.00

(ii)	One Month (30 days) .....	\$66.00
(iii)	Annual.....	\$132.00
(e)	Shut Down Sprinkler System	
(i)	Single Event.....	\$39.00
(ii)	One Month (30 days) .....	\$66.00
(iii)	Annual.....	\$132.00
(f)	Special Fire Suppression System Shutdown	
(i)	Single Event.....	\$39.00
(ii)	One Month (30 days) .....	\$66.00
(iii)	Annual.....	\$132.00
(g)	Commercial Cooking Exhaust Systems Cleaning	
(i)	Single Event.....	\$39.00
(ii)	One Month (30 days) .....	\$66.00
(iii)	Annual.....	\$132.00
(h)	Hot Works (cutting, welding, soldering)	
(i)	Single Event.....	\$39.00
(ii)	One Month (30 days) .....	\$66.00
(iii)	Annual.....	\$132.00
(i)	Install or Remove Above-Ground Fuel Storage Tank	
(i)	Single Event.....	\$220.00
(ii)	Additional Tank (per tank) .....	\$110.00
(j)	Install or Remove Underground Fuel Storage Tank	
(i)	Single Event.....	\$220.00
(ii)	Additional Tank (per tank) .....	\$110.00
(k)	Fireworks Discharge	
(i)	Low Hazard .....	\$44.00
(ii)	High Hazard .....	\$132.00
(l)	Fireworks Discharge Pyrotechnics (high hazard).....	\$132.00

## Schedule E – Ambulance Service

### 1. Ambulance

- (a) Ground ambulance
  - (i) Individuals and Alberta Blue Cross clients  
Under 65 (transport) ..... \$385.00
  - (ii) Individuals and Alberta Blue Cross clients  
Under 65 (no transport) ..... \$250.00
- (b) Basic Life Support – Alberta Blue Cross clients (aged 65+), Assisted Income for Severely Handicapped (AISH), Social Services and Immigration (transport) ....\$146.00 + \$2.29/km
- (c) Advanced Life Support – Alberta Blue Cross clients (aged 65+), Assisted Income for Severely Handicapped (AISH), Social Services and Immigration (transport) .....\$191.00 + \$2.29/km
- (d) Response – Alberta Blue Cross clients (aged 65+), Assisted Income for Severely Handicapped (AISH), Social Services and Immigration (no transport) ..... \$98.00
- (e) Standby – Alberta Blue Cross clients (aged 65+), Assisted Income for Severely Handicapped (AISH), Social Services and Immigration (per hour – 3-hour maximum) ..... \$300.00
- (f) Interfacility transfers for out-of-province residents ..... \$385.00
- (g) Interfacility transfers from non-AHS owned or operated facilities, including facilities owned or operated by Third Party Operators ..... \$385.00
- (h) Individual Account Surcharge (non-Alberta resident)..... \$200.00
- (i) Service for Treaty and Bigstone Cree Nation
  - (i) Basic Life Support .....\$218.71 + \$2.67/km
  - (ii) Advanced Life Support .....\$238.60 + \$2.67/km
  - (iii) Advanced Life Support with 12-2 (one of which must be intra osseous infusion) .....\$262.46 + \$2.67/km
  - (iv) Response (no transport) ..... \$129.24
  - (v) Standby (3-hour maximum)..... \$129.24/hour
  - (vi) Surcharge (incident on Reserve or Crown land) ..... \$150.00

### Schedule F – Parks and Roads

The Prescribed Fees for the use of any parks, cemetery and columbarium, and road permits and services are as follows:

1. Dead Fall Collection Permit ..... \$10.00
2. Cemetery and Columbarium
  - (a) Traditional Burial
    - (i) Adult – 17 years and over ..... \$1,593.00
    - (ii) Child – 16 years and under ..... \$864.00
  - (b) Cremation – In-ground plot – Adult and child ..... \$565.00
  - (c) Outdoor Columbarium Niche ..... \$1,100.00
  - (d) Disinterment..... \$1,593.00
  - (e) Scatter Garden ..... \$123.00
  - (f) Memorial Wall ..... \$250.00
  - (g) Community Ossuary Entombment ..... \$130.00
  - (h) Grave Liners
    - (i) Adult Liner and Base ..... \$255.00
    - (ii) Oversized Liner and Base ..... \$260.00
    - (iii) Child Liner and Base ..... \$250.00
    - (iv) Large Urn Vault ..... \$130.00
    - (v) Small Urn Vault ..... \$130.00
3. Turning streetlights for wide loads (permit)..... \$1,554.80
4. Snow Dump Permit
  - (a) Commercial (per season) ..... \$100.00
  - (b) Residential (per season) ..... \$100.00
  - (c) Pick-up Truck (per usage)..... \$20.00
  - (d) Tandem (per usage) ..... \$20.00
  - (e) Tandem & trailer (per usage) ..... \$30.00
5. Over-Dimensional Load Permits

Over-Dimensional Load Permits are issued by Alberta Transportation through the Transportation Routing and Vehicle Information System program. Fees are established and collected in accordance with Schedule 9 of the *Commercial Vehicle Dimension and*

*Weight Regulation*, AR 315/2002, as may be amended or repealed and replaced from time to time.

6. Fort Chipewyan - Aggregate Sales (includes 15% Administrative Fee)

(a)	12.5 mm gravel .....	\$54.80/yd <sup>3</sup>
(b)	20 mm crushed gravel .....	\$28.40/yd <sup>3</sup>
(c)	20 mm washed gravel.....	\$72.40/yd <sup>3</sup>
(d)	38 mm crushed gravel .....	\$26.20/yd <sup>3</sup>
(e)	80 mm gravel .....	\$24.05/yd <sup>3</sup>
(f)	160 mm gravel .....	\$21.39/yd <sup>3</sup>

### Schedule G – Recreation and Culture

The Prescribed Fees for the use of the facilities or recreational and cultural programs provided by the Regional Municipality of Wood Buffalo are as follows:

1. Syncrude Athletic Park (SAP) Clubhouse Rental
  - (a) 1 room (Kitchen, Atrium, Meeting Room A or B) – hourly ..... \$40.00
  - (b) 2 rooms (Kitchen, Atrium, Meeting Room A or B) – hourly ..... \$60.00
  - (c) Full Clubhouse
    - (i) Hourly ..... \$100.00
    - (ii) Daily ..... \$430.00
2. WinterPLAY Shootout on the Snye (per player)
  - (a) Early Bird Registration ..... \$30.00
  - (b) Registration ..... \$40.00
3. Urban Market (per occasion)
  - (a) Vendor Fee ..... \$35.00
  - (b) Tent Rental ..... \$50.00
  - (c) Daily Market insurance ..... \$23.00
  - (d) Cancellation fee ..... \$25.00
4. Sports Field Rental – hourly
  - (a) Adults
    - (i) Class 1 Field ..... \$40.00
    - (ii) Class 2 Field ..... \$40.00
    - (iii) Class 3 Field ..... \$25.00
    - (iv) Class 4 Field ..... \$17.00
  - (b) Youth
    - (i) Class 1 Field ..... \$24.40
    - (ii) Class 2 Field ..... \$24.40
    - (iii) Class 3 Field ..... \$14.50
    - (iv) Class 4 Field ..... \$11.00
5. School Rental – Parks Administration (hourly)
  - (a) Adult – Gymnasium ..... \$35.00
  - (b) Adult – Classroom ..... \$12.00

- (c) Youth Sport – Gymnasium..... \$13.00
- (d) Youth Development – Gymnasium ..... \$7.00
- 6. Ice Surface Rental (hourly)
  - (a) Regular ice – Adult ..... \$185.00
  - (b) Regular ice – Youth ..... \$95.24
  - (c) Mini-Ice ..... \$41.90

### Fort Chipewyan

- 7. Fort Chipewyan Municipal Office Boardroom
  - (a) Hourly ..... \$25.00
  - (b) Half Day ..... \$75.00
  - (c) Full Day..... \$150.00
- 8. Archie Simpson Recreation Centre
  - (a) Boardroom
    - (i) Hourly..... \$25.00
    - (ii) Half Day ..... \$75.00
    - (iii) Full Day..... \$150.00
  - (b) Conference Room (including audio-visual equipment)
    - (i) Hourly..... \$30.00
    - (ii) Half Day ..... \$100.00
    - (iii) Full Day..... \$200.00
  - (c) Ice Surface (special events with alcohol) ..... \$1,000.00
- 9. Mamawi Community Hall
  - (a) Hall Rental – half-day..... \$100.00
  - (b) Hall Rental – full-day..... \$200.00
  - (c) Banquet ..... \$300.00
  - (d) Dance, without alcohol (per event) ..... \$300.00
  - (e) Dance, with alcohol (per event) ..... \$400.00
  - (f) Clean-up Fee for large functions (per service)..... \$400.00
  - (g) Kitchen use, with appliances (per event) ..... \$50.00
  - (h) Kitchen use, without appliances (per event) ..... \$25.00



Janvier

## 10. Janvier Municipal Office Community Room

- |     |                |          |
|-----|----------------|----------|
| (a) | Hourly .....   | \$25.00  |
| (b) | Half Day ..... | \$75.00  |
| (c) | Full Day.....  | \$150.00 |

### Schedule H – Licenses

The Prescribed Fees for the permits, approvals or services for Licencing are as follows:

1. Resident Business Licence (annual fee) ..... \$60.00
2. Non-Resident Business Licence (annual fee)
  - (a) Sales – tangible products offered for sale:
    - (i) Goods selling at \$1,000.00 or more per item ..... \$525.00
    - (ii) Goods selling under \$1,000.00 per item ..... \$225.00
  - (b) Services ..... \$525.00
3. Handicraft Licence (daily) ..... \$10.00
4. Trade Show Organizer (annual fee)
  - (a) Resident business ..... \$525.00
  - (b) Non-resident business ..... \$2,100.00
5. Cannabis Related License (annual fee)..... \$350.00

## Schedule I – Transit Services

The Prescribed Fees for the licences, permits, approvals or services relating to Transit Services are as follows:

### 1. Transit Fees

#### (a) Urban (one-way)

(i) Cash Fare (Age 5 - 64) .....	\$1.50
(ii) Cash Fare (Child under 5 and adult 65+) .....	\$0.00
(iii) Eighteen-Ride Booklet .....	\$25.50
(iv) Monthly Pass (Student) .....	\$41.00
(v) Monthly Pass (Adult) .....	\$54.00

#### (b) Rural (one-way)

(i) Cash Fare – Adult (Age 13 - 64) .....	\$10.00
(ii) Cash Fare – Child (Age 5 - 12) .....	\$5.00
(iii) Cash Fare – (Child under 5 and adult 65+) .....	\$0.00
(iv) Five-Ride Booklet – Adult (Age 13 - 64) .....	\$40.00
(v) Five-Ride Booklet – Child (Age 5 - 12) .....	\$40.00
(vi) Ten-Ride Booklet – Adult (Age 13 - 64) .....	\$80.00
(vii) Ten-Ride Booklet – Child (Age 5 - 12) .....	\$40.00

#### (c) SMART Bus (Specialized Transportation one-way)

(i) Cash Fare (all riders) .....	\$1.50
(ii) Ten-Ride Booklet .....	\$15.00
(iii) Twenty-Ride Booklet .....	\$30.00
(iv) Anzac or Janvier .....	\$10.00

### 2. Charters

(a) Municipal use only (hourly rate) .....	\$115.00
(b) External and non-municipal use (hourly rate) .....	\$130.00
(c) SMART rate – specialized transit .....	\$35.00

### Schedule J – Vehicle for Hire

The Prescribed Fees for the licences, permits, approvals or services relating to Vehicles for Hire are as follows:

1. Application for Chauffeur's Permit
  - (a) Municipal resident..... \$85.00
  - (b) Non-Municipal resident ..... \$170.00
  - (c) Operating exclusively in Fort Chipewyan ..... \$50.00
2. Replacement of damaged Chauffeur's Permit ..... \$25.00
3. Replacement of lost or stolen Chauffeur's Permit
  - (a) With filed police report ..... \$25.00
  - (b) Without filed police report ..... \$500.00
4. Application for Vehicle for Hire Licence
  - (a) General ..... \$500.00
  - (b) Operating exclusively in Fort Chipewyan ..... \$150.00
5. Replacement of damaged Vehicle for Hire Licence ..... \$25.00
6. Replacement of lost or stolen Vehicle for Hire Licence
  - (a) With filed police report ..... \$25.00
  - (b) Without filed police report ..... \$500.00
7. Application for Brokerage Licence ..... \$50.00
8. Application for Independent Driver Owner Licence
  - (a) Municipal resident..... \$50.00
  - (b) Non-municipal resident ..... \$100.00
9. Replacement of damaged Independent Driver Owner Licence
  - (a) Municipal resident..... \$25.00
  - (b) Non-municipal resident ..... \$50.00
10. Replacement of lost or stolen Independent Driver Owner Licence

- (a) With filed police report
  - (i) Municipal resident ..... \$25.00
  - (ii) Non-municipal resident ..... \$50.00
- (b) Without filed police report
  - (i) Municipal resident ..... \$500.00
  - (ii) Non-municipal resident ..... \$500.00

## Schedule K – Planning and Development Services

The Prescribed Fees for the licences, permits, approvals or services provided under the Land Use Bylaw and Subdivision Authority Bylaw are as follows:

### 1. Permit Applications - Residential Development

(a)	Single detached dwelling .....	\$100.00
(b)	Semi-detached and Duplex Dwellings (per unit) .....	\$100.00
(c)	Triplex Dwellings (per unit) .....	\$100.00
(d)	Fourplex Dwellings (per unit) .....	\$100.00
(e)	Townhouses (per unit) .....	\$100.00
(f)	Apartment Buildings.....	\$300.00 + \$37.50/unit
(g)	Manufactured Homes (per unit) .....	\$100.00
(h)	Demolitions .....	\$250.00
(i)	Home Occupations .....	\$60.00
(j)	Home Businesses.....	\$100.00
(k)	Basement Suites.....	\$125.00
(l)	Family Care Dwellings .....	\$125.00
(m)	Accessory Structure.....	\$100.00
(n)	Additions to Residential .....	\$100.00

### 2. Permit Applications - Commercial, Industrial and Institutional Development

(a)	New commercial, industrial and institutional developments (Maximum \$10,000)	
(i)	for first 500 m <sup>2</sup> of gross floor area .....	\$300.00 + \$3.00/m <sup>2</sup>
(ii)	for area over 500 m <sup>2</sup> gross floor area.....	+ \$1.50/m <sup>2</sup>
(b)	Additions to commercial, industrial and institutional developments (based on addition only) (maximum \$10,000)	
(i)	for first 500 m <sup>2</sup> of gross floor area .....	\$300.00 + \$3.00/m <sup>2</sup>
(ii)	for area over 500 m <sup>2</sup> gross floor area.....	+ \$1.50/m <sup>2</sup>
(c)	Accessory Structure.....	\$100.00
(d)	Religious Assembly, Educational Service Facility, Daycare Centre (maximum \$10,000)	
(i)	for first 500 m <sup>2</sup> of gross floor area .....	\$300.00 + \$3.00/m <sup>2</sup>
(ii)	for area over 500 m <sup>2</sup> gross floor area .....	+ \$1.50/m <sup>2</sup>

- (e) Oil sands mining, extraction and upgrading projects and oil sands pilot projects (based on \$10/\$100,000 of construction value) ..... Minimum \$10,000.00
- (f) Additions and/or revisions to oil sands mining, extraction and upgrading projects and oil sands pilot projects (addition only) (based on \$10/\$100,000 of construction value) ..... Minimum \$1,000.00
- (g) Change of use or change of occupancy within existing commercial, industrial and institutional buildings ..... \$300.00
- (h) First use within new commercial, industrial and institutional building, if not approved with the development permit ..... \$300.00
- (i) Shared occupancy with an existing business, if a discretionary use in the land use district ..... \$300.00
- (j) Demolitions ..... \$250.00
- (k) Special Events
  - (i) Private Land ..... \$275.00
  - (ii) Municipal Land ..... \$100.00
  - (iii) Municipal Land – Not for Profit ..... \$25.00
- (l) Temporary Uses or Building (less than 180 days) ..... \$250.00
- (m) Temporary Uses or Building (180 days or more) (maximum \$10,000)
  - (i) for first 500 m<sup>2</sup> of gross floor area ..... \$275.00 + \$3.00/m<sup>2</sup>
  - (ii) for area over 500 m<sup>2</sup> gross floor area ..... + \$1.50/m<sup>2</sup>
- (n) Work Camps ..... \$2,000.00 + \$1.50/bed
- (o) Outdoor Storage or Use (no buildings or structures)
  - (i) Lot area less than 0.4 ha ..... \$275.00
  - (ii) Lot area of 0.4 ha or greater ..... \$550.00
- (p) RV Parking Permit ..... \$50.00
- (q) Residential Sales Centre ..... \$225.00
- (r) Golf Course ..... \$1,500.00
- (s) RV Park ..... \$275.00 + \$10.00/stall
- (t) Request for Landscaping Inspection
  - (i) First request ..... \$0.00
  - (ii) Second request ..... \$100.00
  - (iii) Third request ..... \$250.00

- (iv) Every subsequent request ..... \$500.00

### 3. Permits - General

- (a) Return of Incomplete Commercial, Institutional or Industrial Development Permit Application ..... \$375.00
- (b) Commencement of development prior to issuance of development permit (development fee is two times fee listed in this Schedule) ..... 2 x regular fee
- (c) Notification Fee for applications or decisions on applications require notification to adjacent property owners (in addition to other fees specified) ..... \$50.00
- (d) Advertising fee for decisions on development matters ..... \$50.00
- (e) Short Form of Development Agreement required as a condition of development permit (required to be submitted with composite engineering drawings) ..... \$750.00
- (f) Long Form Development Agreement required as a condition of development permit (required to be submitted with composite engineering drawings) ..... \$2,750.00
- (g) Developer-requested changes to the Municipality's standard development agreement ..... Full Legal Costs
- (h) Developer-initiated change to a development application after submission (in addition to original application fee) ..... 25% of original fee

### 4. Subdivision Application

- (a) Plan of subdivision Application Fee including Bareland Condominium Plans
- (i) Residential (Single Detached, Semi-detached, Manufactured Home) ..... \$1,000.00 + \$150.00/lot
- (ii) Multi-family (apartments, townhouses) ..... \$850.00/lot
- (iii) Commercial and Industrial ..... \$850.00/lot
- (iv) Direct Control ..... \$850.00/lot
- (v) Strata Lot ..... \$850.00/lot
- (vi) Municipal Reserve, Environmental Reserve and Public Utility Lots ..... \$0.00
- (b) Endorsement Fees ..... 1 x application fee
- (c) Condominium Application and Endorsement Fee ... \$50.00



- (d) Phased Registration of an Approved Subdivision .....\$550.00/phase
- (e) Subdivision Approval Time Extension
  - (i) First Extension request ..... \$275.00
  - (ii) Second Extension ..... \$525.00
  - (iii) Third Extension request ..... \$775.00
- (f) Subdivision Application Fee Refunds
  - (i) Before review ..... 85%
  - (ii) After review ..... 25%
- (g) Modification of Tentative Plan of Subdivision
  - (i) Before review ..... \$275.00
  - (ii) After review ..... 50% of original fee
- (h) Discharge of Caveat ..... \$75.00
- (i) Address Change request ..... \$100.00
- (j) Development Agreements
  - (i) Short form of Development Agreement required as a condition of subdivision approval ..... \$750.00
  - (ii) Long form Development Agreement required as a condition of subdivision approval ..... \$2,750.00
  - (iii) Developer-requested variation to the Development Agreement Standard Template ..... All legal costs
- (k) Re-application for Subdivision within 6 to 12 months of a decision (including appeal decisions) for same site with similar or identical design ..... 3 x original application fee
- (l) For the purpose of calculating fees set out in section 4 of this schedule:
  - (i) Remnant lots are to be included in the count of lots created.
  - (ii) Municipal Reserve, Environmental Reserve, School Reserve and Public Utility Lots are not included in the count of lots created.

## 5. Compliance Certificate Application Fees

- (a) Single Detached, Semi-detached, Manufactured home.....\$100.00/dwelling unit
- (b) Apartment Building .....\$175.00/principal building
- (c) Commercial, Industrial, Institutional Buildings.....\$175.00/principal building
- (d) Townhouses – Individual Units ..... \$100.00

- (e) Townhouse Cluster – 6 Units or less .....\$175.00/occurrence
- (f) Townhouse Cluster – More than 6 Units.....\$40.00/dwelling unit
- (g) Fees will be doubled for all compliance certificate requests on a RUSH basis.
  - (i) For purposes of this bylaw, RUSH basis is defined as being within 48 hours of receiving a request.

6. **Application for Variance** ..... \$100.00

7. **Letter of Zoning Confirmation** ..... \$100.00

8. **File Search (\$50 per hour)**..... Minimum \$50.00

9. **Bylaws and Bylaw Amendments**

(a) Land Use Bylaw

- (i) Text Amendment..... \$2,250.00
- (ii) Map District Amendment

Class	Zoning of Property
1	R1, R1E, R1M, R1S, R1P, RMH, RMH-1, RMH-2, R2, R2-1, CR, HR, SE, SH, ND, SCL1
2	LBL, LBL-R4, LBL-C, R3, R3-1, R3-2, R4, R5, R5-MU, MFD, SCL2, SR1
3	A, BOR-1, CD, C1, C2, C3, C3-A, C4, C4-A, C5, CBD1, FRA1, HC, HG, GD, MDD, MD, PRA1, PRA2, TCD, WD
4	BI, BIU, SI
5	EP, PS, PS-CC, PR, PR-CC, R1VF, UE, RD
6	All DC Districts and City Center Zones DMRZ, NSZ, FRZ and RZ

- 1. From Class 1 to:
  - a. Class 1, 2, 4 or 5..... \$2,250.00
  - b. Class 3..... \$3,250.00
  - c. Class 6..... \$4,250.00
- 2. From Class 2 to:
  - a. Class 1, 3 or 5 ..... \$2,250.00
  - b. Class 2 or 4 ..... \$3,250.00
  - c. Class 6..... \$4,250.00
- 3. From Class 3 to:
  - a. Classes 1-5..... \$2,250.00
  - b. Class 6..... \$4,250.00
- 4. From Class 4 to:
  - a. Class 1, 2 or 5 ..... \$3,250.00
  - b. Class 3 or 4 ..... \$3,250.00

- c. Class 6..... \$4,250.00
    - 5. From Class 5 to:
      - a. Classes 1-5..... \$1,250.00
      - b. Class 6..... \$4,250.00
    - 6. From Class 6 to all Classes..... \$4,250.00
  - (iii) Despite subclauses (i) through (vi), where an application to amend the Land Use Bylaw involves amendment within two or more of the above categories, the highest fee shall apply.
  - (b) Statutory Plans and Amendments
    - (i) Municipal Development Plan Amendment ..... \$3,250.00
    - (ii) Area Structure Plan Amendment..... \$3,250.00
    - (iii) Area Redevelopment Plan Amendment ..... \$3,250.00
    - (iv) Application to adopt an Area Structure Plan ..... \$3,250.00
  - (c) Multiple Amendments - Where an application to concurrently amend the Land Use Bylaw and a Statutory Plan, or two (2) Statutory Plans for the same site, the application fee shall be the sum of the highest fee and 50% of any other amendment application fees.
  - (d) Outline Plans ..... \$3,250.00
  - (e) Road Closure (processing) ..... \$2,000.00
  - (f) Amendment Fee Refunds:
    - (i) Prior to Circulation of File ..... 85% of fee
    - (ii) During or After Circulation of File ..... 25% of fee
- 10. Signs**
- (a) Sign Development Permit ..... \$75.00
  - (b) Portable Sign Marker ..... \$175.00
  - (c) Comprehensive Sign Development Permit
    - (i) 5 signs or fewer..... \$350.00
    - (ii) More than 5 signs..... \$600.00
- 11. Telecommunications Tower**
- (a) Freestanding Telecommunication Tower - Request for Letter of Concurrence ..... \$3,000.00
  - (b) Rooftop, Structure Mounted – Request for Letter of Concurrence ..... \$2,000.00
  - (c) Co-location (when added to existing telecommunication structure)..... \$200.00

**12. Other Leases and Agreements**

(a)	Licence of Occupation Application .....	\$200.00
(b)	Road Use Agreement (per road, per year).....	\$1,000.00
(c)	Encroachment Application .....	\$200.00
(d)	Undeveloped Government Road Allowance Crossings (per location) .....	\$1,000.00
(e)	Facility Crossing (per location).....	\$1,000.00
(f)	Lease Application .....	\$200.00

## Schedule L – Safety Codes Permitting

Prescribed Fees for the licences, permits, approvals or services provided for Safety Codes are as follows:

### 1. Building Permits

#### (a) Residential Contractor

- (i) A minimum fee shall be charged for issuance of any Building Permit. (In determining the estimated cost of construction for building permit fee purposes, the definition of work shall deem to be all aspects of the building, excluding landscaping, paving and furnishings/non-fixtures). ..... Minimum \$125.00
- (ii) Residential New Construction, Additions and Renovations (per square foot)..... \$1.65
- (iii) Attached garage (per square foot) ..... \$0.70
- (iv) Modular Home/ Mobile Home/ Move-on Relocation; on a crawlspace or full foundation (Developed Floor Area) (per square foot) ..... \$0.50
- (v) Mobile Home; on pilings or blocks..... \$250.00
- (vi) Demolition ..... \$200.00
- (vii) Basement Suite (Developed Area) (per square foot)..... \$0.75
- (viii) Basement Development/ Renovations/ Accessory Structures (Developed Area) (per square foot)..... \$0.50
- (ix) Minor Residential Construction; under 100 sq./ft. (10 m<sup>2</sup>) or up to \$12,000 in construction value..... \$125.00
- (x) Solid Fuel Appliance ..... \$200.00

#### (b) Residential Homeowner

- (i) A minimum fee shall be charged for issuance of any Building Permit. (In determining the estimated cost of construction for building permit fee purposes, the definition of work shall deem to be all aspects of the building, excluding landscaping, paving and furnishings/non-fixtures). ..... Minimum \$150.00
- (ii) Residential New Construction, Additions and Renovations (per square foot)..... \$1.80
- (iii) Attached garage (per square foot) ..... \$0.70
- (iv) Modular Home/Mobile Home/Move-on Relocation; on a crawlspace or full foundation (Developed Floor Area) (per square foot) ..... \$0.50

(v)	Mobile Home; on pilings or blocks.....	\$300.00
(vi)	Demolition .....	\$225.00
(vii)	Basement Suite (Developed Area) (per square foot).....	\$0.80
(viii)	Basement Development/Renovations/Accessory Structures (Developed Area) (per square foot) .....	\$0.60
(ix)	Minor Residential Construction; under 100 sq./ft (10 m2) or up to \$12,000 in construction value. ....	\$150.00
(x)	Solid Fuel Appliance .....	\$225.00
(c)	Commercial, Industrial and Institutional	
(i)	For each \$1,000, or part thereof of the estimated cost of construction re: Commercial new construction, additions or camps.....	\$9.25
(ii)	For each \$1,000, or part thereof of the estimated cost of construction re: Renovation/Addition .....	\$9.25
(iii)	For each \$1,000, or part thereof of the estimated cost of construction re: Move-on/Relocatable Oil and Gas Industrial .....	\$9.25
(iv)	Demolition .....	\$300.00
(v)	Fire Alarm Replacement/Upgrade (Minimum \$200, or \$0.5 per sq./ft of developed area) .....	\$200.00
(vi)	Minimum Commercial Building Permit Fee .....	\$250.00
(vii)	Solid Fuel Appliance .....	\$200.00

## 2. Plumbing Permits

(a)	Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture)	
(i)	1 to 7 Fixtures .....	\$125.00
(ii)	8 to 16 Fixtures .....	\$165.00
(iii)	17 to 25 Fixtures .....	\$205.00
(iv)	26 to 34 Fixtures .....	\$245.00
(v)	35 to 45 Fixtures .....	\$295.00
(vi)	46 to 54 Fixtures .....	\$335.00
(vii)	55 to 64 Fixtures .....	\$385.00
(viii)	65 to 74 Fixtures .....	\$435.00
(ix)	75 to 84 Fixtures .....	\$485.00
(x)	85 to 100 Fixtures .....	\$525.00
(xi)	For every fixture over 100 fixtures.....	\$1.25
(xii)	For each rain water leader, roof drain .....	\$6.00
(xiii)	Minimum fee for any plumbing permit .....	\$125.00

- (xiv) Cross connection and backflow prevention to install a backflow device or a lawn sprinkler system..... \$30.00
- (b) Homeowner Residential
  - (i) 1 to 7 Fixtures ..... \$145.00
  - (ii) 8 to 16 Fixtures ..... \$185.00
  - (iii) 17 to 25 Fixtures ..... \$225.00
  - (iv) 26 to 34 Fixtures ..... \$265.00
  - (v) 35 to 45 Fixtures ..... \$315.00
  - (vi) 46 to 54 Fixtures ..... \$355.00
  - (vii) Minimum fee for any plumbing permit ..... \$145.00
  - (viii) Cross connection and backflow prevention to install a backflow device or lawn sprinkler system..... \$30.00
- (c) Service Connection Permit
  - (i) Service Connection Permit Fee – gravity sewer system, storm system or full pressure water system, or combination there of ..... \$125.00
  - (ii) Service Connection Permit Fee – low pressure sewer system or trickle fill water system, or combination thereof..... \$200.00

### 3. Private Sewage Disposal System Permits

- (a) Residential, Commercial, Industrial and Institutional Installation
  - (i) Holding Tanks ..... \$200.00
  - (ii) Fields, Mounds, Sand Filters, Treatment Tanks, Open Discharge ..... \$275.00
  - (iii) Camps 1 to 50-person capacity..... \$300.00
  - (iv) Camps 51 to 100-person capacity..... \$350.00
  - (v) Camps 101 to 110-person capacity..... \$450.00

### 4. Gas and Propane Permits

- (a) Contractor, Residential Gas Installations
  - (i) 1 to 2 outlets ..... \$125.00
  - (ii) 3 to 4 outlets ..... \$150.00
  - (iii) 5 to 10 outlets..... \$175.00
  - (iv) 11 to 15 outlets..... \$250.00
  - (v) 16 to 20 outlets..... \$325.00
  - (vi) For every outlet over 20 outlets..... \$8.00
  - (vii) Temporary Heat ..... \$125.00
- (b) Homeowner, Residential Gas Installation

(i)	1 to 2 outlets .....	\$145.00
(ii)	3 to 4 outlets .....	\$160.00
(iii)	5 to 10 outlets.....	\$195.00
(iv)	11 to 15 outlets.....	\$270.00
(v)	16 to 20 outlets.....	\$345.00
(vi)	For every outlet over 20 outlets.....	\$8.00
(vii)	Temporary Heat .....	\$145.00
(c)	Non-Residential Gas Installation	
(i)	10,000 to 100,000 BTU .....	\$125.00
(ii)	100,001 to 170,000 BTU .....	\$145.00
(iii)	170,001 to 350,000 BTU .....	\$175.00
(iv)	350,001 to 550,000 BTU .....	\$225.00
(v)	550,001 to 750,000 BTU .....	\$265.00
(vi)	750,001 to 1,000,000 BTU .....	\$325.00
(vii)	For each 100,000 BTU (or portion of) over 1,000,000 BTU .....	\$8.00
(viii)	Temporary Heat 0 to 500,000 BTU .....	\$150.00
(ix)	Temporary Heat 500,001 to 1,000,000 BTU .....	\$250.00
(x)	For each 100,000 BTU (or portion of) over 1,000,000 BTU .....	\$8.00
(d)	Non-Residential Propane Installation	
(i)	Propane Tank Set 81 to 500 gallons (no permit required for tanks below 80 gallons) .....	\$125.00
(ii)	Propane Tank Set 501 to 1,000 gallons .....	\$165.00
(iii)	Propane Tank Set over 1,000 gallons .....	\$185.00
(iv)	For each additional tank set .....	\$50.00
(v)	Each Vaporizer.....	\$65.00
(vi)	Connected load .....	\$50.00
(e)	Connected Loads	
(i)	0 to 100,000 BTU .....	\$145.00
(ii)	100,001 to 200,000 BTU .....	\$165.00
(iii)	200,001 to 300,000 BTU .....	\$185.00
(iv)	300,001 to 400,000 BTU .....	\$205.00
(v)	400,001 to 500,000 BTU .....	\$215.00
(vi)	500,001 to 750,000 BTU .....	\$225.00
(vii)	750,001 to 1,000,000 BTU .....	\$275.00
(viii)	1,000,001 to 2,000,000 BTU .....	\$295.00
(ix)	Over 2,000,000 BTU For each 100,000 BTU (or portion of) over 2,000,000 BTU .....	\$8.00
(x)	Propane Distribution and Cylinder Refill Center .....	\$250.00
(f)	Gas Appliance Replacement	
(i)	0 to 500,000 BTU .....	\$165.00
(ii)	500,001 to 1,000,000 BTU .....	\$185.00



(iii)	1,000,001 to 2,000,000 BTU .....	\$225.00
(iv)	Over 2,000,000 BTU .....	\$325.00
(g)	Oil and Gas Industrial Equipment	
(i)	0 to 500,000 BTU .....	\$225.00
(ii)	500,001 to 1,000,000 BTU .....	\$300.00
(iii)	For each 100,000 BTU (or portion of) over 1,000,000 BTU .....	\$1.00

## 5. Gas and Appliance Venting Permit

(a)	Contractor, Residential, Commercial, Industrial and Institutional Installations	
(i)	1 to 4 appliances .....	\$125.00
(ii)	5 to 7 appliances .....	\$165.00
(iii)	8 to 10 appliances .....	\$195.00
(iv)	11 to 15 appliances .....	\$235.00
(v)	16 to 20 appliances .....	\$285.00
(vi)	For each appliance over 20 .....	\$8.00
(b)	Homeowner Residential	
(i)	1 to 4 appliances .....	\$145.00
(ii)	5 to 7 appliances .....	\$185.00
(iii)	8 to 10 appliances .....	\$205.00
(iv)	11 to 15 appliances .....	\$255.00
(v)	16 to 20 appliances .....	\$295.00
(vi)	For each appliance over 20 .....	\$8.00

## 6. Electrical Permit

(a)	Contractor, Residential	
(i)	Up to 1,200 sq./ft .....	\$165.00
(ii)	1,201 to 1,500 sq./ft .....	\$195.00
(iii)	1,501 to 2,000 sq./ft .....	\$215.00
(iv)	2,001 to 2,500 sq./ft .....	\$235.00
(v)	2,501 to 5,000 sq./ft .....	\$275.00
(vi)	Over 5,000 sq./ft (per sq. ft over 5,000) .....	\$275.00 + \$.10/ft <sup>2</sup>
(vii)	Minor Installations: 1) Air Conditioning Unit; 2) Hot Tub; 3) Service Change Only; and 4) Underground Service Conductors Only .....	\$125.00
(viii)	Manufactured Home/Modular Home Connection .....	\$125.00
(ix)	Temporary Service up 125 Amps .....	\$125.00
(b)	Homeowner, Residential	
(i)	Up to 1,200 sq./ft .....	\$185.00
(ii)	1,201 to 1,500 sq./ft .....	\$205.00

(iii)	1,501 to 2,000 sq./ft .....	\$265.00
(iv)	2,001 to 2,500 sq./ft .....	\$295.00
(v)	2,501 to 5,000 sq./ft .....	\$295.00
(vi)	Over 5,000 sq./ft (per sq. ft over 5,000) .....	\$295.00 + \$.10/ft <sup>2</sup>
(vii)	Minor Installations: 1) Air Conditioning Unit; 2) Hot Tub; 3) Service Change Only; and 4) Underground Service Conductors Only.....	\$145.00
(viii)	Manufactured or Modular Home Connection .....	\$145.00
(ix)	Temporary Service up 125 Amps.....	\$145.00
(c)	Commercial (including apartments), Industrial and Institutional (based on Installations Cost)	
(i)	\$0.00 - \$3,500.00 .....	\$125.00
(ii)	\$3,500.01 - \$5,000.00 .....	\$150.00
(iii)	\$5,000.01 - \$7,000.00 .....	\$175.00
(iv)	\$7,000.01 - \$9,500.00 .....	\$200.00
(v)	\$9,500.01 - \$14,000.00 .....	\$225.00
(vi)	\$14,000.01 - \$19,000.00 .....	\$250.00
(vii)	\$19,000.01 - \$24,000.00 .....	\$275.00
(viii)	\$24,000.01 - \$28,000.00 .....	\$300.00
(ix)	\$28,000.01 - \$33,000.00 .....	\$325.00
(x)	\$33,000.01 - \$39,000.00 .....	\$350.00
(xi)	\$39,001.00 - \$46,000.00 .....	\$375.00
(xii)	\$46,001.00 - \$60,000.00 .....	\$400.00
(xiii)	\$60,001.00 - \$70,000.00 .....	\$450.00
(xiv)	\$70,001.00 - \$80,000.00 .....	\$525.00
(xv)	\$80,001.00 - \$90,000.00 .....	\$575.00
(xvi)	\$90,001.00 - \$100,000.00 .....	\$625.00
(xvii)	\$100,001.00 - \$110,000.00 .....	\$650.00
(xviii)	\$110,001.00 - \$120,000.00 .....	\$675.00
(xix)	\$120,001.00 - \$130,000.00 .....	\$725.00
(xx)	\$130,001.00 - \$140,000.00 .....	\$750.00
(xxi)	\$140,001.00 - \$150,000.00 .....	\$775.00
(xxii)	\$150,001.00 - \$160,000.00 .....	\$825.00
(xxiii)	\$160,001.00 - \$170,000.00 .....	\$850.00
(xxiv)	\$170,001.00 - \$180,000.00 .....	\$875.00
(xxv)	\$180,001.00 - \$190,000.00 .....	\$925.00
(xxvi)	\$190,001.00 - \$200,000.00 .....	\$950.00
(xxvii)	\$200,001.00 - \$210,000.00 .....	\$1,000.00
(xxviii)	\$210,001.00 - \$220,000.00 .....	\$1,100.00
(xxix)	\$220,001.00 - \$230,000.00 .....	\$1,200.00
(xxx)	\$230,001.00 - \$240,000.00 .....	\$1,300.00
(xxxi)	\$240,001.00 - \$250,000.00 .....	\$1,400.00
(xxxii)	\$250,001.00 - \$300,000.00 .....	\$1,500.00
(xxxiii)	\$300,001.00 - \$350,000.00 .....	\$1,600.00
(xxxiv)	\$350,001.00 - \$400,000.00 .....	\$1,700.00
(xxxv)	\$400,001.00 - \$450,000.00 .....	\$1,800.00

(xxxvi)	\$450,001.00 - \$500,000.00 .....	\$2,000.00
(xxxvii)	\$500,001.00 - \$550,000.00 .....	\$2,100.00
(xxxviii)	\$550,001.00 - \$600,000.00 .....	\$2,200.00
(xxxix)	\$600,001.00 - \$650,000.00 .....	\$2,300.00
(xl)	\$650,001.00 - \$700,000.00 .....	\$2,400.00
(xli)	\$700,001.00 - \$750,000.00 .....	\$2,500.00
(xlii)	\$750,001.00 - \$800,000.00 .....	\$2,600.00
(xliii)	\$800,001.00 - \$850,000.00 .....	\$2,700.00
(xliv)	\$850,001.00 - \$900,000.00 .....	\$2,800.00
(xlv)	\$900,001.00 - \$950,000.00 .....	\$2,900.00
(xlv)	\$950,001.00 - \$1,000,000.00 .....	\$3,000.00
(xlvii)	\$1,000,001.00 and over.....	Installation Cost/1000 x 3
(xlviii)	Temporary service.....	\$200.00

(d) Annual Electric (Note: kVA rating based on main transformer capacity)

(i)	Up to 100 kVA.....	\$350.00
(ii)	101 to 1,000 kVA.....	\$350.00 + \$60.00/100 kVA for portion exceeding 100 kVA
(iii)	1,001 to 5,000 kVA.....	\$890.00 + \$10.00/100 kVA for portion exceeding 1,000 kVA
(iv)	5,001 to 10,000 kVA.....	\$1,290.00 + \$5.00/100 kVA for portion exceeding 5,000 kVA
(v)	10,001 to 20,000 kVA.....	\$1,540.00 + \$4.00/100 kVA for portion exceeding 10,000 kVA
(vi)	Over 20,000 kVA.....	\$1,940.00 + \$3.00/100 kVA for portion exceeding 20,000 kVA

## 7. Occupancy Permit

- (a) Residential, Single Dwelling..... \$125.00
- (b) Residential, Commercial, Industrial and Institutional ..... \$200.00

## 8. Refunds

- (a) Building Permits (25% of original fee paid will be withheld) ..... Minimum \$100.00
- (b) Electrical Permits (10% of original fee paid will be withheld) ..... Minimum \$50.00
- (c) Gas and Appliance Venting or Plumbing Permit (10% of original fee paid will be withheld) ..... Minimum \$50.00

## 9. Renewal Fees

- (a) Building Discipline – fees will be assessed based on the percentage of work left to be complete, multiplied

by project value at a rate of \$7.25 per \$1,000.00 of  
project value ..... Minimum \$125.00

(b) Electrical Discipline

- (i) Residential projects with a construction value of  
\$5,000 or less..... \$100.00
- (ii) Residential projects with a construction value of  
\$5,001 or more..... \$125.00
- (iii) Commercial, Industrial and Institutional projects  
– fees assessed based on installation costs  
multiplied by percentage of work left to complete  
..... Using commercial installation costs

(c) Plumbing Discipline

- (i) Projects with 20 or less fixtures..... \$100.00
- (ii) Projects with 21 or more fixtures..... \$125.00

(d) Gas Discipline

- (i) Projects with 10 outlets or less..... \$100.00
- (ii) Projects with 11 outlets or more..... \$125.00

(e) Gas Appliance Ventilation

- (i) 10 appliances or less ..... \$100.00
- (ii) 11 outlets or more ..... \$125.00

(f) Private Sewage Disposal

- (i) Residential and commercial holding tank..... \$100.00
- (ii) Residential and commercial fields, mounds,  
sand filters, treatment tanks and open discharge  
systems..... \$125.00
- (iii) Industrial systems and treatment plants..... \$200.00

## 10. General

(a) Re-inspection Fee

- (i) First occurrence ..... \$175.00
- (ii) Each subsequent occurrence..... \$250.00

(b) No-entry Fee

- (i) First occurrence ..... \$175.00
- (ii) Each subsequent occurrence..... \$250.00

(c) Additional Fees

- (i) Inspections outside of regular working hours  
(only when critical to public safety or occupancy  
of a structure)..... \$175.00
- (ii) Variances (alternative solutions) ..... \$250.00

## Schedule M – Solid Waste

Prescribed Fees for the licences, permits, approvals or services relating to the collection and disposal of Solid Waste are established as follows:

### 1. Landfill Rates

(a)	Mixed loads of construction and demolition waste (recyclables not fully removed) (per tonne).....	\$99.00
(b)	Demolition or commercial waste originating from cleanup of properties damaged or destroyed by wildfire or firefighting activities in May 2016 (per tonne) .....	\$99.00
(c)	Clean and segregated brush and trees (minimal root soil), wood chips, asphalt, concrete, metals, unpainted or untreated dimensional lumber, pallets or plywood .....	\$0.00
(d)	Commercial waste (per tonne) .....	\$95.70
(e)	Special handling (per tonne) .....	\$188.00
(f)	Tires.....	\$0.00
(g)	Household refuse (per tonne) .....	\$63.80
(h)	Compostable material (per tonne) .....	\$3.30
(i)	CFC appliances with gas (per unit) .....	\$46.00
(j)	Appliances without gas .....	\$0.00
(k)	Large commercial appliances – special handling (per tonne).....	\$143.00
(l)	Soil (clean fill) .....	\$3.30
(m)	Residential recyclables .....	\$0.00
(n)	Mobile home disposal (per unit).....	\$1,121.00
(o)	Scale usage charge (per visit) .....	\$35.00
(p)	Minimum charge (flat rate) .....	\$10.00
(q)	Mattress disposal (per unit) .....	\$27.50
(r)	Box spring disposal (per unit) .....	\$27.50
(s)	Compost – External usage (per tonne) .....	\$60.00
(t)	Crushed concrete (per tonne)	
	(ii) External usage .....	\$22.00
	(iii) Internal usage .....	\$20.00

- (u) Manure (per tonne) ..... \$12.00
  - (v) Peat moss – External usage (per tonne)..... \$32.00
  - (w) Crushed asphalt (per tonne)
    - (i) External Usage..... \$22.00
    - (ii) Internal Usage..... \$20.00
  - (x) Triple Mix ..... \$32.00
2. Solid Waste Disposal (Monthly Rates)
- (u) Urban Service Area – Single and Multi-Family Residential (per dwelling)
    - (i) Waste Disposal ..... \$12.17
    - (ii) Recycling Depots ..... \$1.82
    - (iii) Curbside recyclable collection..... \$14.00
  - (v) Rural Service Area – Single and Multi-Family Residential (per dwelling)
    - (i) Waste Disposal ..... \$9.20
    - (ii) Recycling Depots ..... \$1.82
    - (iii) Curbside recyclable collection (where available) ..... \$14.00
3. Replacement of damaged or destroyed Municipal Waste Receptable ..... \$61.60

### Schedule N – Water

Prescribed Fees for the licences, permits, approvals or services provided for water utilities are established as follows:

1. Urban Service Area – Residential – Meter Size Charge + Variable Rate (monthly)
  - (a) 16 mm and 19 mm..... \$33.85 + \$0.80/m<sup>3</sup>
  - (b) 25 mm, 32 mm and 38 mm ..... \$79.32 + \$0.80/m<sup>3</sup>
  - (c) 51 mm and 76 mm ..... \$256.42 + \$0.80/m<sup>3</sup>
  - (d) 102 mm, 152 mm, 203 mm and 254 mm ..... \$2156.11 + \$0.80/m<sup>3</sup>
2. Rural Service Area – Residential – Meter Size Charge + Variable Rate (monthly)
  - (a) 16 mm and 19 mm..... \$18.50 + \$0.80/m<sup>3</sup>
  - (b) 25 mm, 32 mm and 38 mm ..... \$45.54 + \$0.80/m<sup>3</sup>
  - (c) 51 mm and 76 mm ..... \$147.17 + \$0.80/m<sup>3</sup>
  - (d) 102 mm, 152 mm, 203 mm and 254 mm ..... \$1,292.14 + \$0.80/m<sup>3</sup>
3. Commercial - Meter Size Charge + Variable Rate (monthly)
  - (a) 16 mm..... \$11.12 + \$1.77/m<sup>3</sup>
  - (b) 19 mm..... \$16.79 + \$1.77/m<sup>3</sup>
  - (c) 25 mm..... \$25.32 + \$1.77/m<sup>3</sup>
  - (d) 32 mm..... \$38.36 + \$1.77/m<sup>3</sup>
  - (e) 38 mm..... \$57.95 + \$1.77/m<sup>3</sup>
  - (f) 51 mm..... \$87.52 + \$1.77/m<sup>3</sup>
  - (g) 76 mm..... \$132.26 + \$1.77/m<sup>3</sup>
  - (h) 102 mm..... \$199.88 + \$1.77/m<sup>3</sup>
  - (i) 152 mm..... \$301.99 + \$1.77/m<sup>3</sup>
  - (j) 203 mm and 254 mm..... \$466.90 + \$1.77/m<sup>3</sup>
4. Apartment Buildings (per apartment rate).....\$5.28 + meter size charge
5. Gregoire Mobile Home Park (per mobile home) .....\$6.93 + meter size charge
6. Cartier Park (per mobile home) – Un-metered..... \$81.40

7.	Bulk Water .....	\$6.50/m <sup>3</sup>
8.	Meter Charge – Installation Cost	
	(a) Up to 25 mm meter .....	\$346.50
	(b) 38 mm meter.....	\$876.30
	(c) 50 mm meter.....	\$1,200.60
	(d) 76 mm meter.....	\$5,853.50
	(e) 102 mm meter.....	\$7751.00
9.	Meter Test	
	(a) Up to 25 mm meter .....	\$63.25
	(b) 25 mm to 51 mm meter.....	\$172.50
10.	Remote Reader Relocation or Replacement – excluding abuse, tampering and vandalism.....	\$275.00
11.	Turn on or turn off Curb Stop (customer's request) .....	\$60.50
12.	Service Connection Fee .....	\$203.50
13.	Thawing of Frozen Service .....	\$550.00
14.	Bleeder installation .....	\$550.00
15.	Residential water consumption – Trailers, where no meter exists (monthly rate) .....	\$209.00
16.	Commercial water consumption – Trailers, where no meter exists (monthly rate) .....	\$220.00
17.	Rural water hauling fee (per month) .....	\$18.50
18.	Un-metered service .....Service size + 27m <sup>3</sup> / month of water consumption	
19.	Reconnection Fee	
	(a) During office hours.....	\$48.30
	(b) After office hours.....	\$242.00
20.	Construction Water	
	(a) Residential Fixed rate	
	(i) From date of occupancy permit for first 3 months .....	\$132.00



- (ii) Cumulative, Incremental cost for each additional month over 3 months ..... \$132.00
  - (b) Commercial variable rate - Water volumes for construction purposes based on an estimate prior to water being supplied to the site based on expected construction activity, duration of construction, water service size / nature of construction..... \$1.98/m<sup>3</sup>
- 21. Hydrant Use
  - (a) Deposit for hydrant meter (refundable upon return of hydrant meter in good working order) ..... \$1,100.00
  - (b) Daily rental..... \$120.00
  - (c) Water usage (per m<sup>3</sup>)..... \$12.00
- 22. Water service application ..... \$35.00
- 23. Documentation provided for "Proof of Residency" ..... \$35.00
- 24. Bulk water – Replacement RFID tag ..... \$27.60

### Schedule O – Rural Water and Sewer Service Connection

Prescribed Fees for the licences, permits, approvals or services relating to connection to rural water and sewer service are established as follows:

1. Application Fee..... \$200.00
2. Lump Sum Fee
  - (a) Janvier, Conklin, Anzac, Gregoire Lake Estates, and Draper .... \$15,800.00
  - (b) Saprae Creek..... \$9,800.00
3. Bi-Monthly Fee for 25 years
  - (a) Janvier, Conklin, Anzac, Gregoire Lake Estates, and Draper ..... \$105.00
  - (b) Saprae Creek..... \$65.00

Fees in this schedule will be increased by the Consumer Price Index (CPI) annually as determined and published by Statistics Canada for Alberta. The Rural Water and Sewer Service Connection Fee is non-refundable and is only payable either as a lump sum at the beginning of the program or bi-monthly over 25 years from the date of connection.

### Schedule P - Wastewater

Prescribed Fees for the licences, permits, approvals or services relating to sanitary sewers and wastewater are established as follows:

1. Urban Service Area – Meter Size Charge + Variable Rate (monthly)
  - (a) 16 mm and 19 mm ..... \$16.52 + 0.47/m<sup>3</sup>
  - (b) 25 mm, 32 mm and 38 mm ..... \$28.31 + 0.47/m<sup>3</sup>
  - (c) 51 mm and 76 mm ..... \$223.32 + 0.47/m<sup>3</sup>
  - (d) 102 mm, 152 mm, 203 mm and 254 mm ..... \$1,564.49 + 0.47/m<sup>3</sup>
2. Rural Service Area – Meter Size Charge + Variable Rate (monthly)
  - (a) 16 mm and 19 mm ..... \$9.49 + 0.47/m<sup>3</sup>
  - (b) 25 mm, 32 mm and 38 mm ..... \$16.22 + 0.47/m<sup>3</sup>
  - (c) 51 mm and 76 mm ..... \$223.32 + 0.47/m<sup>3</sup>
  - (d) 102 mm, 152 mm, 203 mm and 254 mm ..... \$1,564.49 + 0.47/m<sup>3</sup>
3. Un-metered service ..... Service size + 27m<sup>3</sup> / month of water consumption
4. Apartment Building (per occupied unit) ..... \$6.41 + meter size charge/month
5. Gregoire Mobile Home Park (per occupied unit)
 

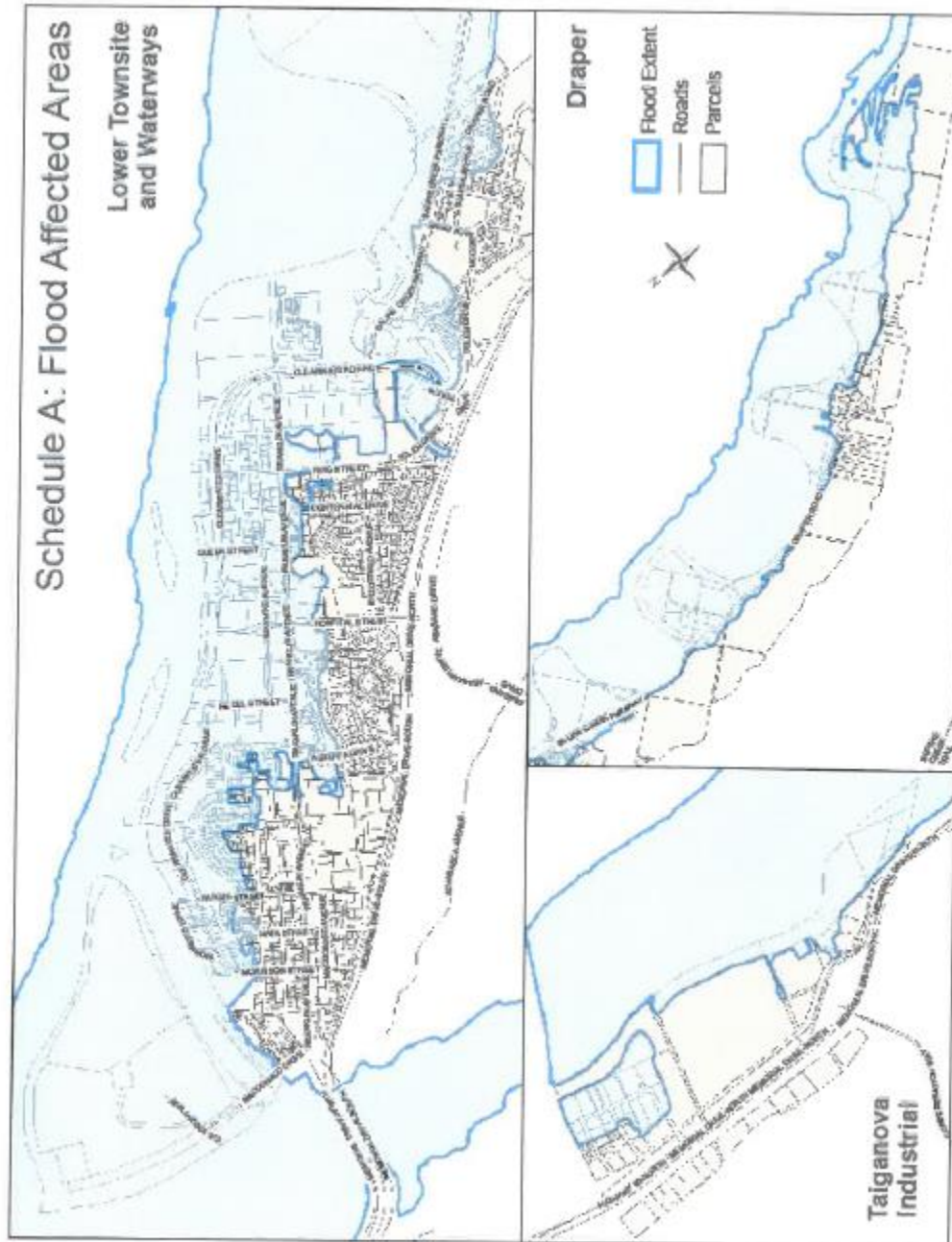
..... \$13.19 + meter size charge/month
6. Cartier Park (per unit) – Un-metered ..... \$51.34/month
7. Variable (per cubic metre) ..... \$0.47
8. Sewage Lagoon
  - (a) Number of axles (per axle) ..... \$54.50
  - (b) Replacement RFID tag ..... \$27.60
  - (c) Vehicles with holding tanks not exceeding 1 cubic metre ..... \$6.60

### Schedule Q – Late Payment

Prescribed Fees for Late Payment of Fees, Rate, and Charges in the preceding schedules are established as follows:

1. Late Payment monthly charge on invoices past their due date for fees on:
  - (a) Schedule A, D, F, G, I, M, N, O, P ..... 1.5%
  - (b) Schedule B, C, E, H, J, K, L ..... 0.0%

## Schedule R – Flood Affected Areas



## Regional Municipality of Wood Buffalo - User Fees, Rates and Charges Bylaw

### Schedule A - General Administrative and Miscellaneous Fees

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Non-sufficient funds (NSF) – Cheque Fee	\$ 44.00	0%	\$ 44.00	January 1, 2021
Criminal Record Check - Name-Based	\$ 40.00	0%	\$ 40.00	January 1, 2021
Criminal Record Check - Vulnerable Sector	\$ 40.00	0%	\$ 40.00	January 1, 2021
Criminal Record Check - Volunteer	\$ -	0%	\$ -	January 1, 2021
Civil Fingerprinting*	\$ 100.00	0%	\$ 100.00	January 1, 2021
Accident Photo Request	\$ 21.00	0%	\$ 21.00	January 1, 2021
Collision Statement Request*	\$ 31.50	0%	\$ 31.50	January 1, 2021
Application for New Boulevard Crossing	\$ 125.00	0%	\$ 125.00	January 1, 2021
Extension of Existing Boulevard Crossing	\$ 20.00	0%	\$ 20.00	January 1, 2021
Utility Installation and Street Occupation	\$ 125.00	0%	\$ 125.00	January 1, 2021
Lot Clearing and Grubbing	\$ 125.00	0%	\$ 125.00	January 1, 2021
Lot Clearing and Grading	\$ 125.00	0%	\$ 125.00	January 1, 2021

\*Partial funds are remitted to Federal Government

### Schedule B - Animal Control

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Licensing Fee - Spayed or Neutered	\$ 15.00	0%	\$ 15.00	January 1, 2021
Licensing Fee - Non-spayed or Non-neutered	\$ 50.00	0%	\$ 50.00	January 1, 2021
Licensing Fee - Vicious Animal	\$ 250.00	0%	\$ 250.00	January 1, 2021
Licensing Fee - Dangerous Dog	\$ 100.00	0%	\$ 100.00	January 1, 2021
Replacement of Lost Tag	\$ 10.00	0%	\$ 10.00	January 1, 2021
Impound Fee - Per Animal	\$ 25.00	0%	\$ 25.00	January 1, 2021
Impound Fee - Vicious Animal	N/A	0%	N/A	January 1, 2021
Impound Fee - Dangerous Dog	N/A	0%	N/A	January 1, 2021
Quarantine Costs	\$ 50.00	0%	\$ 50.00	January 1, 2021
Administration Fee - Per Animal	\$ 25.00	0%	\$ 25.00	January 1, 2021
Administration Fee - Vicious Animal	\$ 250.00	0%	\$ 250.00	January 1, 2021
Administration Fee - Dangerous Dog	\$ 125.00	0%	\$ 125.00	January 1, 2021

### Schedule C - Assessment and Taxation

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Tax Certificate - Written request	\$ 35.00	0%	\$ 35.00	January 1, 2021
Tax Certificate - Electronic self-service	\$ 20.00	0%	\$ 20.00	January 1, 2021
Tax Search - Written request	\$ 15.00	0%	\$ 15.00	January 1, 2021
Tax Search - Electronic self-service	\$ 7.00	0%	\$ 7.00	January 1, 2021

Proof of Ownership Letter	\$ 35.00	0%	\$ 35.00	January 1, 2021
Services in response to written or hard copy request from lending institutions for the purpose of enabling payment of taxes on behalf of clients	\$ 15.00	0%	\$ 15.00	January 1, 2021
Delinquent account transfer	\$ 10.00	0%	\$ 10.00	January 1, 2021
Assessment and Tax Notices - Current year	\$ 5.00	0%	\$ 5.00	January 1, 2021
Assessment and Tax Notices - Prior years	\$ 5.00	0%	\$ 5.00	January 1, 2021
Property Assessment information provided under Section 299 or 300 of the MGA	\$ 40.00	0%	\$ 40.00	January 1, 2021
Other information not covered elsewhere in this schedule	\$ 40.00	0%	\$ 40.00	January 1, 2021
Temporary Project Accommodation (less than 365 days) - per unit rate (minimum \$1,000)	\$1.10 / bed / days occupied	0%	\$1.10 / bed / days occupied	January 1, 2021

#### Schedule D - Emergency Services (Not including Ambulance Service)

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Fire/Rescue Response to Malfunctioning Fire Safety Installations, Other Monitoring Devices and Nuisance Calls (includes personnel costs) - First response				January 1, 2021
Fire/Rescue Response to Malfunctioning Fire Safety Installations, Other Monitoring Devices and Nuisance Calls (includes personnel costs) - Second Response	\$ -	0%	\$ -	January 1, 2021
Fire/Rescue Response to Malfunctioning Fire Safety Installations, Other Monitoring Devices and Nuisance Calls (includes personnel costs) - Third Response	\$ 550.00	0%	\$ 550.00	January 1, 2021
Fire/Rescue Response to Malfunctioning Fire Safety Installations, Other Monitoring Devices and Nuisance Calls (includes personnel costs) - Fourth Response	\$ 1,100.00	0%	\$ 1,100.00	January 1, 2021
Fire/Rescue Response to Malfunctioning Fire Safety Installations, Other Monitoring Devices and Nuisance Calls (includes personnel costs) - Fifth and subsequent response	\$ 1,500.00	0%	\$ 1,500.00	January 1, 2021
Response to Fires and Alarms involving criminal convictions (includes personnel costs) - Ambulance	\$ 300.00	0%	\$ 300.00	January 1, 2021
Response to Fires and Alarms involving criminal convictions (includes personnel costs) - Hazardous Materials Unit	\$ 708.00	0%	\$ 708.00	January 1, 2021
Response to Fires and Alarms involving criminal convictions (includes personnel costs) - Ladder	\$ 1,250.00	0%	\$ 1,250.00	January 1, 2021
Response to Fires and Alarms involving criminal convictions (includes personnel costs) - Pumper	\$ 775.00	0%	\$ 775.00	January 1, 2021
Response to Fires and Alarms involving criminal convictions (includes personnel costs) - Rescue	\$ 644.00	0%	\$ 644.00	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)



Response to Fires and Alarms involving criminal convictions (includes personnel costs) - Tanker	\$ 580.00	0%	\$ 580.00	January 1, 2021
Response to incident involving propane barbeque installed in contravention of the Alberta Safety Codes Act, Fire Code Regulation or Gas Code Regulation	\$ 1,500.00	0%	\$ 1,500.00	January 1, 2021
Expert Witness for litigation (actual staff cost, plus travel and expenses - 2 hour minimum)	Full Cost Recovery	0%	Full Cost Recovery	January 1, 2021
Interviews requested by lawyers, insurance companies, adjusters or other agents related to a response by Regional Emergency Services (actual staff cost, plus travel and expenses - 2 hour minimum)	Full Cost Recovery	0%	Full Cost Recovery	January 1, 2021
Copies of reports or documentation related to a requested inspection or specific emergency including all services associated with providing the requested documentation which could take up to two hours of research to complete: Fire Inspection Report for licensing, certificates, legal requirement under the Act or Regulation	\$ 132.00	0%	\$ 132.00	January 1, 2021
Copies of reports or documentation related to a requested inspection or specific emergency including all services associated with providing the requested documentation which could take up to two hours of research to complete: Fire Investigation Reports	\$ 132.00	0%	\$ 132.00	January 1, 2021
Files Search	\$ 132.00	0%	\$ 132.00	January 1, 2021
Special Requests and Reviews (actual staff cost, plus travel and expenses - 2 hour minimum)	Full Cost Recovery	0%	Full Cost Recovery	January 1, 2021
Incidents on Provincial Highways - Ladder and Pumper trucks	\$ 615.00	0%	\$ 615.00	January 1, 2021
Incidents on Provincial Highways - Light & Medium rescue vehicles	\$ 615.00	0%	\$ 615.00	January 1, 2021
Incidents on Provincial Highways - Command vehicles	\$ 185.00	0%	\$ 185.00	January 1, 2021
Certified Fire Extinguisher Training	\$ 50.00	0%	\$ 50.00	January 1, 2021
Inspections - Initial inspection	\$ -	0%	\$ -	
Inspections - Non-compliant re-inspection - First Occurrence	\$ 150.00	0%	\$ 150.00	January 1, 2021
Inspections - Non-compliant re-inspection - Second and each subsequent occurrence	\$ 300.00	0%	\$ 300.00	January 1, 2021
Occupant Load Certificate - Original	\$ 110.00	0%	\$ 110.00	January 1, 2021
Occupant Load Certificate - Not for Profit	\$ 55.00	0%	\$ 55.00	January 1, 2021
Occupant Load Certificate - Reprint of certificate	\$ 55.00	0%	\$ 55.00	January 1, 2021
Permit - Open Air Burn - Single Event	\$ 44.00	0%	\$ 44.00	January 1, 2021
Permit - Fire Pit - Single Event	\$ 39.00	0%	\$ 39.00	January 1, 2021



Permit - Light open flames in buildings (fire performance/ events) - Single Event	\$ 39.00	0%	\$ 39.00	January 1, 2021
Permit - Light open flames in buildings (fire performance/ events) - One Month (30 days)	\$ 66.00	0%	\$ 66.00	January 1, 2021
Permit - Light open flames in buildings (fire performance/ events) - Annual	\$ 132.00	0%	\$ 132.00	January 1, 2021
Permit - Shut Down Fire Alarm System - Single Event	\$ 39.00	0%	\$ 39.00	January 1, 2021
Permit - Shut Down Fire Alarm System - One Month (30 days)	\$ 66.00	0%	\$ 66.00	January 1, 2021
Permit - Shut Down Fire Alarm System - Annual	\$ 132.00	0%	\$ 132.00	January 1, 2021
Permit - Shut Down Sprinkler System - Single Event	\$ 39.00	0%	\$ 39.00	January 1, 2021
Permit - Shut Down Sprinkler System - One Month (30 days)	\$ 66.00	0%	\$ 66.00	January 1, 2021
Permit - Shut Down Sprinkler System - Annual	\$ 132.00	0%	\$ 132.00	January 1, 2021
Permit - Special Fire Suppression System Shutdown - Single Event	\$ 39.00	0%	\$ 39.00	January 1, 2021
Permit - Special Fire Suppression System Shutdown - One Month (30 days)	\$ 66.00	0%	\$ 66.00	January 1, 2021
Permit - Special Fire Suppression System Shutdown - Annual	\$ 132.00	0%	\$ 132.00	January 1, 2021
Permit - Commercial Cooking Exhaust Systems Cleaning - Single Event	\$ 39.00	0%	\$ 39.00	January 1, 2021
Permit - Commercial Cooking Exhaust Systems Cleaning - One Month (30 days)	\$ 66.00	0%	\$ 66.00	January 1, 2021
Permit - Commercial Cooking Exhaust Systems Cleaning - Annual	\$ 132.00	0%	\$ 132.00	January 1, 2021
Permit - Hot Works (cutting, welding, soldering) - Single Event	\$ 39.00	0%	\$ 39.00	January 1, 2021
Permit - Hot Works (cutting, welding, soldering) - One Month (30 days)	\$ 66.00	0%	\$ 66.00	January 1, 2021
Permit - Hot Works (cutting, welding, soldering) - Annual	\$ 132.00	0%	\$ 132.00	January 1, 2021
Permit - Install or Remove Above-Ground Fuel Storage Tank - Single Event	\$ 220.00	0%	\$ 220.00	January 1, 2021
Permit - Install or Remove Above-Ground Fuel Storage Tank - Additional Tank (per tank)	\$ 110.00	0%	\$ 110.00	January 1, 2021
Permit - Install or Remove Underground Fuel Storage Tank - Single Event	\$ 220.00	0%	\$ 220.00	January 1, 2021
Permit - Install or Remove Underground Fuel Storage Tank - Additional Tank (per tank)	\$ 110.00	0%	\$ 110.00	January 1, 2021
Permit - Fireworks Discharge - Low Hazard	\$ 44.00	0%	\$ 44.00	January 1, 2021
Permit - Fireworks Discharge - High Hazard	\$ 132.00	0%	\$ 132.00	January 1, 2021
Permit - Fireworks Discharge Pyrotechnics (high hazard)	\$ 132.00	0%	\$ 132.00	January 1, 2021

## Schedule E - Ambulance Services

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Ambulance - Ground ambulance - Individuals and Alberta Blue Cross clients – Under 65 (transport)	\$385.00 + \$3.12/km	0%	\$385.00	January 1, 2021
Ambulance - Ground ambulance - Individuals and Alberta Blue Cross clients – Under 65 (no transport)	\$ 250.00	0%	\$ 250.00	January 1, 2021
Ambulance - Basic Life Support – Alberta Blue Cross clients(aged 65+), Assisted Income for Severely Handicapped (AISH), Social Services and Immigration (transport)	\$146.00 + \$3.12/km	0%	\$146.00 + \$2.29/km	January 1, 2021
Ambulance - Advanced Life Support – Alberta Blue Cross clients (aged 65+), Assisted Income for Severely Handicapped (AISH), Social Services and Immigration (transport)	\$191.00 + \$3.12/km	0%	\$191.00 + \$2.29/km	January 1, 2021
Ambulance - Response – Alberta Blue Cross clients (aged 65+), Assisted Income for Severely Handicapped (AISH), Social Services and Immigration (no transport)	\$98.00	0%	\$98.00	January 1, 2021
Ambulance - Standby – Alberta Blue Cross clients (aged 65+), Assisted Income for Severely Handicapped (AISH), Social Services and Immigration	\$ 300.00	0%	\$ 300.00	January 1, 2021
Ambulance - Interfacility transfers for out-of-province residents	\$385.00 + \$3.12/km	0%	\$385.00	January 1, 2021
Ambulance - Interfacility transfers from non-AHS owned or operated facilities, including facilities owned or operated by Third Party Operators	\$385.00 + \$3.12/km	0%	\$385.00	January 1, 2021
Ambulance - Individual Account Surcharge (non-Alberta resident)	\$ 200.00	0%	\$ 200.00	January 1, 2021
Ambulance - Service for Treaty and Bigstone Cree Nation - Basic Life Support	\$218.71 + \$2.67/km	0%	\$218.71 + \$2.67/km	January 1, 2021
Ambulance - Service for Treaty and Bigstone Cree Nation - Advanced Life Support		0%	\$238.60 + \$2.67/km	January 1, 2021
Ambulance - Service for Treaty and Bigstone Cree Nation - Advanced Life Support with 12-2 (one of which must be intra osseous infusion)		0%	\$262.46 + \$2.67/km	January 1, 2021
Ambulance - Service for Treaty and Bigstone Cree Nation - Response (no transport)	\$ 129.24	0%	\$ 129.24	January 1, 2021
Ambulance - Service for Treaty and Bigstone Cree Nation - Standby (3-hour maximum)	\$129.24 /hour	0%	\$129.24 /hour	January 1, 2021
Ambulance - Service for Treaty and Bigstone Cree Nation - Surcharge (incident on Reserve or Crown land)	\$ 150.00	0%	\$ 150.00	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)

## Schedule F - Parks and Roads

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Dead Fall collection (permit)	\$ 10.00	0%	\$ 10.00	January 1, 2021
Cemetery and Columbarium - Traditional Burial - Adult - 17 years and over	\$ 1,593.00	0%	\$ 1,593.00	January 1, 2021
Cemetery and Columbarium - Traditional Burial - Child - 16 years and under	\$ 864.00	0%	\$ 864.00	January 1, 2021
Cemetery and Columbarium - Cremation - in-ground plot - Adult and Child	\$ 565.00	0%	\$ 565.00	January 1, 2021
Cemetery and Columbarium - Outdoor Columbarium Niche	\$ 1,100.00	0%	\$ 1,100.00	January 1, 2021
Cemetery and Columbarium - Disinterment	\$ 1,593.00	0%	\$ 1,593.00	January 1, 2021
Cemetery and Columbarium - Scatter Garden	\$ 123.00	0%	\$ 123.00	January 1, 2021
Cemetery and Columbarium - Memorial Wall	\$ 250.00	0%	\$ 250.00	January 1, 2021
Cemetery and Columbarium - Community Ossuary Entombment	\$ 130.00	0%	\$ 130.00	January 1, 2021
Cemetery and Columbarium - Grave Liners - Adult Liner and Base	\$ 255.00	0%	\$ 255.00	January 1, 2021
Cemetery and Columbarium - Grave Liners - Oversized Liner and Base				January 1, 2021
Cemetery and Columbarium - Grave Liners - Child Liner and Base	\$ 250.00	0%	\$ 250.00	January 1, 2021
Cemetery and Columbarium - Grave Liners - Large Urn Vault	\$ 130.00	0%	\$ 130.00	January 1, 2021
Cemetery and Columbarium - Grave Liners - Small Urn Vault	\$ 130.00	0%	\$ 130.00	January 1, 2021
Turning Streetlights for wide loads (permit)	\$ 1,554.80	0%	\$ 1,554.80	January 1, 2021
Snow Dump Permit - Commercial	\$ 100.00	0%	\$ 100.00	January 1, 2021
Snow Dump Permit - Residential	\$ 100.00	0%	\$ 100.00	January 1, 2021
Snow Dump Permit - Pick-up Truck	\$ 20.00	0%	\$ 20.00	January 1, 2021
Snow Dump Permit - Tandem	\$ 20.00	0%	\$ 20.00	January 1, 2021
Snow Dump Permit - Tandem & trailer	\$ 30.00	0%	\$ 30.00	January 1, 2021

Over-Dimensional Load Permits are issued by Alberta Transportation through the Transportation Routing and Vehicle Information System program. Fees are established and collected in accordance with Schedule 9 of the Commercial Vehicle Dimension and Weight Regulation, AR 315/2002, as may be amended or repealed and replaced from time to time.

Fort Chipewyan - Aggregate Sales (includes 15% Administrative Fee) - 12.5 mm gravel	\$54.80 yd <sup>3</sup>	0%	\$54.80 yd <sup>3</sup>	January 1, 2021
Fort Chipewyan - Aggregate Sales (includes 15% Administrative Fee) - 20 mm crushed gravel	\$28.40 yd <sup>3</sup>	0%	\$28.40 yd <sup>3</sup>	January 1, 2021
Fort Chipewyan - Aggregate Sales (includes 15% Administrative Fee) - 20 mm washed gravel	\$72.40 yd <sup>3</sup>	0%	\$72.40 yd <sup>3</sup>	January 1, 2021
Fort Chipewyan - Aggregate Sales (includes 15% Administrative Fee) - 38 mm crushed gravel			\$26.20 yd <sup>3</sup>	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)

Fort Chipewyan - Aggregate Sales (includes 15% Administrative Fee) - 80 mm gravel	\$24.05 yd3	0%	\$24.05 yd <sup>3</sup>	January 1, 2021
Fort Chipewyan - Aggregate Sales (includes 15% Administrative Fee) - 160 mm gravel	\$21.39 yd3	0%	\$21.39 yd <sup>3</sup>	January 1, 2021

### Schedule G - Recreation and Culture

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Syncrude Athletic Park (SAP) Clubhouse Rental - 1 room (Kitchen, Atrium, Meeting Room A or B)	\$ 40.00	0%	\$ 40.00	January 1, 2021
Syncrude Athletic Park (SAP) Clubhouse Rental - 2 rooms (Kitchen, Atrium, Meeting Room A or B)	\$ 60.00	0%	\$ 60.00	January 1, 2021
Syncrude Athletic Park (SAP) Clubhouse Rental - Full Clubhouse - Hourly	\$ 100.00	0%	\$ 100.00	January 1, 2021
Syncrude Athletic Park (SAP) Clubhouse Rental - Full Clubhouse - Daily	\$ 430.00	0%	\$ 430.00	January 1, 2021
WinterPLAY Shootout on the Snye - Early Bird Registration	\$ 30.00	0%	\$ 30.00	January 1, 2021
WinterPLAY Shootout on the Snye - Registration	\$ 40.00	0%	\$ 40.00	January 1, 2021
Urban Market - Vendor Fee				January 1, 2021
Urban Market - Tent Rental	\$ 50.00	0%	\$ 50.00	January 1, 2021
Urban Market - Daily Market Insurance	\$ 23.00	0%	\$ 23.00	January 1, 2021
Urban Market - Cancellation Fee	\$ 25.00	0%	\$ 25.00	January 1, 2021
Sports Field Rental - Adults - Class 1 Field	\$ 40.00	0%	\$ 40.00	January 1, 2021
Sports Field Rental - Adults - Class 2 Field	\$ 40.00	0%	\$ 40.00	January 1, 2021
Sports Field Rental - Adults - Class 3 Field	\$ 25.00	0%	\$ 25.00	January 1, 2021
Sports Field Rental - Adults - Class 4 Field	\$ 17.00	0%	\$ 17.00	January 1, 2021
Sports Field Rental - Youth - Class 1 Field	\$ 24.40	0%	\$ 24.40	January 1, 2021
Sports Field Rental - Youth - Class 2 Field	\$ 24.40	0%	\$ 24.40	January 1, 2021
Sports Field Rental - Youth - Class 3 Field	\$ 14.50	0%	\$ 14.50	January 1, 2021
Sports Field Rental - Youth - Class 4 Field	\$ 11.00	0%	\$ 11.00	January 1, 2021
School Rental - Parks Administration - Adult - Gymnasium	\$ 35.00	0%	\$ 35.00	January 1, 2021
School Rental - Parks Administration - Adult - Classroom	\$ 12.00	0%	\$ 12.00	January 1, 2021
School Rental - Parks Administration - Youth Sport - Gymnasium	\$ 13.00	0%	\$ 13.00	January 1, 2021
School Rental - Parks Administration - Youth Development - Gymnasium	\$ 7.00	0%	\$ 7.00	January 1, 2021
Ice Surface Rental - Adult - Regular ice	\$ 185.00	0%	\$ 185.00	January 1, 2021
Ice Surface Rental - Youth - Regular ice	\$ 95.24	0%	\$ 95.24	January 1, 2021
Ice Surface Rental - Mini-Ice	\$ 41.90	0%	\$ 41.90	January 1, 2021
Fort Chipewyan Municipal Office Boardroom - Hourly	\$ 25.00	0%	\$ 25.00	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)

Fort Chipewyan Municipal Office Boardroom - Half Day	\$ 75.00	0%	\$ 75.00	January 1, 2021
Fort Chipewyan Municipal Office Boardroom - Full Day	\$ 150.00	0%	\$ 150.00	January 1, 2021
Archie Simpson Recreation Centre - Boardroom - Hourly	\$ 25.00	0%	\$ 25.00	January 1, 2021
Archie Simpson Recreation Centre - Boardroom - Half Day	\$ 75.00	0%	\$ 75.00	January 1, 2021
Archie Simpson Recreation Centre - Boardroom - Full Day	\$ 150.00	0%	\$ 150.00	January 1, 2021
Archie Simpson Recreation Centre - Conference Room (incl. audio-visual equipment) - Hourly	\$ 30.00	0%	\$ 30.00	January 1, 2021
Archie Simpson Recreation Centre - Conference Room (incl. audio-visual equipment) - Half Day	\$ 100.00	0%	\$ 100.00	January 1, 2021
Archie Simpson Recreation Centre - Conference Room (incl. audio-visual equipment) - Full Day	\$ 200.00	0%	\$ 200.00	January 1, 2021
Archie Simpson Recreation Centre - Ice Surface (Special Events with Alcohol)	\$ 1,000.00	0%	\$ 1,000.00	January 1, 2021
Mamawi Community Hall - Hall Rental - Half Day	\$ 100.00	0%	\$ 100.00	January 1, 2021
Mamawi Community Hall - Hall Rental - Full Day				January 1, 2021
Mamawi Community Hall - Banquet	\$ 300.00	0%	\$ 300.00	January 1, 2021
Mamawi Community Hall - Dance, without alcohol	\$ 300.00	0%	\$ 300.00	January 1, 2021
Mamawi Community Hall - Dance, with alcohol	\$ 400.00	0%	\$ 400.00	January 1, 2021
Mamawi Community Hall - Clean-up fee (large functions)	\$ 400.00	0%	\$ 400.00	January 1, 2021
Mamawi Community Hall - Kitchen (with appliances)	\$ 50.00	0%	\$ 50.00	January 1, 2021
Mamawi Community Hall - Kitchen (without appliances)	\$ 25.00	0%	\$ 25.00	January 1, 2021
Janvier Municipal Office Community Room - Hourly	\$ 25.00	0%	\$ 25.00	January 1, 2021
Janvier Municipal Office Community Room - Half Day	\$ 75.00	0%	\$ 75.00	January 1, 2021
Janvier Municipal Office Community Room - Full Day	\$ 150.00	0%	\$ 150.00	January 1, 2021

#### Schedule H - Licenses

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Resident Business Licence	\$ 60.00	0%	\$ 60.00	January 1, 2021
Non-Resident Business Licence - Sales - tangible products offered for sale - Goods selling at \$1,000 + per item	\$ 525.00	0%	\$ 525.00	January 1, 2021
Non-Resident Business Licence - Sales - tangible products offered for sale - Goods selling under \$1,000 per item	\$ 225.00	0%	\$ 225.00	January 1, 2021

Non-Resident Business Licence - Services	\$ 525.00	0%	\$ 525.00	January 1, 2021
Handicraft License	\$ 10.00	0%	\$ 10.00	January 1, 2021
Trade Show Organizer - Resident business	\$ 525.00	0%	\$ 525.00	January 1, 2021
Trade Show Organizer - Non-resident business	\$ 2,100.00	0%	\$ 2,100.00	January 1, 2021
Cannabis Related License	\$ 350.00	0%	\$ 350.00	January 1, 2021

### Schedule I - Transit Services

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Transit Fees - Urban - Cash Fare (one way)	\$ 1.50	0%	\$ 1.50	January 1, 2021
Transit Fees - Urban - 18-ride Booklet (one way)	\$ 25.50	0%	\$ 25.50	January 1, 2021
Transit Fees - Urban - Monthly Pass (student)	\$ 41.00	0%	\$ 41.00	January 1, 2021
Transit Fees - Urban - Monthly Pass (adult)	\$ 54.00	0%	\$ 54.00	January 1, 2021
Transit Fees - Urban - Cash Fare (one way) - Child (Under 5) & Senior (65+)			\$ -	January 1, 2021
Transit Fees - Rural - Cash Fare - Adult (13 - 64)	\$ 10.00	0%	\$ 10.00	January 1, 2021
Transit Fees - Rural - Cash Fare - Child (5 - 12)	\$ 5.00	0%	\$ 5.00	January 1, 2021
Transit Fees - Rural - Cash Fare - Child (Under 5) & Senior (65+)			\$ -	January 1, 2021
Transit Fees - Rural - 5 Rides - Adult (13 - 64)				January 1, 2021
Transit Fees - Rural - 5 Rides - Child (5 - 12)			\$ 20.00	January 1, 2021
Transit Fees - Rural - 10 Rides - Adult (13 - 64)			\$ 80.00	January 1, 2021
Transit Fees - Rural - 10 Rides - Child (5 - 12)			\$ 40.00	January 1, 2021
Transit Fees - SMART Bus (Specialized Transportation) - Cash Fare	\$ 1.50	0%	\$ 1.50	January 1, 2021
Transit Fees - SMART Bus (Specialized Transportation) - 10 Rides			\$ 15.00	January 1, 2021
Transit Fees - SMART Bus (Specialized Transportation) - 20 Rides			\$ 30.00	January 1, 2021
Transit Fees - SMART Bus (Specialized Transportation) - Anzac or Janvier			\$ 10.00	January 1, 2021
Charters - Municipal Use Only	\$ 115.00	0%	\$ 115.00	January 1, 2021
Charters - External and Non-municipal Use	\$ 130.00	0%	\$ 130.00	January 1, 2021
Charters - SMART rate - specialized transit	\$ 35.00	0%	\$ 35.00	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)



## Schedule J - Vehicle for Hire

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Application for Chauffeur's Permit - Municipal resident	\$ 85.00	0%	\$ 85.00	January 1, 2021
Application for Chauffeur's Permit - Non-Municipal resident	\$ 170.00	0%	\$ 170.00	January 1, 2021
Application for Chauffeur's Permit - Operating exclusively in Fort Chipewyan	\$ 50.00	0%	\$ 50.00	January 1, 2021
Replacement of damaged Chauffeur's Permit	\$ 25.00	0%	\$ 25.00	January 1, 2021
Replacement of lost or stolen Chauffeur's Permit - With filed police report	\$ 25.00	0%	\$ 25.00	January 1, 2021
Replacement of lost or stolen Chauffeur's Permit - Without filed police report	\$ 500.00	0%	\$ 500.00	January 1, 2021
Application for Vehicle for Hire Licence - General	\$ 500.00	0%	\$ 500.00	January 1, 2021
Application for Vehicle for Hire Licence - Operating exclusively in Fort Chipewyan	\$ 150.00	0%	\$ 150.00	January 1, 2021
Replacement of damaged Vehicle for Hire Licence	\$ 25.00	0%	\$ 25.00	January 1, 2021
Replacement of lost or stolen Vehicle for Hire Licence - With filed police report	\$ 25.00	0%	\$ 25.00	January 1, 2021
Replacement of lost or stolen Vehicle for Hire Licence - Without filed police report	\$ 500.00	0%	\$ 500.00	January 1, 2021
Application for Brokerage Licence	\$ 50.00	0%	\$ 50.00	January 1, 2021
Application for Independent Driver Owner Licence - Municipal resident	\$ 50.00	0%	\$ 50.00	January 1, 2021
Application for Independent Driver Owner Licence - Non-Municipal resident	\$ 100.00	0%	\$ 100.00	January 1, 2021
Replacement of damaged Independent Driver Owner Licence - Municipal resident	\$ 25.00	0%	\$ 25.00	January 1, 2021
Replacement of damaged Independent Driver Owner Licence - Non-Municipal resident	\$ 50.00	0%	\$ 50.00	January 1, 2021
Replacement of lost or stolen Independent Driver Owner Licence - With filed police report - Municipal resident	\$ 25.00	0%	\$ 25.00	January 1, 2021
Replacement of lost or stolen Independent Driver Owner Licence - With filed police report - Non-Municipal resident	\$ 50.00	0%	\$ 50.00	January 1, 2021
Replacement of lost or stolen Independent Driver Owner Licence - Without filed police report - Municipal resident	\$ 500.00	0%	\$ 500.00	January 1, 2021
Replacement of lost or stolen Independent Driver Owner Licence - Without filed police report - Non-Municipal resident	\$ 500.00	0%	\$ 500.00	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)

## Schedule K - Planning and Development Services

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Permit Applications - Residential Development - Single detached dwelling	\$ 100.00	0%	\$ 100.00	January 1, 2021
Permit Applications - Residential Development - Semi-detached and Duplex Dwellings	\$ 100.00	0%	\$ 100.00	January 1, 2021
Permit Applications - Residential Development - Triplex Dwellings	\$ 100.00	0%	\$ 100.00	January 1, 2021
Permit Applications - Residential Development - Fourplex Dwellings	\$ 100.00	0%	\$ 100.00	January 1, 2021
Permit Applications - Residential Development - Townhouses	\$ 100.00	0%	\$ 100.00	January 1, 2021
Permit Applications - Residential Development - Apartment Buildings	\$300.00 + \$37.50/unit	0%	\$300.00 + \$37.50/unit	January 1, 2021
Permit Applications - Residential Development - Manufactured Homes	\$ 100.00	0%	\$ 100.00	January 1, 2021
Permit Applications - Residential Development - Demolitions	\$ 250.00	0%	\$ 250.00	January 1, 2021
Permit Applications - Residential Development - Home Occupations	\$ 60.00	0%	\$ 60.00	January 1, 2021
Permit Applications - Residential Development - Home Businesses	\$ 100.00	0%	\$ 100.00	January 1, 2021
Permit Applications - Residential Development - Basement Suites	\$ 125.00	0%	\$ 125.00	January 1, 2021
Permit Applications - Residential Development - Family Care Dwellings	\$ 125.00	0%	\$ 125.00	January 1, 2021
Permit Applications - Residential Development - Accessory Structure	\$ 100.00	0%	\$ 100.00	January 1, 2021
Permit Applications - Residential Development - Additions to Residential	\$ 100.00	0%	\$ 100.00	January 1, 2021
Permit Applications - Commercial, Industrial and Institutional Development - New commercial, industrial and Institutional developments (Maximum \$10,000) - for first 500 m <sup>2</sup> of gross floor area	\$300.00 + \$3.00/m <sup>2</sup>	0%	\$300.00 + \$3.00/m <sup>2</sup>	January 1, 2021
Permit Applications - Commercial, Industrial and Institutional Development - New commercial, industrial and Institutional developments (Maximum \$10,000) - for area over 500 m <sup>2</sup> gross floor area	+ \$1.50/m <sup>2</sup>	0%	+ \$1.50/m <sup>2</sup>	January 1, 2021
Permit Applications - Commercial, Industrial and Institutional Development - Additions to commercial, industrial and institutional developments (based on addition only) (maximum \$10,000) - for first 500 m <sup>2</sup> of gross floor area	\$300.00 + \$3.00/m <sup>2</sup>	0%	\$300.00 + \$3.00/m <sup>2</sup>	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)



Permit Applications - Commercial, Industrial and Institutional Development - Additions to commercial, industrial and institutional developments (based on addition only) (maximum \$10,000) - for area over 500 m <sup>2</sup> gross floor area	+ \$1.50/m <sup>2</sup>	0%	+ \$1.50/m <sup>2</sup>	January 1, 202 <sup>1</sup>
Permit Applications - Commercial, Industrial and Institutional Development - Accessory Structure	\$ 100.00	0%	\$ 100.00	January 1, 202 <sup>1</sup>
Permit Applications - Commercial, Industrial and Institutional Development - Religious Assembly, Educational Service Facility, Daycare Centre (maximum \$10,000) - for first 500 m <sup>2</sup> of gross floor area	\$300.00 + \$3.00/m <sup>2</sup>	0%	\$300.00 + \$3.00/m <sup>2</sup>	January 1, 202 <sup>1</sup>
Permit Applications - Commercial, Industrial and Institutional Development - Religious Assembly, Educational Service Facility, Daycare Centre (maximum \$10,000) - for area over 500 m <sup>2</sup> gross floor area	+ \$1.50/m <sup>2</sup>	0%	+ \$1.50/m <sup>2</sup>	January 1, 202 <sup>1</sup>
Permit Applications - Commercial, Industrial and Institutional Development - Oil sands mining, extraction and upgrading projects and oil sands pilot projects (based on \$10/\$100,000 of construction value)	\$10/ \$100,000 of constr.value (Min. \$10K)	0%	\$10/ \$100,000 of constr.value (Min. \$10K)	January 1, 202 <sup>1</sup>
Permit Applications - Commercial, Industrial and Institutional Development - Additions and/or revisions to oil sands mining, extraction and upgrading projects and oil sands pilot projects (addition only) (based on \$10/\$100,000 of construction value)	\$10/ \$100,000 of constr.value (Min. \$1K)	0%	\$10/ \$100,000 of constr.value (Min. \$1K)	January 1, 202 <sup>1</sup>
Permit Applications - Commercial, Industrial and Institutional Development - Change of use or change of occupancy within existing commercial, industrial and institutional buildings	\$ 300.00	0%	\$ 300.00	January 1, 202 <sup>1</sup>
Permit Applications - Commercial, Industrial and Institutional Development - First use within new commercial, industrial and institutional building, if not approved with the development permit	\$ 300.00	0%	\$ 300.00	January 1, 202 <sup>1</sup>
Permit Applications - Commercial, Industrial and Institutional Development - Shared occupancy with an existing business, if a discretionary use in the land use district	\$ 300.00	0%	\$ 300.00	January 1, 202 <sup>1</sup>
Permit Applications - Commercial, Industrial and Institutional Development - Demolitions	\$ 250.00	0%	\$ 250.00	January 1, 202 <sup>1</sup>
Permit Applications - Commercial, Industrial and Institutional Development - Special Events - Private Land	\$ 275.00	0%	\$ 275.00	January 1, 202 <sup>1</sup>
Permit Applications - Commercial, Industrial and Institutional Development - Special Events - Municipal Land	\$ 100.00	0%	\$ 100.00	January 1, 202 <sup>1</sup>

Permit Applications - Commercial, Industrial and Institutional Development - Special Events - Municipal Land - Not for Profit	\$ 25.00	0%	\$ 25.00	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - Temporary Uses or Building (less than 180 days)	\$ 250.00	0%	\$ 250.00	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - Temporary Uses or Building (180 days or more) (maximum \$10,000) - for first 500 m <sup>2</sup> of gross floor area	\$275.00 + \$3.00/m <sup>2</sup>	0%	\$275.00 + \$3.00/m <sup>2</sup>	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - Temporary Uses or Building (180 days or more) (maximum \$10,000) - for area over 500 m <sup>2</sup> gross floor area	+ \$1.50/m <sup>2</sup>	0%	+ \$1.50/m <sup>2</sup>	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - Work Camps	\$2,000.00 + \$1.50/bed	0%	\$2,000.00 + \$1.50/bed	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - Outdoor Storage or Use (no buildings or structures) - Lot area less than 0.4 ha	\$ 275.00	0%	\$ 275.00	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - Outdoor Storage or Use (no buildings or structures) - Lot area of 0.4 ha or greater	\$ 550.00	0%	\$ 550.00	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - RV Parking Permit	\$ 50.00	0%	\$ 50.00	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - Residential Sales Centre	\$ 225.00	0%	\$ 225.00	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - Golf Course	\$ 1,500.00	0%	\$ 1,500.00	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - RV Park	\$275.00 + \$10.00/ stall	0%	\$275.00 + \$10.00/ stall	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - Request for Landscaping Inspection - First request	\$ -	0%	\$ -	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - Request for Landscaping Inspection - Second request	\$ 100.00	0%	\$ 100.00	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - Request for Landscaping Inspection - Third request	\$ 250.00	0%	\$ 250.00	January 1, 202
Permit Applications - Commercial, Industrial and Institutional Development - Request for Landscaping Inspection - Every subsequent request	\$ 500.00	0%	\$ 500.00	January 1, 202

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)

Permits - General - Return of Incomplete Commercial, Institutional or Industrial Development Permit Application	\$ 375.00	0%	\$ 375.00	January 1, 202
Permits - General - Commencement of development prior to issuance of development permit (development fee is two times fee listed in this Schedule)	2 x Regular Fee	0%	2 x Regular Fee	January 1, 202
Permits - General - Notification Fee for applications or decisions on applications require notification to adjacent property owners (in addition to other fees specified)	\$ 50.00	0%	\$ 50.00	January 1, 202
Permits - General - Advertising fee for decisions on development matters	\$ 50.00	0%	\$ 50.00	January 1, 202
Permits - General - Short Form of Development Agreement required as a condition of development permit (required to be submitted with composite engineering drawings)	\$ 750.00	0%	\$ 750.00	January 1, 202
Permits - General - Long Form Development Agreement required as a condition of development permit (required to be submitted with composite engineering drawings)	\$ 2,750.00	0%	\$ 2,750.00	January 1, 202
Permits - General - Developer-requested changes to the Municipality's standard development agreement	Full Legal Costs	0%	Full Legal Costs	January 1, 202
Permits - General - Developer-initiated change to a development application after submission (in addition to original application fee)	25% of Original Fee	0%	25% of Original Fee	January 1, 202
Subdivision Application - Plan of subdivision Application Fee including Bareland Condominium Plans - Residential (Single Detached, Semi detached, Manufactured Home)	\$1,000.00+ \$150.00/lot	0%	\$1,000.00+ \$150.00/lot	January 1, 202
Subdivision Application - Plan of subdivision Application Fee including Bareland Condominium Plans - Multi-family (apartments, townhouses)	\$850.00	0%	\$850.00	January 1, 202
Subdivision Application - Plan of subdivision Application Fee including Bareland Condominium Plans - Commercial and Industrial	\$850.00	0%	\$850.00	January 1, 202
Subdivision Application - Plan of subdivision Application Fee including Bareland Condominium Plans - Direct Control	\$850.00	0%	\$850.00	January 1, 202
Subdivision Application - Plan of subdivision Application Fee including Bareland Condominium Plans - Strata Lots	\$850.00	0%	\$850.00	January 1, 202
Subdivision Application - Plan of subdivision Application Fee including Bareland Condominium Plans - Municipal Reserve, Environmental Reserve and Public Utility Lots	\$ -	0%	\$ -	January 1, 202

Subdivision Application - Endorsement Fees	1 x application fee	0%	1 x application fee	January 1, 202
Subdivision Application - Condominium Application and Endorsement Fee	\$ 50.00	0%	\$ 50.00	January 1, 202
Subdivision Application - Phased Registration of an Approved Subdivision	\$550.00	0%	\$550.00	January 1, 202
Subdivision Application - Subdivision Approval Time Extension - First Extension Request	\$ 275.00	0%	\$ 275.00	January 1, 202
Subdivision Application - Subdivision Approval Time Extension - Second Extension Request	\$ 525.00	0%	\$ 525.00	January 1, 202
Subdivision Application - Subdivision Approval Time Extension - Third Extension Request	\$ 775.00	0%	\$ 775.00	January 1, 202
Subdivision Application - Subdivision Application Fee Refunds - Before review	85%	0%	85%	January 1, 202
Subdivision Application - Subdivision Application Fee Refunds - After review	25%	0%	25%	January 1, 202
Subdivision Application - Modification of Tentative Plan of Subdivision - Before review	\$ 275.00	0%	\$ 275.00	January 1, 202
Subdivision Application - Modification of Tentative Plan of Subdivision - After review	50% of original fee		50% of original fee	January 1, 202
Subdivision Application - Discharge of Caveat	\$ 75.00	0%	\$ 75.00	January 1, 202
Subdivision Application - Address Change request	\$ 100.00	0%	\$ 100.00	January 1, 202
Subdivision Application - Development Agreements - Short form of Development Agreement required as a condition of subdivision approval	\$ 750.00	0%	\$ 750.00	January 1, 202
Subdivision Application - Development Agreements - Long form Development Agreement required as a condition of subdivision approval	\$ 2,750.00	0%	\$ 2,750.00	January 1, 202
Subdivision Application - Development Agreements - Developer-requested variation to the Development Agreement Standard Template	All Legal Costs	0%	All Legal Costs	January 1, 202
Subdivision Application - Re-application for Subdivision within 6 to 12 months of a decision (including appeal decisions) for same site with similar or identical design	3 x original fee	0%	3 x original fee	January 1, 202
Subdivision Application - For the purpose of calculating fees set out in section 4 of this schedule: Remnant lots are to be included in the count of lots created				
Subdivision Application - For the purpose of calculating fees set out in section 4 of this schedule: Municipal Reserve, Environmental Reserve, School Reserve and Public Utility Lots are not included in the count of lots created.				
Compliance Certificate Application Fees - Single Detached, Semi-detached, Manufactured home	\$ 100.00	0%	\$ 100.00	January 1, 202

Compliance Certificate Application Fees - Apartment Building	\$ 175.00	0%	\$ 175.00	January 1, 2021
Compliance Certificate Application Fees - Commercial, Industrial, Institutional Buildings	\$ 175.00	0%	\$ 175.00	January 1, 2021
Compliance Certificate Application Fees - Townhouses - Individual Units	\$ 100.00	0%	\$ 100.00	January 1, 2021
Compliance Certificate Application Fees - Townhouse Cluster - 6 units or less	\$ 175.00	0%	\$ 175.00	January 1, 2021
Compliance Certificate Application Fees - Townhouse Cluster - More than 6 units	\$ 40.00	0%	\$ 40.00	January 1, 2021
Compliance Certificate Application Fees - Fees will be doubled for all compliance certificate requests on a RUSH (48 hours of receiving a request) basis				
Application for Variance	\$ 100.00	0%	\$ 100.00	January 1, 2021
Letter of Zoning Confirmation	\$ 100.00	0%	\$ 100.00	January 1, 2021
File Search (minimum \$50.00)	\$ 50.00	0%	\$ 50.00	January 1, 2021
Bylaws and Bylaw Amendments - Land Use Bylaw - Text Amendment	\$ 2,250.00	0%	\$ 2,250.00	January 1, 2021
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment				
	R1, R1E, R1M, R1S, R1P, RMH, RMH-1, RMH-2, R2, R2-1, CR, HR, SE, SH, ND, SCL1			
	LBL, LBL-R4, LBL-C, R3, R3-1, R3-2, R4, R5, R5-MU, MFD, SCL2, SR1			
	A, BOR-1, CD, C1, C2, C3, C3-A, C4, C4-A, C5, CBD1, FRA1, HC, HG, GD, MDD, MD, PRA1, PRA2, TCD, WD			
	BI, BIU, SI			
	EP, PS, PS-CC, PR, PR-CC, R1VF, UE, RD			
	All DC Districts and City Center Zones DMRZ, NSZ, FRZ and RZ			
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 1 to: Class 1, 2, 4 or 5	\$2,250.00	0%	\$2,250.00	January 1, 2021
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 1 to: Class 3	\$3,250.00	0%	\$3,250.00	January 1, 2021
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 1 to: Class 6	\$4,250.00	0%	\$4,250.00	January 1, 2021
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 2 to: Class 1, 3 or 5	\$2,250.00	0%	\$2,250.00	January 1, 2021
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 2 to: Class 2 or 4	\$3,250.00	0%	\$3,250.00	January 1, 2021

Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 2 to: Class 6	\$4,250.00	0%	\$4,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 3 to: Classes 1-5	\$2,250.00	0%	\$2,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 3 to: Class 6	\$4,250.00	0%	\$4,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 4 to: Class 1, 2 or 5	\$3,250.00	0%	\$3,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 4 to: Class 3 or 4	\$3,250.00	0%	\$3,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 4 to: Class 6	\$4,250.00	0%	\$4,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 5 to: Classes 1-5	\$1,250.00	0%	\$1,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 5 to: Class 6	\$4,250.00	0%	\$4,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Land Use Bylaw - Map District Amendment - From Class 6 to all Classes	\$4,250.00	0%	\$4,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Land Use Bylaw - Despite subclauses (i) through (vi), where an application to amend the Land Use Bylaw involves amendment within two or more of the above categories, the highest fee shall apply.				
Bylaws and Bylaw Amendments - Statutory Plans and Amendments - Municipal Development Plan Amendment	\$3,250.00	0%	\$3,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Statutory Plans and Amendments - Area Structure Plan Amendment	\$3,250.00	0%	\$3,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Statutory Plans and Amendments - Area Redevelopment Plan Amendment	\$3,250.00	0%	\$3,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Statutory Plans and Amendments - Application to adopt an Area Structure Plan	\$3,250.00	0%	\$3,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Multiple Amendments - Where an application to concurrently amend the Land Use Bylaw and a Statutory Plan, or two (2) Statutory Plans for the same site, the application fee shall be the sum of the highest fee and 50% of any other amendment application fees.				
Bylaws and Bylaw Amendments - Outline Plans	\$3,250.00	0%	\$3,250.00	January 1, 2027
Bylaws and Bylaw Amendments - Road Closure (processing)	\$2,000.00	0%	\$2,000.00	January 1, 2027



Bylaws and Bylaw Amendments - Amendment Fee Refunds - Prior to Circulation of File	85% of fee	0%	85% of fee	January 1, 2021
Bylaws and Bylaw Amendments - Amendment Fee Refunds - During or After Circulation of File	25% of fee	0%	25% of fee	January 1, 2021
Signs - Sign Development Permit	\$75.00	0%	\$75.00	January 1, 2021
Signs - Portable Sign Marker	\$175.00	0%	\$175.00	January 1, 2021
Signs - Comprehensive Sign Development Permit - 5 signs or fewer	\$350.00	0%	\$350.00	January 1, 2021
Signs - Comprehensive Sign Development Permit - More than 5 signs	\$600.00	0%	\$600.00	January 1, 2021
Telecommunications Tower - Freestanding Telecommunication Tower - Request for Letter of Concurrence	\$3,000.00	0%	\$3,000.00	January 1, 2021
Telecommunications Tower - Rooftop, Structure Mounted – Request for Letter of Concurrence	\$2,000.00	0%	\$2,000.00	January 1, 2021
Telecommunications Tower - Co-location (when added to existing telecommunication structure)	\$200.00	0%	\$200.00	January 1, 2021
Other Leases and Agreements - Licence of Occupation Application	\$200.00	0%	\$200.00	January 1, 2021
Other Leases and Agreements - Road Use Agreement	\$1,000.00	0%	\$1,000.00	January 1, 2021
Other Leases and Agreements - Encroachment Application	\$200.00	0%	\$200.00	January 1, 2021
Other Leases and Agreements - Undeveloped Government Road Allowance Crossings	\$1,000.00	0%	\$1,000.00	January 1, 2021
Other Leases and Agreements - Facility Crossing	\$1,000.00	0%	\$1,000.00	January 1, 2021
Other Leases and Agreements - Lease Application	\$200.00	0%	\$200.00	January 1, 2021

## Schedule L - Safety Codes Permitting

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Building Permits - Residential Contractor - A minimum fee shall be charged for issuance of any Building Permit. (In determining the estimated cost of construction for building permit fee purposes, the definition of work shall deem to be all aspects of the building, excluding landscaping, paving and furnishings/non-fixtures)	Min. \$125.00	0%	Min. \$125.00	January 1, 2021
Building Permits - Residential Contractor - Residential New Construction, Additions and Renovations	\$ 1.65	0%	\$ 1.65	January 1, 2021
Building Permits - Residential Contractor - Attached garage	\$ 0.70	0%	\$ 0.70	January 1, 2021
Building Permits - Residential Contractor - Modular Home/ Mobile Home/Move-on Relocation; on a crawlspace or full foundation (Developed Floor Area)	\$ 0.50	0%	\$ 0.50	January 1, 2021
Building Permits - Residential Contractor - Mobile Home; on pilings or blocks	\$ 250.00	0%	\$ 250.00	January 1, 2021
Building Permits - Residential Contractor - Demolition	\$ 200.00	0%	\$ 200.00	January 1, 2021
Building Permits - Residential Contractor - Basement Suite (Developed Area)	\$ 0.75	0%	\$ 0.75	January 1, 2021
Building Permits - Residential Contractor - Basement Development/ Renovations/ Accessory Structures (Developed Area)	\$ 0.50	0%	\$ 0.50	January 1, 2021
Building Permits - Residential Contractor - Minor Residential Construction; under 100 sq./ft. (10 m2) or up to \$12,000 in construction value	\$ 125.00	0%	\$ 125.00	January 1, 2021
Building Permits - Residential Contractor - Solid Fuel Appliance	\$ 200.00	0%	\$ 200.00	January 1, 2021
Building Permits - Residential Homeowner - A minimum fee shall be charged for issuance of any Building Permit. (In determining the estimated cost of construction for building permit fee purposes, the definition of work shall deem to be all aspects of the building, excluding landscaping, paving and furnishings/non-fixtures)	Min. \$150.00	0%	Min. \$150.00	January 1, 2021
Building Permits - Residential Homeowner - Residential New Construction, Additions and Renovations	\$ 1.80	0%	\$ 1.80	January 1, 2021
Building Permits - Residential Homeowner - Attached garage	\$ 0.70	0%	\$ 0.70	January 1, 2021
Building Permits - Residential Homeowner - Modular Home/ Mobile Home/Move-on Relocation; on a crawlspace or full foundation (Developed Floor Area)	\$ 0.50	0%	\$ 0.50	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)



Building Permits - Residential Homeowner - Mobile Home; on pilings or blocks	\$ 300.00	0%	\$ 300.00	January 1, 2021
Building Permits - Residential Homeowner - Demolition	\$ 225.00	0%	\$ 225.00	January 1, 2021
Building Permits - Residential Homeowner - Basement Suite (Developed Area)	\$ 0.80	0%	\$ 0.80	January 1, 2021
Building Permits - Residential Homeowner - Basement Development/ Renovations/ Accessory Structures (Developed Area)	\$ 0.60	0%	\$ 0.60	January 1, 2021
Building Permits - Residential Homeowner - Minor Residential Construction; under 100 sq./ft. (10 m2) or up to \$12,000 in construction value	\$ 150.00	0%	\$ 150.00	January 1, 2021
Building Permits - Residential Homeowner - Solid Fuel Appliance	\$ 225.00	0%	\$ 225.00	January 1, 2021
Building Permits - Commercial, Industrial and Institutional - For each \$1,000, or part thereof of the estimated cost of construction re: Commercial new construction, additions or camps	\$ 9.25	0%	\$ 9.25	January 1, 2021
Building Permits - Commercial, Industrial and Institutional - For each \$1,000, or part thereof of the estimated cost of construction re: Renovation/Addition				January 1, 2021
Building Permits - Commercial, Industrial and Institutional - For each \$1,000, or part thereof of the estimated cost of construction re: Move-on/Relocatable Oil and Gas Industrial	\$ 9.25	0%	\$ 9.25	January 1, 2021
Building Permits - Commercial, Industrial and Institutional - Demolition	\$ 300.00	0%	\$ 300.00	January 1, 2021
Building Permits - Commercial, Industrial and Institutional - Fire Alarm Replacement/Upgrade (Minimum \$200, or \$0.5 per sq./ft of developed area)	\$ 200.00	0%	\$ 200.00	January 1, 2021
Building Permits - Commercial, Industrial and Institutional - Minimum Commercial Building Permit Fee	\$ 250.00	0%	\$ 250.00	January 1, 2021
Building Permits - Commercial, Industrial and Institutional - Solid Fuel Appliance	\$ 200.00	0%	\$ 200.00	January 1, 2021
Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - 1 to 7 Fixtures	\$ 125.00	0%	\$ 125.00	January 1, 2021
Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - 8 to 16 Fixtures	\$ 165.00	0%	\$ 165.00	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)

Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - 17 to 25 Fixtures	\$ 205.00	0%	\$ 205.00	January 1, 202
Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - 26 to 34 Fixtures	\$ 245.00	0%	\$ 245.00	January 1, 202
Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - 35 to 45 Fixtures	\$ 295.00	0%	\$ 295.00	January 1, 202
Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - 46 to 54 Fixtures	\$ 335.00	0%	\$ 335.00	January 1, 202
Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - 55 to 64 Fixtures	\$ 385.00	0%	\$ 385.00	January 1, 202
Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - 65 to 74 Fixtures	\$ 435.00	0%	\$ 435.00	January 1, 202
Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - 75 to 84 Fixtures	\$ 485.00	0%	\$ 485.00	January 1, 202
Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - 85 to 100 Fixtures	\$ 525.00	0%	\$ 525.00	January 1, 202
Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - For every fixture over 100 fixtures	\$ 1.25	0%	\$ 1.25	January 1, 202
Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - For each rainwater leader, roof drain	\$ 6.00	0%	\$ 6.00	January 1, 202

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)

Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - Minimum fee for any plumbing permit	\$ 125.00	0%	\$ 125.00	January 1, 2021
Plumbing Permits - Contractor Residential, Commercial, Industrial, Institutional and Oil and Gas (if a modular unit is being installed, then a drop will be the same as a fixture) - Cross connection and backflow prevention to install a backflow device or a lawn sprinkler system	\$ 30.00	0%	\$ 30.00	January 1, 2021
Plumbing Permits - Homeowner Residential - 1 to 7 Fixtures	\$ 145.00	0%	\$ 145.00	January 1, 2021
Plumbing Permits - Homeowner Residential - 8 to 16 Fixtures	\$ 185.00	0%	\$ 185.00	January 1, 2021
Plumbing Permits - Homeowner Residential - 17 to 25 Fixtures	\$ 225.00	0%	\$ 225.00	January 1, 2021
Plumbing Permits - Homeowner Residential - 26 to 34 Fixtures	\$ 265.00	0%	\$ 265.00	January 1, 2021
Plumbing Permits - Homeowner Residential - 35 to 45 Fixtures	\$ 315.00	0%	\$ 315.00	January 1, 2021
Plumbing Permits - Homeowner Residential - 46 to 54 Fixtures	\$ 355.00	0%	\$ 355.00	January 1, 2021
Plumbing Permits - Homeowner Residential - Minimum fee for any plumbing permit	\$ 145.00	0%	\$ 145.00	January 1, 2021
Plumbing Permits - Homeowner Residential - Cross connection and backflow prevention to install a backflow device or lawn sprinkler system	\$ 30.00	0%	\$ 30.00	January 1, 2021
Private Sewage Disposal System Permits - Residential, Commercial, Industrial and Institutional Installation - Holding Tanks	\$ 200.00	0%	\$ 200.00	January 1, 2021
Private Sewage Disposal System Permits - Residential, Commercial, Industrial and Institutional Installation - Fields, Mounds, Sand Filters, Treatment Tanks, Open Discharge	\$ 275.00	0%	\$ 275.00	January 1, 2021
Private Sewage Disposal System Permits - Residential, Commercial, Industrial and Institutional Installation - Camps 1 to 50-person capacity	\$ 300.00	0%	\$ 300.00	January 1, 2021
Private Sewage Disposal System Permits - Residential, Commercial, Industrial and Institutional Installation - Camps 51 to 100-person capacity	\$ 350.00	0%	\$ 350.00	January 1, 2021
Private Sewage Disposal System Permits - Residential, Commercial, Industrial and Institutional Installation - Camps 101 to 110-person capacity	\$ 450.00	0%	\$ 450.00	January 1, 2021
Gas and Propane Permits - Contractor, Residential Gas Installations - 1 to 2 outlets	\$ 125.00	0%	\$ 125.00	January 1, 2021

Gas and Propane Permits - Contractor, Residential Gas Installations - 3 to 4 outlets	\$ 150.00	0%	\$ 150.00	January 1, 2021
Gas and Propane Permits - Contractor, Residential Gas Installations - 5 to 10 outlets	\$ 175.00	0%	\$ 175.00	January 1, 2021
Gas and Propane Permits - Contractor, Residential Gas Installations - 11 to 15 outlets	\$ 250.00	0%	\$ 250.00	January 1, 2021
Gas and Propane Permits - Contractor, Residential Gas Installations - 16 to 20 outlets	\$ 325.00	0%	\$ 325.00	January 1, 2021
Gas and Propane Permits - Contractor, Residential Gas Installations - For every outlet over 20 outlets	\$ 8.00	0%	\$ 8.00	January 1, 2021
Gas and Propane Permits - Contractor, Residential Gas Installations - Temporary Heat	\$ 125.00	0%	\$ 125.00	January 1, 2021
Gas and Propane Permits - Homeowner, Residential Gas Installation - 1 to 2 outlets	\$ 145.00	0%	\$ 145.00	January 1, 2021
Gas and Propane Permits - Homeowner, Residential Gas Installation - 3 to 4 outlets	\$ 160.00	0%	\$ 160.00	January 1, 2021
Gas and Propane Permits - Homeowner, Residential Gas Installation - 5 to 10 outlets	\$ 195.00	0%	\$ 195.00	January 1, 2021
Gas and Propane Permits - Homeowner, Residential Gas Installation - 11 to 15 outlets	\$ 270.00	0%	\$ 270.00	January 1, 2021
Gas and Propane Permits - Homeowner, Residential Gas Installation - 16 to 20 outlets	\$ 345.00	0%	\$ 345.00	January 1, 2021
Gas and Propane Permits - Homeowner, Residential Gas Installation - For every outlet over 20 outlets	\$ 8.00	0%	\$ 8.00	January 1, 2021
Gas and Propane Permits - Homeowner, Residential Gas Installation - Temporary Heat	\$ 145.00	0%	\$ 145.00	January 1, 2021
Gas and Propane Permits - Non-Residential Gas Installation - 10,000 to 100,000 BTU	\$ 125.00	0%	\$ 125.00	January 1, 2021
Gas and Propane Permits - Non-Residential Gas Installation - 100,001 to 170,000 BTU	\$ 145.00	0%	\$ 145.00	January 1, 2021
Gas and Propane Permits - Non-Residential Gas Installation - 170,001 to 350,000 BTU	\$ 175.00	0%	\$ 175.00	January 1, 2021
Gas and Propane Permits - Non-Residential Gas Installation - 350,001 to 550,000 BTU	\$ 225.00	0%	\$ 225.00	January 1, 2021
Gas and Propane Permits - Non-Residential Gas Installation - 550,001 to 750,000 BTU	\$ 265.00	0%	\$ 265.00	January 1, 2021
Gas and Propane Permits - Non-Residential Gas Installation - 750,001 to 1,000,000 BTU	\$ 325.00	0%	\$ 325.00	January 1, 2021
Gas and Propane Permits - Non-Residential Gas Installation - For each 100,000 BTU (or portion of) over 1,000,000 BTU	\$ 8.00	0%	\$ 8.00	January 1, 2021
Gas and Propane Permits - Non-Residential Gas Installation - Temporary Heat 0 to 500,000 BTU	\$ 150.00	0%	\$ 150.00	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)

Gas and Propane Permits - Non-Residential Gas Installation - Temporary Heat 500,001 to 1,000,000 BTU	\$ 250.00	0%	\$ 250.00	January 1, 202
Gas and Propane Permits - Non-Residential Gas Installation - For each 100,000 BTU (or portion of) over 1,000,000 BTU	\$ 8.00	0%	\$ 8.00	January 1, 202
Gas and Propane Permits - Non-Residential Propane Installation - Propane Tank Set 81 to 500 gallons (no permit required for tanks below 80 gallons)	\$ 125.00	0%	\$ 125.00	January 1, 202
Gas and Propane Permits - Non-Residential Propane Installation - Propane Tank Set 501 to 1,000 gallons	\$ 165.00	0%	\$ 165.00	January 1, 202
Gas and Propane Permits - Non-Residential Propane Installation - Propane Tank Set over 1,000 gallons	\$ 185.00	0%	\$ 185.00	January 1, 202
Gas and Propane Permits - Non-Residential Propane Installation - For each additional tank set	\$ 50.00	0%	\$ 50.00	January 1, 202
Gas and Propane Permits - Non-Residential Propane Installation - Each Vaporizer	\$ 65.00	0%	\$ 65.00	January 1, 202
Gas and Propane Permits - Non-Residential Propane Installation - Connected load	\$ 50.00	0%	\$ 50.00	January 1, 202
Gas and Propane Permits - Connected Loads - 0 to 100,000 BTU	\$ 145.00	0%	\$ 145.00	January 1, 202
Gas and Propane Permits - Connected Loads - 100,001 to 200,000 BTU	\$ 165.00	0%	\$ 165.00	January 1, 202
Gas and Propane Permits - Connected Loads - 200,001 to 300,000 BTU	\$ 185.00	0%	\$ 185.00	January 1, 202
Gas and Propane Permits - Connected Loads - 300,001 to 400,000 BTU	\$ 205.00	0%	\$ 205.00	January 1, 202
Gas and Propane Permits - Connected Loads - 400,001 to 500,000 BTU	\$ 215.00	0%	\$ 215.00	January 1, 202
Gas and Propane Permits - Connected Loads - 500,001 to 750,000 BTU	\$ 225.00	0%	\$ 225.00	January 1, 202
Gas and Propane Permits - Connected Loads - 750,001 to 1,000,000 BTU	\$ 275.00	0%	\$ 275.00	January 1, 202
Gas and Propane Permits - Connected Loads - 1,000,001 to 2,000,000 BTU	\$ 295.00	0%	\$ 295.00	January 1, 202
Gas and Propane Permits - Connected Loads - Over 2,000,000 BTU For each 100,000 BTU (or portion of) over 2,000,000 BTU	\$ 8.00	0%	\$ 8.00	January 1, 202
Gas and Propane Permits - Connected Loads - Propane Distribution and Cylinder Refill Center	\$ 250.00	0%	\$ 250.00	January 1, 202
Gas and Propane Permits - Gas Appliance Replacement - 0 to 500,000 BTU	\$ 165.00	0%	\$ 165.00	January 1, 202

Gas and Propane Permits - Gas Appliance Replacement - 500,001 to 1,000,000 BTU	\$ 185.00	0%	\$ 185.00	January 1, 2021
Gas and Propane Permits - Gas Appliance Replacement - 1,000,001 to 2,000,000 BTU	\$ 225.00	0%	\$ 225.00	January 1, 2021
Gas and Propane Permits - Gas Appliance Replacement - Over 2,000,000 BTU	\$ 325.00	0%	\$ 325.00	January 1, 2021
Gas and Propane Permits - Oil and Gas Industrial Equipment - 0 to 500,000 BTU	\$ 225.00	0%	\$ 225.00	January 1, 2021
Gas and Propane Permits - Oil and Gas Industrial Equipment - 500,001 to 1,000,000 BTU	\$ 300.00	0%	\$ 300.00	January 1, 2021
Gas and Propane Permits - Oil and Gas Industrial Equipment - For each 100,000 BTU (or portion of) over 1,000,000 BTU	\$ 1.00	0%	\$ 1.00	January 1, 2021
Gas and Appliance Venting Permit - Contractor, Residential, Commercial, Industrial and Institutional Installations - 1 to 4 appliances	\$ 125.00	0%	\$ 125.00	January 1, 2021
Gas and Appliance Venting Permit - Contractor, Residential, Commercial, Industrial and Institutional Installations - 5 to 7 appliances	\$ 165.00	0%	\$ 165.00	January 1, 2021
Gas and Appliance Venting Permit - Contractor, Residential, Commercial, Industrial and Institutional Installations - 8 to 10 appliances	\$ 195.00	0%	\$ 195.00	January 1, 2021
Gas and Appliance Venting Permit - Contractor, Residential, Commercial, Industrial and Institutional Installations - 11 to 15 appliances	\$ 235.00	0%	\$ 235.00	January 1, 2021
Gas and Appliance Venting Permit - Contractor, Residential, Commercial, Industrial and Institutional Installations - 16 to 20 appliances	\$ 285.00	0%	\$ 285.00	January 1, 2021
Gas and Appliance Venting Permit - Contractor, Residential, Commercial, Industrial and Institutional Installations - For each appliance over 20	\$ 8.00	0%	\$ 8.00	January 1, 2021
Gas and Appliance Venting Permit - Homeowner Residential - 1 to 4 appliances	\$ 145.00	0%	\$ 145.00	January 1, 2021
Gas and Appliance Venting Permit - Homeowner Residential - 5 to 7 appliances	\$ 185.00	0%	\$ 185.00	January 1, 2021
Gas and Appliance Venting Permit - Homeowner Residential - 8 to 10 appliances	\$ 205.00	0%	\$ 205.00	January 1, 2021
Gas and Appliance Venting Permit - Homeowner Residential - 11 to 15 appliances	\$ 255.00	0%	\$ 255.00	January 1, 2021
Gas and Appliance Venting Permit - Homeowner Residential - 16 to 20 appliances	\$ 295.00	0%	\$ 295.00	January 1, 2021
Gas and Appliance Venting Permit - Homeowner Residential - For each appliance over 20	\$ 8.00	0%	\$ 8.00	January 1, 2021
Electrical Permit - Contractor, Residential - Up to 1,200 sq./ft	\$ 165.00	0%	\$ 165.00	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)



Electrical Permit - Contractor, Residential - 1,201 to 1,500 sq./ft	\$ 195.00	0%	\$ 195.00	January 1, 2021
Electrical Permit - Contractor, Residential - 1,501 to 2,000 sq./ft	\$ 215.00	0%	\$ 215.00	January 1, 2021
Electrical Permit - Contractor, Residential - 2,001 to 2,500 sq./ft	\$ 235.00	0%	\$ 235.00	January 1, 2021
Electrical Permit - Contractor, Residential - 2,501 to 5,000 sq./ft	\$ 275.00	0%	\$ 275.00	January 1, 2021
Electrical Permit - Contractor, Residential - Over 5,000 sq./ft (per sq. ft over 5,000)	\$275.00 + \$.10/ft <sup>2</sup>	0%	\$275.00 + \$.10/ft <sup>2</sup>	January 1, 2021
Electrical Permit - Contractor, Residential - Minor Installations: 1) Air Conditioning Unit; 2) Hot Tub; 3) Service Change Only; and 4) Underground Service Conductors Only	\$ 125.00	0%	\$ 125.00	January 1, 2021
Electrical Permit - Contractor, Residential - Manufactured Home/Modular Home Connection	\$ 125.00	0%	\$ 125.00	January 1, 2021
Electrical Permit - Contractor, Residential - Temporary Service up 125 Amps	\$ 125.00	0%	\$ 125.00	January 1, 2021
Electrical Permit - Homeowner, Residential - Up to 1,200 sq./ft	\$ 185.00	0%	\$ 185.00	January 1, 2021
Electrical Permit - Homeowner, Residential - 1,201 to 1,500 sq./ft	\$ 205.00	0%	\$ 205.00	January 1, 2021
Electrical Permit - Homeowner, Residential - 1,501 to 2,000 sq./ft	\$ 265.00	0%	\$ 265.00	January 1, 2021
Electrical Permit - Homeowner, Residential - 2,001 to 2,500 sq./ft	\$ 295.00	0%	\$ 295.00	January 1, 2021
Electrical Permit - Homeowner, Residential - 2,501 to 5,000 sq./ft	\$ 295.00	0%	\$ 295.00	January 1, 2021
Electrical Permit - Homeowner, Residential - Over 5,000 sq./ft (per sq. ft over 5,000)	\$295.00 + \$.10/ft <sup>2</sup>	0%	\$295.00 + \$.10/ft <sup>2</sup>	January 1, 2021
Electrical Permit - Homeowner, Residential - Minor Installations: 1) Air Conditioning Unit; 2) Hot Tub; 3) Service Change Only; and 4) Underground Service Conductors Only	\$ 145.00	0%	\$ 145.00	January 1, 2021
Electrical Permit - Homeowner, Residential - Manufactured Home/Modular Home Connection	\$ 145.00	0%	\$ 145.00	January 1, 2021
Electrical Permit - Homeowner, Residential - Temporary Service up 125 Amps	\$ 145.00	0%	\$ 145.00	January 1, 2021
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$0.00 - \$3,500.00	\$ 125.00	0%	\$ 125.00	January 1, 2021
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$3,500.01 - \$5,000.00	\$ 150.00	0%	\$ 150.00	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)

Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$5,000.01 - \$7,000.00	\$ 175.00	0%	\$ 175.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$7,000.01 - \$9,500.00	\$ 200.00	0%	\$ 200.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$9,500.01 - \$14,000.00	\$ 225.00	0%	\$ 225.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$14,000.01 - \$19,000.00	\$ 250.00	0%	\$ 250.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$19,000.01 - \$24,000.00	\$ 275.00	0%	\$ 275.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$24,000.01 - \$28,000.00	\$ 300.00	0%	\$ 300.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$28,000.01 - \$33,000.00	\$ 325.00	0%	\$ 325.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$33,000.01 - \$39,000.00	\$ 350.00	0%	\$ 350.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$39,001.00 - \$46,000.00	\$ 375.00	0%	\$ 375.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$46,001.00 - \$60,000.00	\$ 400.00	0%	\$ 400.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$60,001.00 - \$70,000.00	\$ 450.00	0%	\$ 450.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$70,001.00 - \$80,000.00	\$ 525.00	0%	\$ 525.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$80,001.00 - \$90,000.00	\$ 575.00	0%	\$ 575.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$90,001.00 - \$100,000.00	\$ 625.00	0%	\$ 625.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$100,001.00 - \$110,000.00	\$ 650.00	0%	\$ 650.00	January 1, 202



Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$110,001.00 - \$120,000.00	\$ 675.00	0%	\$ 675.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$120,001.00 - \$130,000.00	\$ 725.00	0%	\$ 725.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$130,001.00 - \$140,000.00	\$ 750.00	0%	\$ 750.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$140,001.00 - \$150,000.00	\$ 775.00	0%	\$ 775.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$150,001.00 - \$160,000.00	\$ 825.00	0%	\$ 825.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$160,001.00 - \$170,000.00	\$ 850.00	0%	\$ 850.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$170,001.00 - \$180,000.00	\$ 875.00	0%	\$ 875.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$180,001.00 - \$190,000.00	\$ 925.00	0%	\$ 925.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$190,001.00 - \$200,000.00	\$ 950.00	0%	\$ 950.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$200,001.00 - \$210,000.00	\$ 1,000.00	0%	\$ 1,000.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$210,001.00 - \$220,000.00	\$ 1,100.00	0%	\$ 1,100.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$220,001.00 - \$230,000.00	\$ 1,200.00	0%	\$ 1,200.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$230,001.00 - \$240,000.00	\$ 1,300.00	0%	\$ 1,300.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$240,001.00 - \$250,000.00	\$ 1,400.00	0%	\$ 1,400.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$250,001.00 - \$300,000.00	\$ 1,500.00	0%	\$ 1,500.00	January 1, 202

Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$300,001.00 - \$350,000.00	\$ 1,600.00	0%	\$ 1,600.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$350,001.00 - \$400,000.00	\$ 1,700.00	0%	\$ 1,700.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$400,001.00 - \$450,000.00	\$ 1,800.00	0%	\$ 1,800.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$450,001.00 - \$500,000.00	\$ 2,000.00	0%	\$ 2,000.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$500,001.00 - \$550,000.00	\$ 2,100.00	0%	\$ 2,100.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$550,001.00 - \$600,000.00	\$ 2,200.00	0%	\$ 2,200.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$600,001.00 - \$650,000.00	\$ 2,300.00	0%	\$ 2,300.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$650,001.00 - \$700,000.00	\$ 2,400.00	0%	\$ 2,400.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$700,001.00 - \$750,000.00	\$ 2,500.00	0%	\$ 2,500.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$750,001.00 - \$800,000.00	\$ 2,600.00	0%	\$ 2,600.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$800,001.00 - \$850,000.00	\$ 2,700.00	0%	\$ 2,700.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$850,001.00 - \$900,000.00	\$ 2,800.00	0%	\$ 2,800.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$900,001.00 - \$950,000.00	\$ 2,900.00	0%	\$ 2,900.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$950,001.00 - \$1,000,000.00	\$ 3,000.00	0%	\$ 3,000.00	January 1, 202
Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - \$1,000,001.00 and over	Install Cost/ \$1000.00 x 3	0%	Install Cost/ \$1000.00 x 3	January 1, 202

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)

Electrical Permit - Commercial (including apartments), Industrial and Institutional (based on Installations Cost) - Temporary service	\$ 200.00	0%	\$ 200.00	January 1, 202
Electrical Permit - Annual Electric (Note: kVA rating based on main transformer capacity) - Up to 100 kVA	\$ 350.00	0%	\$ 350.00	January 1, 202
Electrical Permit - Annual Electric (Note: kVA rating based on main transformer capacity) - 101 to 1,000 kVA	\$350.00 + \$60.00/100 kVA for portion exceeding 100 kVA	0%	\$350.00 + \$60.00/100 kVA for portion exceeding 100 kVA	January 1, 202
Electrical Permit - Annual Electric (Note: kVA rating based on main transformer capacity) - 1,001 to 5,000 kVA	\$890.00 + \$10.00/100 kVA for portion exceeding 1,000 kVA	0%	\$890.00 + \$10.00/100 kVA for portion exceeding 1,000 kVA	January 1, 202
Electrical Permit - Annual Electric (Note: kVA rating based on main transformer capacity) - 5,001 to 10,000 kVA	\$1,290.00 + \$5.00/100 kVA for portion exceeding 5,000 kVA		\$1,290.00 + \$5.00/100 kVA for portion exceeding 5,000 kVA	January 1, 202
Electrical Permit - Annual Electric (Note: kVA rating based on main transformer capacity) - 10,001 to 20,000 kVA	\$1,540.00 + \$4.00/100 kVA for portion exceeding 10,000 kVA	0%	\$1,540.00 + \$4.00/100 kVA for portion exceeding 10,000 kVA	January 1, 202
Electrical Permit - Annual Electric (Note: kVA rating based on main transformer capacity) - Over 20,000 kVA	\$1,940.00 + \$3.00/100 kVA for portion exceeding 20,000 kVA	0%	\$1,940.00 + \$3.00/100 kVA for portion exceeding 20,000 kVA	January 1, 202
Occupancy Permit - Residential, Single Dwelling	\$ 125.00	0%	\$ 125.00	January 1, 202
Occupancy Permit - Residential, Commercial, Industrial and Institutional	\$ 200.00	0%	\$ 200.00	January 1, 202
Refunds - Building Permits (25% of original fee paid will be withheld)	Minimum \$100.00	0%	Minimum \$100.00	January 1, 202
Refunds - Electrical Permits (10% of original fee paid will be withheld)	Minimum \$50.00	0%	Minimum \$50.00	January 1, 202
Refunds - Gas and Appliance Venting or Plumbing Permit (10% of original fee paid will be withheld)	Minimum \$50.00	0%	Minimum \$50.00	January 1, 202

Renewal Fees - Building Discipline – fees will be assessed based on the percentage of work left to be complete, multiplied by project value at a rate of \$7.25 per \$1,000.00 of project value	Minimum \$125.00	0%	Minimum \$125.00	January 1, 2021
Renewal Fees - Electrical Discipline - Residential projects with a construction value of \$5,000 or less	\$ 100.00	0%	\$ 100.00	January 1, 2021
Renewal Fees - Electrical Discipline - Residential projects with a construction value of \$5,001 or more	\$ 125.00	0%	\$ 125.00	January 1, 2021
Renewal Fees - Electrical Discipline - Commercial, Industrial and Institutional projects – fees assessed based on installation costs multiplied by percentage of work left to complete	Using commercial installation costs	0%	Using commercial installation costs	January 1, 2021
Renewal Fees - Plumbing Discipline - Projects with 20 or less fixtures	\$ 100.00	0%	\$ 100.00	January 1, 2021
Renewal Fees - Plumbing Discipline - Projects with 21 or more fixtures	\$ 125.00	0%	\$ 125.00	January 1, 2021
Renewal Fees - Gas Discipline - Projects with 10 outlets or less	\$ 100.00	0%	\$ 100.00	January 1, 2021
Renewal Fees - Gas Discipline - Projects with 11 outlets or more				January 1, 2021
Renewal Fees - Gas Appliance Ventilation - 10 appliances or less	\$ 100.00	0%	\$ 100.00	January 1, 2021
Renewal Fees - Gas Appliance Ventilation - 11 outlets or more	\$ 125.00	0%	\$ 125.00	January 1, 2021
Renewal Fees - Private Sewage Disposal - Residential and commercial holding tank	\$ 100.00	0%	\$ 100.00	January 1, 2021
Renewal Fees - Private Sewage Disposal - Residential and commercial fields, mounds, sand filters, treatment tanks and open discharge systems	\$ 125.00	0%	\$ 125.00	January 1, 2021
Renewal Fees - Private Sewage Disposal - Industrial systems and treatment plants	\$ 200.00	0%	\$ 200.00	January 1, 2021
General - Re-inspection Fee - First occurrence	\$ 175.00	0%	\$ 175.00	January 1, 2021
General - Re-inspection Fee - Each subsequent occurrence	\$ 250.00	0%	\$ 250.00	January 1, 2021
General - No-entry Fee - First occurrence	\$ 175.00	0%	\$ 175.00	January 1, 2021
General - No-entry Fee - Each subsequent occurrence	\$ 250.00	0%	\$ 250.00	January 1, 2021
General - Additional Fees - Inspections outside of regular working hours (only when critical to public safety or occupancy of a structure)	\$ 175.00	0%	\$ 175.00	January 1, 2021
General - Additional Fees - Variances (alternative solutions)	\$ 250.00	0%	\$ 250.00	January 1, 2021
Rural Water and Sewer Connection Permit Fee - gravity sewer system, storm system or full pressure water system, or combination thereof	\$ 125.00	0%	\$ 125.00	January 1, 2021

Rural Water and Sewer Connection Permit Fee - low pressure sewer system or trickle fill water system, or combination thereof	\$ 200.00	0%	\$ 200.00	January 1, 2021
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### Schedule M - Solid Waste

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Landfill Rates - Mixed loads of construction and demolition waste (recyclables not fully removed)	\$ 99.00	0%	\$ 99.00	January 1, 2021
Landfill Rates - Demolition or commercial waste originating from cleanup of properties damaged or destroyed by wildfire or firefighting activities in May 2016	\$ 99.00	0%	\$ 99.00	January 1, 2021
Landfill Rates - Clean and segregated brush and trees (minimal root soil), wood chips, asphalt, concrete, metals, unpainted or untreated dimensional lumber, pallets or plywood	\$ -	0%	\$ -	January 1, 2021
Landfill Rates - Commercial waste	\$ 87.00	10%	\$ 95.70	January 1, 2021
Landfill Rates - Special handling	\$ 188.00	0%	\$ 188.00	January 1, 2021
Landfill Rates - Tires	\$ -	0%	\$ -	January 1, 2021
Landfill Rates - Household refuse				January 1, 2021
Landfill Rates - Compostable material	\$ 3.00	10%	\$ 3.30	January 1, 2021
Landfill Rates - CFC appliances with gas	\$ 46.00	0%	\$ 46.00	January 1, 2021
Landfill Rates - Appliances without gas	\$ -	0%	\$ -	January 1, 2021
Landfill Rates - Large commercial appliances – special handling	\$ 143.00	0%	\$ 143.00	January 1, 2021
Landfill Rates - Soil (clean fill)	\$ 3.00	10%	\$ 3.30	January 1, 2021
Landfill Rates - Residential recyclables	\$ -	0%	\$ -	January 1, 2021
Landfill Rates - Mobile home disposal	\$ 1,121.00	0%	\$ 1,121.00	January 1, 2021
Landfill Rates - Scale usage charge	\$ 35.00	0%	\$ 35.00	January 1, 2021
Landfill Rates - Minimum charge	\$ 10.00	0%	\$ 10.00	January 1, 2021
Landfill Rates - Mattress disposal	\$ 25.00	10%	\$ 27.50	January 1, 2021
Landfill Rates - Box spring disposal	\$ 25.00	10%	\$ 27.50	January 1, 2021
Landfill Rates - Compost – External usage	\$ 60.00	0%	\$ 60.00	January 1, 2021
Landfill Rates - Crushed concrete - External usage	\$ 22.00	0%	\$ 22.00	January 1, 2021
Landfill Rates - Crushed concrete - Internal usage	\$ 20.00	0%	\$ 20.00	January 1, 2021
Landfill Rates - Manure	\$ 12.00	0%	\$ 12.00	January 1, 2021
Landfill Rates - Peat moss – External usage	\$ 32.00	0%	\$ 32.00	January 1, 2021
Landfill Rates - Crushed Asphalt - External Usage	\$ 22.00	0%	\$ 22.00	January 1, 2021
Landfill Rates - Crushed Asphalt - Internal Usage	\$ 20.00	0%	\$ 20.00	January 1, 2021
Landfill Rates - Triple Mix	\$ 32.00	0%	\$ 32.00	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)

Solid Waste Disposal (Monthly Rates) - Urban Service Area – Single and Multi-Family Residential - Waste Disposal	\$ 11.06	10%	\$ 12.17	January 1, 202
Solid Waste Disposal (Monthly Rates) - Urban Service Area – Single and Multi-Family Residential - Recycling Depots	\$ 1.65	10%	\$ 1.82	January 1, 202
Solid Waste Disposal (Monthly Rates) - Urban Service Area – Single and Multi-Family Residential - Curbside recyclable collection	\$ 14.00	0%	\$ 14.00	January 1, 202
Solid Waste Disposal (Monthly Rates) - Rural Service Area – Single and Multi-Family Residential - Waste Disposal	\$ 8.00	15%	\$ 9.20	January 1, 202
Solid Waste Disposal (Monthly Rates) - Rural Service Area – Single and Multi-Family Residential - Recycling Depots	\$ 1.65	10%	\$ 1.82	January 1, 202
Solid Waste Disposal (Monthly Rates) - Rural Service Area – Single and Multi-Family Residential - Curbside recyclable collection (where available)	\$ 14.00	0%	\$ 14.00	January 1, 202
Replacement of damaged or destroyed Municipal Waste Receptacle	\$ 56.00	10%	\$ 61.60	January 1, 202



## Schedule N - Water

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Urban Service Area – Residential – Meter Size Charge + Variable Rate - 16 mm and 19 mm	\$30.77 + \$0.73/m <sup>3</sup>	10%	\$33.85 + \$0.80/m <sup>3</sup>	January 1, 2021
Urban Service Area – Residential – Meter Size Charge + Variable Rate - 25 mm, 32 mm and 38 mm	\$72.11 + \$0.73/m <sup>3</sup>	10%	\$79.32 + \$0.80/m <sup>3</sup>	January 1, 2021
Urban Service Area – Residential – Meter Size Charge + Variable Rate - 51 mm and 76 mm	\$233.11 + \$0.73/m <sup>3</sup>	10%	\$256.42 + \$0.80/m <sup>3</sup>	January 1, 2021
Urban Service Area – Residential – Meter Size Charge + Variable Rate - 102 mm, 152 mm, 203 mm and 254 mm	\$1,960.10 + \$0.73/m <sup>3</sup>	10%	\$2156.11 + \$0.80/m <sup>3</sup>	January 1, 2021
Rural Service Area – Residential – Meter Size Charge + Variable Rate - 16 mm and 19 mm	\$16.09 + \$0.73/m <sup>3</sup>	15%	\$18.50 + \$0.80/m <sup>3</sup>	January 1, 2021
Rural Service Area – Residential – Meter Size Charge + Variable Rate - 25 mm, 32 mm and 38 mm	\$39.60 + \$0.73/m <sup>3</sup>	15%	\$45.54 + \$0.80/m <sup>3</sup>	January 1, 2021
Rural Service Area – Residential – Meter Size Charge + Variable Rate - 51 mm and 76 mm	\$127.97 + \$0.73/m <sup>3</sup>	15%	\$147.17 + \$0.80/m <sup>3</sup>	January 1, 2021
Rural Service Area – Residential – Meter Size Charge + Variable Rate - 102 mm, 152 mm, 203 mm and 254 mm	\$1,123.60 + \$0.73/m <sup>3</sup>	15%	\$1292.14 + \$0.80/m <sup>3</sup>	January 1, 2021
Commercial - Meter Size Charge + Variable Rate - 16 mm	\$10.11 + \$1.61/m <sup>3</sup>	10%	\$11.12 + \$1.77/m <sup>3</sup>	January 1, 2021
Commercial - Meter Size Charge + Variable Rate - 19 mm	\$15.26 + \$1.61/m <sup>3</sup>	10%	\$16.79 + \$1.77/m <sup>3</sup>	January 1, 2021
Commercial - Meter Size Charge + Variable Rate - 25 mm	\$23.02 + \$1.61/m <sup>3</sup>	10%	\$25.32 + \$1.77/m <sup>3</sup>	January 1, 2021
Commercial - Meter Size Charge + Variable Rate - 32 mm	\$34.87 + \$1.61/m <sup>3</sup>	10%	\$38.36 + \$1.77/m <sup>3</sup>	January 1, 2021
Commercial - Meter Size Charge + Variable Rate - 38 mm	\$52.68 + \$1.61/m <sup>3</sup>	10%	\$57.95 + \$1.77/m <sup>3</sup>	January 1, 2021
Commercial - Meter Size Charge + Variable Rate - 51 mm	\$79.56 + \$1.61/m <sup>3</sup>	10%	\$87.52 + \$1.77/m <sup>3</sup>	January 1, 2021
Commercial - Meter Size Charge + Variable Rate - 76 mm	\$120.24 + \$1.61/m <sup>3</sup>	10%	\$132.26 + \$1.77/m <sup>3</sup>	January 1, 2021
Commercial - Meter Size Charge + Variable Rate - 102 mm	\$181.71 + \$1.61/m <sup>3</sup>	10%	\$199.88 + \$1.77/m <sup>3</sup>	January 1, 2021
Commercial - Meter Size Charge + Variable Rate - 152 mm	\$274.54 + \$1.61/m <sup>3</sup>	10%	\$301.99 + \$1.77/m <sup>3</sup>	January 1, 2021
Commercial - Meter Size Charge + Variable Rate - 203 mm and 254 mm	\$424.45 + \$1.61/m <sup>3</sup>	10%	\$466.90 + \$1.77/m <sup>3</sup>	January 1, 2021
Apartment Buildings (per unit)	\$4.80 + meter size charge	10%	\$5.28 + meter size charge	January 1, 2021

Attachment: 3. Fees, Rates and Charges - Schedule A (Fees, Rates and Charges Updates)

Gregoire Mobile Home Park (per unit)	\$6.30 + meter size charge	10%	\$6.93 + meter size charge	January 1, 2021
Cartier Park (per unit)	\$ 74.00	10%	\$ 81.40	January 1, 2021
Bulk Water	\$ 6.50	0%	\$ 6.50	January 1, 2021
Meter Charge - Installation Cost - Up to 25 mm meter	\$ 315.00	10%	\$ 346.50	January 1, 2021
Meter Charge - Installation Cost - 38 mm meter	\$ 762.00	15%	\$ 876.30	January 1, 2021
Meter Charge - Installation Cost - 50 mm meter	\$ 1,044.00	15%	\$ 1,200.60	January 1, 2021
Meter Charge - Installation Cost - 76 mm meter	\$ 5,090.00	15%	\$ 5,853.50	January 1, 2021
Meter Charge - Installation Cost - 102 mm meter	\$ 6,740.00	15%	\$ 7,751.00	January 1, 2021
Meter Test - Up to 25 mm meter	\$ 55.00	15%	\$ 63.25	January 1, 2021
Meter Test - 25 mm to 51 mm meter	\$ 150.00	15%	\$ 172.50	January 1, 2021
Remote Reader Relocation or Replacement – excluding abuse, tampering and vandalism	\$ 250.00	10%	\$ 275.00	January 1, 2021
Turn on or turn off Curb Stop (customer's request)	\$ 55.00	10%	\$ 60.50	January 1, 2021
Service Connection Fee	\$ 185.00	10%	\$ 203.50	January 1, 2021
Thawing of Frozen Service	\$ 500.00	10%	\$ 550.00	January 1, 2021
Bleeder installation	\$ 500.00	10%	\$ 550.00	January 1, 2021
Residential water consumption – Trailers, where no meter exists	\$ 190.00	10%	\$ 209.00	January 1, 2021
Commercial water consumption – Trailers, where no meter exists	\$ 200.00	10%	\$ 220.00	January 1, 2021
Rural water hauling fee (monthly)	\$ 16.09	15%	\$ 18.50	January 1, 2021
Un-metered Service	Service size + 27m <sup>3</sup> / month water consumption	0%	Service size + 27m <sup>3</sup> / month water consumption	January 1, 2021
Reconnection Fee - During office hours	\$ 42.00	15%	\$ 48.30	January 1, 2021
Reconnection Fee - After office hours	\$ 220.00	10%	\$ 242.00	January 1, 2021
Construction Water - Residential Fixed rate - From date of occupancy permit for first 3 months	\$ 120.00	10%	\$ 132.00	January 1, 2021
Construction Water - Residential Fixed rate - Cumulative, Incremental cost for each additional month over 3 months	\$ 120.00	10%	\$ 132.00	January 1, 2021
Construction Water - Commercial variable rate - Water volumes for construction purposes based on an estimate prior to water being supplied to the site based on expected construction activity, duration of construction, water service size / nature of construction.	\$ 1.80	10%	\$ 1.98	January 1, 2021
Hydrant Use - Deposit for hydrant meter (refundable upon return of hydrant meter in good working order)	\$ 1,100.00	0%	\$ 1,100.00	January 1, 2021
Hydrant Use - Daily rental	\$ 120.00	0%	\$ 120.00	January 1, 2021



Hydrant Use - Water usage	\$ 12.00	0%	\$ 12.00	January 1, 2021
Water service application	\$ 35.00	0%	\$ 35.00	January 1, 2021
Documentation provided for "Proof of Residency"	\$ 35.00	0%	\$ 35.00	January 1, 2021
Bulk Water - Replacement RFID tag		100%	\$ 27.60	January 1, 2021

### Schedule O - Rural Water and Sewer Service Connection

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Rural Water and Sewer Service Connection - Application Fee	\$200.00	0%	\$200.00	January 1, 2021
Rural Water and Sewer Service Connection - Lump Sum - Janvier, Conklin, Anzac, Gregoire Lake Estates, and Draper	\$15,800.00	0%	\$15,800.00	January 1, 2021
Rural Water and Sewer Service Connection - Lump Sum - Saprae Creek	\$9,800.00	0%	\$9,800.00	January 1, 2021
Rural Water and Sewer Service Connection - Bi-monthly for 25 years - Janvier, Conklin, Anzac, Gregoire Lake Estates, and Draper	\$105.00	0%	\$105.00	January 1, 2021
Rural Water and Sewer Service Connection - Bi-monthly for 25 years - Saprae Creek	\$65.00	0%	\$65.00	January 1, 2021

### Schedule P - Wastewater

	2020 Fee	Increase / Decrease	2021 Fee	Effective Date
Urban Service Area – Meter Size Charge + Variable Rate - 16 mm and 19 mm	\$15.02 + 0.43/m <sup>3</sup>	10%	\$16.52 + 0.47/m <sup>3</sup>	January 1, 2021
Urban Service Area – Meter Size Charge + Variable Rate - 25 mm, 32 mm and 38 mm	\$25.74 + 0.43/m <sup>3</sup>	10%	\$28.31 + 0.47/m <sup>3</sup>	January 1, 2021
Urban Service Area – Meter Size Charge + Variable Rate - 51 mm and 76 mm	\$203.02 + 0.43/m <sup>3</sup>	10%	\$223.32 + 0.47/m <sup>3</sup>	January 1, 2021
Urban Service Area – Meter Size Charge + Variable Rate - 102 mm, 152 mm, 203 mm and 254 mm	\$1,422.26 + 0.43/m <sup>3</sup>	10%	\$1564.49 + 0.47/m <sup>3</sup>	January 1, 2021
Rural Service Area – Meter Size Charge + Variable Rate - 16 mm and 19 mm	\$8.25 + 0.43/m <sup>3</sup>	15%	\$9.49 + 0.47/m <sup>3</sup>	January 1, 2021
Rural Service Area – Meter Size Charge + Variable Rate - 25 mm, 32 mm and 38 mm	\$14.10 + 0.43/m <sup>3</sup>	15%	\$16.22 + 0.47/m <sup>3</sup>	January 1, 2021
Rural Service Area – Meter Size Charge + Variable Rate - 51 mm and 76 mm	\$208.20 + 0.43/m <sup>3</sup>	7%	\$223.32 + 0.47/m <sup>3</sup>	January 1, 2021
Rural Service Area – Meter Size Charge + Variable Rate - 102 mm, 152 mm, 203 mm and 254 mm	\$1,457.10 + 0.43/m <sup>3</sup>	7%	\$1564.49 + 0.47/m <sup>3</sup>	January 1, 2021
Un-metered Service	Service size + 27m <sup>3</sup> / month water consumption	0%	Service size + 27m <sup>3</sup> / month water consumption	January 1, 2021

Apartment Building (per unit)	\$5.83 + meter size charge/ month	10%	\$6.41 + meter size charge/ month	January 1, 2021
Gregoire Mobile Home Park (per unit)	\$11.99 + meter size charge/ month	10%	\$13.19 + meter size charge/ month	January 1, 2021
Cartier Park - Un-metered (per unit)	\$46.67	10%	\$51.34	January 1, 2021
Variable	\$ 0.43	10%	\$ 0.47	January 1, 2021
Sewage Lagoon - Number of axles	\$ 54.50	0%	\$ 54.50	January 1, 2021
Sewage Lagoon - Replacement RFID tag	\$ 24.00	15%	\$ 27.60	January 1, 2021
Sewage Lagoon - Vehicles with holding tanks not exceeding 1m <sup>3</sup>	\$ 6.00	10%	\$ 6.60	January 1, 2021

The attached benchmarking exercise provides both a comprehensive review of all User Fees, Rates and Charges, as well as compares those rates and charges against similar communities within Alk

Description	Summarized description of each User Fee, Rate or Charge
Occurrence	Frequency that each User Fee, Rate or Charge is based on
Current Rate	Current Rate charged by the Municipality
Proposed Rate	Proposed Rate to be charged by the Municipality
Change	Percentage change between Current and Proposed Rate to be charged by the Municipality
Locations	Locations researched throughout Alberta. Other includes Medicine Hat, St. Albert, Airdrie, etc. Not all loca
Average Benchmark	Represents that average of all benchmark amounts

#	Description	Unit of Measure	Current Rate	Proposed Rate	Change %	Average Benchmark
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Schedule I – Transit Services

#	Description	Unit of Measure	Current Rate	Proposed Rate	Change %	Average Benchmark
1	Transit Fees					
	a) Urban					
	i) Cash Fare (One Way)	Per occurrence	\$1.50	\$1.50	0%	\$3.13
	ii) Cash Fare (One Way) - Child (5 and Under) & Senior (65+)	Per occurrence		\$0.00		\$3.00
	iii) 18-Ride Booklet (One Way)	Per occurrence	\$25.50	\$25.50	0%	\$47.60
	iv) Monthly Pass (Student)	Per occurrence	\$41.00	\$41.00	0%	\$61.38
	v) Monthly Pass (Adult)	Per occurrence	\$54.00	\$54.00	0%	\$82.50
	b) Rural (One Way)					
	i) Cash Fare - Students and Adult (13 - 64)	Per occurrence	\$10.00	\$10.00	0%	
	ii) Cash Fare - Child (5 - 12)	Per occurrence	\$5.00	\$5.00	0%	
	iii) Cash Fare - (Child under 5 and adult 65+)	Per occurrence		\$0.00		
	iv) 5 Ride Booklet - Students and Adult (13 - 64)	Per occurrence		\$40.00		
	v) 5 Ride Booklet - Child (5-12)	Per occurrence		\$20.00		
	vi) 10 Ride Booklet - Students and Adult (13-64)	Per occurrence		\$80.00		
	vii) 10 Ride Booklet - Child (5-12)	Per occurrence		\$40.00		
	c) SMART Bus (Specialized Transportation - One Way)					
	i) Cash Fare	Per occurrence	\$1.50	\$1.50	0%	\$3.08
	ii) 10 Ride Booklet	Per occurrence		\$15.00		\$27.08
	iii) 20 Ride Booklet	Per occurrence		\$30.00		\$54.17
	iv) Anzac or Janview	Per occurrence		\$10.00		
2	Charters					
	a) Municipal use only	Hourly	\$115.00	\$115.00	0%	\$115.00
	b) External and non-municipal use	Hourly	\$130.00	\$130.00	0%	\$0.00
	c) SMART Rate - Specialized Transit	Per occurrence	\$35.00	\$35.00	0%	\$0.00

Schedule M – Solid Waste

#	Description	Unit of Measure	Current Rate	Proposed Rate	Change %	Average Benchmark
1	Landfill Rates					
	a) Mixed loads of construction and demolition waste (recyclables not fully removed)	Per tonne	\$99.00	\$99.00	0%	\$95.38
	b) Demolition or commercial waste originating from cleanup of properties damaged or destroyed by wildfire or firefighting activities in May 2016	Per tonne	\$99.00	\$99.00	0%	\$94.82
	c) Clean and segregated brush and trees (minimal root soil), wood chips, asphalt, concrete, metals, unpainted or untreated dimensional lumber, pallets or plywood	Per tonne	\$0.00	\$0.00	0%	\$44.65
	d) Commercial Waste	Per tonne	\$87.00	\$95.70	10%	\$104.88
	e) Special Handling	Per tonne	\$188.00	\$188.00	0%	\$141.03
	f) Tires	Per tonne	\$0.00	\$0.00	0%	\$48.60
	g) Household Refuse	Per tonne	\$58.00	\$63.80	10%	\$80.92
	h) Compostable Material	Per tonne	\$3.00	\$3.30	10%	\$64.50
	i) CFC Appliances With Gas	Per unit	\$46.00	\$46.00	0%	\$23.13
	j) Appliances Without Gas	Per unit	\$0.00	\$0.00	0%	\$21.75
	k) Large Commercial Appliances – Special Handling	Per unit	\$143.00	\$143.00	0%	\$22.33
	l) Soil (Clean Fill)	Per tonne	\$3.00	\$3.30	10%	\$32.13
	m) Residential Recyclables	Per tonne	\$0.00	\$0.00	0%	\$0.00
	n) Mobile Home Disposal	Per unit	\$1,121.00	\$1,121.00	0%	\$0.00
	o) Scale Usage Charge	Per visit	\$35.00	\$35.00	0%	\$0.00
	p) Minimum Charge	Per visit	\$10.00	\$10.00	0%	\$14.93
	q) Mattress Disposal	Per unit	\$25.00	\$27.50	10%	\$49.13
	r) Box Spring Disposal	Per unit	\$25.00	\$27.50	10%	\$67.25
	s) Compost – External Usage	Per tonne	\$60.00	\$60.00	0%	\$0.00
	t) Crushed Concrete					
	i) External Usage	Per tonne	\$22.00	\$22.00	0%	\$23.00
	ii) Internal Usage	Per tonne	\$20.00	\$20.00	0%	\$0.00
	u) Manure	Per tonne	\$12.00	\$12.00	0%	\$0.00
	v) Peat Moss - External Usage	Per tonne	\$32.00	\$32.00	0%	\$0.00
	w) Crushed Asphalt					
	i) External Usage	Per tonne	\$22.00	\$22.00	0%	\$0.00
	ii) Internal Usage	Per tonne	\$20.00	\$20.00	0%	\$0.00
	v) Triple Mix	Per tonne	\$32.00	\$32.00	0%	
2	Solid Waste Disposal (Per Month)					
	a) Urban Service Area – Single and Multi-Family Residential (Per Dwelling)					
	i) Waste Disposal	Monthly	\$11.06	\$12.17	10%	\$25.19
	ii) Recycling Depots	Monthly	\$1.65	\$1.82	10%	\$5.39
	iii) Curbside Recyclable Collection	Monthly	\$14.00	\$14.00	0%	\$7.83

#	Description	Unit of Measure	Current Rate	Proposed Rate	Change %	Average Benchmark
	b) Rural Service Area – Single and Multi-Family Residential (Per Dwelling)					
	i) Waste Disposal	Monthly	\$8.00	\$9.20	15%	\$22.34
	ii) Recycling Depots	Monthly	\$1.65	\$1.82	10%	\$4.75
	iii) Curbside Recyclable Collection (Where Available)	Monthly	\$14.00	\$14.00	0%	\$11.04

3	Replacement of damaged or destroyed Municipal Waste Receptable	Per unit	\$56.00	\$61.60	10%	
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Schedule N – Water

#	Description	Unit of Measure	Current Rate	Proposed Rate	Change %	Average Benchmark
1	Urban Service Area – Residential – Meter Size Charge + Variable Rate					
	a) 16 mm and 19 mm	Monthly	\$30.77 + \$0.73/m <sup>3</sup>	\$33.85 + \$0.80/m <sup>3</sup>	10%	\$18.45 + 1.70/m3
	b) 25 mm, 32 mm and 38 mm	Monthly	\$72.11 + \$0.73/m <sup>3</sup>	\$79.32 + \$0.80/m <sup>3</sup>	10%	\$50.19 + 1.70/m3
	c) 51 mm and 76 mm	Monthly	\$233.11 + \$0.73/m <sup>3</sup>	\$256.42 + \$0.80/m <sup>3</sup>	10%	\$161.58 + 1.70/m3
	d) 102 mm, 152 mm, 203 mm and 254 mm	Monthly	\$1,960.10 + \$0.73/m <sup>3</sup>	\$2156.11 + \$0.80/m <sup>3</sup>	10%	\$1,386.04 + 1.70/m3
2	Rural Service Area – Residential – Meter Size Charge + Variable Rate					
	a) 16 mm and 19 mm	Monthly	\$16.09 + \$0.73/m <sup>3</sup>	\$18.50 + \$0.80/m <sup>3</sup>	15%	\$18.45 + 1.70/m3
	b) 25 mm, 32 mm and 38 mm	Monthly	\$39.60 + \$0.73/m <sup>3</sup>	\$45.54 + \$0.80/m <sup>3</sup>	15%	\$50.19 + 1.70/m3
	c) 51 mm and 76 mm	Monthly	\$127.97 + \$0.73/m <sup>3</sup>	\$147.17 + \$0.80/m <sup>3</sup>	15%	\$161.58 + 1.70/m3
	d) 102 mm, 152 mm, 203 mm and 254 mm	Monthly	\$1,123.60 + \$0.73/m <sup>3</sup>	\$1,292.14 + \$0.80/m <sup>3</sup>	15%	\$1,386.04 + 1.70/m3
3	Commercial - Meter Size Charge + Variable Rate					
	a) 16 mm	Monthly	\$10.11 + \$1.61/m <sup>3</sup>	\$11.12 + \$1.77/m <sup>3</sup>	10%	\$12.34 + 1.61/m3
	b) 19 mm	Monthly	\$15.26 + \$1.61/m <sup>3</sup>	\$16.79 + \$1.77/m <sup>3</sup>	10%	\$18.17 + 1.61/m3
	c) 25 mm	Monthly	\$23.02 + \$1.61/m <sup>3</sup>	\$25.32 + \$1.77/m <sup>3</sup>	10%	\$25.61 + 1.61/m3
	d) 32 mm	Monthly	\$34.87 + \$1.61/m <sup>3</sup>	\$38.36 + \$1.77/m <sup>3</sup>	10%	\$25.61 + 1.61/m3
	e) 38 mm	Monthly	\$52.68 + \$1.61/m <sup>3</sup>	\$57.95 + \$1.77/m <sup>3</sup>	10%	\$50.95 + 1.61/m3
	f) 51 mm	Monthly	\$79.56 + \$1.61/m <sup>3</sup>	\$87.52 + \$1.77/m <sup>3</sup>	10%	\$86.97 + 1.61/m3
	g) 76 mm	Monthly	\$120.24 + \$1.61/m <sup>3</sup>	\$132.26 + \$1.77/m <sup>3</sup>	10%	\$162.79 + 1.61/m3
	h) 102 mm	Monthly	\$181.71 + \$1.61/m <sup>3</sup>	\$199.88 + \$1.77/m <sup>3</sup>	10%	\$302.86 + 1.61/m3
	i) 152 mm	Monthly	\$274.54 + \$1.61/m <sup>3</sup>	\$301.99 + \$1.77/m <sup>3</sup>	10%	\$597.34 + 1.61/m3
	j) 203 mm and 254 mm	Monthly	\$424.45 + \$1.61/m <sup>3</sup>	\$466.90 + \$1.77/m <sup>3</sup>	10%	\$1,371.92 + 1.61/m3
4	Apartment Buildings	Per unit	\$4.80 + meter size charge	\$5.28+ meter size charge	10%	
5	Gregoire Mobile Home Park	Per mobile home	\$6.30 + meter size charge	\$6.93 + meter size charge	10%	
6	Cartier Park – Un-metered	Per mobile home	\$74.00	\$81.40	10%	
7	Bulk Water	Per m <sup>3</sup>	\$6.50	\$6.50	0%	\$4.34
8	Meter Charge – Installation Cost					
	a) Up to 25 mm meter	Per occurrence	\$315.00	\$346.50	10%	\$1,100.00
	b) 38 mm meter	Per occurrence	\$762.00	\$876.30	15%	\$3,400.00
	c) 50 mm meter	Per occurrence	\$1,044.00	\$1,200.60	15%	\$5,200.00
	d) 76 mm meter	Per occurrence	\$5,090.00	\$5,853.50	15%	\$10,000.00
	e) 102 mm meter	Per occurrence	\$6,740.00	\$7,751.00	15%	\$15,400.00
9	Meter Test					
	a) Up to 25 mm meter	Per occurrence	\$55.00	\$63.25	15%	\$180.00
	b) 25 mm to 51 mm meter	Per occurrence	\$150.00	\$172.50	15%	\$262.50

10	Remote Reader Relocation or Replacement – excluding abuse, tampering and vandalism	Per occurrence	\$250.00	\$275.00	10%
11	Turn on or turn off Curb Stop (Customer’s Request)	Per occurrence	\$55.00	\$60.50	10%
12	Service Connection Fee	Per occurrence	\$185.00	\$203.50	10%
13	Thawing of Frozen Service	Per occurrence	\$500.00	\$550.00	10%
14	Bleeder installation	Per occurrence	\$500.00	\$550.00	10%
15	Residential water consumption – Trailers, where no meter exists	Monthly	\$190.00	\$209.00	10%
16	Commercial water consumption – Trailers, where no meter exists	Monthly	\$200.00	\$220.00	10%
17	Rural water hauling fee	Monthly	\$16.09	\$18.50	15%

\$118.00
\$109.67
\$140.42

#	Description	Unit of Measure	Current Rate	Proposed Rate	Change %
18	Un-metered service	Monthly	Service size + 27m3 / month water consumption	Service size + 27m3 / month water consumption	0%
19	Reconnection Fee	Per occurrence			
	a) During office hours	Per occurrence	\$42.00	\$48.30	15%
20	b) After office hours	Per occurrence	\$220.00	\$242.00	10%
	Construction Water				
	a) Residential Fixed rate				
	i) From date of occupancy permit for first 3 months	Per occurrence	\$120.00	\$132.00	10%
21	ii) Cumulative, Incremental cost for each additional month over 3 months	Per occurrence	\$120.00	\$132.00	10%
	b) Commercial variable rate - Water volumes for construction purposes based on an estimate prior to water being supplied to the site based on expected construction activity, duration of construction, water service size / nature of construction.	Per m <sup>3</sup>	\$1.80	\$1.98	10%
22	Hydrant Use				
	a) Deposit for hydrant meter (refundable upon return of hydrant meter in good working order)	Per occurrence	\$1,100.00	\$1,100.00	0%
	b) Daily Rental	Per occurrence	\$120.00	\$120.00	0%
	c) Water usage	Per m <sup>3</sup>	\$12.00	\$12.00	0%
23	Water service application	Per occurrence	\$35.00	\$35.00	0%
24	Documentation provided for “Proof of Residency”	Per occurrence	\$35.00	\$35.00	0%
	Bulk water - Replacement RFID tag	Per occurrence		\$27.60	100%

Average Benchmark
\$65.00
\$164.00
\$255.00
\$255.00
\$2.52
\$1,466.67
\$70.75
\$1.91
\$29.90

Schedule P – Wastewater

#	Description	Unit of Measure	Current Rate	Proposed Rate	Change %
1	Urban Service Area – Meter Size Charge + Variable Rate				
	a) 16 mm and 19 mm	Monthly	\$15.02 + 0.43/m <sup>3</sup>	\$16.52 + 0.47/m <sup>3</sup>	10%
	b) 25 mm, 32 mm and 38 mm	Monthly	\$25.74 + 0.43/m <sup>3</sup>	\$28.31 + 0.47/m <sup>3</sup>	10%
	c) 51 mm and 76 mm	Monthly	\$203.02 + 0.43/m <sup>3</sup>	\$223.32 + 0.47/m <sup>3</sup>	10%
2	d) 102 mm, 152 mm, 203 mm and 254 mm	Monthly	\$1,422.26 + 0.43/m <sup>3</sup>	\$1,564.49 + 0.47/m <sup>3</sup>	10%
	Rural Service Area – Meter Size Charge + Variable Rate				
	a) 16 mm and 19 mm	Monthly	\$8.25 + 0.43/m <sup>3</sup>	\$9.49 + 0.47/m <sup>3</sup>	15%
	b) 25 mm, 32 mm and 38 mm	Monthly	\$14.10 + 0.43/m <sup>3</sup>	\$16.22 + 0.47/m <sup>3</sup>	15%
	c) 51 mm and 76 mm	Monthly	\$208.20 + 0.43/m <sup>3</sup>	\$223.32 + 0.47/m <sup>3</sup>	7%

Average Benchmark
\$15.64 + 1.48/m3
\$27.89 + 1.48/m3
\$109.03 + 1.48/m3
\$805.66 + 1.48/m3
\$15.64 + 1.48/m3
\$27.89 + 1.48/m3
\$109.03 + 1.48/m3



	d) 102 mm, 152 mm, 203 mm and 254 mm	Monthly	\$1,457.10 + 0.43/m <sup>3</sup>	\$1,564.49 + 0.47/m <sup>3</sup>	7%	\$805.66 + 1.48/m3
3	Un-metered service	Monthly	Service size + 27m3 / month water consumption	Service size + 27m3 / month water consumption	0%	
4	Apartment Building	Per unit	\$5.83 + meter size charge/month	\$6.41 + meter size charge/month	10%	
5	Gregoire Mobile Home Park	Per mobile home	\$11.99 + meter size charge/month	\$13.19 + meter size charge/month	10%	
6	Cartier Park – Un-metered	Per mobile home	\$46.67	\$51.34	10%	
7	Variable	Per m <sup>3</sup>	\$0.43	\$0.47	10%	\$1.49
8	Sewage Lagoon					
	a) Number of axles (Per Axle)	Per axle	\$54.50	\$54.50	0%	\$33.63
	b) Replacement RFID tag	Per tag	\$24.00	\$27.60	15%	\$50.00
	c) Vehicles with holding tanks not exceeding 1 m <sup>3</sup>	Per occurrence	\$6.00	\$6.60	10%	

Schedule Q – Late Payment

#	Description	Unit of Measure	Current Rate	Proposed Rate	Change %	Average Benchmark
1	Late Payment Charge - Invoices past their due date					
	a) For fees on Schedule D, F, G, I, M, N, O, P	Monthly	1.5%	1.5%	0%	2.7%
	b) For fees on Schedule A, B, C, H, J, K, L	Monthly	0.0%	0.0%	0%	
	c) For fees on Schedule E	Monthly	1.5%	0.0%	-1.5%	0.3%

# Fees, Rates and Charges Bylaw

Presenters: Linda Ollivier, Director, Financial Services  
Maureen Deverdenne, Manager, Accounting Services

Department: Financial Services

Meeting Date: December 8, 2020



# Fees, Rates and Charges Background

- Fees, rates and charges are paid by consumers who use and benefit from certain municipal goods and services. Examples include public transit, recreation facilities, permits, utility services, etc.
- There are three types of user fees and charges dependent upon the service or program the consumer is using. The type dictates the level of municipal rate support.

# Municipal Services vs. Subsidy Level

No Direct Benefit to an Individual, Group of Individuals or Businesses

Who Benefits?

Direct Benefit to an Individual, Group of Individuals or Businesses

General Revenue

- Fire
- Police
- Roads
- Parks

User Fees and General Revenue

- Transit
- Recreation Facilities




User Fees

- Utilities
- Licenses

# Fees, Rates and Charges Update

- A comprehensive review, and benchmarking to other Alberta municipalities for RMWB programs and services, was undertaken in 2019
- Due to the current economic conditions in Alberta, all fees, rates and charges except solid waste, water, and wastewater services are recommended to be held to their current rates
- Continuation towards:
  - Direct cost recovery for solid waste, water, and wastewater services
  - Aligning urban and rural rates to be equivalent

# Utility Rate Comparisons

	Current Rate (Monthly)	Proposed Rate (Monthly)	Rate Change (Monthly)	Average Benchmark (Monthly)	Proposed Rate vs. Average Benchmark (5%)
Urban* <ul style="list-style-type: none"> <li>• Water</li> <li>• Wastewater</li> <li>• Garbage &amp; Recycling</li> </ul>	\$95.70	\$103.75	 \$8.05	\$135.81	31% Lower in RMWB
Rural* <ul style="list-style-type: none"> <li>• Water</li> <li>• Wastewater</li> <li>• Garbage &amp; Recycling</li> </ul>	\$71.19	\$96.36	 \$25.17	\$117.86	22% Lower in RMWB
Commercial** <ul style="list-style-type: none"> <li>• Water</li> <li>• Wastewater</li> </ul>	\$690.58	\$758.84	 \$68.26	\$814.00	7% Lower in RMWB

Attachment: Fees, Rates and Charges Bylaw Presentation (Fees, Rates and Charges

# Utility Rate Strategy

- Continued annual rate review including benchmarking
- Continue to find cost efficiencies
- Once Direct Cost Recovery is met, plan for Full Cost Recovery

# Account Holder Update

- Presently, we allow renters to apply and pay utilities for the residence that they are renting.
- The Municipality has been experiencing substantial account write-offs of renter accounts and are recommending following the best practice of other Alberta Municipalities, which is to only allow property owners to hold utility accounts.
- All existing renter accounts in good standing will stay status quo.

# Questions?



## COUNCIL REPORT

Meeting Date: December 8, 2020

### **Subject: Request for Deferment/Cancellation of Taxes and Penalties**

#### **APPROVALS:**

**Jamie Doyle**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Chief Administrative Officer

#### **Recommended Motion:**

THAT collection of the 2018 taxes owing and associated penalties for late payment on the tax accounts identified in Attachment 1 in the amount of \$507,989.06, be deferred for a period of 12 months from December 31, 2020; and

THAT collection of the 2019 taxes owing and associated penalties for late payment on the tax accounts identified in Attachment 1 in the amount of \$494,914.34, be deferred for a period of 24 months from December 31, 2020; and

THAT taxes or tax arrears and associated penalties in the amount of \$2,556,273.78 be cancelled without further resolution of Council, at the end of the 24-month deferment period, if municipal taxes for those properties for 2018, 2019, 2021 and 2022 are paid in full according to attached Attachment 2.

#### **Summary:**

The company that formerly carried on an oil sands operation on properties associated with the tax accounts identified in Attachment 1 became unable to meet its financial obligations during the oil price downturn of 2015 - 2016 and went into receivership. As a result, the properties are not currently producing. The receiver, Everest Canadian Resources Corp. ("Everest") purchased and plans to substantially re-work and, in some cases, replace the oil producing assets with the goal of bringing the properties back into production.

On December 10, 2019, Council passed a motion to cancel tax arrears and penalties in the amount of \$2,194,752.02 if Everest paid 2018, 2019, and 2020 tax levies by December 31, 2020. Everest was able to pay 2020 taxes in the amount of \$398,047.99 on June 24, 2020. However, due to COVID-19's impact on economy and lower oil prices, Everest faced significant challenges to restart the project and fulfill the payment of 2018 and 2019 taxes in 2020 as per previous arrangement. Therefore, Everest has requested that Council defer collection of the taxes and penalties now shown on the relevant tax accounts, and further authorize cancellation of the tax arrears if Everest



pays the taxes assessed on the producing assets for 2018, 2019, 2021, and 2022 according to Attachment 2.

**Rationale for Recommendation:**

In usual circumstances, for commercial land and buildings, Administration would not recommend cancelling back taxes so that a new company could take ownership of the taxable property free and clear of the tax arrears. This is because in usual circumstances the return to the Municipality by applying the usual tax recovery process would be more than sufficient to pay the tax arrears in full. In this case however, there are three unique aspects to consider:

- (a) the nature of the assets is such that the return to the Municipality by following the tax recovery process would be significantly less than the amount of the tax arrears;
- (b) if the assets are not reworked to bring the property back into production, there will be no future tax revenue from these properties as the receiver will be required to turn them over to the Provincial orphan well program.
- (c) Everest committed to and paid 2020 taxes.

For these reasons, Administration believes that agreeing to cancel tax arrears left behind by a failed company, on the condition that Everest pay its taxes for 2018, 2019 and going forward, makes good business sense and is in the best interest of the Municipality and its taxpayers. Accordingly, Administration recommends that Council exercise the authority vested in it alone under section 347 of the Municipal Government Act, to pass the resolution set out in the "Administrative Recommendations" section of this Council Report.

As per legal advice, the fact that the former company is now out of business and that the assets in question are no longer producing oil at this time, there is limited legal risk of setting precedent for any other oil company that remains in production.

**Strategic Priorities:**

Responsible Government

**Attachments:**

**1. Everest Tax Accounts**

**2. Everest Payment Schedule**

**Attachment 1**  
**Everest Tax Accounts**

Account ID
10553005
10553008
10553012
10584195
10607236
10577156

**Attachment 2****Payment Schedule**

- (a) Payment of \$507,989.06 for the 2018 tax levy on or before December 31, 2021;
- (b) Payment of \$494,914.34 for the 2019 tax levy on or before December 31, 2022;
- (c) Payment of the 2021 tax levy on or before June 30, 2021; and
- (d) Payment of the 2022 tax levy on or before June 30, 2022.



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## COUNCIL REPORT

Meeting Date: December 8, 2020

**Subject: Bylaw No. 20/032 - Land Use Bylaw Amendment - Definition and General Regulations Related to Project Accommodations**

**APPROVALS:**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Chief Administrative Officer

**Recommended Motion:**

THAT Bylaw No. 20/032, being an amendment to the Land Use Bylaw specific to the definition and general regulations related to project accommodations, be read a first time; and

THAT the required public hearing for Bylaw No. 20/032 be scheduled to occur on January 26, 2021.

**Summary:**

Administration is proposing amendments to the Land Use Bylaw related to project accommodations. The proposed amendments encompass changes to definitions, duration for maximum permit approval, approvals extensions, annual updates, and a more precise application submission and review process for development permits.

Proposed amendments were first brought before Council for consideration on January 8, 2019 (Bylaw No. 19/002), followed by a revised set of amendments on July 9, 2019 following feedback from stakeholders (Bylaw No. 19/018). On July 9, Council heard from interested parties and deferred second reading, directing Administration to continue engaging with stakeholders.

Further engagement allowed topics of concern to be explored in greater detail, leading to the development of new amendments that seek to balance the interests of all parties. The proposed amendment provides greater oversight and gives permit applicants a more consistent and predictable regulatory framework while still allowing flexibility to maintain their operations.

**Background:**

Project Accommodations provide housing in remote areas where operations are significantly distant from urban and rural centers and are a common form of housing for

the region's industrial workforce. Over time, concerns have arisen for accommodating this population officially in terms of the region's "Shadow Population". Currently accounting for roughly 31% of the region's population, there is a need to update current provisions to introduce a framework for enhanced processes and data collection for project accommodations that serve this segment of the population.

The Land Use Bylaw currently allows project accommodations in almost all land use districts with little supporting regulation, which is inconsistent with the direction provided in several Area Structure Plans, namely those for rural hamlets where project accommodations are prohibited within hamlet boundaries.

There is a need to revise provisions in the Land Use Bylaw to provide more robust direction to the Development Authority when reviewing such development permit applications. Relevant definitions in the Land Use Bylaw are out of date, and there is currently insufficient direction given to identifying appropriate locations for project accommodations, duration of the permit approval, and application submission criteria.

Administration first brought forward amendments to address these issues on January 8, 2019. Bylaw 19/002 was given first reading, and proceeded to a public hearing on February 12, 2019. However, the public hearing was deferred until July 9, 2019. During the intervening months, Administration refined the amendments to take into account stakeholder concerns, including adjusting the permit approval duration from 2 years to 4 years.

The changes were significant enough to warrant a new bylaw, and thus Bylaw 19/018 was brought forward for first reading on June 11, 2019 and second and third reading on July 9, 2019. During the public hearing, Industry representatives raised concerns with respect to the proposed changes and Council directed Administration to continue engaging with stakeholders.

The amendments propose to remove project accommodations as an allowable use in almost 30 land use districts. Where they continue to be allowed (most notably the Rural District), project accommodations are proposed to have a maximum permit duration of up to 5 years, which is a further increase from the last two proposed amendments. Rather than requiring applicants to go through a complete development permit process each time a permit expires, a significant change is proposed whereby existing project accommodations that meet certain criteria will be able to apply for a one-time extension. The extension will be valid for up to 5 more years after which a new development permit must be sought. This is a notable change because it entails the implementation of a new process that has never before been offered. The bylaw also introduces a reporting program that requires operators to submit annual updates pertaining to their facility.

### **Budget/Financial Implications:**

Permit fees for project accommodations will continue to be collected, and the proposed amendments are not expected to have a substantive impact on revenues. Operational

costs are expected to remain stable, as the increased workload arising from the annual reporting program will be offset by the efficiencies realized from a more streamlined permitting process.

**Rationale for Recommendation:**

The proposed amendment to the Land Use Bylaw will provide better regulatory oversight for project accommodations, allowing the Municipality to exercise a greater degree of control over the applications it receives. With the increase in approval duration, the introduction of a new process by which extensions may be sought, and a new reporting program, significant improvements have been made in an attempt to balance the interests of the Municipality and concerns expressed by stakeholders.

**Strategic Priorities:**

Responsible Government  
Regional Economic Development

**Attachments:**

**1. Bylaw No. 20/032 - Land Use Bylaw Amendment - Project Accommodations**

## BYLAW NO. 20/032

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

WHEREAS Section 191 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 10 of this bylaw.
2. Section 10 is amended by deleting the definitions of “Project Accommodation” and “Tourism Commercial”; and replacing them with the following:

**PROJECT ACCOMMODATION** means a residential complex used to house workers who are characteristically employed in industrial projects. These residential complexes may also accommodate non-industrial related populations including but not limited to visiting athletes during competitions hosted in the Regional Municipality or evacuees affected by an emergency, and without restricting the generality of the above, the complex is usually made up of several mobile units, clustered in such fashion as to provide sleeping, eating, recreation, and other basic living facilities. The units may be dismantled and removed from the site from time to time.

**TOURISM COMMERCIAL** means a Development designed, intended, or used to attract people visiting an area, or provide sleeping accommodation for the traveling public, and includes associated services and facilities. Tourism Commercial includes but is not limited to: Apartment Hotel; Bed and Breakfast; Carnival; Country Inn; Hostel; Hotel; and Motel as defined in Section 10 of this Bylaw.

3. Section 10 is further amended by deleting the definition of “**TEMPORARY PROJECT ACCOMMODATIONS**”.
4. Section 20 is amended by deleting subsection 20.1 (s) “project accommodation housing 20 or fewer workers and located on a site for 28 days or less.”
5. Section 87 is amended by deleting subsections 87.1 and 87.2 in their entirety and replacing them with the following:

87.1 All Project Accommodations require a development permit.

87.2 A development permit for a Project Accommodation use may be issued for up to a maximum of five (5) years. At the discretion of the Development Authority, a

one-time extension for up to a maximum of five (5) years may be granted pursuant to Section 87.4 subject to the following:

- (a) Development permit fees are paid;
- (b) Reporting as set out in Section 87.5 is compliant; and
- (c) Development permits, including revisions, are current and approved as of the date of the requested extension, including without limitation any changes to site plans, servicing plans, bed counts and floor plans as required.

Note: If a Section 87.4 extension is not available or not otherwise preferred by an applicant / owner, a regular application for a Project Accommodation use remains available pursuant to Section 87 of this Bylaw.

6. Section 87 is further amended by deleting subsection 87.4 in its entirety and replacing it with the following:

87.4 An extension under subsection 87.2 requires that an applicant / owner submit an application containing the following information at any time prior to the expiration of the existing approved Development Permit, all to the satisfaction of the Development Authority:

- (a) Current certificate of title or land dispositions/lease documents issued by the owner/authority,
- (b) Site plan,
- (c) Floor plans,
- (d) Servicing plans, and
- (e) Current emergency management plan.

7. Section 87 is further amended by inserting new subsection 87.5 as follows:

87.5 (a) As a condition of any approval for a Project Accommodation, the holder of a Development Permit is required to submit the following information annually on or before January 31<sup>st</sup>:

- (i) Updated or as-built site plan on the date of reporting,
- (ii) Existing bed count and current occupancy, and
- (iii) Changes in the facility name, operation, services, or contact details.



- (b) In cases where the applicant / owner fails to submit the annual updates required in accordance with Subsection 87.5 (a), the Development Authority may, at any time and at its discretion, take either or both of the following actions:
  - (i) Refuse to grant an extension of an existing approved Development Permit to the applicant / owner;
  - (ii) Begin enforcement action against the applicant / owner if the Project Accommodation is found to be non-compliant with the conditions of the existing approved Development Permit.

8. Section 87 is further amended by inserting new subsection 87.6 as follows:

- 87.6
- (a) The applicant / owner must inform the Municipality in writing about the removal of a Project Accommodation a minimum of 30 days prior to the expiration of the existing Development Permit(s) for such use.
  - (b) The applicant / owner must apply for a new development permit, or an extension of an existing Development Permit, for Project Accommodation a minimum of 30 days prior to the expiration of an existing Development Permit(s) for such use.
  - (c) An approved Development Permits for a Project Accommodation of 499 beds or less, may be extended a further 120 days to allow for decommissioning. The Project Accommodation shall be unoccupied commencing on the expiry date of such Development Permit and all facilities associated with such use removed from the site within 120 days of such expiry date.
  - (d) In addition to meeting the the requirements of Section 87.6 (c), Project Accommodations of 500 beds or greater shall obtain a Demolition Permit if the decommissioning period is to be longer than 120 days from the date of the expiry of the Development Permit. The term of the Demolition Permit will be established at the discretion of the Development Authority based on the submission of a decommissioning plan by the applicant / owner.
  - (e) The decommissioning requirements of subsections 87.6 (c) or 87.6(d) shall not apply, if, in the opinion of the Development Authority, the applicant / owner is has submitted an application and is working with the Development Authority on either a new development permit or an extension of an existing Development Permit.

9. The following sections are amended by deleting the use “Project Accommodation” under the subsection titled “Discretionary Uses – Development Officer”:

- 93 R1 - Single Detached Residential District
  - 94 R1E - Single Family Estate Residential District
  - 95 RIM - Mixed Form Single Detached Residential District
  - 96 R1S - Single Family Small Lot Residential District
  - 97 R2 - Low Density Residential District
  - 98 R3 - Medium Density Residential District
  - 99 R4 - High Density Residential District
  - 100 RMH - Manufactured Home Residential District
  - 101 RMH-2 Small Zero Lot Line Manufactured Home Residential District
  - 105 C1 - Community Commercial District
  - 106 C2 - Mixed/Transitional Commercial District
  - 107 C3 - Shopping Centre Commercial District
  - 108 C4 - Highway Commercial District
  - 109 C5 - Central Business District
  - 111 BI Business Industrial District
  - 113 PS - Public Services District
  - 114 PR Parks and Recreation District
  - 119 R1P - Planned Unit Residential District
  - 121 RMH – 1 Modified Manufactured Home District
  - 123 DC-R4 - Direct Control High Density Residential District
  - 124 C4A Arterial Commercial District
  - 125 DC-R2 Direct Control Low Density Residential
  - 126 R3-1 Medium Density Residential District
  - 127 DC – RMH Direct Control Manufactured Home District
  - 200 DC-UER Direct Control Urban Estate Residential District
  - 201 R3-2 Special Medium Density Residential District
  - 202 R2-1 Modified Medium Density Residential District
  - 203 DC-R3 Direct Control Medium Density Residential District
  - 204 C3A – Timberlea Shopping Centre Commercial District
10. The following sections are amended by deleting the use “Temporary Project Accommodation” under the subsection titled “Discretionary Uses – Development Officer”:
- 115 UE - Urban Expansion District
  - 117 HG - Hamlet General District
11. This bylaw comes into force the day it passed.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Legislative Officer



## COUNCIL REPORT

Meeting Date: December 8, 2020

### **Subject: Community Identification Committee Recommendation - Renaming Fort MacKay Road**

#### **APPROVALS:**

**Jamie Doyle**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Chief Administrative Officer

#### **Recommended Motion:**

THAT Fort MacKay Road, as shown on Attachment 1, be renamed as Fort McKay Road.

#### **Summary:**

To ensure consistency with the official Hamlet name of Fort McKay, the Community Identification Committee recommended that the renaming of 'Fort MacKay Road' be forwarded to Council for approval.

In accordance with the Community Identification System (Council Policy No. LDI-010), Council's approval is required for the naming and renaming of communities, subdivisions, multi-family projects, municipal facilities, streets, bridges, and highways in the Regional Municipality of Wood Buffalo.

#### **Background:**

There have historically been two iterations of this name in use: 'Fort MacKay' (commonly used by the Province) and 'Fort McKay' (commonly used by residents). As part of discussions for the Area Structure Plan (ASP), the Fort McKay Métis requested that the Hamlet be officially called 'Fort McKay'. This was approved by Council when the ASP was adopted on January 23, 2018.

While assigning addresses to properties in Fort McKay, Administration observed that the primary road providing access to Fort McKay is still named 'Fort MacKay Road' and does not match the revised name of the community. This observation was presented to the Community Identification Committee in its meeting on July 30, 2020. The Committee recommended that the road be renamed, and that the name 'Fort McKay Road' be forwarded to Council for approval.

#### **Rationale for Recommendations:**

COUNCIL REPORT – Community Identification Committee Recommendation - Renaming Fort MacKay Road

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The proposed renaming of 'Fort MacKay Road' to 'Fort McKay Road' reflects consistency with the Hamlet's official name. Relevance and consistency are important cornerstones of the Community Identification Committee's naming conventions, leading to their recommended re-naming of this important local road.

**Strategic Priorities:**

Responsible Government  
Rural and Indigenous Communities and Partnerships

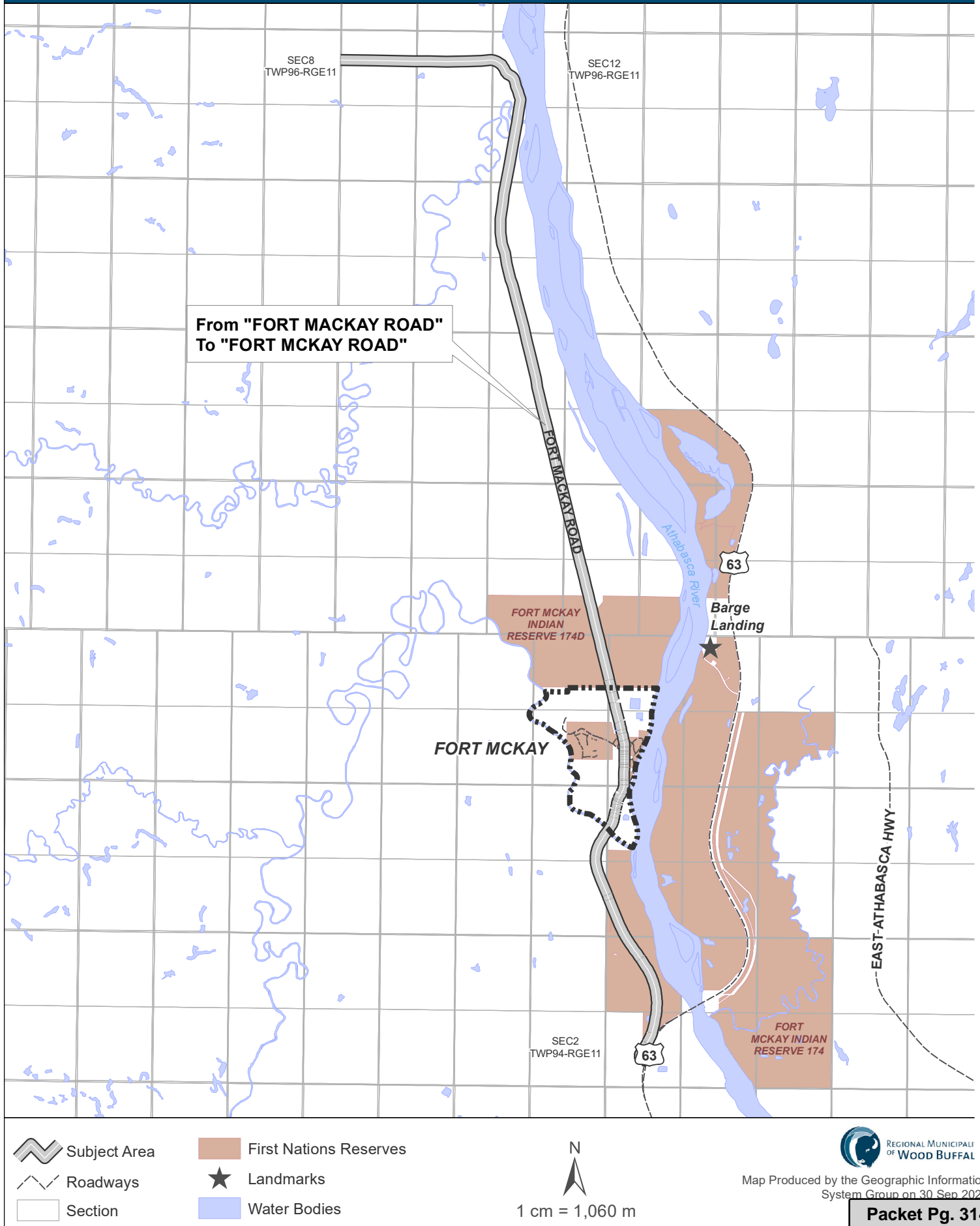
**Attachments:**

**1. Subject Area Map of Fort MacKay Road**

# SUBJECT AREA MAP

## Fort MacKay Road

## Attachment





## COUNCIL REPORT

Meeting Date: December 8, 2020

**Subject: Community Identification Committee Recommendation - Names of ball diamonds at MacDonald Island Park to be reassigned to ball diamonds at the Syncrude Athletic Park**

**APPROVALS:**

**Jamie Doyle**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Chief Administrative Officer

**Recommended Motion:**

THAT the names, 'Hlushak Field', 'Mutton Field', 'MacPherson Field', and 'Lambert Field' assigned to the ball diamonds at MacDonald Island Park, be reassigned to the ball diamonds at the Syncrude Athletic Park, as shown in Attachment 2.

**Summary:**

The names 'Hlushak Field', 'Mutton Field', 'MacPherson Field' and 'Lambert Field' are currently assigned to the ball diamonds at MacDonald Island Park. With these ball diamonds slated to become the site of the new Métis Cultural Centre, the Community Identification Committee recommended that the re-assignment of these names to the unnamed ball diamonds at the Syncrude Athletic Park be forwarded to Council for approval.

In accordance with the Community Identification System (Council Policy No. LDI-010), Council's approval is required for the naming and renaming of communities, subdivisions, multi-family projects, municipal facilities, streets, bridges, and highways in the Regional Municipality of Wood Buffalo.

**Background:**

Administration was approached by the McMurray Métis in 2019 seeking land for a new cultural center. On March 26, 2020, a request was submitted to the Municipality to transfer portions of land located on MacDonald Island. This request was approved by Council on June 9, 2020.

Currently, three of the ball diamonds ('Hlushak Field', 'Mutton Field', and 'MacPherson Field') are located on the land that has been transferred for the Cultural Centre and would therefore require removal. Community Services recommended that their names be re-assigned to the unnamed ball diamonds at the Syncrude Athletic Park. This request was presented to the Community Identification Committee at its meeting on

COUNCIL REPORT – Community Identification Committee Recommendation - Names of ball diamonds at MacDonald Island Park to be reassigned to ball diamonds at the Syncrude Athletic Park

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October 15, 2020.

The Committee discussed the request and recommended that in addition to these three names, "Lambert Field" (situated across the street) also be re-assigned as all four names share a common softball history. The significance and location of these four names is described in Attachment 1. The Committee recommended that the reassignment of these names to the Syncrude Athletic Park, as shown in Attachment 2, be forwarded to Council for approval.

**Rationale for Recommendation:**

The proposed reassigning of names from the MacDonald Island Park ball diamonds to the ball diamonds at the Syncrude Athletic Park reflects consistency, ensures that the chosen names are relevant to the sport, and acknowledges their important history and local significance.

**Strategic Priorities:**

Responsible Government

**Attachments:**

- 1. Details of Names Assigned to Ball Diamonds at MacDonald Island Park**
- 2. Map Showing Location of Reassigned Names for Ball Diamonds at Syncrude Athletic Park**



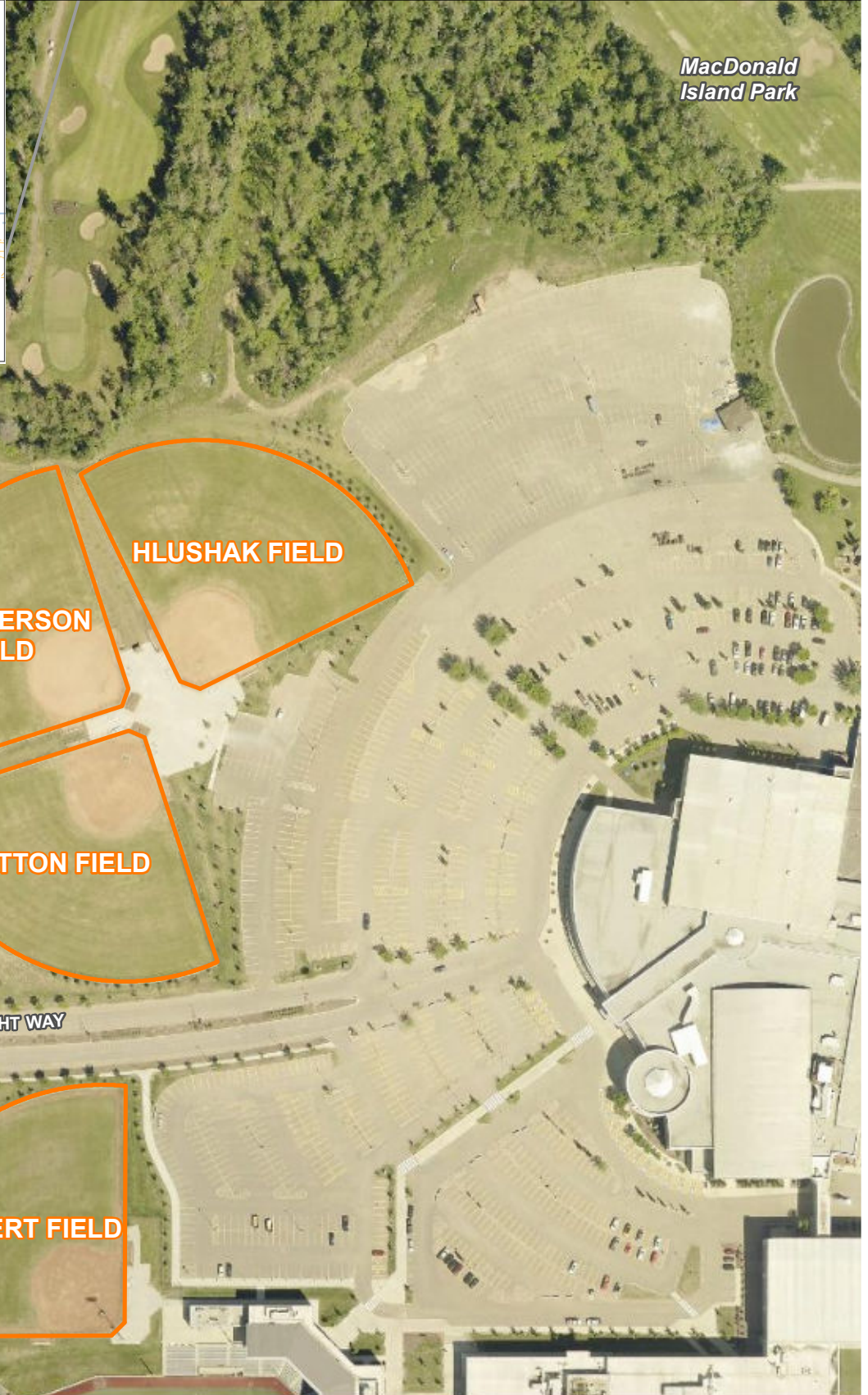
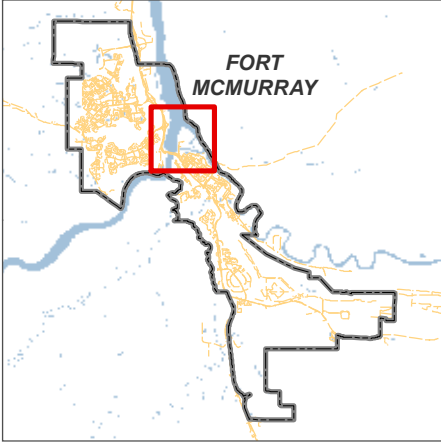
## Attachment 1

Name of the Field	History/Description
<b>HLUSHAK FIELD</b>	Named in honour of A.V. “Tip” Hlushak, a great ball player and coach. Co-founder of the Blueberry Fastball Tournament and a strong fastball advocate in Fort McMurray, Tip was well known for his love of the sport of fastball.
<b>MUTTON FIELD</b>	Named in honour of James A. “Jim” Mutton, a great ball player and co-founder of the Blueberry Fastball Tournament. He was a strong community advocate through his work with the Chamber of Commerce, Kinsmen Club, and other community groups and committees.
<b>MACPHERSON FIELD</b>	Named in honour of Paul MacPherson, a strong contributor to fastball in Fort McMurray until his sudden death in 1986. Paul served as a minor team coach and manager and as a director of the Senior Men’s Fastball Association.
<b>LAMBERT FIELD</b>	Named in honour of John Lambert, a key contributor to the development of local fastball and a dedicated community volunteer involved in several sport, recreation and arts and culture organizations. He also assisted the Golf Club in obtaining equipment from Great Canadian Oil Sands to assist construction of the original golf course on MacDonald Island.



# SUBJECT AREA MAP

## Lot 8, Block 1, Plan 2022329

Attachment



Attachment: 1. Details of Names Assigned to Ball Diamonds at MacDonald Island Park (Community Identification Committee

-  Ball Diamonds
-  Survey Parcels



1 cm = 25 meters



Map Produced by the Geographic Information  
System Group on 12 Nov 2020

Packet Pg. 318



# SUBJECT AREA MAP

## Portion of Lots 1-2, Plan 9824820

Attachment 2



Attachment: 2. Map Showing Location of Reassigned Names for Ball Diamonds at Syncrude Athletic Park (Community Identification



Subject Areas



Survey Parcels



1 cm = 35 meters



Map Produced by the Geographic Information  
System Group on 22 Oct 2020

Packet Pg. 319





## COUNCIL REPORT

Meeting Date: December 8, 2020

### **Subject: Regional Recreation Corporation of Wood Buffalo - Revisions to Corporate Bylaw and Appointment of Directors**

#### **APPROVALS:**

**Jamie Doyle**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Chief Administrative Officer

#### **Recommended Motion:**

1. THAT the corporate bylaws of the Regional Recreation Corporation of Wood Buffalo be revised and replaced with the text as outlined in Attachment 1.
2. THAT the appointments to the Regional Recreation Corporation, as outlined in Attachment 3, be approved as of January 1, 2021.

#### **Summary and Background:**

The corporate bylaws for the Regional Recreation Corporation of Wood Buffalo (RRC) currently states that the Member may choose to appoint Directors at the same times and following the same process by which the Municipality appoints persons to Council Committees provided that all such appointments be ratified by vote of the Member at the next annual or Special Meeting of the Member.

The RRC has requested revisions that would allow the ratification of Directors to occur outside of an annual meeting so the appointment shall be effective when a resolution in writing is signed by all the members entitled to vote on that resolution, and the Director consents in writing to hold office as a Director.

Additional revisions proposed seek to clarify the purpose and mandate of the RRC and are general and housekeeping in nature as well as extending the annual report deadline to extend 30 days following the financial statements to ensure that the annual report of the RRC aligns with the approved financial statements.

The RRC has requested that the Member hold a Special Meeting to address the proposed bylaw revisions, and to ratify the appointment of the Directors who were appointed by Council during the December 8, 2020 Council meeting.

#### **Rationale for Recommendation:**

The proposed revisions aim to simplify the RRC's governance procedure by enabling

COUNCIL REPORT – Regional Recreation Corporation of Wood Buffalo - Revisions to Corporate Bylaw and Appointment of Directors

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Directors to be appointed by written resolution thereby enabling vacant positions to be filled without delay and ensuring the ongoing viability of the Board and the RRC. The proposed revisions have been reviewed by Legal Counsel for the RMWB and RRC and are supported by the current Board of Directors of the RRC.

**Strategic Priorities:**

Pillar 1 - Building Responsible Government  
Responsible Government

**Attachments:**

- 1. Regional Recreation Corporation Bylaw Revisions**
- 2. Regional Recreation Corporation Bylaw (Clean version)**
- 3. Regional Recreation Corporation Director Appointments**

A BYLAW RELATING GENERALLY TO THE CONDUCT OF THE AFFAIRS  
OF REGIONAL RECREATION CORPORATION OF WOOD BUFFALO

(the “Corporation”)

---

**BE IT ENACTED** as a Bylaw of the Corporation as follows:

**1. Definitions**

In this Bylaw and all other Bylaws of the Corporation, unless the context otherwise requires:

- (a) “**Act**” means the *Canada Not-for-profit Corporations Act* S.C. 2009, c. 23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
- (b) “**Articles**” means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;
- (c) “**Board**” means the Board of Directors of the Corporation;
- (d) “**Board Resolution**” means any vote taken or resolution passed in the normal conduct of a meeting of the Board;
- (e) “**Bylaw**” means this Bylaw and any other bylaw of the Corporation as amended and which are, from time to time, in force and effect;
- (f) “**CAO**” means the Chief Administrative Officer of the Municipality;
- ~~(e)~~(g) “**CEO**” means the Chief Executive Officer of the Corporation;
- ~~(f)~~(h) “**Director**” means a member of the Board of Directors;

~~(e)~~(i) “**Meeting of Member**” includes an annual meeting of the Member or a special meeting of the Member~~;~~

~~(h)~~(j) “**Member**” means the Regional Municipality of Wood Buffalo~~;~~

~~(k)~~(k) “**Municipality**” means the Regional Municipality of Wood Buffalo~~;~~

~~(l)~~(l) “**Ordinary Resolution**” means a resolution passed by the Member~~;~~

~~(m)~~(m) “**Public Accountant**” means the public accountant for the Corporation as defined in the Act~~;~~

~~(n)~~(n) “**Secured Debt**” means any borrowing by the Corporation secured by a charge of any kind, legal or equitable, upon any asset of either the Corporation or the Municipality~~;~~

~~(o)~~(o) “**Special Resolution**” means a resolution passed in accordance with the Act~~;~~ and~~;~~

~~(p)~~ **“Unsecured Debt”** means any borrowing by the Corporation in respect of which there is no charge of any kind, legal or equitable, upon any asset of either the Corporation or the Municipality, to secure repayment of the debt.

## 2. Interpretation

- (a) In the interpretation of this Bylaw, words in the singular include the plural and vice-versa, words in one gender include all genders, and “person” includes an individual, body corporate, partnership, trust and unincorporated organization.
- (b) Other than as specified above, words and expressions defined in the Act have the same meanings when used in this Bylaw.

## 3. Corporation’s Mandate

- (a) The purposes and mandate of the Corporation are to:
  - (i) ~~advance, promote and encourage recreational, cultural and social activities and events for the benefit of residents of the Municipality;~~ Operate safe, reliable and sustainable recreational and community facilities, while delivering high-quality, community-focused programming for the benefit of residents and stakeholders in the region;
  - (ii) operate the recreational and ~~cultural~~ community facilities existing as of November 1, 2016 at:
    - MacDonald Island Park;
    - Anzac Recreation Centre (indoor operations only); ~~and~~
    - ~~Fort Chipewyan~~ Sonny Flett Aquatics Centre (aquatics programming only); ~~and~~



- [Conklin Multiplex \(indoor operations only\)](#)

and operate such additional recreational and ~~cultural~~[community](#) facilities, whether existing as of November 1, 2016 or constructed after November 1, 2016 as the Municipality may from time to time request the Corporation to operate.

- (b) The Corporation shall not amend, alter or fail to follow the foregoing mandate, without the prior approval of the Municipality, which approval may be withheld in the sole –and absolute discretion of the Municipality.

#### 4. Corporate Seal

The Corporation may have a corporate seal in the form approved from time to time by the Board.

(a) —

## 5. Execution of Documents

~~(a)~~ Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two of its officers or Directors, or by any person or persons designated from time to time by Board Resolution as an authorized signatory. In addition, the Board may from time to time direct the manner in which a particular document or type of document shall be executed. Any person authorized to sign any documents may affix the corporate seal (if any) to the document. Any authorized signatory may certify a copy of any instrument, resolution, ~~B~~bylaw or other document of the Corporation to be a true copy thereof.

## 6. Financial Year

~~(a)~~ The financial year end of the corporation shall be the same as that of the Municipality.

## 7. Banking Arrangements and Corporation's Cash Assets

- (a) The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the Board may designate, appoint or authorize from time to time by Board Resolution. The banking business or any part of it shall be transacted by an officer or officers of the Corporation and any other persons that the Board may by Board Resolution from time to time designate, direct or authorize.
- (b) All monies received on account of the Corporation's operations from time to time shall be immediately paid into the Corporation's bank, and all disbursements in respect of the Corporation's expenditures shall be paid by cheque on such bank. Notwithstanding the foregoing, alternate methods of paying for said disbursements, such as preauthorized debit, may be used in the discretion of the person or persons authorized by Board Resolution or this Bylaw to transact the banking business of the Corporation.
- (c) In the usual and regular course of business but subject to the approvals required by Section 8 hereof, any two of the following are authorized to pledge the credit of the Corporation and are also authorized to make, sign, draw, accept, negotiate, endorse, execute and deliver all or any cheques, promissory notes, drafts, acceptances, bill of exchange, orders for the payment of money, and other instruments in the name of the Corporation:

{00660474; 3 }

- \_\_\_\_\_
- (i) any one of the Directors;
  - (ii) the ~~President and CEO~~ CEO or other officer that may be appointed from time to time; or
  - (iii) any ~~other person~~ or ~~persons~~ authorized ~~from time to time~~ ~~by Board Resolution~~.

~~(iii)~~ \_\_\_\_\_

## 8. Borrowing Powers

- (a) If authorized by both a Board Resolution and an Ordinary Resolution of the Member, the Directors of the Corporation may from time to time:
- \_\_\_\_\_
- (i) borrow money on the credit of the Corporation as a Secured Debt;
  - (ii) issue, reissue, sell, pledge or hypothecate debt obligations of the Corporation; and
  - (iii) mortgage, hypothecate, pledge, or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any debt obligation of the Corporation.
- (b) If authorized by a Board Resolution, the Corporation may borrow money on the credit of the Corporation as an Unsecured Debt.
- (c) Any such Board Resolution may provide for the delegation of such powers by the Directors to such officers or Directors of the Corporation to such extent and in such manner as may be set out in such Board Resolution.

## 9. Financial Statements

- (a) The Corporation shall keep the financial statements and shall provide a copy of the annual financial statements and other documents referred to in subsection 172(1) to the Member in accordance with section 172 of the Act.
- (b) Notwithstanding the foregoing, the Corporation shall submit to the Member:
- \_\_\_\_\_
- (i) ~~an annual report along with~~ audited financial statements within 90 days and an annual report within 120 days of the end of each fiscal period; and

- (ii) the proposed annual budget for each calendar year, no ~~l~~<sup>30<sup>th</sup></sup> later than September of the preceding calendar year.

## 10. Membership Conditions

- (a) Subject to the Articles, there shall be one class of members in the Corporation, and the Municipality shall be the sole Member.
- (b) All rights, privileges and powers of the Member shall be exercised by the elected council of the Municipality unless specifically delegated by the council to the Municipality's ~~Chief Administrative Officer~~ CAO or to another person.
- (c) The Member shall be entitled to receive notice of, attend and vote at all Meetings of Member.

## 11. Notice of Meeting of Member

- (a) The Corporation shall give notice of the time and place of a Meeting of Member a minimum of ~~during a period of~~ 21 days to a maximum of 35 days before the day on which the Meeting of Member is to be held. Any Meeting of Member, whether special or annual, shall be called in accordance with the Act.
- (b) All notices for Meetings of Member shall be sent to the ~~Municipality's~~ Office of the ~~Chief Administrative Officer~~ CAO and Office of the Mayor. ~~with copy to the Municipality's Chief Legislative Officer.~~

## 12. Annual Meeting of Member

- (a) The Board shall call an annual Meeting of Member in accordance with section 160 of the Act.
- (b) With respect to the substantive business at an annual Meeting of Member, the Municipality may:
  - (i) exercise the voting rights of the Member by way of majority vote of a quorum of elected councilors of the Municipality; or
  - (ii) exercise the voting rights of the Member through the Municipality's ~~Chief Administrative Officer~~ CAO.
- (c) With respect to the process of calling and holding an annual Meeting of Member, if the Municipality has not chosen to proceed under clause (b)(ii) of this section 12, then the Corporation shall co-operate with the Municipality's administrative and legal support staff to ensure that the annual Meeting of Member also complies with the requirements of applicable municipal law for a valid meeting of the municipal council.

### 13. Special Meeting of Member

- (a) The Board may call a special Meeting of the Member in accordance with section 160(3) of the Act.
- (b) The Board shall call a special Meeting of the Member as required by the Act or upon receipt of a request from the Municipality. If the ~~Board~~ Board does not call such special meeting within 21 days of receiving the request, the Municipality may call the meeting.
- (c) A special Meeting of Member shall be held as a special council meeting within the meaning of and in full compliance with applicable municipal law.
- (d) Subject to compliance with section 159 of the Act, special Meetings of the Member will be held in the Council Chamber of the Municipality or, if not available, within the geographical boundaries of the Municipality.

### 14. Appointment of the Public Accountant

- ~~(a)~~ — The Public Accountant of the Corporation shall be appointed by Ordinary Resolution by the Member at the annual Meeting of Member.

### 15. Public Entitled to be Present at Meetings of Member

- (a) If the Municipality has not chosen to proceed under Section 12(b)(ii) of this Bylaw then the general public is entitled to attend at an annual Meeting of Member, subject to the statutory right of the Council to conduct all or a portion of the meeting *in camera*.
- (b) The general public is entitled to attend at a special Meeting of Member, subject to

the statutory right of the Council to conduct all or a portion of the meeting *in camera*.

#### **16. Chair of Meeting of Member**

- (a) The chair of the Board, or the vice-chair of the Board in the absence of the chair, shall chair the annual Meeting of Member.
- (b) The Mayor of the Municipality, or in the Mayor's absence the Deputy Mayor or Acting Mayor of the Municipality, shall chair any special Meeting of Member.

#### **17. Quorum at Meeting of Member**

- (a) If the Municipality has not chosen to proceed under ~~Clause~~Section 12(b)(ii) of this Bylaw, then a quorum at any annual Meeting of Member shall be a quorum of the elected officials of the Municipality.
- (b) A quorum at any special Meeting of Member shall be a quorum of the elected officials of the Municipality.

#### **18. Votes to Govern at Meeting of Member**

- ~~(a)~~ — At any Meeting of Member every question shall, unless otherwise provided by the Articles or Bylaws or by the Act, be determined by a majority of the votes cast on the questions.

#### **19. Participation by Electronic Means at Meeting of Member**

- ~~(a)~~ — Members, Directors, the Public Accountant and such other persons who are entitled or required under any provision of the Act or Bylaws to attend a Meeting of Member, excepting any general members of the public, may participate in the



meeting via electronic\_

(a) means using a telephone landline that has been tested for reliability and capability to block out background noise. Other forms of electronic communication technology may be used if determined by the Legislative Services Department of the Municipality to be reliable and capable of blocking out background noise. A person participating in a meeting by such means is deemed to be present at the meeting and if entitled to vote, may vote.

(b) If a technical problem prevents or interrupts electronic participation in a Meeting of the Member, the person may rejoin the Meeting of Member if a vote has not already taken place on the item in respect of which the person's electronic participation was interrupted.

## 20. Termination of Membership

~~(a)~~ A membership in the Corporation is terminated when:

(a) the Member resigns by delivering a written resignation to the chair of the Board of the Corporation in which case such resignation shall be effective on the date specified in the resignation; or

(b) the Corporation is liquidated or dissolved under the Act.

## 21. Number of Directors and Constitution of Board

(a) The Board shall consist of between one and up to eleven Directors, none of which are employees of the Corporation or its affiliates.

(b) One or two elected officials of the Municipality may be appointed as ~~non~~-voting Directors, one of whom shall be from Ward 2, 3 or 4.

## 22. Appointment and Term of Office of Directors

- (a) The Member may choose to elect ~~appoint the~~ Director~~ss~~ at an annual meeting ~~the same times and following the same process by which the Municipality appoints persons to council committees and other boards or tribunals, provided however that all such appointments must be ratified by vote of the Member at the next annual or special Meeting of Member.~~ If the Member wishes to elect a Director outside of an annual meeting, the appointment shall be effective when a resolution in writing is signed by all the members entitled to vote on that resolution and the Director consents in writing to hold office as a Director. ~~only becomes effective when voted on pursuant to the Act.~~
- ~~(a)(b) Between the time of appointment by the council of the Municipality, and the time of ratification of appointment at the next following annual Meeting of Member, newly appointed Directors are entitled to attend at meetings of the Directors and participate in discussion, but are not entitled to vote on any items of business at such meetings. Directors shall be appointed for a minimum term of (2) two years to a maximum term of (4) four years. to be set by the Municipality at the time of appointment and ratified at the annual or special Meeting of Member.~~

~~(b)~~(c) The Member shall fill any Director vacancy in accordance with section 132(5) of the Act. ~~Directors appointed to fill a vacancy shall be appointed for a minimum of two years to a maximum term to be set by the Member at the time of the appointment.~~

~~(e)~~(d) The Member may revoke the appointment of a Director in accordance with section 130(1) of the Act at any time during the term of the Director.

## 23. ~~Directors~~Voting and Quorum

~~(a)~~ Except as otherwise required by law or by this Bylaw, questions arising at any meeting of the Directors shall be decided by a majority of votes. Each Director shall have and exercise one vote only. A quorum of Directors shall be a majority of the Directors.

## 24. Indemnification of Directors and Officers

- (a) Except in respect of an action by or on behalf of the Corporation or body corporate to procure a judgement in its favor, the Corporation shall indemnify a Director or officer of the Corporation, a former Director or officer of the Corporation ~~or a~~ person ~~who acts or acted at the Corporation's request as a Director or officer of a body corporate of which the Corporation is or was a member, shareholder or creditor, and his or her heirs and legal representatives, against all costs, charges and expenses, including any amount paid to settle an action or satisfy a judgment, reasonably incurred by him or her in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a Director or officer of that Corporation or body corporate, if:~~
- (i) he or she acted honestly and in good faith with a view to the best interests of the Corporation; and
  - (ii) in the case of a criminal or administrative action or proceeding that is enforced ~~by a monetary penalty, he or she had reasonable grounds for believing that his or her conduct was lawful.~~

- (b) The Corporation may, with the approval of the Court, indemnify a person referred to in subparagraph (a) in respect of an action by or on behalf of the Corporation or body corporate to procure a judgement in its favour, to which he or she is made a party by reason of being or having been a Director or an officer of the Corporation or body corporate, against all costs, charges, and expenses reasonably incurred by him or her in connection with the action if he or she fulfills the conditions set out in subparagraphs (a)(i) and (ii) above.

## 25. Right of Indemnity Not Exclusive

~~(a)~~—The provisions for indemnification contained in this Bylaw shall not be deemed exclusive.

of any other rights to which those seeking indemnification may be entitled under any bylaws, agreement, vote of member(s) or disinterested Directors or otherwise both as to acting in an official capacity and as to acting in any other capacity while holding such office and shall continue as to a person who has ceased to be a Director or officer and shall enure to the benefit of the heirs and legal representatives of such person.

## **26. Board Responsibilities**

~~(a)~~ Without limiting the general obligations at law that are imposed on the Board, as a collective and upon the individual Directors, the Board and each Director shall have the following responsibilities in the discharge of its duties:

- (a) provide general governance for the Corporation;
- (b) review the Bylaw at least once every two years to ensure that the Bylaw is current and correct for the operations of the Corporation; and
- (c) suggest to the Municipality, revisions to the Bylaw as may be necessary or advisable from time to time.

## **27. Calling of Meetings of Board of Directors**

~~(a)~~ Meetings of the Board may be called by the chair of the Board, the vice-chair of the Board or any two Directors at any time; provided that for the first organizational meeting following incorporation, such meeting may be called by any Director or incorporator. If the Corporation has only one Director, that Director may call and constitute a meeting.

## **28. Notice of Meeting of Board of Directors**

~~(a)~~ Notice of the time and place for holding a meeting of the Board shall be given in accordance with this Bylaw, to every Director of the Corporation not less than seven days before the time when the meeting is to be held. Notice of a meeting shall not be necessary

if all the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place —of the adjourned meeting is announced at the original meeting. Unless the Bylaw otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that such notice shall specify any matter referred to in subsection 138(2) of the Act that is to be dealt with at the meeting.

## 29. Regular Meetings of the Board of Directors

(a) — The Board may appoint a day or days in any month or months for regular meetings of the Board at a place and hour to be named. A copy of any Board Resolution fixing the place and time of such regular meetings of the Board shall be sent to each Director forthwith after being passed, but no other notice shall be required for any such regular meeting except if subsection 136(3) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice.

## 30. ~~Votes to Govern at Meetings of the Board of Directors~~

(a) — ~~At all meetings of the Board, every question shall be decided by majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting in addition to an original vote shall not have a second or casting vote and the matter shall be considered defeated.~~ [WP1]

## 31.30. Committees of the Board of Directors

(a) — The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make. Any committee member may be removed by Board Resolution.

## 32.31. Remuneration of the Board of Directors

(a) — Directors may only be remunerated or paid honoraria if approved by an Ordinary Resolution of the Member.



### ~~33.~~32. Appointment of Officers

- (a) The ~~President and~~ CEO shall be appointed by the Board in accordance with this Bylaw. For clarity, the ~~President and~~ CEO shall be an employee of the Corporation.
- (b) A Director may be appointed to any office of the Corporation. An officer may, but need not, be a Director. Two or more offices may be held by the same person.

### ~~34.~~33. Removal of Officers

- ~~(a)~~ — No officer may be removed from his or her position except by the Board.

### ~~35.~~34. Description of Offices

- (a) Subject to any other restriction in this Bylaw as to the appointment of officers, the officers of the Corporation, if appointed, shall have the following duties and powers:
  - (i) Chair of the Board – The chair of the Board, if one is to be appointed, shall be a Director, but shall not be an elected official of the Municipality. The chair of the Board, if any, shall, when present, preside at all meetings of the Board and shall have such other duties and powers as the Board –may specify.
  - (ii) Vice-Chair of the Board – The vice-chair of the Board, if one is to be appointed, shall be a Director, but shall not be an elected official of the Municipality. If the chair of the Board is absent or is unable or refuses to act, the vice-chair of the Board, if any, shall, when present, preside at all meetings of the Board and shall have such other duties and powers as the Board may specify.
  - (iii) ~~President and~~CEO – If appointed, the ~~President and~~CEO shall always be both the president and the ~~chief executive officer~~CEO, and shall be responsible for implementing the strategic plans and policies of the Corporation and shall, subject to the authority of the Board, have general supervision of the affairs of the Corporation.
  - (iv) Secretary – If appointed, the secretary shall have such powers and duties as the Board may specify.
  - (v) Treasurer – If appointed, the treasurer shall have such powers and duties as the Board may specify.
- (b) The powers and duties listed above may, subject to the Act, be modified, added to, restricted or supplemented by the Board.
- (c) The powers and duties of all other officers of the Corporation, if appointed, shall be

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specified in their respective terms of engagement or required by the Board or ~~President and~~ CEO.

~~36.~~35. **Vacancy in Office**

- (a) In the absence of a written agreement to the contrary, the Board may remove, whether for cause or without cause, any officer of the Corporation. Unless so removed, an officer shall hold office until the earlier of:
  - (i) such officer's successor being appointed,

- (ii) such officer's resignation,
- (iii) such officer ceasing to be a Director (if a necessary qualification of appointment) or

~~(iv)~~—such officer's death.

(iv)\_\_\_\_\_

- (b) If the office of any officer of the Corporation shall be or become vacant, a person may be appointed by Board Resolution to fill such vacancy.

### **37.36. Method of Giving Any Notice**

- (a) Any notice (which term includes any communication or document), other than notice of a Meeting of Member or a meeting of the Board, to be given (which term includes sent, delivered or served) pursuant to the Act, the Articles, this Bylaw or otherwise to the Member, a Director, an officer, a member of a committee of the Board or to the Public Accountant shall be sufficiently given:
  - (i) if delivered personally to the person to whom it is to be given, or if delivered or mailed to the most recent address of such person known to the Corporation or, in the case of notice to a Director, to the latest address shown in the most recent notice sent by the Corporation in accordance with section 128 or 134;
  - (ii) if mailed to such person at such person's recorded address by prepaid ordinary or air mail;
  - (iii) if sent to such person by telephone, fax, email or other communication facility at the most recent telephone number, fax number, or email address of such person known to the Corporation; or
  - (iv) if provided in the form of an electronic document, in accordance with Part 17 of the Act.

- (b) — A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary, or any person authorized by the Corporation, may change or cause to change the recorded address of any Member, Director, officer, Public Accountant or member of a committee of the Board in accordance with any information believed by the secretary or such authorized person to be reliable. The declaration by the secretary that notice has been given pursuant to this Bylaw shall be sufficient and conclusive evidence of the giving of such notice. The signature of any Director or officer of the Corporation to any notice or any document to be given by the Corporation may be written, stamped, type-written, or printed, or partly written, stamped.

(b) type-written or printed.

### **~~38.~~37. Invalidity of any Provisions of this Bylaw**

~~(a)~~ — The invalidity or unenforceability of any provision of this Bylaw shall not affect the validity or enforceability of the remaining provisions of this Bylaw.

### **~~39.~~38. Omissions and Errors**

~~(a)~~ — The accidental omission to give any notice to any Member, Director, officer, member of a committee of the Board or Public Accountant, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with this Bylaw or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

### **~~40.~~39. Bylaws and Effective Date**

- (a) The Board may not make, amend or repeal any bylaws that regulate the activities or affairs of the Corporation without having such bylaw, amendment or repeal confirmed by the Member. Such bylaw, amendment or repeal is only effective on the confirmation of the Member and in the form in which it was confirmed.
- (b) This section does not apply to this Bylaw for which any amendment requires a Special Resolution of the Member according to subsection 197(1) of the Act.

A BYLAW RELATING GENERALLY TO THE CONDUCT OF THE AFFAIRS  
OF REGIONAL RECREATION CORPORATION OF WOOD BUFFALO

(the “Corporation”)

---

**BE IT ENACTED** as a Bylaw of the Corporation as follows:

**1. Definitions**

In this Bylaw and all other Bylaws of the Corporation, unless the context otherwise requires:

- (a) “**Act**” means the *Canada Not-for-profit Corporations Act* S.C. 2009, c. 23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
- (b) “**Articles**” means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;
- (c) “**Board**” means the Board of Directors of the Corporation;
- (d) “**Board Resolution**” means any vote taken or resolution passed in the normal conduct of a meeting of the Board;
- (e) “**Bylaw**” means this Bylaw and any other bylaw of the Corporation as amended and which are, from time to time, in force and effect;
- (f) “**CAO**” means the Chief Administrative Officer of the Municipality;
- (g) “**CEO**” means the Chief Executive Officer of the Corporation;
- (h) “**Director**” means a member of the Board of Directors;
- (i) “**Meeting of Member**” includes an annual meeting of the Member or a special meeting of the Member;
- (j) “**Member**” means the Regional Municipality of Wood Buffalo;
- (k) “**Municipality**” means the Regional Municipality of Wood Buffalo;
- (l) “**Ordinary Resolution**” means a resolution passed by the Member;
- (m) “**Public Accountant**” means the public accountant for the Corporation as defined in the Act;
- (n) “**Secured Debt**” means any borrowing by the Corporation secured by a charge of any kind, legal or equitable, upon any asset of either the Corporation or the Municipality;
- (o) “**Special Resolution**” means a resolution passed in accordance with the Act; and

- (p) “**Unsecured Debt**” means any borrowing by the Corporation in respect of which there is no charge of any kind, legal or equitable, upon any asset of either the Corporation or the Municipality, to secure repayment of the debt.

## 2. Interpretation

- (a) In the interpretation of this Bylaw, words in the singular include the plural and vice-versa, words in one gender include all genders, and “person” includes an individual, body corporate, partnership, trust and unincorporated organization.
- (b) Other than as specified above, words and expressions defined in the Act have the same meanings when used in this Bylaw.

## 3. Corporation’s Mandate

- (a) The purposes and mandate of the Corporation are to:
- (i) operate safe, reliable and sustainable recreational and community facilities, while delivering high-quality, community-focused programming for the benefit of residents and stakeholders in the region;
  - (ii) operate the recreational and community facilities existing as of November 1, 2016 at:
    - MacDonald Island Park;
    - Anzac Recreation Centre (indoor operations only);
    - Sonny Flett Aquatics Centre (aquatics programming only); and
    - Conklin Multiplex (indoor operations only)

and operate such additional recreational and community facilities, whether existing as of November 1, 2016 or constructed after November 1, 2016 as the Municipality may from time to time request the Corporation to operate.

- (b) The Corporation shall not amend, alter or fail to follow the foregoing mandate, without the prior approval of the Municipality, which approval may be withheld in the sole and absolute discretion of the Municipality.

## 4. Corporate Seal

The Corporation may have a corporate seal in the form approved from time to time by the Board.



## 5. Execution of Documents

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two of its officers or Directors, or by any person or persons designated from time to time by Board Resolution as an authorized signatory. In addition, the Board may from time to time direct the manner in which a particular document or type of document shall be executed. Any person authorized to sign any documents may affix the corporate seal (if any) to the document. Any authorized signatory may certify a copy of any instrument, resolution, Bylaw or other document of the Corporation to be a true copy thereof.

## 6. Financial Year

The financial year end of the corporation shall be the same as that of the Municipality.

## 7. Banking Arrangements and Corporation's Cash Assets

- (a) The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the Board may designate, appoint or authorize from time to time by Board Resolution. The banking business or any part of it shall be transacted by an officer or officers of the Corporation and any other persons that the Board may by Board Resolution from time to time designate, direct or authorize.
- (b) All monies received on account of the Corporation's operations from time to time shall be immediately paid into the Corporation's bank, and all disbursements in respect of the Corporation's expenditures shall be paid by cheque on such bank. Notwithstanding the foregoing, alternate methods of paying for said disbursements, such as preauthorized debit, may be used in the discretion of the person or persons authorized by Board Resolution or this Bylaw to transact the banking business of the Corporation.
- (c) In the usual and regular course of business but subject to the approvals required by Section 8 hereof, any two of the following are authorized to pledge the credit of the Corporation and are also authorized to make, sign, draw, accept, negotiate, endorse, execute and deliver all or any cheques, promissory notes, drafts, acceptances, bill of exchange, orders for the payment of money, and other instruments in the name of the Corporation:
  - (i) any one of the Directors;
  - (ii) the CEO or other officer that may be appointed from time to time; or
  - (iii) any other person or persons authorized from time to time by Board Resolution.

## 8. Borrowing Powers

- (a) If authorized by both a Board Resolution and an Ordinary Resolution of the Member, the Directors of the Corporation may from time to time:
  - (i) borrow money on the credit of the Corporation as a Secured Debt;
  - (ii) issue, reissue, sell, pledge or hypothecate debt obligations of the Corporation; and
  - (iii) mortgage, hypothecate, pledge, or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any debt obligation of the Corporation.
- (b) If authorized by a Board Resolution, the Corporation may borrow money on the credit of the Corporation as an Unsecured Debt.
- (c) Any such Board Resolution may provide for the delegation of such powers by the Directors to such officers or Directors of the Corporation to such extent and in such manner as may be set out in such Board Resolution.

## 9. Financial Statements

- (a) The Corporation shall keep the financial statements and shall provide a copy of the annual financial statements and other documents referred to in subsection 172(1) to the Member in accordance with section 172 of the Act.
- (b) Notwithstanding the foregoing, the Corporation shall submit to the Member:
  - (i) audited financial statements within 90 days and an annual report within 120 days of the end of each fiscal period; and
  - (ii) the proposed annual budget for each calendar year, no later than September 30<sup>th</sup> of the preceding calendar year.

## 10. Membership Conditions

- (a) Subject to the Articles, there shall be one class of members in the Corporation, and the Municipality shall be the sole Member.
- (b) All rights, privileges and powers of the Member shall be exercised by the elected council of the Municipality unless specifically delegated by the council to the Municipality's CAO or to another person.
- (c) The Member shall be entitled to receive notice of, attend and vote at all Meetings of Member.

## **11. Notice of Meeting of Member**

- (a) The Corporation shall give notice of the time and place of a Meeting of Member a minimum of 21 days to a maximum of 35 days before the day on which the Meeting of Member is to be held. Any Meeting of Member, whether special or annual, shall be called in accordance with the Act.
- (b) All notices for Meetings of Member shall be sent to the Office of the CAO and Office of the Mayor.

## **12. Annual Meeting of Member**

- (a) The Board shall call an annual Meeting of Member in accordance with section 160 of the Act.
- (b) With respect to the substantive business at an annual Meeting of Member, the Municipality may:
  - (i) exercise the voting rights of the Member by way of majority vote of a quorum of elected councilors of the Municipality; or
  - (ii) exercise the voting rights of the Member through the Municipality's CAO.
- (c) With respect to the process of calling and holding an annual Meeting of Member, if the Municipality has not chosen to proceed under clause (b)(ii) of this section 12, then the Corporation shall co-operate with the Municipality's administrative and legal support staff to ensure that the annual Meeting of Member also complies with the requirements of applicable municipal law for a valid meeting of the municipal council.

## **13. Special Meeting of Member**

- (a) The Board may call a special Meeting of the Member in accordance with section 160(3) of the Act.
- (b) The Board shall call a special Meeting of the Member as required by the Act or upon receipt of a request from the Municipality. If the Board does not call such special meeting within 21 days of receiving the request, the Municipality may call the meeting.
- (c) A special Meeting of Member shall be held as a special council meeting within the meaning of and in full compliance with applicable municipal law.
- (d) Subject to compliance with section 159 of the Act, special Meetings of the Member will be held in the Council Chamber of the Municipality or, if not available, within the geographical boundaries of the Municipality.

#### **14. Appointment of the Public Accountant**

The Public Accountant of the Corporation shall be appointed by Ordinary Resolution by the Member at the annual Meeting of Member.

#### **15. Public Entitled to be Present at Meetings of Member**

- (a) If the Municipality has not chosen to proceed under Section 12(b)(ii) of this Bylaw then the general public is entitled to attend at an annual Meeting of Member, subject to the statutory right of the Council to conduct all or a portion of the meeting *in camera*.
- (b) The general public is entitled to attend at a special Meeting of Member, subject to the statutory right of the Council to conduct all or a portion of the meeting *in camera*.

#### **16. Chair of Meeting of Member**

- (a) The chair of the Board, or the vice-chair of the Board in the absence of the chair, shall chair the annual Meeting of Member.
- (b) The Mayor of the Municipality, or in the Mayor's absence the Deputy Mayor or Acting Mayor of the Municipality, shall chair any special Meeting of Member.

#### **17. Quorum at Meeting of Member**

- (a) If the Municipality has not chosen to proceed under Section 12(b)(ii) of this Bylaw, then a quorum at any annual Meeting of Member shall be a quorum of the elected officials of the Municipality.
- (b) A quorum at any special Meeting of Member shall be a quorum of the elected officials of the Municipality.

#### **18. Votes to Govern at Meeting of Member**

At any Meeting of Member every question shall, unless otherwise provided by the Articles or Bylaws or by the Act, be determined by a majority of the votes cast on the questions.

#### **19. Participation by Electronic Means at Meeting of Member**

- (a) Members, Directors, the Public Accountant and such other persons who are entitled or required under any provision of the Act or Bylaws to attend a Meeting of Member, excepting any general members of the public, may participate in the meeting via electronic means using a telephone landline that has been tested for reliability and capability to block out background noise. Other forms of electronic communication technology may be used if determined by the Legislative Services Department of the Municipality to be reliable and capable of blocking out background noise. A person participating in a meeting by such means is deemed to be present at the meeting and if entitled to vote, may vote.

- (b) If a technical problem prevents or interrupts electronic participation in a Meeting of the Member, the person may rejoin the Meeting of Member if a vote has not already taken place on the item in respect of which the person's electronic participation was interrupted.

## **20. Termination of Membership**

A membership in the Corporation is terminated when:

- (a) the Member resigns by delivering a written resignation to the chair of the Board of the Corporation in which case such resignation shall be effective on the date specified in the resignation; or
- (b) the Corporation is liquidated or dissolved under the Act.

## **21. Number of Directors and Constitution of Board**

- (a) The Board shall consist of between one and up to eleven Directors, none of which are employees of the Corporation or its affiliates.
- (b) One or two elected officials of the Municipality may be appointed as voting Directors, one of whom shall be from Ward 2, 3 or 4.

## **22. Appointment and Term of Office of Directors**

- (a) The Member may choose to elect Directors at an annual meeting. If the Member wishes to elect a Director outside of an annual meeting, the appointment shall be effective when a resolution in writing is signed by all the members entitled to vote on that resolution and the Director consents in writing to hold office as a Director.
- (b) Directors shall be appointed for a minimum term of (2) two years to a maximum term of (4) four years.
- (c) The Member shall fill any Director vacancy in accordance with section 132(5) of the Act.
- (d) The Member may revoke the appointment of a Director in accordance with section 130(1) of the Act at any time during the term of the Director.

## **23. Director-Voting and Quorum**

Except as otherwise required by law or by this Bylaw, questions arising at any meeting of the Directors shall be decided by a majority of votes. Each Director shall have and exercise one vote only. A quorum of Directors shall be a majority of the Directors.

## **24. Indemnification of Directors and Officers**

- (a) Except in respect of an action by or on behalf of the Corporation or body corporate to procure a judgement in its favor, the Corporation shall indemnify a Director or

officer of the Corporation, a former Director or officer of the Corporation or a person who acts or acted at the Corporation's request as a Director or officer of a body corporate of which the Corporation is or was a member, shareholder or creditor, and his or her heirs and legal representatives, against all costs, charges and expenses, including any amount paid to settle an action or satisfy a judgment, reasonably incurred by him or her in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a Director or officer of that Corporation or body corporate, if:

- (i) he or she acted honestly and in good faith with a view to the best interests of the Corporation; and
  - (ii) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she had reasonable grounds for believing that his or her conduct was lawful.
- (b) The Corporation may, with the approval of the Court, indemnify a person referred to in subparagraph (a) in respect of an action by or on behalf of the Corporation or body corporate to procure a judgement in its favour, to which he or she is made a party by reason of being or having been a Director or an officer of the Corporation or body corporate, against all costs, charges, and expenses reasonably incurred by him or her in connection with the action if he or she fulfills the conditions set out in subparagraphs (a)(i) and (ii) above.

## **25. Right of Indemnity Not Exclusive**

The provisions for indemnification contained in this Bylaw shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any bylaws, agreement, vote of member(s) or disinterested Directors or otherwise both as to acting in an official capacity and as to acting in any other capacity while holding such office and shall continue as to a person who has ceased to be a Director or officer and shall enure to the benefit of the heirs and legal representatives of such person.

## **26. Board Responsibilities**

Without limiting the general obligations at law that are imposed on the Board, as a collective and upon the individual Directors, the Board and each Director shall have the following responsibilities in the discharge of its duties:

- (a) provide general governance for the Corporation;
- (b) review the Bylaw at least once every two years to ensure that the Bylaw is current and correct for the operations of the Corporation; and
- (c) suggest to the Municipality, revisions to the Bylaw as may be necessary or advisable from time to time.

## **27. Calling of Meetings of Board of Directors**

Meetings of the Board may be called by the chair of the Board, the vice-chair of the Board or any two Directors at any time; provided that for the first organizational meeting following incorporation, such meeting may be called by any Director or incorporator. If the Corporation has only one Director, that Director may call and constitute a meeting.

## **28. Notice of Meeting of Board of Directors**

Notice of the time and place for holding a meeting of the Board shall be given in accordance with this Bylaw, to every Director of the Corporation not less than seven days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the Bylaw otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that such notice shall specify any matter referred to in subsection 138(2) of the Act that is to be dealt with at the meeting.

## **29. Regular Meetings of the Board of Directors**

The Board may appoint a day or days in any month or months for regular meetings of the Board at a place and hour to be named. A copy of any Board Resolution fixing the place and time of such regular meetings of the Board shall be sent to each Director forthwith after being passed, but no other notice shall be required for any such regular meeting except if subsection 136(3) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice.

## **30. Committees of the Board of Directors**

The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make. Any committee member may be removed by Board Resolution.

## **31. Remuneration of the Board of Directors**

Directors may only be remunerated or paid honoraria if approved by an Ordinary Resolution of the Member.

## **32. Appointment of Officers**

- (a) The CEO shall be appointed by the Board in accordance with this Bylaw. For clarity, the CEO shall be an employee of the Corporation.



- (b) A Director may be appointed to any office of the Corporation. An officer may, but need not, be a Director. Two or more offices may be held by the same person.

### **33. Removal of Officers**

No officer may be removed from his or her position except by the Board.

### **34. Description of Offices**

- (a) Subject to any other restriction in this Bylaw as to the appointment of officers, the officers of the Corporation, if appointed, shall have the following duties and powers:
- (i) Chair of the Board – The chair of the Board, if one is to be appointed, shall be a Director, but shall not be an elected official of the Municipality. The chair of the Board, if any, shall, when present, preside at all meetings of the Board and shall have such other duties and powers as the Board may specify.
  - (ii) Vice-Chair of the Board – The vice-chair of the Board, if one is to be appointed, shall be a Director, but shall not be an elected official of the Municipality. If the chair of the Board is absent or is unable or refuses to act, the vice-chair of the Board, if any, shall, when present, preside at all meetings of the Board and shall have such other duties and powers as the Board may specify.
  - (iii) CEO – If appointed, the CEO shall always be both the president and the CEO, and shall be responsible for implementing the strategic plans and policies of the Corporation and shall, subject to the authority of the Board, have general supervision of the affairs of the Corporation.
  - (iv) Secretary – If appointed, the secretary shall have such powers and duties as the Board may specify.
  - (v) Treasurer – If appointed, the treasurer shall have such powers and duties as the Board may specify.
- (b) The powers and duties listed above may, subject to the Act, be modified, added to, restricted or supplemented by the Board.
- (c) The powers and duties of all other officers of the Corporation, if appointed, shall be specified in their respective terms of engagement or required by the Board or CEO.

### **35. Vacancy in Office**

- (a) In the absence of a written agreement to the contrary, the Board may remove, whether for cause or without cause, any officer of the Corporation. Unless so removed, an officer shall hold office until the earlier of:
- (i) such officer's successor being appointed,



- (ii) such officer's resignation,
  - (iii) such officer ceasing to be a Director (if a necessary qualification of appointment) or
  - (iv) such officer's death.
- (b) If the office of any officer of the Corporation shall be or become vacant, a person may be appointed by Board Resolution to fill such vacancy.

### **36. Method of Giving Any Notice**

- (a) Any notice (which term includes any communication or document), other than notice of a Meeting of Member or a meeting of the Board, to be given (which term includes sent, delivered or served) pursuant to the Act, the Articles, this Bylaw or otherwise to the Member, a Director, an officer, a member of a committee of the Board or to the Public Accountant shall be sufficiently given:
- (i) if delivered personally to the person to whom it is to be given, or if delivered or mailed to the most recent address of such person known to the Corporation or, in the case of notice to a Director, to the latest address shown in the most recent notice sent by the Corporation in accordance with section 128 or 134;
  - (ii) if mailed to such person at such person's recorded address by prepaid ordinary or air mail;
  - (iii) if sent to such person by telephone, fax, email or other communication facility at the most recent telephone number, fax number, or email address of such person known to the Corporation; or
  - (iv) if provided in the form of an electronic document, in accordance with Part 17 of the Act.

- (b) A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary, or any person authorized by the Corporation, may change or cause to change the recorded address of any Member, Director, officer, Public Accountant or member of a committee of the Board in accordance with any information believed by the secretary or such authorized person to be reliable. The declaration by the secretary that notice has been given pursuant to this Bylaw shall be sufficient and conclusive evidence of the giving of such notice. The signature of any Director or officer of the Corporation to any notice or any document to be given by the Corporation may be written, stamped, type-written, or printed, or partly written, stamped type-written or printed.

### **37. Invalidity of any Provisions of this Bylaw**

The invalidity or unenforceability of any provision of this Bylaw shall not affect the validity or enforceability of the remaining provisions of this Bylaw.

### **38. Omissions and Errors**

The accidental omission to give any notice to any Member, Director, officer, member of a committee of the Board or Public Accountant, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with this Bylaw or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

### **39. Bylaws and Effective Date**

- (a) The Board may not make, amend or repeal any bylaws that regulate the activities or affairs of the Corporation without having such bylaw, amendment or repeal confirmed by the Member. Such bylaw, amendment or repeal is only effective on the confirmation of the Member and in the form in which it was confirmed.
- (b) This section does not apply to this Bylaw for which any amendment requires a Special Resolution of the Member according to subsection 197(1) of the Act.

**REGIONAL RECREATION CORPORATION DIRECTOR APPOINTMENTS**

- Colleen Kearney to December 31, 2021
- Chantal Beaver, Brendan Toner, Lonnie Pilgrim, and Chelsi Ryan to December 31, 2022,
- Jennifer Vardy to December 31, 2023