



Council

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

Tuesday, May 24, 2022
6:00 PM

Agenda

1. **Call to Order**
2. **In-Camera Session (Commencing at 2:00 p.m.)**
 - 2.1. Privileged Information - Integrity Commissioner Reports for Action
(in camera pursuant to section 27(1) of the *Freedom of Information and Protection of Privacy Act*)
3. **Adoption of Agenda (Public Session at 6:00 p.m.)**
4. **Consent Agenda**
 - 4.1. Minutes of Council Meeting - May 10, 2022
 - 4.2. Minutes of Special Council Meeting - May 18, 2022
 - 4.3. Community Investment Program Advisory Committee Appointments

THAT the Community Investment Program Advisory Committee Appointments, as outlined in Attachment 1, be approved effective immediately.
 - 4.4. Wood Buffalo Presents - Retracting of Funding Request

THAT the letter from Wood Buffalo Presents be accepted and that this report satisfy the resolution of Council passed on April 12, 2022.
 - 4.5. Bylaw No. 22/009 Land Use Bylaw No. 99/059 Text Amendment Child Care Facility: Definition and General Regulations
 1. THAT Bylaw No. 22/009, being an amendment to the Land Use Bylaw No. 99/059 be read a first time.
 2. THAT the required Public Hearing be scheduled to occur on June 28, 2022.

4.6. Bylaw No. 22/008 Conklin Area Structure Plan Amendment - Text Amendment to Allow for Smaller Residential Lots in Conklin

1. THAT Bylaw No. 22/008, being an amendment to the Conklin Area Structure Plan Bylaw No. 13/024, to allow for lot sizes less than 0.4 ha on the following hamlet residential parcels:
 - Lot 3, Block 3, Plan 032 6085 (Civic address - 103 Pine Lane)
 - Lot 156, Block 1, Plan 102 1643 (Civic address - 159 Pine Lane)
 - Lot 42, Plan 832 1550 (Civic address - 130 Father Mercredi's Trail)
 - Lot 119, Plan 832 1550 (Civic address - 175 Pine Lane)
 - Lot 134, Plan 832 1550 (Civic address - 178 Pine Lane); be read a first time:
2. THAT the required Public Hearing be held, during a Special Council Meeting on June 27, 2022, at 3:00 p.m. in the Conklin Multiplex, 244 Northland Drive in Conklin, Alberta.

4.7. Chief Administrative Officer Recruitment Panel

THAT the following members of Council be appointed to the Chief Administrative Officer Recruitment Panel:

- Mayor Sandy Bowman, Chair
- Councillor Ken Ball
- Councillor Allan Grandison
- Councillor Jane Stroud
- Councillor Stu Wigle

4.8. Council Appointed Advisory Board/Committee Meeting Minutes

THAT the Minutes from Council Appointed Advisory Board/Committee meetings, as outlined in Attachments 1 - 4, be accepted as information.

5. **Recognition**

5.1. Proclamation - National Indigenous History Month

6. **Unfinished Business**

6.1. Summary of Integrity Commissioner Reports for Action

Whereas Council believes that Councillor Shafiq Dogar has acted in a manner contrary to the Code of Conduct;

And Whereas Councillor Dogar has been afforded procedural fairness with respect to Council's consideration of this matter and was notified in advance that Council:

- a) would be considering the matter and was given a copy of this draft Resolution that may be considered by Council;
- b) may consider sanctions recommended by the Integrity Commissioner;

And Whereas Councillor Dogar was expressly informed of his right to retain legal counsel and for his legal counsel to be present at the Council meeting in which this Resolution would be discussed and voted on;

And Whereas Councillor Dogar was given the opportunity to personally, or via his legal counsel, or both, to make submissions to the rest of Council regarding his conduct in this matter at a fairness hearing held in camera by Council prior to Council deliberations on the matter;

And Whereas Council has considered the submissions made by Councillor Dogar or his legal counsel;

And Whereas Council has attempted to reach a consensus as to the appropriate action;

And Whereas each member of Council honestly believes that during the fairness hearing had an open mind, were amenable to persuasion, and were ready and willing to be persuaded by submissions made by Councillor Dogar;

And Whereas Council has provided united or separate verbal reasons so that Councillor Dogar understands the basis for the decision to address his conduct;

Be it Resolved as Follows:

1. That Council receive the Integrity Commissioner Reports and accept the findings of the Commissioner);
2. That Council find that Councillor Dogar (the Member) acted in contravention of Council Code of Conduct Bylaw No. 18/009 for the reasons set out in the Reports;
3. That Council adopt the recommended sanctions for Councillor Dogar as provided in the Reports as an expression of its commitment to Council Code of Conduct Bylaw No. 18/009, and
4. That Council impose the following sanction(s) as an expression of its commitment to the Council Code of Conduct Bylaw No. 18/009:

(a) first, in relation to the first report dated May 11, 2022:

- remove the Member from membership on any Council Committee or any representation on behalf of Council, including restrictions on travel, and not allow him to re-engage in these activities until the Member has undertaken further governance and orientation training, including a thorough review of all the materials provided to Councillors during the October and November orientation sessions;
- the training sessions should include training on respectful interactions with RMWB employees and others, should be arranged by the Chief Legislative Officer's office, and the Member's progress should be independently assessed;

(b) second, in relation to the second report dated May 13, 2022:

- issue a reprimand to the Member through a motion of censure, and demand that the Member provide a public apology for his February 3 remarks in a public Council meeting;
- remove the Member from membership on any Council Committees or any representation on behalf of Council, including restrictions on travel, and not allow him to resume these functions until the Member has undertaken further training and evaluation;
- that the Member undergo an independent evaluation involving an outside expert and a member or members of the Indigenous community and that Council receive and consider a confidential report on his progress in-camera before deciding whether to fully reinstate the Member in his Councillor roles.

7. New Business

7.1. Community Identification Committee Recommendation - Renaming the Thickwood Park "The Jeremy Snook Memorial Park"

THAT the Park in Thickwood, currently known as 'Thickwood Park', as shown in Attachment 1, be renamed "The Jeremy Snook Memorial Park".

7.2. City of Airdrie's Request for Support - Alberta Municipalities Resolution - Proactive Urban Flood Management

THAT the City of Airdrie's Alberta Municipalities Resolution, as outlined in Attachment 1, be supported and endorsed; and

THAT the Mayor be authorized to send a letter to the City of Airdrie in support of their Alberta Municipalities Resolution.

7.3. Capital Budget Amendments

THAT the 2022 Capital Budget Amendment as summarized on Attachment 1 (2022 Capital Budget Amendment – Project Amendment, dated May 24, 2022) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2022 Capital Budget Amendment – Project Amendment – Project Cash Flow Summary, dated May 24, 2022) be approved.

7.4. Q1 Capital Budget Fiscal Amendment Update

THAT the 2022 Q1 Capital Budget Fiscal Amendments update, as summarized on Attachment 1 (2022 Capital Budget Fiscal Amendments, dated March 31, 2022), be accepted as information.

7.5. 2022 Q1 Financial Performance Report

THAT the 2022 Q1 Financial Performance Report be accepted as information.

Adjournment

Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, May 10, 2022, commencing at 6:00 PM.

Present:

Sandy Bowman, Mayor
 Ken Ball, Councillor
 Funky Banjoko, Councillor
 Lance Bussieres, Councillor
 Kendrick Cardinal, Councillor
 Shafiq Dogar, Councillor
 Allan Grandison, Councillor
 Keith McGrath, Councillor
 Jane Stroud, Councillor
 Loretta Waquan, Councillor
 Stu Wigle, Councillor

Administration:

Linda Ollivier, Interim Chief Administrative Officer
 Jade Brown, Chief Legislative Officer
 Deanne Bergey, Director, Community and Protective Services
 Kari Donnelly, Director, Human Resources
 Matthew Harrison, Director, Communications and Engagement
 Brad McMurdo, Director, Planning and Development
 Antoine Rempp, Director, Environmental Services (via MS Teams)
 Dennis Warr, Director, Engineering
 Chris Davis, Senior Manager, Legal Services
 Nasir Qureshi, Manager, Program Management, Engineering
 Darlene Soucy, Legislative Officer

1. Call to Order

Mayor S. Bowman called the meeting to order at 4:01 p.m.

2. In-Camera Session

MOTION:

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

RESULT: CARRIED [UNANIMOUS]
MOVER: Funky Banjoko, Councillor
SECONDER: Jane Stroud, Councillor
FOR: Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, Stroud, Wigle
ABSENT: McGrath, Waquan

2.1 Advice from Officials/Privileged Information – Legal Matter

(in camera pursuant to sections 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Linda Ollivier	Interim Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Deanne Bergey	Director, Community and Protective Services
Chris Davis	Legal Advice
Caitlin Hanly	Legal Advice

Entrance

Councillor L. Waquan entered the meeting at 4:13 p.m.

Councillor K. McGrath entered the meeting at 4:27 p.m.

Exit and Return

Councillor K. McGrath exited the meeting at 4:41 p.m. and returned to the meeting at 4:42 p.m.

Recess and Exit

A recess occurred between 4:46 p.m. and 6:00 p.m., at which time the meeting was reconvened in public in the Council Chamber. Councillor K. McGrath did not return to the meeting.

MOTION:

THAT the meeting reconvene in public.

RESULT: CARRIED [UNANIMOUS]
MOVER: Allan Grandison, Councillor
SECONDER: Ken Ball, Councillor
FOR: Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, Stroud, Waquan, Wigle
ABSENT: McGrath

3. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Jane Stroud, Councillor
SECONDER:	Loretta Waquan, Councillor
FOR:	Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, Stroud, Waquan, Wigle
ABSENT:	McGrath

4. Consent Agenda

MOTION:

THAT the recommendations contained in items 4.1, 4.2, 4.3 and 4.4 be approved.

4.1. Minutes of **Council Meeting - April 26, 2022**

THAT the Minutes of the Council Meeting held on April 26, 2022, be approved as presented.

4.2. Minutes of **Special In-Camera Council Meeting - April 27, 2022**

THAT the Minutes of the Special In-Camera Council Meeting held on April 27, 2022, be approved as presented.

4.3. **Bylaw No. 22/005 Road Closure of Undeveloped Laneway within Block 2, Plan 198 AS**

1. THAT Bylaw No. 22/005, being a bylaw to close the remainder of an undeveloped laneway within Block 2, Plan 198 AS, be read a first time.
2. THAT the required Public Hearing be held on Tuesday, June 14, 2022.

4.4. **Bylaw No. 22/006 - Vehicle For Hire Bylaw and Bylaw No. 22/007 - Fees Rates and Charges Bylaw No. 21/019 Amendment**

1. THAT Bylaw No. 22/006, being the Vehicle for Hire Bylaw, be read a first time, and a non-statutory Public Hearing for Bylaw No. 22/06 be held on Tuesday, June 14, 2022.
2. THAT Bylaw No. 22/007, being a bylaw to amend the Fees, Rates and Charges Bylaw No. 21/019, be read a first time.

RESULT: CARRIED [UNANIMOUS]
MOVER: Stu Wigle, Councillor
SECONDER: Jane Stroud, Councillor
FOR: Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, Stroud, Waquan, Wigle
ABSENT: McGrath

5. New Business

5.1. Social Media Policy - PRC 140

Matthew Harrison, Director, Communications and Engagement, and Megan Langpap, Manager, Strategic Communications, provided an overview of the proposed Social Media Policy PRC-140, noting that the Policy establishes guidelines to ensure that the use of the Municipality's Social Media accounts for official, authorized communications occurs in an appropriate, effective, and secure manner in accordance with all applicable legislation.

MOTION:

THAT Social Media Policy PRC-140, dated May 10, 2022, as outlined in Attachment 1, be approved.

RESULT: CARRIED [UNANIMOUS]
MOVER: Funky Banjoko, Councillor
SECONDER: Jane Stroud, Councillor
FOR: Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, Stroud, Waquan, Wigle
ABSENT: McGrath

5.2. Public Engagement Policy - PRC-130

Matthew Harrison, Director, Communications and Engagement, and Nadia Power, Manager, Public Engagement, provided an overview of the proposed Public Engagement Policy PRC-130, noting that the Policy establishes guidelines for public engagement opportunities within the Region to share information and gather feedback on Municipal services, projects, and initiatives. The information and feedback would be used to support the decision-making process and the work the Municipality undertakes.

MOTION:

THAT the Public Engagement Policy PRC-130, dated May 10, 2022, as outlined in Attachment 1, be approved.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Allan Grandison, Councillor
SECONDER:	Funky Banjoko, Councillor
FOR:	Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, Stroud, Waquan, Wigle
ABSENT:	McGrath

5.3. Intervenor Status - Designated Industrial Property Assessment Complaints

Chris Davis, Senior Manager, Legal Services, provided an overview of the request for the Municipality to become an intervenor in the Land and Property Rights Tribunal cases for Designated Industrial Properties and linear property assessment complaints, which may include appeals for properties and equipment such as major plants, pipelines, oil wells, etc.

MOTION:

Be it resolved that the Council for the Regional Municipality of Wood Buffalo, in finding that the interest of the public in the Municipality or in a major part of the Municipality are sufficiently concerned, hereby authorizes the Municipality to become an intervenor in the nine (9) current Land and Property Rights Tribunal (LPRT) cases from 2020 and 2021, and also in any further similar complaints filed in 2022, all in accordance with section 508 of the *Municipal Government Act*.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Allan Grandison, Councillor
SECONDER:	Jane Stroud, Councillor
FOR:	Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, Stroud, Waquan, Wigle
ABSENT:	McGrath

5.4. Capital Budget Amendments

Susan McIsaac, Acting Manager, Accounting Services, provided an overview of the proposed Capital Budget Amendment, noting that the amendment is specific to the sustainment of essential infrastructure at the Fort McMurray Water Treatment Plan.

MOTION:

THAT the 2022 Capital Budget Amendment as summarized on Attachment 1 (2022 Capital Budget Amendment – New Project, dated May 10, 2022), be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2022 Capital Budget Amendment – New Project – Project Cash Flow Summary, dated May 10, 2022), be approved.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Stu Wigle, Councillor
SECONDER:	Kendrick Cardinal, Councillor
FOR:	Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, Stroud, Waquan, Wigle
ABSENT:	McGrath

Recess

Following conclusion of the public matters, a recess occurred between 6:37 p.m. and 6:55 p.m.

6. In-Camera Session**MOTION:**

THAT Council close items 6.1, 6.2 and 6.3 to the public pursuant to sections 17(1), 19(1), 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Funky Banjoko, Councillor
SECONDER:	Ken Ball, Councillor
FOR:	Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, Stroud, Waquan, Wigle
ABSENT:	McGrath

6.1 Advice from Officials/Personnel Matter(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)**Item No. 1 - Advice from Officials/Information Briefing**

Name	Reason for Attending
Linda Ollivier	Interim Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Dennis Fraser	Director, Indigenous and Rural Relations
Keith Smith	Director, Public Works
Matthew Harrison	Director, Communications and Engagement

Item No. 2 - Personnel Matter

Name	Reason for Attending
Linda Ollivier	Interim Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Kari Donnelly	Director, Human Resources

Recess

A recess occurred between 8:12 p.m. and 8:18 p.m.

6.2 Privileged Information/Legal Matter(in camera pursuant to section 27(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Linda Ollivier	Interim Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Deanne Bergey	Director, Community and Protective Services
Chris Davis	Legal Advice
Caitlin Hanly	Legal Advice
Sonia Soutter	Legislative Advice/Clerk

Exit and Return

Administration exited the meeting at 9:06 p.m. and returned at 9:18 p.m.

6.3 Disclosure Harmful to Personal Privacy/Confidential Evaluations - Board and Committee Appointments(in camera pursuant to sections 17(1) and 19(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Linda Ollivier	Interim Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Sonia Soutter	Senior Legislative Officer

MOTION:

THAT the meeting reconvene in public.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Loretta Waquan, Councillor
SECONDER:	Kendrick Cardinal, Councillor
FOR:	Bowman, Ball, Banjoko, Bussieres, Cardinal, Dogar, Grandison, Stroud, Waquan, Wigle
ABSENT:	McGrath

Adjournment

The meeting adjourned at 9:38 p.m.

Mayor

Chief Legislative Officer

Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, May 18, 2022, commencing at 12:00 PM.

Present:

Sandy Bowman, Mayor
Ken Ball, Councillor
Funky Banjoko, Councillor
Lance Bussieres, Councillor
Kendrick Cardinal, Councillor (via MS Teams)
Shafiq Dogar, Councillor
Keith McGrath, Councillor
Jane Stroud, Councillor
Loretta Waquan, Councillor
Stu Wigle, Councillor

Absent:

Allan Grandison, Councillor

Administration:

Linda Ollivier, Interim Chief Administrative Officer
Jade Brown, Chief Legislative Officer

1. Call to Order

Mayor S. Bowman called the meeting to order at 12:21 p.m.

2. In-Camera Session

MOTION:

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

Minutes Acceptance: Minutes of May 18, 2022 12:00 PM (Consent Agenda)

RESULT: CARRIED [UNANIMOUS]
MOVER: Stu Wigle, Councillor
SECONDER: Ken Ball, Councillor
FOR: Bowman, Ball, Banjoko, Bussieres, Cardinal, Stroud, Waquan, Wigle
ABSENT: Dogar, Grandison, McGrath

2.1 Privileged Information - Integrity Commissioner Reports

(in camera pursuant to section 27(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Linda Ollivier	Interim Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Don Lidstone, Q.C.	External Legal Counsel
Jim Peacock, Q.C.	RMWB Integrity Commissioner

Entrances

Councillors S. Dogar and K. McGrath entered the meeting at 12:30 p.m.

Exit and Return

Councillor K. McGrath exited the meeting at 1:06 p.m. and returned at 1:23 p.m.

Exits

Councillor S. Dogar exited the meeting at 1:11 p.m.

Councillor K. Cardinal disconnected and exited the meeting at 1:12 p.m.

Councillor K. McGrath exited the meeting at 1:31 p.m.

Jim Peacock, Q.C., RMWB Integrity Commissioner exited the meeting at 1:40 p.m.

MOTION:

THAT the meeting reconvene in public.

RESULT: CARRIED [UNANIMOUS]
MOVER: Jane Stroud, Councillor
SECONDER: Ken Ball, Councillor
FOR: Bowman, Ball, Banjoko, Bussieres, Stroud, Waquan, Wigle
ABSENT: Cardinal, Dogar, Grandison, McGrath

MOTION:

THAT Council hold a closed session on May 24, 2022 under section 27(1) of the *Freedom of Information and Protection of Privacy Act*, and that Administration and/or Don Lidstone, Q.C., be directed to send notice of this meeting to Councillor S. Dogar and his legal counsel, if applicable, accordingly.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Loretta Waquan, Councillor
SECONDER:	Funky Banjoko, Councillor
FOR:	Bowman, Ball, Banjoko, Bussieres, Stroud, Waquan, Wigle
ABSENT:	Cardinal, Dogar, Grandison, McGrath

Adjournment

The meeting adjourned at 1:53 p.m.

Mayor

Chief Legislative Officer



OFFICE OF THE MAYOR

May 16, 2022

NOTICE OF SPECIAL MEETING

Pursuant to Section 194 of the *Municipal Government Act*, RSA. 2000 c.M-26, a Special In Camera Council Meeting conducted through a combination of in-person and electronic communications is hereby scheduled to take place at 12:00 noon on the 18th day of May, 2022, in the Committee Room located on the main floor, Jubilee Centre, to consider the following:

1. **Privileged Information - Integrity Commissioner Reports**
(in camera pursuant to section 27(1) of the Freedom of Information and Protection of Privacy Act)

Sandy Bowman

Mayor

Regional Municipality of Wood Buffalo

Minutes Acceptance: Minutes of May 18, 2022 12:00 PM (Consent Agenda)



COUNCIL REPORT

Meeting Date: May 24, 2022

Subject: Community Investment Program Advisory Committee Appointments

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

THAT the Community Investment Program Advisory Committee Appointments, as outlined in Attachment 1, be approved effective immediately.

Summary and Background:

Advisory committees are established by Council to provide recommendations to Council on matters that impact the public and allow residents the opportunity to share their expertise and input with decision-makers in government.

On February 8, 2022 Council passed a resolution directing Administration to bring forward a bylaw to create a Community Investment Program Advisory Committee (CIPAC) with a mandate to review the current Community Investment Program and make recommendations to Council as included in the February 8, 2022 resolution. Subsequently, on March 29, 2022, Council passed Bylaw No. 22/003 to amend Committees Bylaw No. 17/024 to establish the CIPAC.

A recruitment campaign was launched on March 31, 2022, which involved targeted advertising via news release to local media outlets and social media. The recruitment campaign concluded on April 18, 2022, yielding 17 applications.

After Council's review of the applications, acting in the capacity of the Selection Committee, the recommendations being made are in keeping with the provisions of municipal bylaws and any relevant legislation. The intent of the selection process is to provide an orderly system for the appointment of members that display the attributes, skills and competencies required to sit on the CIPAC. The process provides an open, transparent, and consistent system of appointing qualified members to review the Municipality's Community Investment Program and make recommendations to Council on improvements and enhancements to the program.

Rationale for Recommendation:

COUNCIL REPORT – Community Investment Program Advisory Committee Appointments

To ensure that the Municipality's Community Investment Program receives dedicated support to provide recommendations to Council in accordance with the mandate of the CIPAC as set out in Committee Bylaw 17/024.

Strategic Priorities:

Responsible Government

Attachments:

1. Community Investment Program Advisory Committees Appointments

COUNCIL COMMITTEE APPOINTMENTS

Community Investment Program Advisory Committee		
Name	Sector	End Date
Anna Seinen	Business Community Representative	December 31, 2023
Erica Brewer	External Funding Organization Representative	December 31, 2023
Brandon Cardinal	Indigenous Representative	December 31, 2023
Chantel Beaver	Public-At-Large	December 31, 2023
Krista Downey	Public-At-Large	December 31, 2023
Michael McQuilter	Oil Sands Industry Representative	December 31, 2023
Matthew Miniely	Social Profit – Small Organization	December 31, 2023
Liana Wheeldon	Social Profit – Large Organization	December 31, 2023
Trudy Cockerill	Social Profit – Rural Organization	December 31, 2023
Funky Banjoko, Councillor	Non-Voting Council Member	October 25, 2022 (Organizational Meeting)
Alan Grandison, Councillor	Non-Voting Council Member	October 25, 2022 (Organizational Meeting)



COUNCIL REPORT

Meeting Date: May 24, 2022

Subject: Wood Buffalo Presents - Retracting of Funding Request

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

THAT the letter from Wood Buffalo Presents be accepted and that this report satisfy the resolution of Council passed on April 12, 2022.

Summary:

Wood Buffalo Presents made a presentation to Council on April 12, 2022 requesting a Sustaining Grant for \$368,345 with the following resolution being passed by Council:

“THAT the request from Wood Buffalo Presents for funding be referred to Administration to review and bring back a report for consideration of Council.”

Background:

Wood Buffalo Presents was referred to the Community Investment Program in December 2021 from an original request for presentation that was referred by the Agenda Review Committee to Administration under the approved Council Presentation Request Policy LEG-050.

Administration met with the Executive Director to discuss the Community Investment Program and the New Events Grant stream. At that time the organization was not deemed eligible for funding as they were not a non-profit agency. In February 2022 Wood Buffalo Presents registered as a Non-Profit Society.

On April 24, 2022 the Executive Director with Wood Buffalo Presents sent a letter to Administration and Council retracting the request for funding. A copy of this letter is appended as Attachment 1.

Rationale for Recommendation:

Administration met with the Wood Buffalo Presents organization and reviewed the Community Investment Program Policy and Grant Guidelines. At that meeting the organization understood that they did not meet the requirements for Community

Investment Program funding.

Strategic Priorities:

Responsible Government

Attachments:

1. Letter from Wood Buffalo Presents

**Regional Municipality of Wood Buffalo**

9909 Franklin Ave
Fort McMurray, Alberta
T9H 2K4

April 24, 2022

Dear Council and Administration,

This past week I had the opportunity to meet with members of the RMWB Administration regarding the proposal I presented to Council on April 12, 2022. After further discussing the details and eligibility requirements we will be taking the recommendation of the RMWB Administration and retracting our request for funding.

This decision was made after carefully reviewing the eligibility required for both the Sustainability Grant and the Community Investment Grant. Even though I strongly feel Wood Buffalo Presents should be receiving support from RMWB, at this time we do not meet the requirements for the length of time we have been operating.

We will be working on building and growing our new organization alongside our experienced BOD this year and then applying at the appropriate time for the 2023 budget.

Lastly, we are looking forward to showing the Fort McMurray Community the great things that WBP will be offering this year and hope to see you all at our events.

Thank you,

Dennis Nephin, Executive Director
Wood Buffalo Presents
E: Ed@woodbuffalopresents.com
P: 780-607-1910



COUNCIL REPORT

Meeting Date: May 24, 2022

Subject: Bylaw No. 22/009 Land Use Bylaw No. 99/059 Text Amendment Child Care Facility: Definition and General Regulations

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 22/009, being an amendment to the Land Use Bylaw No. 99/059 be read a first time.
2. THAT the required Public Hearing be scheduled to occur on June 28, 2022.

Summary:

In 2019 the Government of Alberta introduced legislation allowing overnight childcare. The Municipality's Land Use Bylaw does not currently allow overnight childcare and is therefore not aligned with this new provincial change. The proposed Land Use Bylaw text amendment would update the definition of Child Care Facility to remove the restriction of overnight accommodations and add general regulations to help ensure responsible implementation. If approved, this amendment will allow childcare operators to provide a new service in the Regional Municipality of Wood Buffalo.

Background:

In 2021, the Government of Alberta announced support for working families by allocating \$9.7 million for childcare operators to create more spaces, including overnight care (Attachment 2). This was in response to the Federal Government's commitment to provide childcare subsidies to Alberta families by 2025. To implement this commitment, the Province passed Bill 39 (Attachment 3) to allow for overnight childcare to support parents who work beyond typical daytime hours.

There is an interest among local childcare providers to implement overnight services in the Municipality. However, the definition of Child Care Facility in the Land Use Bylaw does not allow for overnight accommodation. Consequently, a text amendment is required to update the Land Use Bylaw to comply with the Provincial legislation and remove the restriction of overnight accommodations.

After consulting with representatives from Provincial Children's Services and completing

best practice research, the text amendment was drafted and circulated to internal and external stakeholders on April 4, 2022 for two weeks. No concerns were received through the circulation process, and the proposed bylaw has received support from the Province, who is eager to see the idea implemented in the region, given its large labour force that works extended shifts.

The most critical component of this amendment is an update to the definition of Child Care Facility, which is proposed to read:

CHILD CARE FACILITY means a development licensed by the province to provide personal care, maintenance, supervision or education for seven (7) or more children for periods less than 24 consecutive hours in daytime and overnight. This definition includes daycare centers, nursery schools and play schools and other similar uses but does not include a family day home as defined by the Alberta Early Learning and Child Care Act.

For comparison purposes, the existing Land Use Bylaw definition read as follows:

CHILD CARE FACILITY means a development licensed by the province to provide personal care, maintenance, supervision or education, without overnight accommodation for seven or more children at one time for more than 3 but less than 24 consecutive hours in a day. This definition includes daycare centers, nurseries, kindergartens, nursery schools and play schools and other similar uses.

The Province has its own regulations that childcare facilities must follow in order to secure a license. However, best practice research showed that there was benefit in regulating certain aspects to address local issues and concerns, such as adequate parking. The following Land Use Bylaw regulations are proposed in addition to provincial regulations:

1. A development permit for a Child Care Facility shall not be approved within a dwelling unit containing a:
 - (a) Basement Suite;
 - (b) Bed and Breakfast;
 - (c) Boarding House;
 - (d) Home Business;
 - (e) Secondary Suite.
2. A dwelling unit developed as a Child Care Facility shall not change the existing building style and shall remain consistent with the existing character of the street.
3. A Child Care Facility must provide an outdoor play space fenced in accordance

with the Land Use Bylaw.

4. A development permit for a Child Care Facility shall specify the total occupancy, including children and staff.
5. A development permit for a Child Care Facility shall specify the location of passenger drop off stalls, all of which must be provided on-site.

The parking provision for Child Care Facility is proposed to remain unchanged in the Land Use Bylaw, which currently requires one stall per employee on duty, with a minimum of four stalls. This amendment does not change the number of land use districts where Child Care Facility is a possible use, and the use remains either permitted or discretionary depending on the district.

It is important to note that this amendment will not impact day home operators (defined as having six children or less), as this is not a use regulated under the Land Use Bylaw. Furthermore, it will not apply retroactively to childcare facilities that have already received development permit approval.

Rationale for Recommendation:

Planning and Development recommends approval of this Land Use Bylaw text amendment, as it aligns with recently passed provincial legislation and aligns with the Municipality's commitment to reduce red tape for local businesses. It is also consistent with the Municipal Development Plan which directs the Municipality to address service provision in accordance with community need and to implement labour force retention initiatives. By adopting this amendment, the Municipality will be providing a much-needed opportunity for local childcare operators to provide an important service to local residents.

Strategic Priorities:

Responsible Government
Regional Economic Development

Attachments:

1. Bylaw No. 22/009
2. Announcement of Expanding Child Care Options
3. Bill 39

BYLAW NO: 22/009**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND THE LAND USE BYLAW NO. 99/059**

WHEREAS Section 191(1) and 639 of the *Municipal Government Act*, RSA 2000, c. M-26 requires Council both to pass and amend Land Use Bylaw No. 99/059;

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

1. The Land Use Bylaw 99/059, is hereby amended by deleting the definition of “Child Care Facility” in Section 10, and replacing with:

CHILD CARE FACILITY means a development licensed by the province to provide personal care, maintenance, supervision, or education for seven (7) or more children for periods less than 24 consecutive hours in daytime and overnight. This definition includes daycare centers, nursery schools and play schools and other similar uses but does not include family day home as defined by Alberta Early Learning and Child Care Act

2. Part 5 is amended by adding the following section, immediately after section 56:

56.A. Child Care Facility

56.A.1 A development permit for a Child Care Facility shall not be approved within a dwelling unit containing any of the following uses:

- (a) Basement Suite;
- (b) Bed and Breakfast;
- (c) Boarding House;
- (d) Home Business;
- (e) Secondary Suite.

56.A.2 A Child Care Facility which proposes changes to a building exterior, shall be contextually respectful of the street scape, to the satisfaction of the Development Authority.

56.A.3 A Child Care Facility shall provide a fenced outdoor play space.

56.A.4 A development permit for a Child Care Facility shall specify the total occupancy, including children and staff.

56.A.5 A development permit for a Child Care Facility shall specify the number and location of all required onsite short-stay parking stalls,

3. This Bylaw comes into effect on the day it is passed.

Read a first time this ____ day of _____, 2022.

Read a second time this ____ day of _____, 2022.

Read a third and final time this ____ day of _____, 2022.

Signed and Passed this ____ date of _____ 2022

Mayor

Chief Legislative Officer

Notifications

[COVID-19 Updates](#): Taking steps to return to normal.

- [Public health restrictions](#): Alberta entered Step 2 on March 1.
- [Book your vaccine](#): Albertans 5+ can get vaccinated now. Get booster when eligible.

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[Government news](#)

Mar 25, 2021

Expanding child care options for working parents

Alberta's government is supporting working families across the province by allocating \$9.7 million in grants for operators to create 1,500 more spaces in day homes and daycare centres, including overnight care.

On this page:

- [Quick facts](#)

Access to high-quality child care is vital in helping parents get back to work. These new child care spaces support parents in areas that need more quality child care options and who work beyond typical daytime hours. Funding will also create overnight child care spaces, which was made possible under the *Early Learning and Child Care Act*, which came into force Feb. 1.

“This is great news for working families who are truly essential to Alberta's economy. Working parents need more access to child care, including overnight care, that works when they do.”

Jason Kenney, Premier

“We've listened to the needs of parents all across Alberta. This funding provides more accessible, high-quality child care options for working parents in rural areas and growing communities, and will allow Alberta's child care operators to grow and support our economic recovery.”

Rebecca Schulz, Minister of Children's Services

“We've seen a lot of interest for overnight child care from parents, like nurses and other shift workers, who work outside the regular 9 to 5 Monday to Friday hours. This funding will go a long way towards helping us provide more child care options for parents. Apple Blossom is deeply

appreciative of the support of Children's Services and the provincial government in addressing this need in our community.”

Lisa Nickel, founder, Apple Blossom Day Homes

Through the Early Learning and Child Care agreement with the federal government, these 1,500 new and flexible child care spaces in licensed programs will create about 200 direct jobs for child care providers. Parameters and operational plans for overnight care will be developed in collaboration with operators.

Quick facts

- Grants will be awarded by March 31 and will add up to more than 1,500 new spaces in both licensed family day homes and facility-based child care centres across Alberta.
- Successful applicants will use the funding to increase the number of children they can care for in centres through renovations, open new daycares and day homes, or add capacity for overnight child care.
- Parameters and considerations such as population size, numbers of existing spaces, and industry/economic need resulted in spaces in communities such as:
 - Sherwood Park, with a young population and located near industrial plants which run 24/7.
 - Hinton, a community that supports oil and gas, forestry, mining and construction industries.
 - Fort McMurray, where many shift workers in energy and emergency services need extended hours of childcare.
 - Taber, where many manufacturing plants operate 24/7.
 - Rocky Mountain House, where many residents are employed at hospitals, RCMP and other 24/7 services.
- The number of child care spaces capacity building grants will support include:
 - 168 in the City of Calgary, including 15 overnight spaces
 - 189 in the Calgary area (serving High River and Strathmore and others), including 19 overnight spaces
 - 185 in central Alberta (serving Camrose, Olds, Red Deer, Rocky Mountain House and Viking), including 22 overnight spaces
 - 50 in the City of Edmonton
 - 206 in the Edmonton area (serving Sherwood Park, St. Albert and Sturgeon County), including 24 overnight spaces
 - 221 in north central Alberta (serving Boyle, Edson, Hinton, Westlock and Whitecourt), including eight overnight spaces
 - 295 in northeast Alberta (serving Fort McMurray), including 55 overnight spaces
 - 58 in northwest Alberta (serving Falher, Grande Prairie and Valleyview)
 - 186 in southern Alberta (serving Bassano, Brooks, Lethbridge, Medicine Hat and Taber), including 39 overnight spaces

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2020 Bill 39

Second Session, 30th Legislature, 69 Elizabeth II

THE LEGISLATIVE ASSEMBLY OF ALBERTA

BILL 39

CHILD CARE LICENSING (EARLY
LEARNING AND CHILD CARE)
AMENDMENT ACT, 2020

THE MINISTER OF CHILDREN’S SERVICES

First Reading

Second Reading

Committee of the Whole

Third Reading

Royal Assent

Attachment: 3. Bill 39 (BL 22/009 - LUB Amendment Overnight Child Care Bylaw)

Bill 39

BILL 39

2020

CHILD CARE LICENSING (EARLY LEARNING AND CHILD CARE) AMENDMENT ACT, 2020

(Assented to , 2020)

HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Amends SA 2007 cC-10.5

1 The *Child Care Licensing Act* is amended by this Act.

2 The title and chapter number are repealed and the following
is substituted:

EARLY LEARNING AND CHILD CARE ACT

Chapter E-0.1

3 The preamble and the enacting clause are repealed and the
following is substituted:

HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Explanatory Notes

1 Amends chapter C-10.5 of the Statutes of Alberta, 2007.

2 The title and chapter number presently read:

CHILD CARE LICENSING ACT
Chapter C-10.5

3 The preamble and the enacting clause presently read:

WHEREAS the Government of Alberta recognizes the importance of ensuring the safety, well-being and development of children receiving child care;

WHEREAS the Government of Alberta is committed to facilitating choice for families who require child care; and

WHEREAS the Government of Alberta recognizes and values the role of parents in the provision of quality child care;

THEREFORE HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

4 Section 1 is amended

(a) by repealing clauses (b) and (c) and substituting the following:

- (b) “child care” means the temporary care and supervision of a child by an individual other than the child’s parent or guardian, but does not include
 - (i) a group home, foster home or other residential care setting;
 - (ii) a program or service provided under the *Education Act*;
 - (iii) a day camp, vacation camp or other recreational program that is operated for less than 12 consecutive weeks in any 12-month period;
 - (iv) supervision of children at a recreational facility, retail centre or other commercial establishment where the parents or guardians of the children remain on the premises and are immediately available;
- (c) “child care program” means a facility-based program or a family day home program;

(b) by repealing clause (e);

(c) by repealing clause (f) and substituting the following:

- (f) “facility-based licence” means a licence issued under section 5;
- (f.1) “facility-based program” means a child care program that is offered or provided under a facility-based licence;
- (f.2) “family day home agency licence” means a licence issued under section 18.3;
- (f.3) “family day home program” means a child care program that is offered or provided by an individual
 - (i) in the individual’s private residence, and

4 Section 1 presently reads in part:

1 In this Act,

- (b) “child care” means the temporary care and supervision of a child by an individual other than the child’s parent or guardian, but does not include residential care;*
- (c) “child care program” means a program with the primary purpose of providing child care to 7 or more children, but does not include the following:*
 - (i) an education program provided under the Education Act;*
 - (ii) a day camp, vacation camp or other recreational program that operates for less than 12 consecutive weeks;*
 - (iii) supervision of children at a recreational facility, retail centre or other commercial establishment where the parents of the children remain on the premises and are readily available;*
- (e) “director” means an individual designated by the Minister as the director for the purposes of this Act;*
- (f) “licensed child care program” means a child care program in respect of which a licence has been issued under this Act;*
- (g) “Minister” means the Minister determined under section 16 of the Government Organization Act as the Minister responsible for this Act.*

- (ii) under the oversight of a licensed family day home agency;
- (f.4) “licensed facility-based program” means a facility-based program in respect of which a licence has been issued under section 5;
- (f.5) “licensed family day home agency” means the holder of a family day home agency licence;
- (d) by adding the following after clause (g):**
 - (h) “statutory director” means an individual designated by the Minister as the statutory director for the purposes of this Act.

5 The following is added after section 1:

Principles

1.1 This Act is to be interpreted and applied in accordance with the following principles:

- (a) the safety, security, well-being and development of the child is to be supported and preserved;
- (b) flexibility in child care supports choice and accessibility for families;
- (c) engagement of parents, guardians and community members in the provision of child care supports the child’s optimal development.

Matters to be considered by providers of child care programs

1.2 All providers of child care programs shall take into consideration the following matters as well as any other matter the provider considers relevant:

- (a) children should be encouraged in having care and play experiences that support their development and learning;
- (b) the child is to be protected from all forms of physical punishment, physical and verbal abuse and emotional deprivation;

5 Principles; matters to be considered by providers of child care programs.

(c) diversity in

(i) the background and circumstances of children in the program and their families, including those who may be experiencing social or economic vulnerability, and

(ii) the abilities of the children in the program

is to be respected and valued;

(d) the child's familial and Indigenous or other cultural, social, linguistic and spiritual heritage are central to the child's safety, well-being and development;

(e) care of the child must be appropriate to the child's mental, emotional, spiritual and physical needs and stage of development;

(f) involvement and engagement of parents and guardians supports accountability of child care program providers, monitoring of child care programs and maintenance of good quality child care programs.

6 The heading preceding section 2 and section 2 are repealed and the following is substituted:

Statutory director

2(1) The Minister may designate an employee of the Government who is under the administration of the Minister as the statutory director for the purposes of this Act.

(2) The statutory director may delegate any powers and duties of the statutory director, including the power to form an opinion and the power to subdelegate, to any person employed or assisting in the administration of this Act.

**Part 1
Facility-based
Licences**

7 Section 3 is repealed and the following is substituted:

6 The heading preceding section 2 and section 2 presently read:

Part 1
Licensed Child
Care Programs

2(1) The Minister may designate an employee of the Government under the administration of the Minister as the director for the purposes of this Act.

(2) The director may delegate any powers and duties of the director, including the power to form an opinion and the power to subdelegate, to any person employed or assisting in the administration of this Act.

7 Section 3 presently reads:

Requirement for facility-based licence

3 No person shall, except in accordance with a facility-based licence, offer or provide child care to more than 6 children, not including the person's own children.

8 Section 4 is repealed and the following is substituted:

Application for issuance or renewal of facility-based licence

4(1) An application for the issuance or renewal of a facility-based licence may be made by an adult or a corporation.

(2) An application under this section

- (a) must be made to the statutory director in a form and manner satisfactory to the statutory director,
- (b) must contain the information required by the regulations and any other information the statutory director requests, and
- (c) must be accompanied with the application fee set under subsection (4).

(3) A person who

- (a) has been refused a facility-based licence or a renewal of a facility-based licence under section 5(1)(b),
- (b) has been refused reinstatement of a suspended facility-based licence under section 15(5), or
- (c) has had a facility-based licence cancelled under section 16,

is ineligible, for a period set under subsection (4), to apply for an initial licence to provide a facility-based program.

(4) The statutory director has discretion to decide the length of a period of ineligibility for a person referred to in subsection (3), but the period must not exceed 2 years from the date of the refusal or cancellation.

(5) The statutory director may charge a fee for an application under this section and may set the amount of the fee.

3 No person shall offer or provide a child care program unless the person holds a licence issued by the director authorizing that person to offer or provide the child care program.

8 Section 4 presently reads:

4(1) An application for a licence or a renewal of a licence may be made by an adult or a corporation.

(2) A person who

- (a) has been refused a licence or a renewal of a licence under section 5(1)(b),*
- (b) has been refused reinstatement of a suspended licence under section 15(5), or*
- (c) has had a licence cancelled under section 16,*

is ineligible, for a period of 2 years after the date of the refusal or cancellation, to apply for an initial licence.

(3) An application under this section must be made to the director in the prescribed form and must be accompanied with

- (a) the information required under the regulations, and*
- (b) the application fee prescribed in the regulations.*

9 Section 5 is repealed and the following is substituted:

Licence to provide facility-based program

5(1) On considering an application under section 4, the statutory director may

- (a) issue or renew, with or without conditions, a licence to provide a facility-based program, or
- (b) refuse to issue or to renew a licence to provide a facility-based program if the statutory director
 - (i) is not satisfied that the applicant is capable of providing a facility-based program in accordance with this Act or the regulations,
 - (ii) is satisfied that the applicant has made a false statement in the application or in any information provided to the statutory director in support of the application, or
 - (iii) has reasonable and probable grounds to believe that any individual associated with the provision of the proposed facility-based program is not suitable to provide child care.

(2) When issuing an initial facility-based licence, the statutory director shall set the term of the licence for at least one year but not more than 3 years, as the statutory director considers appropriate.

(3) A facility-based licence issued or renewed under this section authorizes the holder to provide a facility-based program in accordance with this Act, the regulations and the terms and conditions of the licence.

10 Section 6 is amended

(a) in subsection (1)

- (i) **in the portion preceding clause (a) by striking out “licence issued or renewed under section 5” and substituting “facility-based licence that is issued or renewed”;**

9 Section 5 presently reads:

5(1) On considering an application under section 4, the director may

- (a) issue or renew a licence, with or without conditions, or*
- (b) refuse to issue or to renew a licence if the director*
 - (i) is not satisfied that the applicant is capable of providing a child care program in accordance with this Act or the regulations,*
 - (ii) is satisfied that the applicant has made a false statement in the application or in any information provided to the director in support of the application, or*
 - (iii) has reasonable and probable grounds to believe that any individual associated with the provision of the proposed child care program is not suitable to provide child care.*

(2) The term of a licence must be set by the director, and must not be more than

- (a) one year, in the case of an initial licence, or*
- (b) 3 years, in the case of the renewal of a licence.*

10 Section 6 presently reads:

6(1) A licence issued or renewed under section 5 must indicate the following:

- (a) the name of the licence holder;*

- (ii) **by repealing clause (b);**
- (iii) **in clause (c) by striking out “child care program is” and substituting “facility-based program is authorized”;**
- (iv) **in clause (d) by striking out “child care” and substituting “facility-based”;**
- (v) **in clause (e) by adding “in the case of an initial licence,” before “the term”;**
- (vi) **by adding the following after clause (e):**
 - (f) any other conditions to which the licence is subject.

(b) in subsection (2)

- (i) **by striking out “director” wherever it occurs and substituting “statutory director”;**
- (ii) **by striking out “subsection (1)(b) to (e)” and substituting “subsection (1)(c) to (f)”.**

11 The following is added after section 6:

Safety codes

6.1 It is a condition of every facility-based licence that the licence holder must comply with all applicable zoning, health and safety requirements.

12 Section 7 is amended by striking out “A licence” and substituting “A facility-based licence”.

13 The following is added after section 7:

Notice of change in licence holder’s directors or officers

7.1 Where a facility-based licence is held by a corporation and there is a change in the directors or officers of the corporation, the licence holder must notify the statutory director of the change, in writing, within 15 days of the change.

- (b) the category of child care program, in accordance with the categories established in the regulations, that may be provided under the licence;*
- (c) the location of the premises where the child care program is to be provided;*
- (d) the maximum number of children who may be cared for in the child care program;*
- (e) the term of the licence.*

(2) The director may, on the application by a licence holder in a manner satisfactory to the director, vary a provision of a licence referred to in subsection (1)(b) to (e).

11 Safety codes.

12 Section 7 presently reads:

7 A licence is not transferable by the licence holder to any other person.

13 Notice of change in licence holder's directors or officers.

14 Section 8 is amended by striking out “A licence” and substituting “An initial facility-based licence”.

15 Section 9 is repealed and the following is substituted:

Duty to post information and inform parents or guardians

9 A holder of a facility-based licence must post, in a clearly visible and prominent place on the premises where the licensed facility-based program is being provided,

- (a) the licence,
- (b) any report provided by the statutory director under section 10(3),
- (c) any conditions imposed on the licence under section 5(1) or 13,
- (d) any provisions of the licence that are varied under section 12, and
- (e) any probationary licence issued under section 15,

and must inform the parents or guardians of all children in the program of any posting under clause (d) or (e).

16 Section 10 is amended

- (a) in subsection (1)
 - (i) in the portion preceding clause (a) by striking out “this Act and the regulations, the director” and substituting “this Act, the regulations and the conditions, if any, of a facility-based licence, the statutory director”;
 - (ii) in clauses (a) and (b) by striking out “child care” wherever it occurs and substituting “facility-based”;
- (b) in subsections (2) to (4) by striking out “director” wherever it occurs and substituting “statutory director”;

14 Section 8 presently reads:

8 A licence expires at the end of the term of the licence unless it is renewed.

15 Section 9 presently reads:

9 A licence holder must post, in a clearly visible and prominent place on the premises where a licensed child care program is being provided,

- (a) the licence,*
- (b) any report provided by the director under section 10(3),*
- (c) any conditions imposed on the licence under section 5(1) or 13, and*
- (d) any probationary licence issued under section 15.*

16 Section 10 presently reads in part:

10(1) For the purpose of ensuring compliance with this Act and the regulations, the director may

- (a) at any reasonable hour, enter any premises where a licensed child care program is being offered or provided and inspect the premises and monitor the provision of the child care program, and*
- (b) require the production of any records or other documents relevant to the operation of the child care program and remove them temporarily for the purpose of examining them and making copies.*

(c) in subsection (5)

(i) in clause (a)

(A) by striking out “director” and substituting
“statutory director”;

(B) by striking out “child care” wherever it occurs and
substituting “facility-based”;

(ii) in clauses (b) and (c) by striking out “director”
wherever it occurs and substituting “statutory
director”.

**17 The heading preceding section 11 and section 11 are
repealed and the following is substituted:**

(2) When the director removes any records or other documents pursuant to subsection (1)(b), the director must

- (a) give to the individual from whom those items were taken a receipt for those items, and*
- (b) return those items to the licence holder after they have served the purpose for which they were taken.*

(3) The director must, following an inspection and monitoring under subsection (1), provide the licence holder with a report of the results of the inspection and monitoring.

(4) If a person

- (a) refuses or fails to permit the director to enter any premises under subsection (1)(a), or*
- (b) after permitting the director to enter the premises obstructs the director in exercising rights and performing duties under this section,*

the director may apply to the Court for an order under subsection (5).

(5) On being satisfied that an order is necessary for the purpose of ensuring compliance with this section, the Court may make an order

- (a) directing the licence holder to allow the director to enter the premises where the child care program is being offered or provided and inspect the premises and monitor the child care program,*
- (b) directing the licence holder to produce to the director any records or other documents required by the director,*
- (c) directing any police officer to assist the director in enforcing the order, and*
- (d) addressing any other matter the Court considers appropriate.*

17 The heading preceding section 11 and section 11 presently read:

Part 2 Enforcement Respecting Licensed Facility-based Programs

Authority of statutory director

11 Where the statutory director is of the opinion that a licensed facility-based program is not being provided in accordance with this Act, the regulations or the conditions, if any, of the licence, the statutory director may take any action authorized by this Part that the statutory director considers appropriate.

Notice of non-compliance

11.1 The statutory director may issue a written notice of non-compliance to the holder of a facility-based licence in respect of any non-compliance that is found during an inspection and is immediately remedied by the licence holder.

18 Section 12 is repealed and the following is substituted:

Variation of licence provisions

12 The statutory director may vary a provision of a facility-based licence referred to in section 6(1)(c) to (f).

19 Section 13 is repealed and the following is substituted:

Imposition of conditions on licence

13 The statutory director may impose conditions on a facility-based licence for a specified period of time.

20 Section 14 is repealed and the following is substituted:

Order to remedy non-compliance

14 The statutory director may, in writing, order a holder of a facility-based licence to take measures specified in the order within the time limits specified in the order.

21 Section 15 is amended

(a) by repealing subsection (1) and substituting the following:

*Part 2
Enforcement Respecting Licensed
Child Care Programs*

11 Where the director is of the opinion that a licensed child care program is not being provided in accordance with this Act or the regulations, the director may take any action authorized by this Part that the director considers appropriate.

18 Section 12 presently reads:

12 The director may vary a provision of a licence referred to in section 6(1)(b) to (e).

19 Section 13 presently reads:

13 The director may impose conditions on a licence for a specified period of time.

20 Section 14 presently reads:

14 The director may, in writing, order a licence holder to take measures specified in the order within the time limits specified in the order.

21 Section 15 presently reads in part:

15(1) The director may suspend a licence and issue a probationary licence.

**Suspension of facility-based licence and
issuance of probationary licence**

15(1) The statutory director may suspend a facility-based licence and issue a probationary licence.

- (b) in subsections (4) and (5) by striking out “director” wherever it occurs and substituting “statutory director”.

22 Section 16 is amended

- (a) by repealing subsection (1) and substituting the following:

Cancellation of facility-based licence

16(1) The statutory director may cancel a facility-based licence.

- (b) in subsection (2)

- (i) in the portion preceding clause (a) by adding “facility-based” before “licence”;
- (ii) in clause (a) by striking out “director is of the opinion that the licensed child care program” and substituting “statutory director is of the opinion that the licensed facility-based program”;

- (c) by adding the following after subsection (2):

(3) A person whose licence is cancelled under subsection (1) must inform the parents or guardians of all children in the program of the cancellation.

23 Section 17 is amended

- (a) in subsection (1) by striking out “director” wherever it occurs and substituting “statutory director”;
- (b) in subsection (2) by adding “facility-based” before “licence”;

(4) If the director is satisfied that a licence holder to whom a probationary licence has been issued has taken the measures indicated in the probationary licence in the time specified in that licence, the director may, at any time during the term of the probationary licence, reinstate the suspended licence for the remainder of the unexpired term of the suspended licence.

(5) If a licence holder to whom a probationary licence has been issued fails to take the measures indicated in the probationary licence within the time specified in that licence, the director may refuse to reinstate the suspended licence, and in that case both the probationary licence and the suspended licence expire at the end of the term of the probationary licence.

22 Section 16 presently reads:

16(1) The director may cancel a licence.

(2) The cancellation of a licence takes effect

- (a) immediately on the posting of a notice of cancellation on the premises, if the director is of the opinion that the licensed child care program is being provided in a manner that presents an imminent danger to the health, safety or well-being of a child, or*
- (b) 15 days after the day on which a notice of cancellation is served on the licence holder under section 17(1), in any other case.*

23 Section 17 presently reads:

17(1) Where the director takes an action under sections 12 to 16, the director must serve on the licence holder a notice in writing

- (a) setting out the action taken by the director and the reasons for the action, and*

(c) in subsection (3)

(i) in clauses (b) and (c) by striking out “director” and substituting “statutory director”;

(ii) by repealing clause (d) and substituting the following:

(d) by email to the licence holder’s last email address known to the statutory director, if there is a record of the email, or

(d) in subsection (4) by striking out “director” and substituting “statutory director”.

24 Section 18(1) is amended

(a) in the portion preceding clause (a) by striking out “director” and substituting “statutory director”;

(b) in the portion following clause (b) by striking out “child care” and substituting “facility-based”.

25 The following is added after section 18:

(b) *informing the licence holder of the licence holder's right to appeal the matter to an appeal panel under section 21.*

(2) *Where the cancellation of a licence under section 16 takes effect immediately, the notice under subsection (1) must be served forthwith.*

(3) *A notice under subsection (1) may be served*

(a) *by personal service,*

(b) *by ordinary mail to the licence holder's last address known to the director,*

(c) *by fax to the licence holder's last fax number known to the director, if there is a record of the fax,*

(d) *by e-mail to the licence holder's last e-mail address known to the director, if there is a record of the e-mail, or*

(e) *in any manner that may be directed by the Court.*

(4) *The Court may, on the application of the director, make an order directing the manner of service on a licence holder of a notice under subsection (1).*

24 Section 18(1) presently reads:

18(1) The director

(a) *may post a notice of an action taken under sections 12 to 15, and*

(b) *must post a notice of a cancellation under section 16,*

in a clearly visible and prominent place on the premises where the licensed child care program is provided.

25 Restriction on family day home programs; application for family day home agency licence; family day home agency licence; provisions of family day home agency licence and variation; licence not transferable; notice of change in licence holder's directors or officers; expiry; authority of statutory director; variations, imposition of conditions or order to remedy; cancellation of family day home agency licence; duty to notify licence holder.

Part 2.1 Family Day Home Programs and Licensed Family Day Home Agencies

Restriction on family day home programs

18.1 No person shall offer or provide a family day home program that provides child care to more than 6 children, not including the person's own children.

Application for family day home agency licence

18.2(1) An application for the issuance or renewal of a family day home agency licence may be made by an adult or a corporation.

(2) An application under this section

- (a) must be made to the statutory director in a form and manner satisfactory to the statutory director,
- (b) must contain all the information that the statutory director directs must be included, and
- (c) must be accompanied with the application fee set under subsection (3).

(3) The statutory director may charge a fee for an application under this section and may set the amount of the fee.

Family day home agency licence

18.3(1) On considering an application under section 18.2, the statutory director may

- (a) issue or renew, on any conditions the statutory director considers appropriate, a family day home agency licence, or
- (b) refuse to issue or to renew a family day home agency licence if the statutory director
 - (i) is not satisfied that the applicant is capable of providing appropriate oversight of family day home programs,
 - (ii) is satisfied that the applicant has made a false statement in the application or in any information provided to the statutory director in support of the application, or

- (iii) has reasonable and probable grounds to believe that any individual associated with the applicant is not suitable to oversee the provision of child care by family day home programs.

(2) The statutory director has discretion to decide the term of a family day home agency licence, which must be at least one year but not more than 3 years.

(3) A family day home agency licence issued or renewed under this section authorizes the holder to oversee family day home programs in accordance with this Act, the regulations and the terms and conditions of the licence.

Provisions of family day home agency licence and variation

18.4(1) A family day home agency licence that is issued or renewed must indicate the following:

- (a) the name of the licence holder;
- (b) the address of the licensed family day home agency;
- (c) the maximum number of family day home programs that the family day home agency is authorized to oversee;
- (d) the term of the licence;
- (e) any other conditions to which the licence is subject;
- (f) any other information the statutory director considers necessary.

(2) The statutory director may, on the application by a licence holder in a manner satisfactory to the statutory director, vary a provision of a family day home agency licence referred to in subsection (1)(b) to (f).

Licence not transferable

18.5 A family day home agency licence is not transferable by the licence holder to any other person.

Notice of change in licence holder's directors or officers

18.6 Where a family day home agency licence is held by a corporation and there is a change in the directors or officers of the

corporation, the licence holder must notify the statutory director of the change, in writing, within 15 days of the change.

Expiry

18.7 A family day home agency licence expires at the end of the term of the licence unless it is renewed for a further term.

Authority of statutory director

18.8 Where the statutory director is of the opinion that a licensed family day home agency is not providing oversight of family day home programs in accordance with this Act, the regulations or the conditions, if any, of the licence, the statutory director may take any action under section 18.9 or 18.91 that the statutory director considers appropriate.

Variation, imposition of conditions or order to remedy

18.9 The statutory director may

- (a) vary a provision of a family day home agency licence,
- (b) impose conditions on a family day home agency licence for a specified period of time, or
- (c) in writing, order a holder of a family day home agency licence to take measures specified in the order within the time limits specified in the order to remedy any non-compliance with this Act, the regulations or the conditions of the licence.

Cancellation of family day home agency licence

18.91(1) The statutory director may cancel a family day home agency licence.

(2) The cancellation of a family day home agency licence takes effect

- (a) immediately after the statutory director has given notice of the cancellation to every family day home program being overseen by the family day home agency, if the statutory director is of the opinion that any act or omission by the agency presents an imminent danger to the health, safety or well being of a child, or

- (b) 15 days after the day on which a notice of cancellation is served on the licence holder under section 18.92(1), in any other case.

Duty to notify licence holder

18.92(1) Where the statutory director takes an action under section 18.9 or 18.91, the statutory director must serve on the licence holder a notice in writing

- (a) setting out the action taken by the statutory director and the reasons for the action, and
- (b) informing the licence holder of the licence holder's right to appeal the matter to an appeal panel under section 21.

(2) Where the cancellation of a family day home agency licence under section 18.91 takes effect immediately, the notice under subsection (1) must be served on the licence holder forthwith.

(3) A notice under subsection (1) may be served

- (a) by personal service,
- (b) by ordinary mail to the licence holder's last address known to the statutory director,
- (c) by fax to the licence holder's last fax number known to the statutory director, if there is a record of the fax,
- (d) by email to the licence holder's last email address known to the statutory director, if there is a record of the email, or
- (e) in any manner that may be directed by the Court.

(4) The Court may, on the application of the statutory director, make an order directing the manner of service on a licence holder of a notice under subsection (1).

26 The heading preceding section 19 is repealed and the following is substituted:

26 The heading preceding section 19 presently reads:

Part 3 Reviews, Alternative Dispute Resolution and Appeals

27 The following is added before section 19:

Definitions for Part 3

18.93 In this Part,

- (a) “licence” means a facility-based licence or a family day home agency licence;
- (b) “licence holder” means a person who holds a facility-based licence or a family day home agency licence.

Administrative reviews

18.94(1) A licence holder who is subject to a decision of the statutory director respecting the licence may request, within 30 days of the decision, that the statutory director review the decision.

(2) A request under subsection (1) must set out

- (a) the decision in sufficient details for the statutory director to be able to identify the decision, and
- (b) the grounds for the review.

(3) In reviewing a decision, a statutory director may receive oral or written submissions from the licence holder who requested the review.

(4) On completing a review the statutory director

- (a) may confirm, vary or rescind the decision that has been reviewed, and
- (b) must, within 15 days of receiving the request under subsection (1), provide the licence holder who requested the review with a copy of the decision under clause (a) that includes the reasons.

Part 3
Appeals

27 Definitions for Part 3; administrative reviews; alternative dispute resolution.

(5) If a copy of the decision is not received under subsection (4)(b) within 15 days of the making of the request under subsection (1), the licence holder who requested the review is deemed to have received a copy of the decision stating that the statutory director has confirmed the decision that was reviewed.

Alternative dispute resolution

18.95(1) Subject to the regulations, a licence holder may, without having requested a review under section 18.94 or after the completion of the review if the licence holder requested a review, request to enter into alternative dispute resolution with the statutory director in respect of any decision made by the statutory director respecting the licence.

(2) All information provided orally during alternative dispute resolution is confidential and is the privileged information of the person providing it, and all documents and records created as a result of alternative dispute resolution are confidential and are privileged documents and records of the person creating them.

(3) No person shall disclose or be compelled to disclose the documents, records or information described in subsection (2) except

- (a) with the consent of all who participated in the alternative dispute resolution,
- (b) if disclosure is necessary to make or to carry out an agreement under this Act,
- (c) if disclosure is pursuant to an order of the Court granted with the consent of all the parties to the Court application,
- (d) to the extent that the disclosure is necessary to protect the safety, security or development of the child, or
- (e) for the purposes of disclosure required by section 4.

(4) If there is a conflict or inconsistency between subsection (2) or (3) and the *Freedom of Information and Protection of Privacy Act*, subsection (2) or (3) prevails despite that Act.

(5) No action may be brought against a person who conducts alternative dispute resolution under this section for any act done

or omitted to be done with respect to the alternative dispute resolution unless it is proved that the person acted maliciously and without reasonable and probable cause.

(6) The Minister may establish the alternative dispute resolution processes that are to be used for the purposes of this section.

28 Section 20(2)(a) and (b) are amended by striking out “director” and substituting “statutory director”.

29 Section 21 is amended

(a) by repealing subsection (1) and substituting the following:

Appeals

21(1) A decision of the statutory director that is made under this Act or the regulations in respect of a licence or an application for a licence or the renewal of a licence and that is prescribed in the regulations as being appealable under this subsection may be appealed to an appeal panel by the licence holder or the person who applied for the licence or renewal.

(1.1) A decision of the statutory director that is made under this Act or the regulations and that is prescribed in the regulations as being appealable under this subsection may be appealed to an appeal panel by a person to whom the decision pertains.

(b) by repealing subsections (2) and (3) and substituting the following:

(2) The following decisions remain in force pending the outcome of an appeal:

- (a) the refusal to issue a licence under this Act;
- (b) the imposition or variation of any conditions of a licence;

28 Section 20(2) presently reads:

- (2) An appeal panel*
- (a) may confirm, vary or rescind a decision of the director that is appealed under section 21, and*
 - (b) must notify the appellant and the director in writing of its decision.*

29 Section 21 presently reads:

21(1) A licence holder, a person who applies for a licence or the renewal of a licence or a person to whom a decision referred to in clause (j) pertains, as the case may be, may appeal any of the following decisions of the director to an appeal panel:

- (a) a decision under section 5(1)(a) to issue or renew a licence subject to conditions;*
- (b) a decision under section 5(1)(b) to refuse to issue or renew a licence, except a decision to refuse to issue a licence to provide a child care program that is categorized as an innovative child care program under the regulations;*
- (c) a decision under section 6(2) to refuse to vary a provision of a licence;*
- (d) a decision under section 12 to vary a provision of a licence;*
- (e) a decision under section 13 to impose conditions on a licence;*
- (f) a decision under section 14 to issue an order;*
- (g) a decision under section 15(1) to suspend a licence and issue a probationary licence;*

- (c) the cancellation of a licence;
 - (d) the suspension of a facility-based licence and issuance of a probationary licence under section 15.
- (3) An appeal must be commenced by serving a notice of appeal on the statutory director within 30 days after the day on which the appellant is notified of the decision that is being appealed.
- (c) in subsection (4) by striking out “director” and substituting “statutory director”.

30 The heading preceding section 22 is repealed and the following is substituted:

Part 4 Investigation Respecting Unlicensed Child Care

31 Section 22 is amended

- (a) by repealing subsection (1) and substituting the following:

Investigation

22(1) If the statutory director has reasonable and probable grounds to believe that a person is, without a facility-based licence, offering or providing child care to more than 6 children, not including the person’s own children, the statutory director may, with the permission of the person in charge of the premises in which the child care is being offered or provided,

- (a) at any reasonable hour, enter the premises for the purpose of conducting an investigation with respect to the matter, and

- (h) *a decision under section 15(5) to refuse to reinstate a licence that has been suspended;*
- (i) *a decision under section 16 to cancel a licence;*
- (j) *a decision prescribed in the regulations as being subject to an appeal to an appeal panel.*

(2) A cancellation of a licence under section 16 remains in force pending the outcome of an appeal.

(3) An appeal must be commenced by serving a notice of appeal, in the prescribed form, on the director within 30 days after the day on which the appellant is notified of the decision that is being appealed.

(4) The director must, within 10 days after receiving a notice of appeal, deliver it to the chair of an appeal panel.

30 The heading preceding section 22 presently reads:

*Part 4
Investigation Respecting Unlicensed
Child Care Programs*

31 Section 22 presently reads in part:

22(1) If the director has reasonable and probable grounds to believe that a person is offering or providing a child care program without a licence, the director may, with the permission of the person in charge of the premises in which the child care program is being offered or provided,

- (a) at any reasonable hour, enter the premises for the purpose of conducting an investigation with respect to the child care program, and*
- (b) examine any records or other documents relevant to the investigation.*

(2) The director may apply to the Court for an order under subsection (3) if

- (a) the person in charge of the premises*

- (b) examine any documents or other records, whether in physical or electronic form, that are relevant to the investigation.
- (b) in subsection (2) by striking out “director” wherever it occurs and substituting “statutory director”.**
- (c) by repealing subsection (3) and substituting the following:**
 - (3)** On being satisfied that there are reasonable and probable grounds to believe that a person is, without a facility-based licence, offering or providing child care to more than 6 children, not including the person’s own children, the Court may make an order
 - (a) directing the person in charge of the premises to allow the statutory director to enter the premises where the child care is being offered or provided for the purpose of conducting an investigation with respect to the matter,
 - (b) directing the person in charge of the premises to produce to the statutory director any records or other documents relevant to the investigation,
 - (c) directing any police officer to assist the statutory director in enforcing the order, and
 - (d) addressing any other matter the Court considers appropriate.

32 Section 23 is amended

- (a) by repealing subsection (1) and substituting the following:**

Stop order

23(1) If the statutory director is satisfied that a person is, without a facility-based licence, offering or providing child care to more than 6 children, not including the person’s own children, the statutory director may, in writing, order that person to cease offering or providing the child care.

- (i) *refuses to permit the director to enter the premises or to examine records or documents under subsection (1), or*
- (ii) *after permitting the director to enter the premises, obstructs the director in exercising rights and performing duties under this section,*

or

- (b) *the director is of the opinion that requesting permission to enter from the person in charge of the premises might compromise the purpose of an investigation.*
- (3) *On being satisfied that there are reasonable and probable grounds to believe that a person is offering or providing a child care program without a licence, the Court may make an order*
 - (a) *directing the person in charge of the premises to allow the director to enter the premises where the child care program is being offered or provided for the purpose of conducting an investigation with respect to the child care program,*
 - (b) *directing the person in charge of the premises to produce to the director any records or other documents relevant to the investigation,*
 - (c) *directing any police officer to assist the director in enforcing the order, and*
 - (d) *addressing any other matter the Court considers appropriate.*

32 Section 23 presently reads in part:

23(1) If the director is satisfied that a person is offering or providing a child care program without a licence, the director may, in writing, order that person to cease offering or providing the child care program.

(2) If the person to whom an order under subsection (1) is directed fails to comply with the order, the director may make an application to the Court for an order directing that person to cease offering or providing the child care program.

(3) On being satisfied that a person is offering or providing a child care program without a licence, the Court may make an order

(b) in subsection (2) by striking out “director” and substituting “statutory director”;

(c) by repealing subsection (3) and substituting the following:

(3) On being satisfied that a person is, without a facility-based licence, offering or providing child care to more than 6 children, not including the person’s own children, the Court may make an order directing the person to cease offering or providing the child care.

(d) by repealing subsection (4) and substituting the following:

(4) The statutory director must serve an order under subsection (1) or (3) by personal service on the person to whom it is directed and must, in writing, inform the parents or guardians of all children to whom the child care was being offered or provided of the order.

(4.1) The statutory director may require a person to whom an order under subsection (1) is directed to disclose to the statutory director the names of, and contact information for, all parents and guardians of children to whom the child care was being offered or provided, and the statutory director may collect, use and disclose that information for the purposes of informing the parents and guardians of the order.

(4.2) The statutory director may, on request, disclose to a person whether any stop orders under this section have been issued to an identified person in the 24 months immediately preceding the request.

(e) in subsection (6) by striking out “director” and substituting “statutory director”;

33 Section 24 is repealed and the following is substituted:

Exemption, variation or new terms

24(1) The Minister may, by order, temporarily exempt a licence holder or a category of licence holders from any requirement of this Act or the regulations if the Minister is of the opinion that

directing the person to cease offering or providing the child care program.

(4) The director must serve an order under subsection (1) or (3) by personal service on the person to whom it is directed

(6) A notice of appeal under subsection (5) must be served on the director within 7 days after the filing of the notice.

33 Section 24 presently reads:

24 The Minister may, by order, temporarily exempt a licence holder or a category of licence holders from any requirement of this Act or the regulations if the Minister is of the opinion that

- (a) there is an exceptional and extraordinary circumstance that warrants a temporary exemption,
- (b) it is in the public interest that a temporary exemption be granted.

(2) The Minister may, by order, vary the terms and conditions of a licence or impose new terms and conditions on a licence if the Minister is of the opinion that

- (a) there is an exceptional and extraordinary circumstance that warrants the variation or the new terms and conditions, and
- (b) it is in the public interest that the variation or the new terms and conditions be ordered.

Standards and certification

24.1(1) The Minister may set standards respecting

- (a) the skills, training and other qualifications that an individual must have, and
- (b) the conduct requirements that an individual must meet

in order to hold a child care certification under the regulations.

(2) The standards under subsection (1)(a) may set different training requirements for each level of child care certification established in the regulations.

34 Section 25 is repealed.

- (a) *there is an exceptional and extraordinary circumstance that warrants a temporary exemption, and*
- (b) *it is in the public interest that a temporary exemption be granted.*

34 Section 25 presently reads:

25(1) In this section, “family day home program” means a program under which a person with whom the director has entered into an agreement under subsection (2) co-ordinates and monitors the provision of child care

- (a) *in the private residence of one or more child care providers, and*
- (b) *to not more than 6 children in each private residence referred to in clause (a).*

35 Section 26 is amended

- (a) by striking out “or” at the end of clause (a) and adding the following after clause (a):**
 - (a.1) provides, or engages another person to provide, child care in a child care program without meeting the applicable training or certification standards set by the Minister under section 24.1, or
- (b) in clause (b) by striking out “the director, the director’s” and substituting “the statutory director, the statutory director’s”.**

36 Section 27(1) is amended

- (a) in clause (a) by striking out “prescribing” and substituting “respecting”;**
- (b) by adding the following after clause (c):**
 - (c.1) respecting the information that must accompany an application under section 18.2;
- (c) by repealing clause (d) and substituting the following:**
 - (d) respecting the application process for the purposes of section 4 or 18.2;
 - (d.1) giving the statutory director discretion, despite section 18.3, to decline to consider applications that are or may be made under section 18.2;
- (d) in clause (e) by striking out “establishing categories of” and substituting “respecting”;**
- (e) in clause (f) by striking out “licence holders for each category of child care program” and substituting “licence holders in respect of child care programs”;**
- (f) by repealing clause (g) and substituting the following:**

(2) The director may enter into an agreement with any person respecting the administration of a family day home program by that person.

35 Section 26 presently reads:

26 Any person who

- (a) offers or provides a child care program without a licence, or*
- (b) obstructs or interferes with, or attempts to obstruct or interfere with, the director, the director's delegate, a police officer or any other duly authorized person exercising any power or performing any duty under this Act*

is guilty of an offence and liable to a fine of not more than \$10 000 or to imprisonment for a period of not more than 12 months or to both a fine and imprisonment.

36 Section 27(1) presently reads in part:

27(1) The Minister may make regulations

- (a) prescribing forms required under this Act;*
- (c) respecting fees payable with an application under section 4;*
- (d) respecting the application process;*
- (e) respecting categories of child care programs;*
- (f) respecting the standards that must be maintained by licence holders for each category of child care program;*
- (g) respecting levels of child care worker certification and the certification of individuals as child care workers by the director;*
- (i) prescribing matters in respect of which a decision of the director may be appealed to an appeal panel;*
- (i.1) respecting the emergency circumstances in which an appeal may be heard by one member of an appeal panel;*
- (j) respecting exemptions from the need to comply with one or more requirements of the regulations.*

- (g) establishing levels of child care certification and respecting the certification of individuals by the statutory director under section 24.1;

(g) by repealing clause (i) and substituting the following:

- (i) prescribing, for the purposes of section 21(1) or (1.1) or both, decisions of the statutory director that may be appealed to an appeal panel;
- (i.01) respecting notices of appeal;

37 Section 28(1)(b) is amended by striking out “director” and substituting “statutory director”.

38 The following is added after section 28:

Transitional

28.1(1) In this section,

- (a) “former Act” means this Act as it read immediately before the coming into force of this section;
 - (b) “former regulations” means the regulations as they read immediately before the coming into force of this section.
- (2)** Where, immediately before the coming into force of this section, a child care program is being offered or provided under the former regulations as a day care program, an out of school program or a pre-school program,
- (a) this Act and the regulations, as they read on the coming into force of this section, do not apply in respect of the child care program until February 1, 2021,
 - (b) the former Act and the former regulations continue to apply in respect of the child care program until the expiration of January 31, 2021, and

37 Section 28(1)(b) presently reads:

28(1) A licence issued under the Social Care Facilities Licensing Act with respect to a day care facility that is in existence immediately before the coming into force of this Act is deemed to be a licence issued under this Act until

(b) the licence is cancelled by the director under section 16.

38 Transitional.

- (c) notwithstanding the term specified in the licence under which the child care program is being offered or provided, the licence expires on the expiration of January 31, 2021 unless it is sooner cancelled under section 16 of the former Act.
- (3) Where, immediately before the coming into force of this section, a child care program is being offered or provided under the former regulations as a group family child care program or an innovative child care program,
- (a) this Act and the regulations, as they read on the coming into force of this section, do not apply in respect of the child care program,
 - (b) the former Act and the former regulations continue to apply in respect of the child care program, and
 - (c) notwithstanding the term specified in the licence under which the child care program is being offered or provided, the licence does not expire but remains subject to cancellation under section 16 of the former Act.
- (4) Where, immediately before the coming into force of this section, a person is co-ordinating and monitoring the provision of child care under an agreement under section 25 of the former Act,
- (a) the agreement remains valid, notwithstanding the repeal of section 25 of the former Act, until it expires or is terminated, and
 - (b) the person is not required to hold a family day home agency licence until after the agreement expires or is terminated, as the case may be.

Consequential and Related Amendments

Amends SA 2009 cP-29.1

39 The *Protection for Persons in Care Act* is amended in section 1(1)(f.1)(iii) by striking out “*Child Care Licensing Act*” and substituting “*Early Learning and Child Care Act*”.

39 Amends chapter P-29.1 of the Statutes of Alberta, 2009.
Section 1(1) presently reads in part:

1(1) In this Act,

(f.1) “facility” means

Amends RSA 2000 cP-37

40 The *Public Health Act* is amended in the following provisions by striking out “*Child Care Licensing Act*” and substituting “*Early Learning and Child Care Act*”:

section 1(1)(x) and (mm)(iii);
section 18.1(1)(b);
section 66(2)(b).

Amends RSA 2000 cP-39

41 The *Public Inquiries Act* is amended in section 7(2)(b)(i.1) by striking out “*Child Care Licensing Act*” and substituting “*Early Learning and Child Care Act*”.

Amends SA 2017 cR-2.5

42 The *Radon Awareness and Testing Act* is amended

(a) in section 3

(i) in subsection (1)

(A) by striking out “section 4 of the *Child Care Licensing Act*” and substituting “Part 1 of the *Early Learning and Child Care Act*”;

(B) by striking out “director” wherever it occurs and substituting “statutory director”;

(ii) in subsection (2) by striking out “director” and substituting “statutory director”.

(b) in section 5(2) in the new subsection (1.1) by striking out “director” and substituting “statutory director”.

- (iii) *the premises where a child care program that is licensed under the Child Care Licensing Act is offered or provided;*

40 Amends chapter P-37 of the Revised Statutes of Alberta 2000.

41 Amends chapter P-39 of the Revised Statutes of Alberta 2000. Section 7(2) presently reads in part:

(2) *In this section,*

(b) *“public building” includes*

- (i.1) *the premises where a child care program that is licensed under the Child Care Licensing Act is offered or provided,*

42 Amends chapter R-2.5 of the Statutes of Alberta, 2017. Section 3 presently reads and section 5 presently reads in part:

3(1) Prior to a licence being issued or renewed for a child care program under section 4 of the Child Care Licensing Act, the director under that Act shall require an applicant to provide the director with the results of a radon test completed within one year immediately preceding the submission of the application within the premises where the child care program will be provided.

(2) If the results of the radon test completed under subsection (1) exceed the acceptable radon level prescribed by the regulations, the director shall require the applicant to provide a plan to reduce the radon level in accordance with the prescribed standards.

5(1) The Child Care Licensing Act is amended by this section.

(2) Section 5 is amended by adding the following after subsection (1):

(1.1) On considering an application under section 4, the director may refuse to issue or renew a licence if the director has not received the results of a radon test or a radon reduction plan in accordance with section 3 of the Radon Awareness and Testing Act.

43 This Act has effect on February 1, 2021.

43 Coming into force.

RECORD OF DEBATE

[illegible]



COUNCIL REPORT

Meeting Date: May 24, 2022

Subject: Bylaw No. 22/008 Conklin Area Structure Plan Amendment - Text Amendment to Allow for Smaller Residential Lots in Conklin

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 22/008, being an amendment to the Conklin Area Structure Plan Bylaw No. 13/024, to allow for lot sizes less than 0.4 ha on the following hamlet residential parcels:
 - Lot 3, Block 3, Plan 032 6085 (Civic address - 103 Pine Lane)
 - Lot 156, Block 1, Plan 102 1643 (Civic address - 159 Pine Lane)
 - Lot 42, Plan 832 1550 (Civic address - 130 Father Mercredi's Trail)
 - Lot 119, Plan 832 1550 (Civic address - 175 Pine Lane)
 - Lot 134, Plan 832 1550 (Civic address - 178 Pine Lane); be read a first time:
2. THAT the required Public Hearing be held, during a Special Council Meeting on June 27, 2022, at 3:00 p.m. in the Conklin Multiplex, 244 Northland Drive in Conklin, Alberta.

Summary:

The Planning and Development Department received an application in November 2021 to amend the Conklin Area Structure Plan (ASP). The purpose of this amendment is to reduce the minimum lot size requirement in the ASP of 0.4 ha for the following five lots (subject parcels):

1. Lot 156, Block 1, Plan 102 1643 (Civic Address - 159 Pine Lane)
2. Lot 3, Block 3, Plan 032 6085 (Civic Address - 103 Pine Lane)
3. Lot 42, Plan 832 1550 (Civic Address - 130 Father Mercredi's Trail)
4. Lot 119, Plan 832 1550 (Civic Address - 175 Pine Lane)
5. Lot 134, Plan 832 1550 (Civic Address - 178 Pine Lane)

Under the Land Use Bylaw No. 99/059, the lots above are designated 'HR - Hamlet Residential' and are allowed to have a minimum lot area of 560 square meters (0.056 ha) if serviced by municipal water and sewer. The Conklin Area Structure Plan (Bylaw No. 13/024), however, restricts the minimum lot size to 4,000 square meters (0.4 ha).

In the absence of enough land for development, and services available through the Rural Water and Sewer Servicing (RWSS) Program, the Conklin Resource Development Advisory Committee (CRDAC) has submitted the proposed amendment to reduce the minimum lot size for the subject parcels to align with the Land Use Bylaw. This will enable the subdivision of the subject parcels into smaller lots thereby increasing the supply of affordable housing in the Hamlet.

The authority to amend the Area Structure Plan is vested with Council under the *Municipal Government Act*.

Background:

The community of Conklin is facing a housing shortage. Since the ASP restricts the minimum lot size in the Hamlet to 0.4 ha (4,000 square meters) there are few opportunities to subdivide existing lands. To address the housing shortage and affordability, CRDAC is proposing a reduction in lot sizes for five parcels under their ownership to enable the subdivision of these lots into smaller parcels. The subject parcels are located along Pine Lane and Father Mercredi's Trail and are identified in the Subject Area Map (Schedule A) within Attachment 1.

To gain feedback on the proposed ASP amendment, the applicant held a virtual public engagement session on February 15, 2022. No concerns were received on the proposed amendment.

With infrastructure systems being upgraded through the Rural Water and Sewer Servicing (RWSS) Program, there is additional servicing capacity to support new/additional lots in Conklin. CRDAC currently plans to subdivide the five subject parcels into about 46 residential lots over the next three to five years. These subdivisions will be applied for in phases and will be subject to sufficient capacity in municipal infrastructure systems, which will be assessed during the review of each subdivision.

In anticipation of the approval of this amendment application, CRDAC has submitted the first phase of subdivision applications, which proposes to subdivide 159 Pine Lane (area 2.77 ha or 27,700 square meters) into 16 residential lots ranging from 0.088 ha (880 square meters) to 0.295 ha (2,950 square meters).

Alignment with Statutory Plans:

The proposed ASP amendment aligns with the intent of the Municipal Development Plan (MDP) by increasing affordable housing supply while maintaining the existing character and development pattern of single-family development in the community.

Directions C.2.1, 4.2.1, 4.2.2. and 4.2.3 of the MDP address the general strategy for rural communities, including Conklin, and contemplate modest population growth while promoting a variety of land uses. The plan identifies the need for expanding affordable housing supply and recommends that land use policies, regulations, and standards remain flexible to support affordable housing for smaller, less costly units.

With the exception of the minimum lot size requirement, the proposed amendment also aligns with the intent of the Conklin Area Structure Plan by conserving and enhancing the existing development pattern and providing access to more affordable housing. Most notably, 'Principle 2: Conserve and Enhance the Existing Development Pattern' identifies the need for affordable housing and suggests that it may be achieved through residential developments on smaller lots. Additionally, Hamlet Residential land uses in the ASP allow for infill residential development, subject to proposed development retaining the existing characteristics of the area.

Rationale for Recommendation:

Since the approval of the Conklin Area Structure Plan in 2013, significant improvements to the servicing infrastructure have occurred. These improvements provide for extra capacity in servicing systems and can support smaller lot sizes to address the issue of housing supply and affordability in the community of Conklin. Statutory plans are intended to be "living documents" that can be amended from time to time in response to evolving circumstances and community need.

Given the support for this locally-driven application and its alignment with key priorities such as housing affordability, Administration supports the proposed amendment.

Strategic Priorities:

Responsible Government
Rural and Indigenous Communities and Partnerships

Attachments:

1. Bylaw No. 22/008 Conklin Area Structure Plan Amendments

BYLAW NO. 22/008**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND THE CONKLIN AREA STRUCTURE PLAN BYLAW NO. 13/024**

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

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

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

1. THAT Bylaw No. 13/024 is hereby amended by allowing the minimum lot size for hamlet residential development, under Policy 2.1.4, to be less than 0.4 ha (1.0 ac) at the following parcels:
 - Lot 3, Block 3, Plan 032 6085 (Civic address - 103 Pine Lane)
 - Lot 156, Block 1, Plan 102 1643 (Civic address - 159 Pine Lane)
 - Lot 42, Plan 832 1550 (Civic address - 130 Father Mercredi's Trail)
 - Lot 119, Plan 832 1550 (Civic address - 175 Pine Lane)
 - Lot 134, Plan 832 1550 (Civic address - 178 Pine Lane)

as depicted on Schedule "A"
2. THAT Bylaw No. 13/024 is hereby amended by accepting the textual amendments as depicted in Schedule "B"
3. This Bylaw comes into effect on the day it is passed

Read a first time this _____ day of _____, 2022.

Read a second time this _____ day of _____, 2022.

Read a third and final time this _____ day of _____, 2022.

Signed and Passed this _____ day of _____ 2022

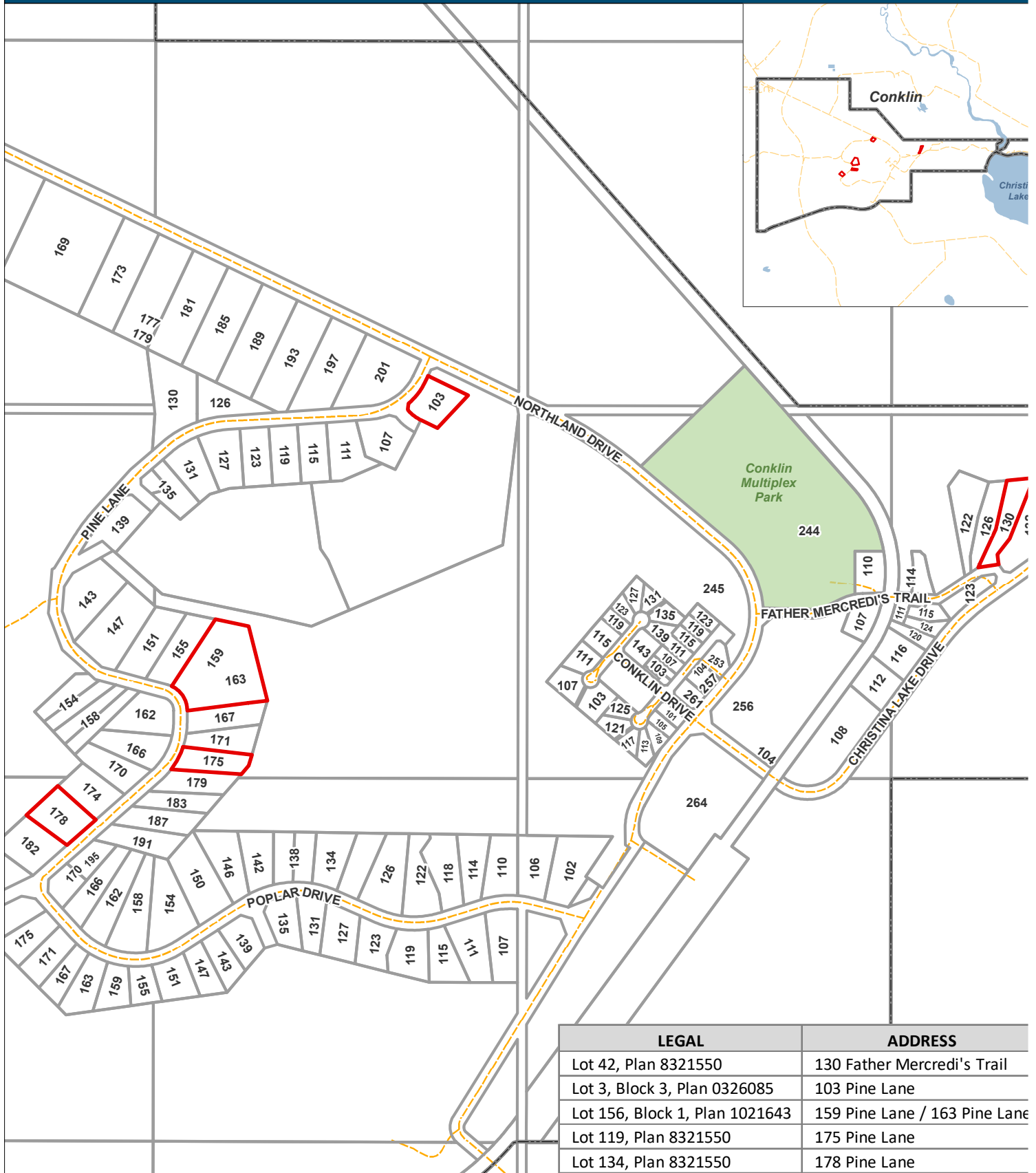
Mayor

Chief Legislative Officer

SUBJECT AREA MAP ASP Amendment - Conklin

Schedule "A"

Bylaw 22/008



- Subject Areas
- Water Bodies
- Survey Parcels
- Park
- Roadways



1 cm = 115 meters



Map Produced by the Geographic Information System Group on 07 Jan 2022

Packet Pg. 96

Conklin Area Structure Amendment

Bylaw 22/008

Background and Intent of the Amendments

The Conklin Resource Development Advisory Committee (CRDAC) has previously contracted two separate assessments of the state of housing in the Hamlet of Conklin. Both studies confirm that there is a widening gap between the demand for and supply of adequate and affordable housing in the community. Cenovus Energy Canada has recently announced their intention to commit \$10 million annually over the next five years to the construction of new housing in six First Nations and Metis communities including Conklin. In anticipation of participating in this initiative, the CRDAC has acquired five parcels of land in the Hamlet with plans to pursue subdivision of these parcels to create approximately 46 new housing lots over the next three to five years to assist in bridging the housing gap.

The current Conklin Area Structure Plan, adopted in 2013, noted a lack of available water and sanitary sewer services in the community and a local desire to maintain the existing large lot residential pattern. As a result, the current ASP establishes a 0.4 ha (1 acre) minimum lot area for residential parcels in the Hamlet Residential zone even though the Land Use Bylaw supports much smaller parcels in this zoning district. Since 2013, infrastructure improvements have been made to increase the capacity of the systems to support more compact forms of development and studies have demonstrated that there is a lack of available housing in the community. One of the cornerstones of providing affordable housing requires limiting the capital cost of construction of the dwelling and services. The proposed amendments seek to create an opportunity for the CRDAC to take full advantage of the Land Use Bylaw regulations and provide for lots smaller than 1 acre in size to reduce the land servicing costs so that as much of the available private sector funding can be used to expand the housing stock.

The following table describes the proposed amendments to the Conklin ASP. The first column is a cross-reference to the key paragraphs in the attached ASP report. The second column represents the current statements in the ASP while the subsequent columns define the proposed amendments and the rationale for the changes.

Ref #	Current ASP Text	Proposed New Text	Rationale for Change
10	Between 2000 and 2004, the population of Conklin remained relatively stable at around 215 people according to the municipal censuses. Since then, the Hamlet has experienced a growth of more than 50% to 318 people in 2012. Much of this growth is due to temporary workers moving to the Hamlet for industry and construction related employment.	Between 2000 and 2004, the population of Conklin remained relatively stable at around 215 people according to the municipal censuses. The 2012 Municipal Census reported a growth of more than 50% to 318 people. Since 2012, the Hamlet's population has seen a significant contraction to a current population of 178 people based upon the 2021 Municipal Census.	<ul style="list-style-type: none"> Updated population statistics obtained from RMWB to describe the rate of population change in the community.
11	The majority of residential development takes the form of single detached housing or manufactured homes on large lots averaging 1 hectare (ha), that is 2.5 acres. Residents value the rural character of their community	The majority of residential development takes the form of single detached housing or manufactured homes on large lots averaging 1 hectare (ha), that is 2.5 acres. Over the past nine year period (2012-2021), the supply of housing in Conklin has	<ul style="list-style-type: none"> Providing for a more compact form of development is essential for responding to the lack of affordable and accessible housing in the

Ref #	Current ASP Text	Proposed New Text	Rationale for Change
	and would prefer future residential development to respect the existing development pattern.	<p>decreased by 23% with a total of 107 dwellings reported in the 2021 Municipal Census compared to 139 dwellings reported in 2012.</p> <p>Several studies conducted in the community in 2018 point towards a growing housing crisis in the community. These studies highlight ongoing issues of homelessness and substandard living conditions for local indigenous residents. The Conklin Resource Development Advisory Committee (CRDAC) is partnering with private sector businesses to overcome a lack of adequate housing in the Hamlet including the acquisition of several unoccupied properties within the Hamlet to be subdivided and used for constructing new affordable community housing. The construction of affordable housing relies on a more compact form of development than is currently represented in the hamlet to minimize the cost of new infrastructure to support.</p>	hamlet. The CRDAC has the opportunity to access private sector funding to build new affordable houses in the community and wants to ensure that as much of this funding is used for housing and to minimize the investments required in servicing new sites.
18	In terms of existing infrastructure, the water treatment plant and sewage lagoon are both at capacity. Potable water is delivered and waste water is removed by truck haul. A new water treatment plant, located on Northland Drive approximately 1.5 km from the intersection of Highway 881, is expected to be in operation by the end of 2013. A municipal solid waste transfer station (previously a municipal landfill) is located west of Highway 881 on Northland Drive (Leismer Road), servicing both the Hamlet and the surrounding industry.	In terms of existing infrastructure, the water treatment plant and sewage lagoon are both at capacity. Potable water is delivered and waste water is removed by truck haul. A new water treatment plant, located on Northland Drive approximately 1.5 km from the intersection of Highway 881, is expected to be in operation by the end of 2013. A municipal solid waste transfer station (previously a municipal landfill) is located west of Highway 881 on Northland Drive (Leismer Road), servicing both the Hamlet and the surrounding industry.	<ul style="list-style-type: none"> We assume that a lack of capacity in the water and sanitary sewer systems contributed to the decision to limit the minimum size of Hamlet Residential properties in Conklin. Improvements have been made to both systems to create additional capacity.

Ref #	Current ASP Text	Proposed New Text	Rationale for Change
		<p>Since the adoption of this ASP, several capital improvements have been made to the Hamlet's water distribution and sanitary sewer collection systems which may eliminate the need for truck hauled water and sewage collection. These service improvements offer limited support for the targeted expansion of urban serviced development in Conklin outside of the core community area as may be supported by the LUB subject to confirming the specific servicing capacity at the time of subdivision or development.</p>	
28	<p>The relevant principles are:</p> <ul style="list-style-type: none"> • Conserve and enhance the existing development pattern • Promote community safety • Enhance local recreational opportunities 	<p>The relevant principles are:</p> <ul style="list-style-type: none"> • Conserve and enhance the existing development pattern while providing support for adequate and affordable housing • Promote community safety • Enhance local recreational opportunities 	<ul style="list-style-type: none"> • Adding this reference is intended to recognize that promoting a more compact form of residential development as a means of supporting affordable housing construction on targeted properties is needed to expand the supply of adequate and affordable housing.
32	<p>The region around Conklin will continue to see growth of oil sands development along with industrial and commercial activities that support this growth; however, the Hamlet of Conklin itself will see steady but limited new development. The main emphasis for future development will be a more focused and walkable Community Core and the provision of additional employment lands within the Hamlet boundaries.</p>	<p>The region around Conklin will continue to see growth of oil sands development along with industrial and commercial activities that support this growth; however, the Hamlet of Conklin itself will see steady but limited new development. The main emphasis for future development will be a more focused and walkable Community Core, and the provision of additional employment lands within the Hamlet boundaries, and a push to expand the supply of adequate and affordable housing within the community.</p>	<ul style="list-style-type: none"> • Overcoming the lack of supply of adequate and affordable housing in Conklin must be a priority for the RM and the community.

Ref #	Current ASP Text	Proposed New Text	Rationale for Change
34	<p>The following six principles will guide the future growth and development in the Hamlet of Conklin:</p> <ul style="list-style-type: none"> • Preserve and Protect the Natural Environment and the Culturally Significant Area • Conserve and Enhance the Existing Development Pattern • Promote Community Safety • Enhance Local Recreational Opportunities • Create Opportunities for Local Economic Activities • Provide Infrastructure that Meets Rural Services 	<p>The following six principles will guide the future growth and development in the Hamlet of Conklin:</p> <ul style="list-style-type: none"> • Preserve and Protect the Natural Environment and the Culturally Significant Area • Conserve and Enhance the Existing Development Pattern While Supporting the Provision of Adequate and Affordable Housing • Promote Community Safety • Enhance Local Recreational Opportunities • Create Opportunities for Local Economic Activities • Provide Infrastructure that Meets Rural Services 	<ul style="list-style-type: none"> • This offers support to market housing retaining the large lot configuration while also enabling CRDAC sponsored housing to present a more compact form of housing that reduces the proportion of private investment needed to service lots, maximizing the number of new houses that can be constructed.
39	<p>Locating housing within close proximity to the school and community centre can support a lively central area and bring residents closer to amenities. Access to more affordable housing is needed and may be achieved through residential developments on smaller lots.</p>	No amendment proposed	<ul style="list-style-type: none"> • The current ASP provides support for the proposed amendments and acknowledges that one of the keys for providing affordable housing is to situate them on smaller lots that reduce the length of new linear infrastructure required to service these lots.
39	<p>Policy 2.1.4 Residential development shall maintain a minimum lot size of 0.4 ha (1.0 acre).</p>	<p>Policy 2.1.4 Residential development shall maintain a minimum lot size of 0.4 ha (1.0 acre) except for the parcels listed below.:</p> <ul style="list-style-type: none"> • Lot 3, Block 3, Plan 0326085 • Lot 119, Plan 8321550 • Lot 134, Plan 8321550 • Lot 42, Plan 8321550 	<ul style="list-style-type: none"> • The five properties listed represent the lands acquired by the CRDAC to support the construction of new affordable housing in conjunction with Cenovus Energy Canada. We acknowledge that the number

Ref #	Current ASP Text	Proposed New Text	Rationale for Change
		<ul style="list-style-type: none"> Lot 156, Block 1, Plan 1021643 <p>The number and size of the lots that may be considered within these properties will be determined based upon an assessment of available servicing capacity at the time of subdivision.</p>	of lots that can be subdivided from each property will be dictated by the intended level of service and the available capacity of existing centralized municipal infrastructure.
58	<p>A variety of built forms and housing types that are accessible to all age groups and income levels are allowed and encouraged under the following two residential classifications:</p> <p>COUNTRY RESIDENTIAL This classification allows for single detached dwellings on large individual lots with a minimum lot size of 1.0 ha (2.5 acres) and will continue the existing residential development patterns to the west of Poplar Drive.</p> <p>HAMLET RESIDENTIAL The majority of existing residential lots in the Hamlet fall within this classification. This area currently consists of predominantly manufactured homes and single detached housing. Single detached dwellings on individual lots with a minimum lot size of 0.4 ha (1 acre) will be encouraged as a continuation of the existing residential development pattern. This classification also allows for infill residential development given that proposed development can retain the existing characteristics of the area.</p>	<p>A variety of built forms and housing types that are accessible to all age groups and income levels are allowed and encouraged under the following two residential classifications:</p> <p>COUNTRY RESIDENTIAL This classification allows for single detached dwellings on large individual lots with a minimum lot size of 1.0 ha (2.5 acres) and will continue the existing residential development patterns to the west of Poplar Drive.</p> <p>HAMLET RESIDENTIAL The majority of existing residential lots in the Hamlet fall within this classification. This area currently consists of predominantly manufactured homes and single detached housing. Single detached dwellings on individual lots with a minimum lot size of 0.4 ha (1 acre) will be encouraged as a continuation of the existing residential development pattern unless otherwise exempted by this plan. This classification also allows for infill residential development given that proposed development can retain the existing characteristics of the area.</p>	<ul style="list-style-type: none"> This is necessary to recognize the targeted exemption of the CRDAC owned properties to having to comply with the 0.4 ha (1 acre) minimum site area.

Ref #	Current ASP Text	Proposed New Text	Rationale for Change
65	<p>The current water treatment plant upgrade is designed for a residential equivalent population of 2,000, enough to support the projected population and the surrounding resource related camps until 2017. The subsequent upgrade can support a residential equivalent population of 3,500 until 2027. In both stages, the assumption is that a 1,000 equivalent population is allocated to the surrounding work camps. The wastewater treatment plant expansion is in the pre- design stage. The upgrade is based on the same design population assumption used for the water treatment plant upgrade.</p> <p>Both the water treatment plant and wastewater treatment plant design servicing capacities are sufficient to support the population growth to be accommodated in Phase 1 and 2 proposed developments.</p>	<p>The current water treatment plant upgrade is designed for a residential equivalent population of 2,000, which is enough to support the projected population and the surrounding resource-related camps. The wastewater lagoon expansion, which is currently in a pre-design stage is based on the same design capacity used for the water treatment plant. Therefore; Both the water treatment plant and planned wastewater lagoon servicing capacities are sufficient to support the population growth to be accommodated in Phase 1 and 2 proposed developments.</p>	<ul style="list-style-type: none"> The proposed amendments offer an update on what improvements have been made to the Hamlet's water and wastewater systems to support the expansion of serviced property in the community.

Respectfully submitted,



Bill Delainey, RPP
Associated Engineering Ltd.



CONKLIN AREA STRUCTURE PLAN





2010 Community Engagement Session

ACKNOWLEDGEMENTS

- 1 The Conklin Area Structure Plan was developed by the Regional Municipality of Wood Buffalo (RMWB/the Municipality) in collaboration with Conklin's residents and key stakeholders. The Municipality thanks the residents, Elders, Conklin Métis Local 193, Conklin Resource Development Advisory Committee (CRDAC) leaders, and all stakeholders for kindly giving their time, sharing their views, and providing valuable input for making the Conklin community a better place to live, work, and play.

THE ASP'S PURPOSE

- 2 The Conklin Area Structure Plan (ASP/the Plan) is a statutory document prepared in accordance with the Municipal Government Act (R.S.A. 2000) that will guide land use and development in the Conklin area. The Conklin Area Structure Plan is intended to:
 - Establish policies that promote orderly and sustainable land uses in the area; and
 - Integrate existing and future infrastructure requirements with generalized land uses.
- 3 Although the plan is designed for the long term (up to 20 years), it will be reviewed every five years as a minimum and be updated as needed to ensure it remains relevant to existing conditions.

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PART 1: SETTING THE STAGE

This section sets the context for the Conklin Area Structure Plan. It provides a summary analysis of the community's existing information and discusses the planning and policy framework, which includes key regional influences as well as the Municipal Development Plan's strategic directions for the community's future.

THE HAMLET OF CONKLIN

- 4 Conklin is located at the confluence of Christina Lake and the Jackfish River, approximately 160 km southeast of Fort McMurray. Christina Lake, which is at the northeastern end of the Hamlet, plays a number of important functions. It provides fish and wildlife habitat, maintains watershed and water quality functions, and provides recreation opportunities.
- 5 The lake and its associated tributaries, including the Jackfish River and Birch Creek, are greatly valued by the community. The predominantly Métis population appreciate the lake and its surroundings for their ecological value, cultural significance, and the opportunities they provide for practicing traditional land use, including harvesting berries and culturally important roots and medicines.
- 6 In recent years, the Hamlet has experienced a decline in traditional use, including harvesting and hunting, due to the increasing number of oil and gas developments and forestry in the surrounding area. Infrastructure investment, including roadways and power lines, is also contributing to the decline. This Area Structure Plan (ASP) seeks to reconcile the community's desire to preserve the character of the Hamlet with the reality of increasing pressures of industrial development occurring in close proximity.

WHAT'S IN A NAME?

Christina Lake and the river originating from it were named to honour Christine Gordon, a Scotswoman, who was the first white woman to make a permanent home in Fort McMurray. Miss Gordon was a fur trader operating in competition with the Hudson's Bay Company.

CONKLIN OVERVIEW

Regional Influences

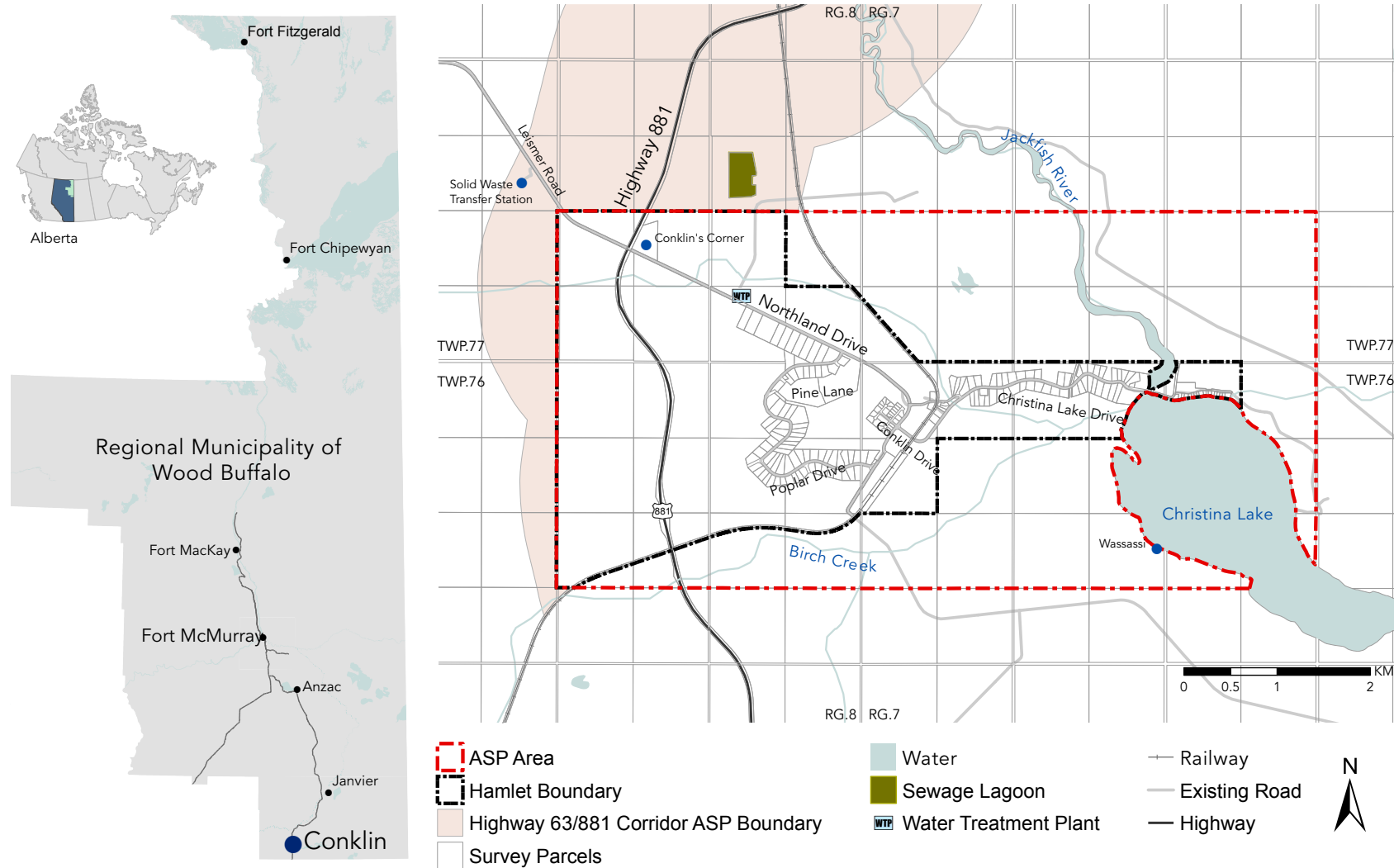
- 7 Conklin is located in “bitumen alley,” an area characterized by significant oil sands deposits. Development is occurring in the form of in situ projects, commonly known as Steam Assisted Gravity Drainage (SAGD). Although SAGD operations consume less land than open pit mining operations, the increasing number of projects in the area continues to fragment the land and cumulative effects are putting significant pressure on the natural environment. Presently, there are more than 10,000 project accommodation beds (existing and approved capacity) within a 30 km radius of Conklin and more growth is projected for this region (See Map 2 for Sub-Regional Context).

The ASP area

- 8 Highway 881 connects the Hamlet of Conklin to the Urban Service Area of Fort McMurray to the north and Lac La Biche County to the south. The closest community is the Hamlet of Janvier, which lies 30 km northeast of Conklin along Highway 881. The ASP area encompasses approximately 3,000 hectares (ha) with Christina Lake and the Jackfish River defining the eastern end and Highway 881 traveling through the western portion. Throughout this document, the term “ASP area” will be used to describe the Hamlet and the wider area as shown on Map 1. The term “Hamlet” refers to the legally defined boundary for the Hamlet of Conklin.

MAP 1: CONKLIN ASP CONTEXT MAP

The Conklin ASP Context Map illustrates the location of the ASP area and the Hamlet Boundary relative to the region. Areas have been generalized and are only approximate.



MAP 2: SUB-REGIONAL CONTEXT MAP

The Sub-regional Context Map illustrates the location and capacity of surrounding accommodations, as well as surrounding oil sands agreements by the industry. This map is not meant to be interpreted and amended on a site specific basis. Areas have been generalized and are only approximate.

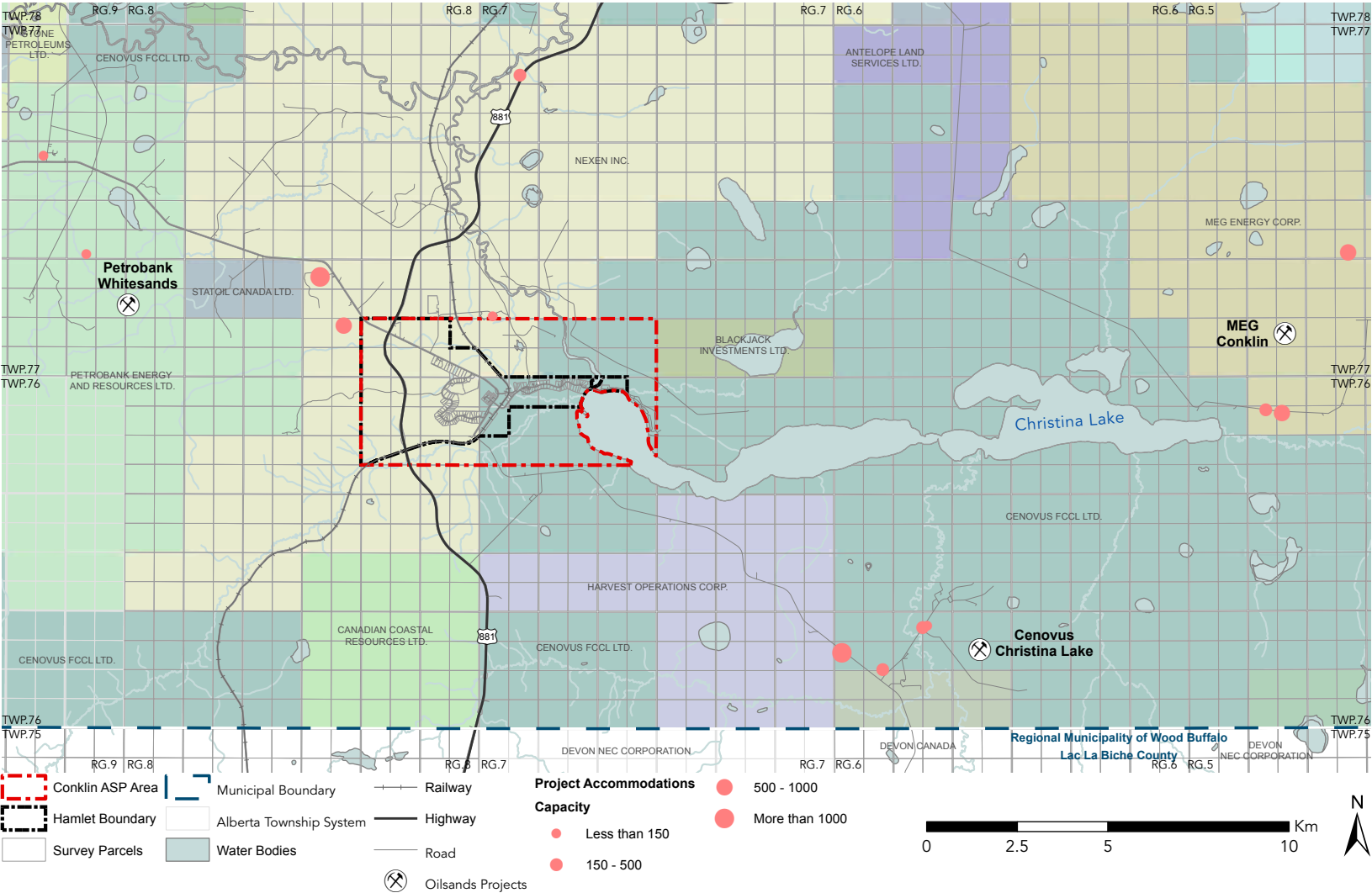
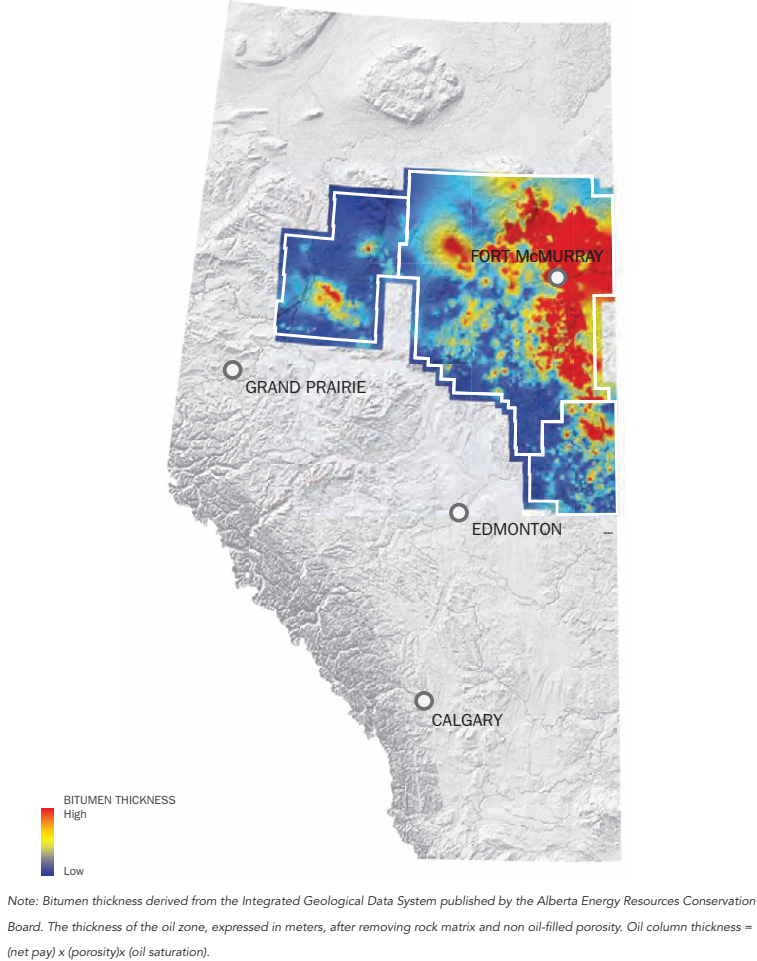
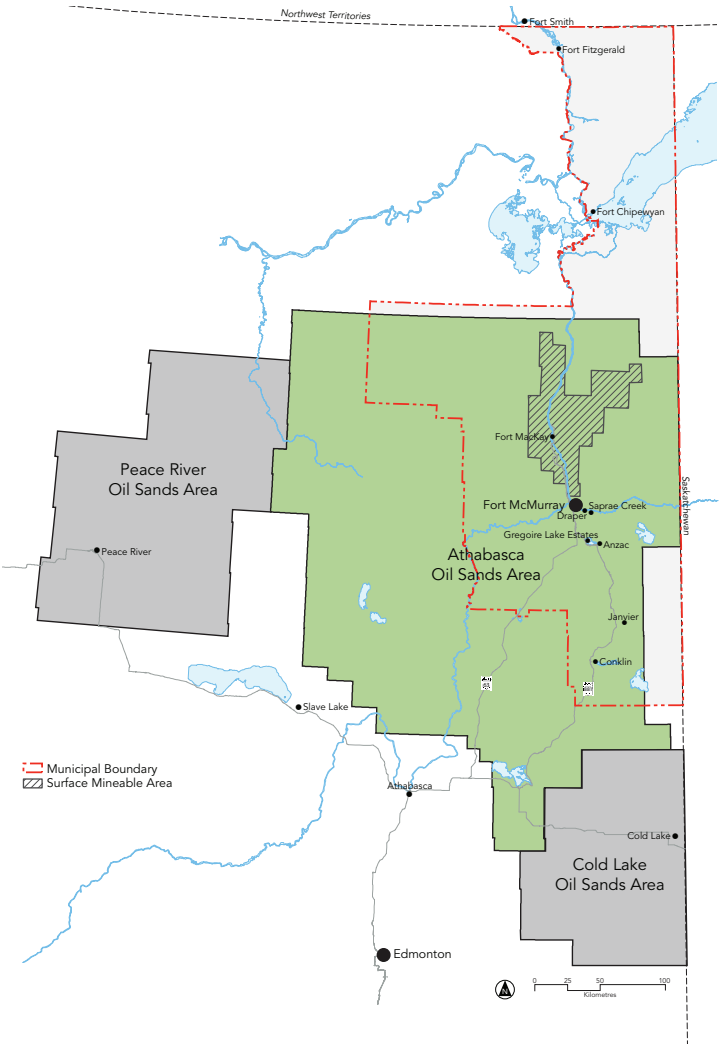


Figure 1: Alberta Bitumen Deposits



Source: Comprehensive Regional Infrastructure Sustainability Plan (CRISP) for the Athabasca Oil Sands Area (AOSA), Pg.16

Figure 2: Athabasca Oil Sands Area



Source: RMWB Municipal Development Plan Bylaw No.11/027, Pg.23

EXISTING CONDITIONS

Environment

- 9 Situated in the extensive drainage basin of Christina Lake, the majority of the land in the ASP area exists in its natural forested state, although some fragmentation has occurred due in part to development associated with the oil and gas industry (e.g., seismic lines and pipeline corridors) and infrastructure (e.g., road and power lines). Due to the high water table, a large portion of the ASP area is poorly drained. The poorly drained areas, located along the northern and southern boundaries of the ASP area and east of the railway tracks moving towards Christina Lake, are a significant development constraint. Higher quality land more suitable for development is located on the better drained ground in the central western portion of the ASP area (See Map 3: Environmental Constraint Map on Pg.14).

Society

- 10 Between 2000 and 2004, the population of Conklin remained relatively stable at around 215 people according to the municipal censuses. Since then, the Hamlet has experienced a growth of more than 50% to 318 people in 2012. Much of this growth is due to temporary workers moving to the Hamlet for industry and construction related employment.
- 11 The majority of residential development takes the form of single detached housing or manufactured homes on large lots averaging 1 hectare (ha), that is 2.5 acres. Residents value the rural character of their community and would prefer future residential development to respect the existing development pattern.
- 12 Currently, recreational facilities consist of a small park, a small playground, an ice rink, a baseball diamond, and two indoor gyms (one at the community centre and one at the school). The community desires a centrally located natural park where they can take advantage of nature for outdoor recreation activities throughout the year.

Culture

- 13 According to Alberta Culture and Community Spirit, the shoreline area of Christina Lake has potential for Historical Resources Value (HRV) with values ranging from 4 to 5. This means the area either contains or is believed to contain a historic resource that may require avoidance from development (See Glossary of Terms for detail HRV breakdown). Conklin residents have also identified the shoreline and the associated Wassassi area as having strong historical and cultural significance to their community.

Public Service

- 14 Institutional uses located at the intersection of Northland Drive and Christina Lake Drive form the basis of the Hamlet's Community Core. Existing institutional uses include a community centre, elementary school, and volunteer fire department.
- 15 The existing two cemeteries located north of Christina Lake Drive are already at capacity. Studies are currently underway to examine the possibility of expanding one of the cemeteries situated north of Christina Lake Drive in proximity to the Community Core.

Economy

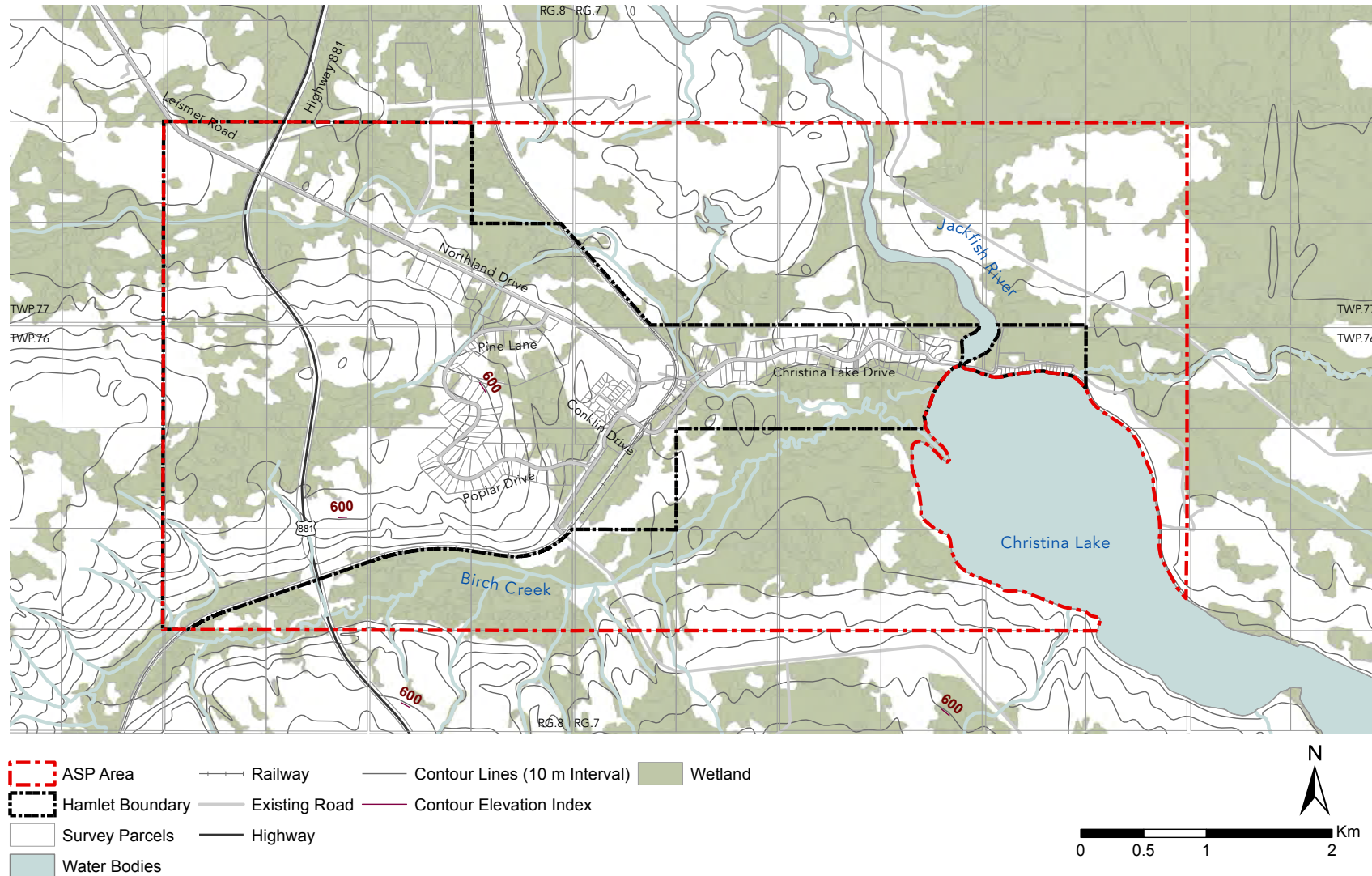
- 16 Existing commercial development at the corner of Highway 881 and Northland Drive provides convenience and hospitality services to local residents, travellers, and surrounding industry workers. Christina Lake Lodge, located on the northern shore of Christina Lake, east of the Jackfish River, provides accommodation for industry workers throughout the year and campground services to the public during the summer season. Residents desire local commercial and retail services, such as a small corner store and post office, to be more centrally located in the Hamlet. Residents also expressed their interests in setting up their own home businesses, such as bed and breakfasts or home offices.
- 17 Some light industry exists along the south side of Northland Drive, at the gateway to the Hamlet. More industrial lands in appropriate locations are needed, as there is a desire from business owners and entrepreneurs to expand local business opportunities providing goods and services to the surrounding oil and gas industry.

Infrastructure

- 18 In terms of existing infrastructure, the water treatment plant and sewage lagoon are both at capacity. Potable water is delivered and waste water is removed by truck haul. A new water treatment plant, located on Northland Drive approximately 1.5 km from the intersection of Highway 881, is expected to be in operation by the end of 2013. A municipal solid waste transfer station (previously a municipal landfill) is located west of Highway 881 on Northland Drive (Leismer Road), servicing both the Hamlet and the surrounding industry.

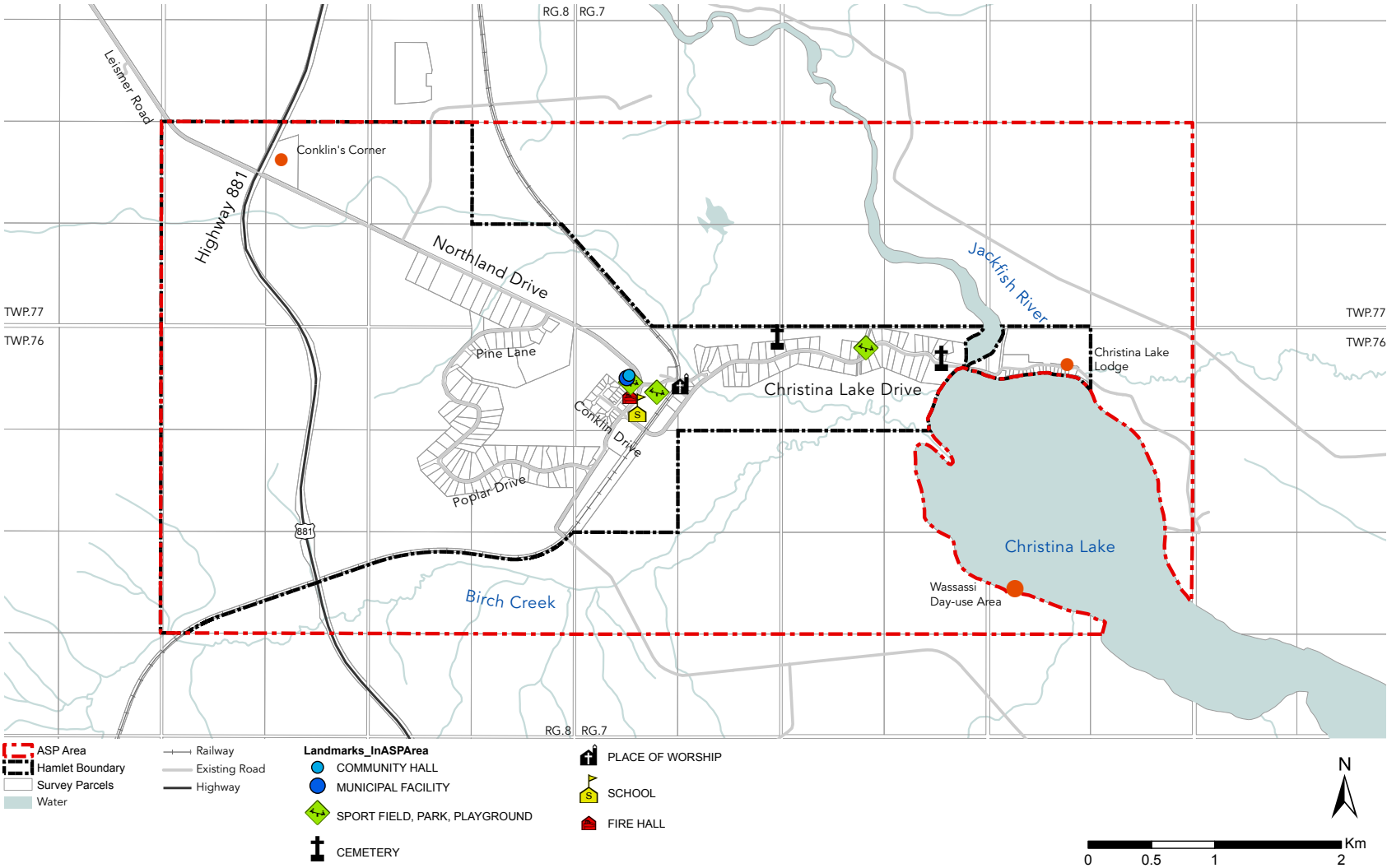
MAP 3: ENVIRONMENTAL CONSTRAINT MAP

The Environmental Constraint Map shows areas that are environmentally sensitive. Areas have been generalized and are only approximate. Further investigations and assessments are necessary to verify constraints to development and servicing on a more site specific basis. This map is not meant to be interpreted and amended on a site specific basis.



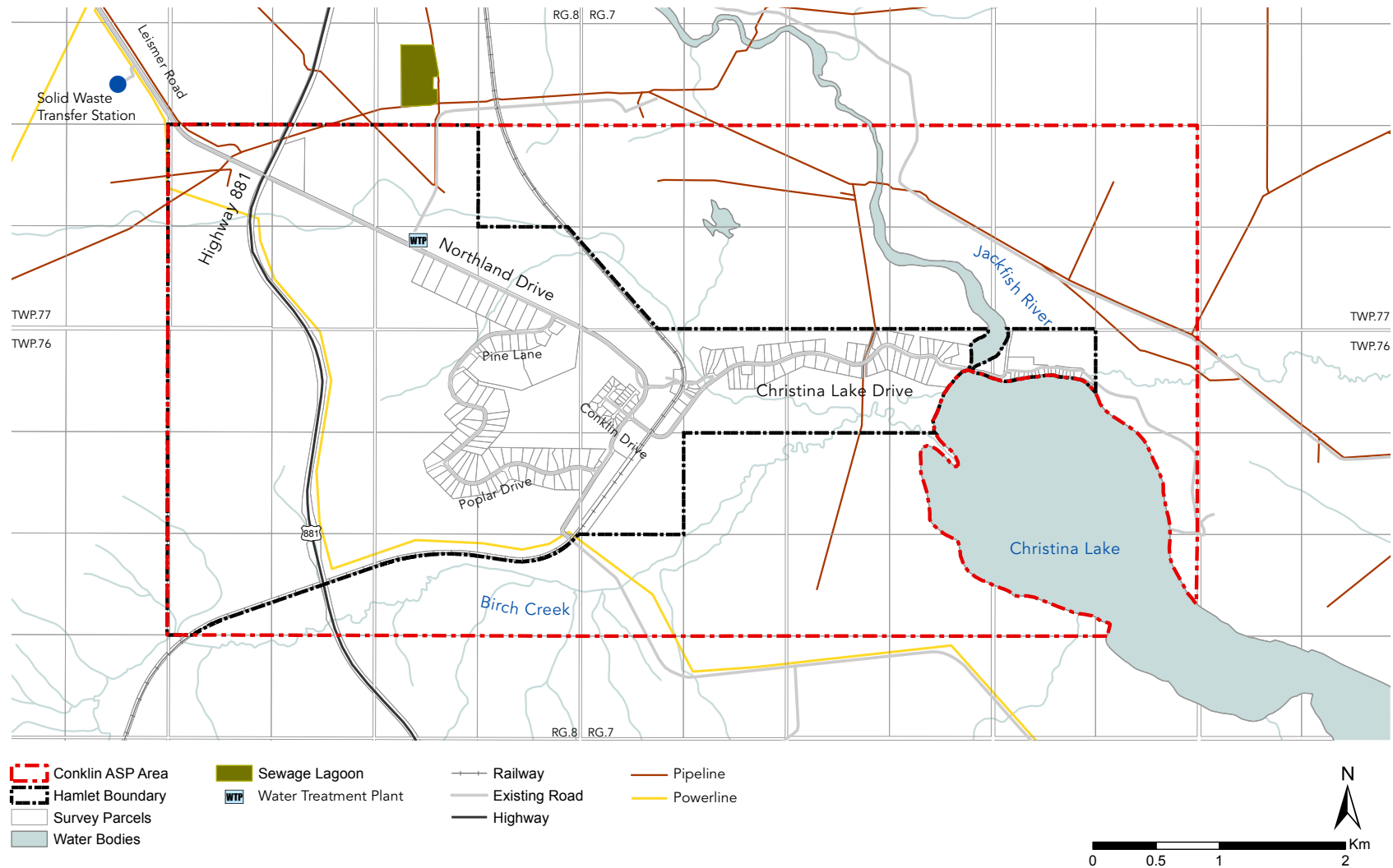
MAP 4: SOCIAL INFRASTRUCTURE MAP

The Social Infrastructure Map illustrates the location of existing public services, recreation facilities, and landmarks in the ASP area. This map is not meant to be interpreted and amended on a site specific basis. Areas have been generalized and are only approximate.



MAP 5: PHYSICAL INFRASTRUCTURE MAP

The Physical Infrastructure Map illustrates the existing infrastructures. This map is not meant to be interpreted and amended on a site specific basis. Areas have been generalized and are only approximate.



PLANNING AND POLICY FRAMEWORK

Municipal Government Act (MGA)

- 19 The MGA enables municipalities to prepare statutory plans, such as Area Structure Plans (ASPs), and sets out the minimum requirements that the statutory plan should address (MGA Section 633). The Act mandates that all statutory plans adopted by a municipality be consistent with each other (MGA Section 638).

Municipal Development Plan (MDP)

- 20 The Municipal Development Plan (Bylaw No. 11/027), as adopted by Council in 2011, guides how the Municipality manages resources and provides overall direction for sustainable growth for the next 20 years. The Municipality wants to ensure a healthy and vibrant region that will thrive for generations to come. This ASP builds on the policy framework of the MDP, while providing more specific direction in the ASP area with added community and stakeholder input.

- 21 MDP Direction C.2.1 "Accommodate balanced growth in Conklin" outlines the following:

"Despite the increasing demands for development, the Municipality will support modest growth in Conklin. The existing development pattern of single family residential will be respected as limited new residential areas are added. A range of housing choices will be encouraged near the Community Core to satisfy the needs of all ages and income levels. Highway commercial and light industrial uses will be encouraged to the west of Highway 881 while neighbourhood commercial uses will be supported in the Community Core to create opportunities for local business and neighbourhood services. Future development in Conklin will ensure protection of water sources and areas deemed significant to the community such as Christina Lake, the Jackfish River, and Wassassi Park. Development along watercourses will be restricted."

- 22 This ASP aligns with this direction in the MDP.

Adjacent Area Structure Plans

- 23 The Highway 63/881 Corridor Area Structure Plan area is at the west side of the Conklin Area Structure Plan area along the Highway 881 corridor. This ASP aligns with the Highway 63/881 Corridor Area Structure Plan (Bylaw # 07/050), and thus does not require amendment.

Land Use Bylaw (LUB)

- 24 The LUB (No. 99/059) identifies the following land use districts in the Hamlet of Conklin: Business Industrial (BI), Environmental Preservation (EP), Hamlet Commercial (HC), Hamlet General (HG), Hamlet Residential (HR), Parks and Recreation (PR), Public Service (PS), and Urban Expansion (UE).

ACHIEVING SUSTAINABILITY IN CONKLIN

- 25 Sustainability can mean different things to different people. The Municipality's understanding of sustainability is derived from the Statement of Sustainability, first set out in Envision Wood Buffalo and then adopted in the MDP.

Statement of Sustainability

"We value living in a region that is safe, healthy, inclusive of all residents and provides local opportunities. We have a strong economy, a healthy environment, a rich culture and an abundance of social capital that together form the pillars of sustainability and contribute to quality of life and well-being. We strive to find balance in our economic, environmental, cultural and social systems and to live within their natural limits. We make decisions that reflect an understanding of the interdependence of these systems and consider residents' long-term needs to ensure the resources of today are sustainable into the future."

- 26 The Conklin ASP aims to balance the four pillars of sustainability in terms of physical land use planning. Paying attention to and finding the right balance between each pillar, enables land use planning and development to move forward in achieving the regional goal of sustainability and creating a more balanced and livable area. The following section outlines the four pillars and the associated guiding principles used in the development of this ASP's policies and land use framework. These principles were derived from the Conklin vision and align with those identified in the MDP. Due to the interconnected nature between each of the pillars, certain guiding principles overlap.

Environment

- 27 The relevant principles are:
- Preserve and protect the natural environment and the culturally significant area

Society

- 28 The relevant principles are:
- Conserve and enhance the existing development pattern
 - Promote community safety
 - Enhance local recreational opportunities

Culture

29 The relevant principles are:

- Preserve and protect the natural environment and the culturally significant area
- Enhance local recreational opportunities

Economy

30 The relevant principles are:

- Create opportunities for local economic activities
- Provide infrastructure that meets rural services

CONKLIN'S VISION

"Conklin is a close-knit rural community proud of its aboriginal cultural heritage. While the economic growth of the oil sands develops around us, we are dedicated to enjoying and protecting the natural landscape, traditional areas and sacred places. Our community is safe, appropriately serviced and provides opportunities to live, work and play close to home."

31 This vision for Conklin, as expressed by residents, provides a picture of what the Hamlet would look like in the future. It provides direction for the orderly and sustainable future development of the area; one that balances land use changes with the community's desire to protect and preserve the natural environment and to celebrate its cultural heritage.

PART 2: ACHIEVING THE VISION

This section outlines a plan for achieving the Community Vision developed during the Area Structure Plan process. Approaches to develop Conklin in a sustainable manner are outlined as key principles, objectives, and policies.

THE ASP PRINCIPLES

- 32 The region around Conklin will continue to see growth of oil sands development along with industrial and commercial activities that support this growth; however, the Hamlet of Conklin itself will see steady but limited new development. The main emphasis for future development will be a more focused and walkable Community Core and the provision of additional employment lands within the Hamlet boundaries.
- 33 Other objectives include the provision of additional residential developments to accommodate projected future growth; the preservation of natural beauty, ecosystems and the culturally significant area along Christina Lake, the Jackfish River, and the Wassassi area; as well as the enhancement of local recreational uses in proximity to the Community Core.
- 34 The following six principles will guide the future growth and development in the Hamlet of Conklin:
- Preserve and Protect the Natural Environment and the Culturally Significant Area
 - Conserve and Enhance the Existing Development Pattern
 - Promote Community Safety
 - Enhance Local Recreational Opportunities
 - Create Opportunities for Local Economic Activities
 - Provide Infrastructure that Meets Rural Services

PRINCIPLE 1: PRESERVE AND PROTECT THE NATURAL ENVIRONMENT AND THE CULTURALLY SIGNIFICANT AREA

- 35** The natural environment of the ASP area is primarily defined by the Christina Lake drainage basin. Much of the undeveloped area remains in its original forested state, occurring both on the higher dry ground to the west and lower muskeg areas to the east. The relationships between and within these ecosystems are fragile. With increasing pressure due to industrial activities on all sides of the ASP area, it is important to preserve the ecological function of the drainage basin and prevent further fragmentation of the natural landscape. Areas of particular interest include the Christina Lake shoreline along with the Jackfish River riparian zones. The interconnectedness of the watershed requires similar protective measures for the bank of the Jackfish River and associated tributaries.
- 36** The shoreline areas of Christina Lake, which potentially hold archaeological resources, should be preserved for their environmental, historical, and aboriginal cultural value. Along the shoreline, vegetation is largely intact and provides an important habitat for flora and fauna. These areas have been, and continue to be, used by local residents for harvesting traditional foods and medicines. The residents of Conklin have also identified Wassassi as an area having cultural significance for the community. The Government of Alberta generally owns and is responsible for managing the beds and shores of water bodies. To prevent greenfield development that fragments the natural landscape, future subdivision and development in the ASP area are to be directed to the appropriate locations according to the Generalized Land Use Concept Map.

Objective 1.1: Protect Christina Lake, the Jackfish River, and associated tributaries

In the ASP area:

Policy 1.1.1 A minimum building setback of 100 metres shall be required from the shoreline along Christina Lake and the Jackfish River.

Policy 1.1.2 A minimum building setback of 30 metres shall be required from the top of banks along Birch Creek.

Policy 1.1.3 A minimum building setback of 15 metres shall be required from the top of banks of all other water bodies. Further investigations, such as geo-technical reports and environmental site assessments shall be required to verify potential constraints to development on a more site specific basis.

Policy 1.1.4 Walking trails and simple structures/equipment associated with day use activities (e.g., picnic tables) may be allowed in the recommended setback, subject to the Municipality's discretion, where such uses are not deemed to create negative impacts on natural habitats or impediments to flood waters.

Policy 1.1.5 The setbacks provided for in policies 1.1.1, 1.1.2 and 1.1.3 may be varied based on an applicant prepared environmental impact assessment that addresses the suitability of the proposed development for the proposed site, reviews its potential environmental and social impacts, and identifies actions necessary to mitigate impacts on the natural environment and traditional land uses in the area.

Policy 1.1.6 Expansion of existing development in the setback areas may be allowed provided that policy 1.1.5 is adhered to by the applicant.

Objective 1.2: Protect the Culturally Significant Area

In areas identified as Culturally Significant:

Policy 1.2.1 Local recreational and cultural activities related to traditional, ceremonial, or educational purposes will be allowed, subject to the Municipality's discretion.

Policy 1.2.2 Only simple and/or temporary structures, such as teepees, display boards and walking trails for traditional, ceremonial or educational purposes shall be allowed.

Policy 1.2.3 Linear developments, such as pipeline corridors, hydro corridors, and seismic lines that compromise the ecological or cultural integrity of the area (e.g., fragmenting the natural landscape and habitat) will not be supported. In such case where an alternative route is not possible, energy and utility companies will be encouraged to share existing pipeline and utility corridors.

Objective 1.3: Preserve the areas of Open Space from premature development

In the ASP area:

Policy 1.3.1 Future subdivision and development shall be consolidated into those areas designated for appropriate uses as shown on the Generalized Land Use Concept Map.

In areas identified as Open Space:

Policy 1.3.2 Development shall not be permitted until land designated for developments within the ASP area has been built out for its intended purposes, as shown on the Proposed Development Sequencing Map.



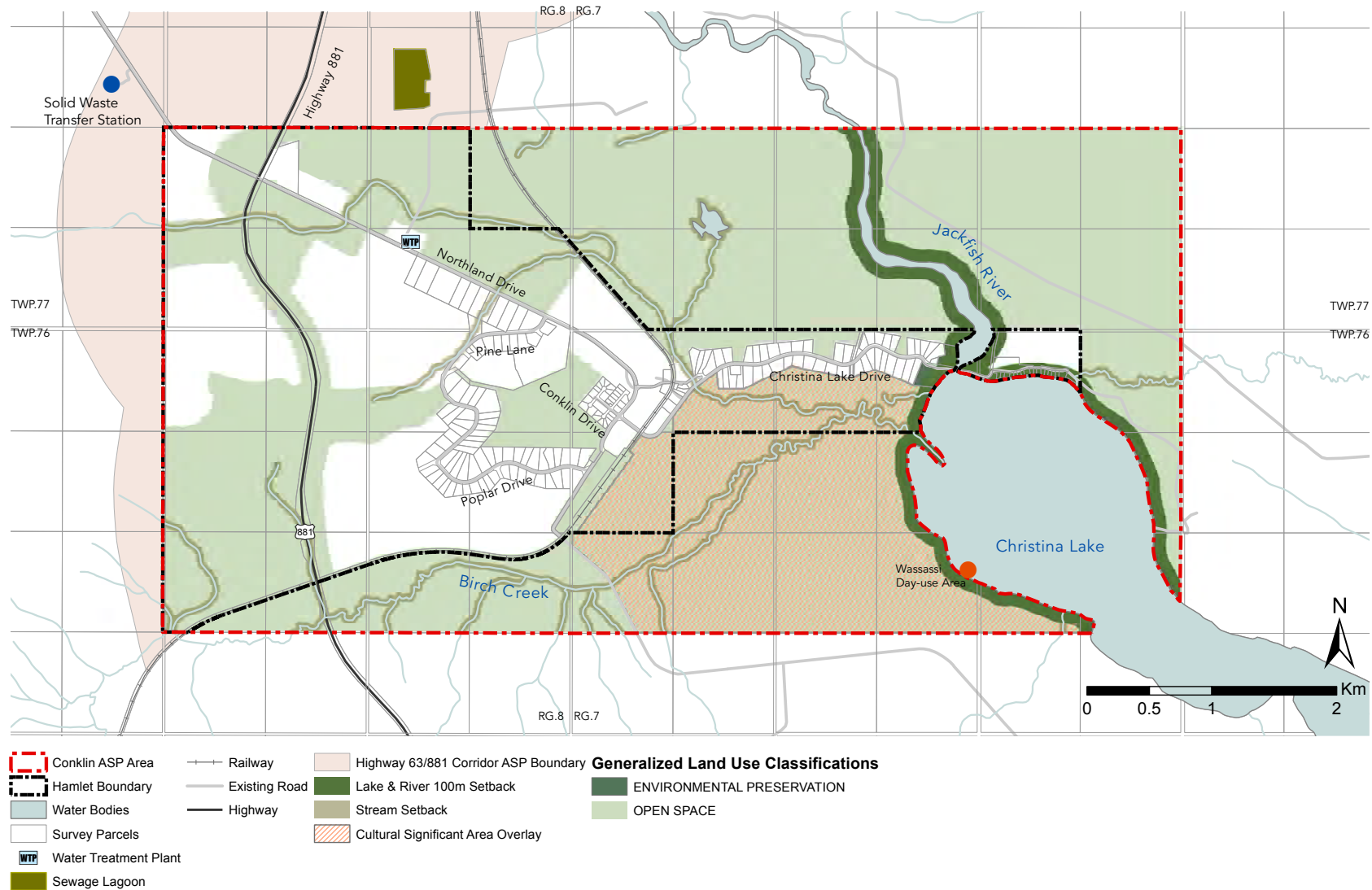
2012 Aerial photo of Wassassi day use area



2012 Aerial photo of Christina Lake Drive, Jackfish River and Christina Lakeshore

MAP 6: PRINCIPLE 1 MAP

The following map illustrates the proposed land uses, overlay, and setback policies under Principle 1: Preserve and Protect the Natural Environment and the Culturally Significant Area. Areas have been generalized and are only approximate.



PRINCIPLE 2: CONSERVE AND ENHANCE THE EXISTING DEVELOPMENT PATTERN

- 37 Most residential development in Conklin is nestled amongst boreal forests, within walking distance to Christina Lake. The Lake and its associated water courses are important features of the environment and frame the desired lifestyle of the residents. The shoreline of Christina Lake has not been disturbed by residential development, although some commercial activity (i.e., lodge and campground) is located on the northwestern shore.
- 38 Areas in Conklin with good drainage are limited and should therefore be prioritized for future residential development to meet the needs for future growth. Greenfield residential developments should respect the existing development pattern and are to be located on dry grounds located at higher elevations to the west of the existing Hamlet development. Future subdivision and development should demonstrate sound environmental practices, which may include, but are not limited to, green infrastructure, energy efficient building, building orientation, design, landscaping, and integration with the natural landscape.
- 39 Locating housing within close proximity to the school and community centre can support a lively central area and bring residents closer to amenities. Access to more affordable housing is needed and may be achieved through residential developments on smaller lots.

Objective 2.1: Maintain the development pattern in existing residential areas

In the ASP area:

Policy 2.1.1 Development of project accommodations and structures that are intended to be used for such purposes shall be prohibited.

Policy 2.1.2 Proposed subdivision and development will be evaluated based on the criteria established by the Municipality, which include but are not limited to proposed density (e.g., people per unit), planned site development for parking, submission of Environmental Assessment, Traffic Impact Assessment, and Outline Plan showing all proposed phases and future uses.

In areas identified as Hamlet Residential along Pine Lane, Poplar Drive, and Christina Lake Drive:

Policy 2.1.3 Only manufactured homes, single, and semi-detached residential development that is consistent with the existing character and density of the Hamlet shall be allowed.

Policy 2.1.4 Residential development shall maintain a minimum lot size of 0.4 ha (1.0 acre).

Objective 2.2: Provide a range of housing choices

In areas identified as Community Core:

Policy 2.2.1 Semi-detached residential development that is consistent with the existing character will be encouraged.

Policy 2.2.2 Housing for seniors will be encouraged in proximity to community facilities and amenities.

In areas identified as Future Country Residential:

Policy 2.2.3 Only manufactured homes and single-detached residential development that are consistent with the existing character and density of the Hamlet shall be allowed.

Policy 2.2.4 Residential development shall maintain a minimum lot size of 1.0 ha (2.5 acres).

Policy 2.2.5 An Outline Plan shall be required for the proposed residential subdivision and development west of Poplar Drive, as identified in the Generalized Land Use Concept Map. Specific requirements for the Outline Plan will be established by the Municipality.

In areas identified as Future Hamlet Residential:

Policy 2.2.6 Manufactured homes, single, and semi-detached residential development that is consistent with the existing character and density of the Hamlet shall be allowed.

Policy 2.2.7 Residential development shall maintain a minimum lot size of 0.4 ha (1 acre).

Policy 2.2.8 An Outline Plan shall be required for all proposed residential subdivisions and developments west of Pine Lane and north of Northland Drive, as identified in the Generalized Land Use Concept Map. Specific requirements for the Outline Plan will be established by the Municipality.

Objective 2.3: Encourage future developments to incorporate sustainable building practices

In the ASP area:

Policy 2.3.1 Subdivision and development will be encouraged to demonstrate sound environmental practices. These may include, but are not limited to, green infrastructure, energy efficient building, building orientation, design, landscaping, and integration with the natural landscape.

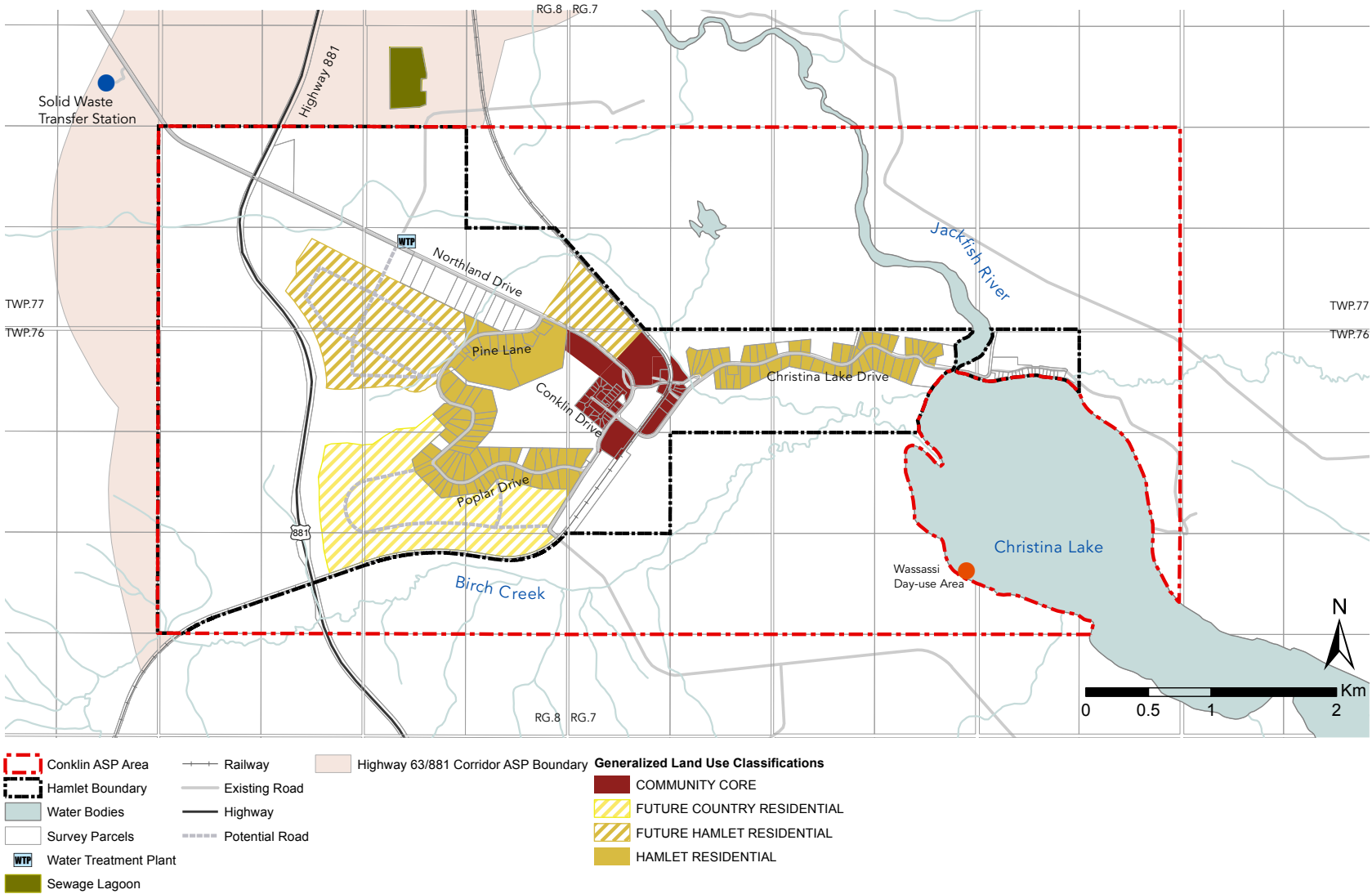
Policy 2.3.2 Appropriate studies such as geotechnical reports and environmental assessments prepared by accredited professionals shall be required for any proposed subdivision and development, which includes or is adjacent to environmentally sensitive areas (e.g., wetland, muskeg, and land adjacent to water courses). Specific requirements for these studies will be established by the Municipality on a case by case basis.



Existing residential development in Conklin

MAP 7: PRINCIPLE 2 MAP

The following map illustrates the proposed land uses under Principle 2: Conserve and Enhance the Existing Development Pattern. Areas have been generalized and are only approximate.



PRINCIPLE 3: PROMOTE COMMUNITY SAFETY

- 40 Conklin is located in an area subject to wildfires. The Conklin Wildland Urban Interface (WUI) Project, administrated by the Government of Alberta, is intended to minimize the risk of a wildfire entering or exiting the Hamlet of Conklin through vegetation management (Fuel Reduction or Modification) and fire guard construction (dozer guard). The risk of wildfire may also be mitigated through implementation of the FireSmart program.
- 41 Street and traffic safety is a major concern due to the number and size of vehicle traffic travelling through the Hamlet to the nearby oil sands operations. The use of Off-Highway Vehicles (OHVs) is another potential safety hazard for other road users and especially for pedestrians. These concerns may be mitigated by regulating the different modes of transportation, as well as studying the potential for future road access.
- 42 Residents also expressed concerns for noise and safety associated with the rail operations running through the Hamlet near the intersection of Northland Drive and Father Mercredi's Trail. With the continuous growth of the surrounding oil sands industry, rail traffic is expected to increase in the foreseeable future. These negative impacts can be mitigated by requiring a buffer strip adjacent to future developments along the railway.
- 43 Other community safety concerns, such as insufficient outdoor lighting and limited emergency services, may be addressed by aligning the provision of infrastructure and services with the service needs. Ensuring there is an adequate buffer between the community and the surrounding oil sands activities is also an important factor in establishing community safety.

Objective 3.1: Protect the community from wildfire

In the ASP area:

Policy 3.1.1 Subdivision and development shall incorporate fire preparedness measures, such as FireSmart guidelines prepared by the Government of Alberta.

Objective 3.2: Promote street and traffic safety

In the ASP area:

Policy 3.2.1 Future subdivision and development shall include traffic safety measures to ensure pedestrian safety and mitigate traffic impacts, particularly in the Community Core.

Policy 3.2.2 Provision of a designated trail network to enhance pedestrian and traffic safety to and from existing and future amenities will be reviewed by the Municipality.

Policy 3.2.3 A minimum building setback of 30 metres from the railway shall be required for future subdivision and development abutting the Canada National (CN) railway right-of-way.

Policy 3.2.4 Existing development abutting the CN railway right-of-way will be encouraged to take measures to reduce the impact of noise and seismic vibration through the use of building material and other techniques, such as safety berms with acoustic fence.

Objective 3.3: Ensure community safety meets the Rural Services

In the ASP area:

Policy 3.3.1 Adequate land and access shall be allocated for emergency response services such as the fire department.

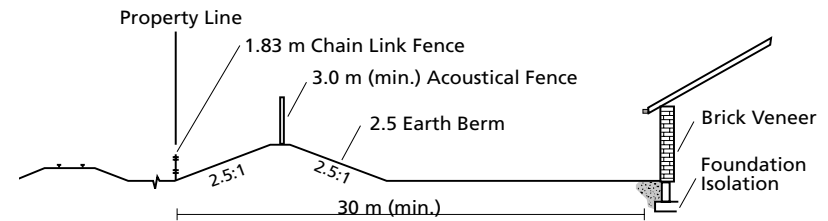
Objective 3.4: Protect the Community from the impact of surrounding oil sands activities

In the ASP area:

Policy 3.4.1 A buffer between the Hamlet and the surrounding oil sands development of not less than 1.6 km shall be established to minimize adverse impacts to the community.

Policy 3.4.1.1 The established buffer may be placed under a Consultative Notation (CNT), which does not place restriction on the use of land, but may require applicants to notify the Municipality and/or other organizations as the CNT holding agency prior to any development.

Figure 3: Typical Mitigation Measures for New Residential Development Adjacent to a Railway Mainline



Source: Earth Tech Canada Inc. (2007). Final Report Proximity Guidelines and Best Practices, Pg.9

PRINCIPLE 4: ENHANCE LOCAL RECREATIONAL OPPORTUNITIES

- 44** Recreational and traditional outdoor activities are closely connected to the way of life in Conklin and are highly valued by residents. Recreation supports and promotes active and healthy living, improves individual well-being, and strengthens relationships among all age groups. It also fosters an appreciation of the natural environment.
- 45** Much of the ASP area remains in a natural forested state with streams and brooks and is bordered by Christina Lake to the east. Existing trails and natural corridors allow for both passive and active recreational activities. Enhancement of these trails and corridors will provide greater connectivity between the existing and future recreational spaces. Natural areas in proximity to the Community Core can also be used to provide community recreation facilities, such as community gardens, playgrounds, and sports fields. However, any recreational opportunities provided in the ASP area should respect the natural environment and should have little or no environmental impact.



Existing park facility located on Christina Lake Drive

Objective 4.1: Promote centrally located local recreational activities

In areas identified as Open Space between Northland Drive, Poplar Lane, and Pine Lane:

Policy 4.1.1 Provision of a centrally located community recreation area will be examined and considered to encourage all-season outdoor recreation and nature appreciation. Components may include community gardens, playgrounds, and sports fields. It will also serve as a recreational hub for connecting future pedestrian trails.

Objective 4.2: Support active and healthy lifestyles

In the ASP area:

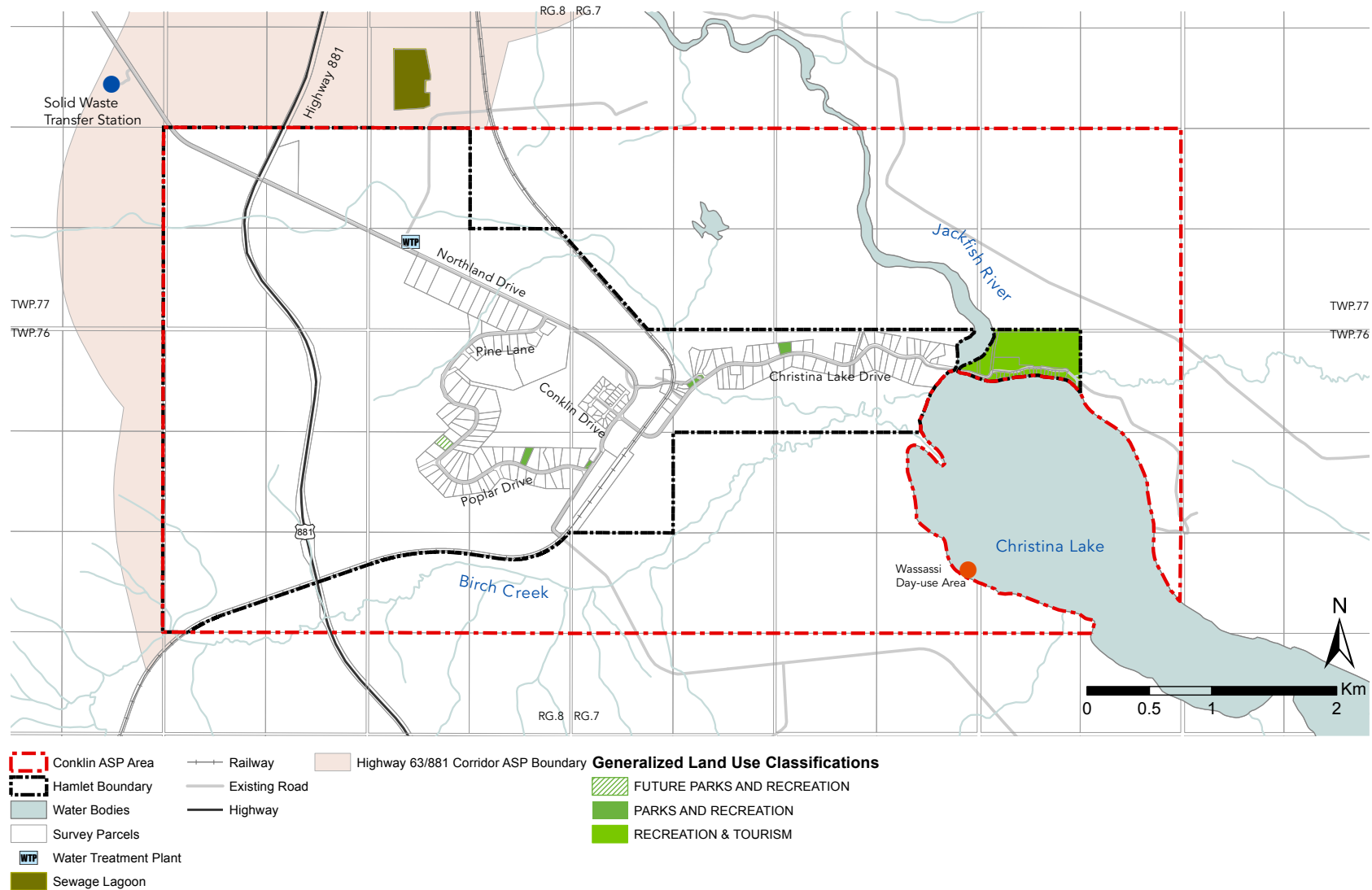
Policy 4.2.1 A pedestrian-friendly environment will be encouraged through community design, which includes, but is not limited to the consideration of proposed site development layout, provision of pedestrian pathways and road access connections.

Policy 4.2.2 Continuous linear corridors shall be designated as Municipal or Environmental Reserve through the subdivision and development process, and be developed to help establish a system of linked parks and trails.

Policy 4.2.3 Provision of a network of all-season pedestrian trails that establishes connections between existing and new residential areas, the Community Core, and the surrounding natural features will be reviewed and considered in future updates.

MAP 8: PRINCIPLE 4 MAP

The following map illustrates the proposed land uses under Principle 4: Enhance Local Recreational Opportunities. Areas have been generalized and are only approximate.



PRINCIPLE 5: CREATE OPPORTUNITIES FOR LOCAL ECONOMIC ACTIVITIES

- 46** Conklin is located in a region that is experiencing rapid growth in oil sands development along with associated industrial and commercial activities. Currently, there is a lack of industrial land within the ASP area, which is hindering the ability of both local businesses and Hamlet residents to fully participate in the region's economic growth. The designation of additional lands for industrial use to the west of the existing Hamlet development will serve two purposes. Firstly, it will provide space for new businesses that will create employment opportunities for the Hamlet's residents. And secondly, it will enable local businesses to expand and relocate as required.
- 47** At present, the majority of commercial activities are located at the intersection of Highway 881 and Northland Drive. The existing Hamlet Commercial district provides retail and hospitality services to both the travelling public and to the local residents. Within the Hamlet, the proposed Community Core will accommodate a mix of uses to promote increased opportunities for small scale retail and commercial/personal services as desired by the community. This would facilitate a more conveniently located range of commercial and institutional uses that serve the Hamlet residents and may also provide for additional employment opportunities.



2012 Aerial photo of existing Hamlet Commercial activities on Northland Drive

Objective 5.1: Provide increased opportunities for local retail and commercial activities

In areas identified as the Community Core:

Policy 5.1.1 Small scale commercial development related to retail activities, such as convenience stores, restaurants, and personal/commercial services, in proximity to the existing public services and amenities will be accommodated.

Policy 5.1.2 Commercial development shall be compatible with the adjacent uses. Key considerations include, but are not limited to, size and scale of development, building layout, traffic impacts, parking and loading requirements, mix of uses, pedestrian pathway connection, and landscaping treatment.

Policy 5.1.3 An Outline Plan shall be required for the proposed subdivision and development. Specific requirements for the Outline Plan will be established by the Municipality.

In areas identified as the Hamlet Commercial:

Policy 5.1.4 Larger scale and higher intensity commercial development, such as service stations, restaurants, and business support facilities, that meet the needs of both the travelling public and provide business opportunities for residents will be permitted.

Policy 5.1.5 Commercial development will be required to have regard to the area's location and function as the gateway to the Hamlet. Key considerations include, but are not limited to the need for adequate space for parking, loading and internal circulation, safety of all users, as well as landscape and screening treatment.

Objective 5.2: Provide increased opportunities for industrial support activities

In the ASP area:

Policy 5.2.1 General industrial and industrial support activities shall be directed to the west of Highway 881 and to the south of the intersection of Highway 881 and Northland Drive (Leismer Road), as shown on the Generalized Land Use Concept Map.

Policy 5.2.2 Appropriate general industrial and industrial support activities include but are not limited to manufacturing or assembly of goods and products, and automotive and equipment rental, repair and storage.

Policy 5.2.3 Light industrial activities shall be directed to the east of Highway 881, south of Northland Drive, as shown on the Generalized Land Use Concept Map.

Policy 5.2.4 Appropriate light industrial activities include, but are not limited to, lay-down storage yards, construction and industrial maintenance services, industrial carwash, and auto services.

Policy 5.2.5 An Outline Plan shall be required to establish site development parameters for the designated industrial land along Highway 881. Specific requirements for the Outline Plan will be established by the Municipality.

In areas identified as Industrial:

Policy 5.2.6 Development shall mitigate off-site nuisances (e.g., noise, odour, dust) and ensure quality development. Key considerations for quality development include, but are not limited to the site configuration and design of building, landscape treatment, and location and screening of parking and loading areas.

Policy 5.2.7 Existing development will be encouraged to introduce mitigation measures to reduce or eliminate off-site nuisances, and to improve the appearance of the site through the use of landscaping to screen loading, parking, and outdoor storage areas.

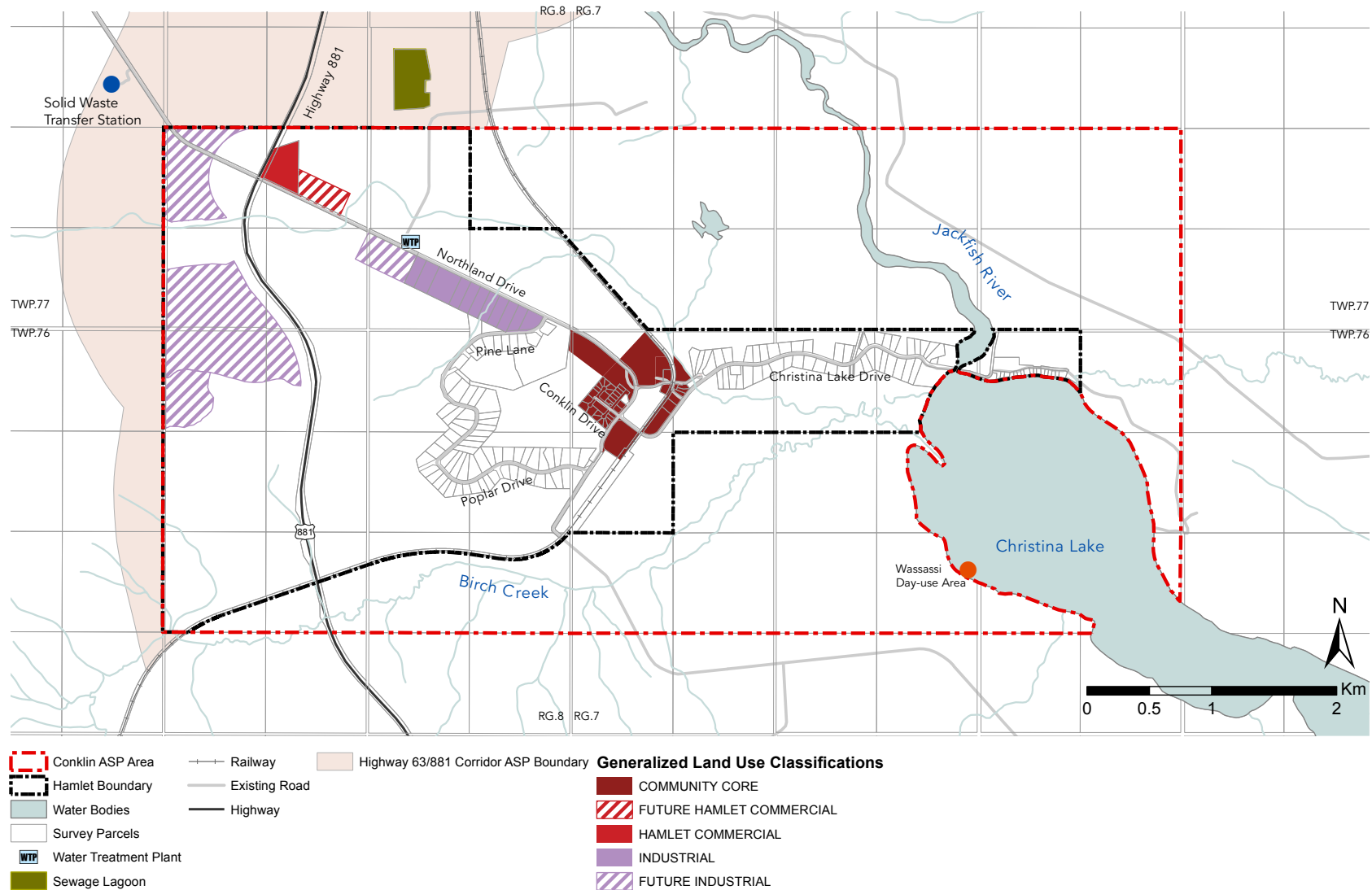
Policy 5.2.8 Commercial development may be permitted provided that proposed development demonstrates compatibility with the adjacent uses. Key considerations include, but are not limited to size and scale of development, building height and layout, access and circulation, traffic impacts, pedestrian connectivity, parking and loading requirements, nearby uses, off-site nuisances mitigation (e.g., noise, odour, dust), as well as landscaping buffer and treatment.



2012 Aerial photo of existing industrial activities south of Northland Drive

MAP 9: PRINCIPLE 5 MAP

The following map illustrates the proposed land uses under Principle 5: Create Opportunities for Local Economic Activities. Areas have been generalized and are only approximate.



PRINCIPLE 6: PROVIDE INFRASTRUCTURE THAT MEETS RURAL SERVICES

- 48** The provision of municipal services and infrastructure that meet both the present and future needs is essential. Appropriate and adequate road network and access shall be established to direct and support the commercial and industrial activities within the ASP area. Construction of a new water treatment plant, a garage for operational purposes, and a waste water pumping station, as well as the upgrades to the raw water pumping station, were started in 2009 and are likely to be completed by the end of 2013.



New water treatment plant in construction on Northland Drive

Objective 6.1: Promote the use of Green Infrastructure

In the ASP area:

Policy 6.1.1 The use of Low Impact Development standards, stormwater best management practices, and environmentally-friendly technologies will be required.

Policy 6.1.2 Subdivision and development will be required to demonstrate sound environmental practices. These may include, but are not limited to green infrastructure, energy efficient building, building orientation, design, landscaping, and integration with the natural landscape.

Objective 6.2: Provide appropriate access to commercial and industrial activities

In the ASP area along Highway 881:

Policy 6.2.1 A development setback of 120 metres from the centre of the highway will be required for future highway widening and upgrading. Any development proposed within the highway setback will be subject to Alberta Transportation approval.

Policy 6.2.2 A development setback of 400 metres will be required from the center point of the Highway 881 and Northland Drive (Leismer Road) intersection for future upgrades and improvement. Any development proposed within the intersection setback will be subject to Alberta Transportation approval.

Policy 6.2.3 Construction of permanent buildings and associated structures within the setbacks as listed in Policy 6.2.1 and 6.2.2 shall be prohibited, with the exception of existing Hamlet Commercial uses at the northeast intersection of Highway 881 and Northland Drive (Leismer Road).

Policy 6.2.4 Only temporary structures for interim uses associated with roadway construction in the setback area, as listed in Policy 6.2.1 and 6.2.2, may be permitted.

Policy 6.2.4.1 In cases where Alberta Transportation deems the areas are suitable for future development, the setback areas may be incorporated into the proposed Industrial and/or Hamlet Commercial use as shown in the Generalized Land Use Concept Map.

Policy 6.2.5 Alberta Transportation will be requested to collaborate in the identification of future additional all-directional access points.

Policy 6.2.6 A suitable and safe road network connecting Northland Drive (Leismer Road) to the designated industrial areas, as shown on the Generalized Land Use Concept Map, will be required through the subdivision and development process.

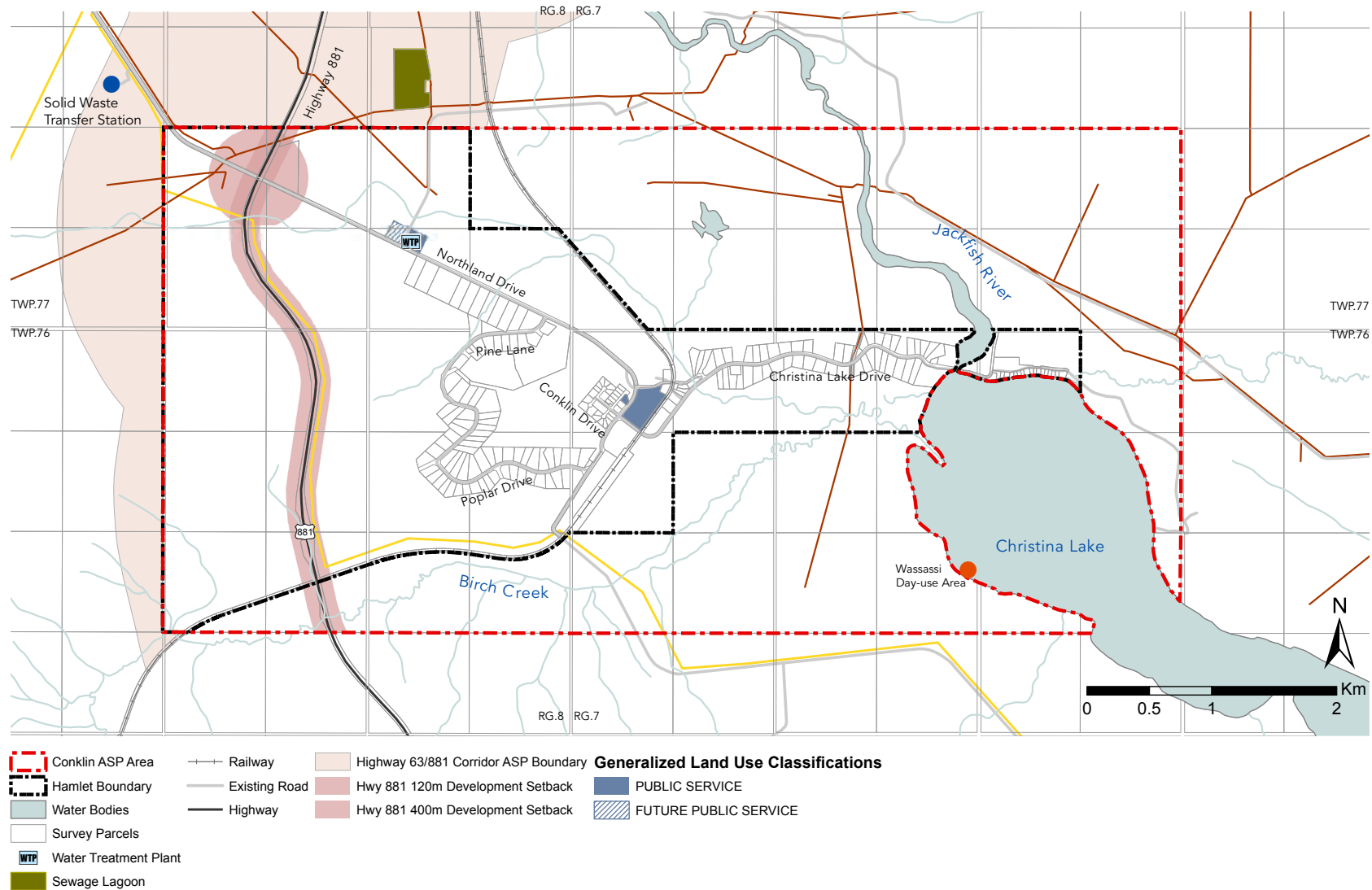
Policy 6.2.7 Developers will be responsible for the cost of intersection improvements, including intersection onto provincially and municipally owned roads, as a result of the proposed development.



2012 Aerial photo of Highway 881 and Northland Drive (Leismer Road) intersection facing north

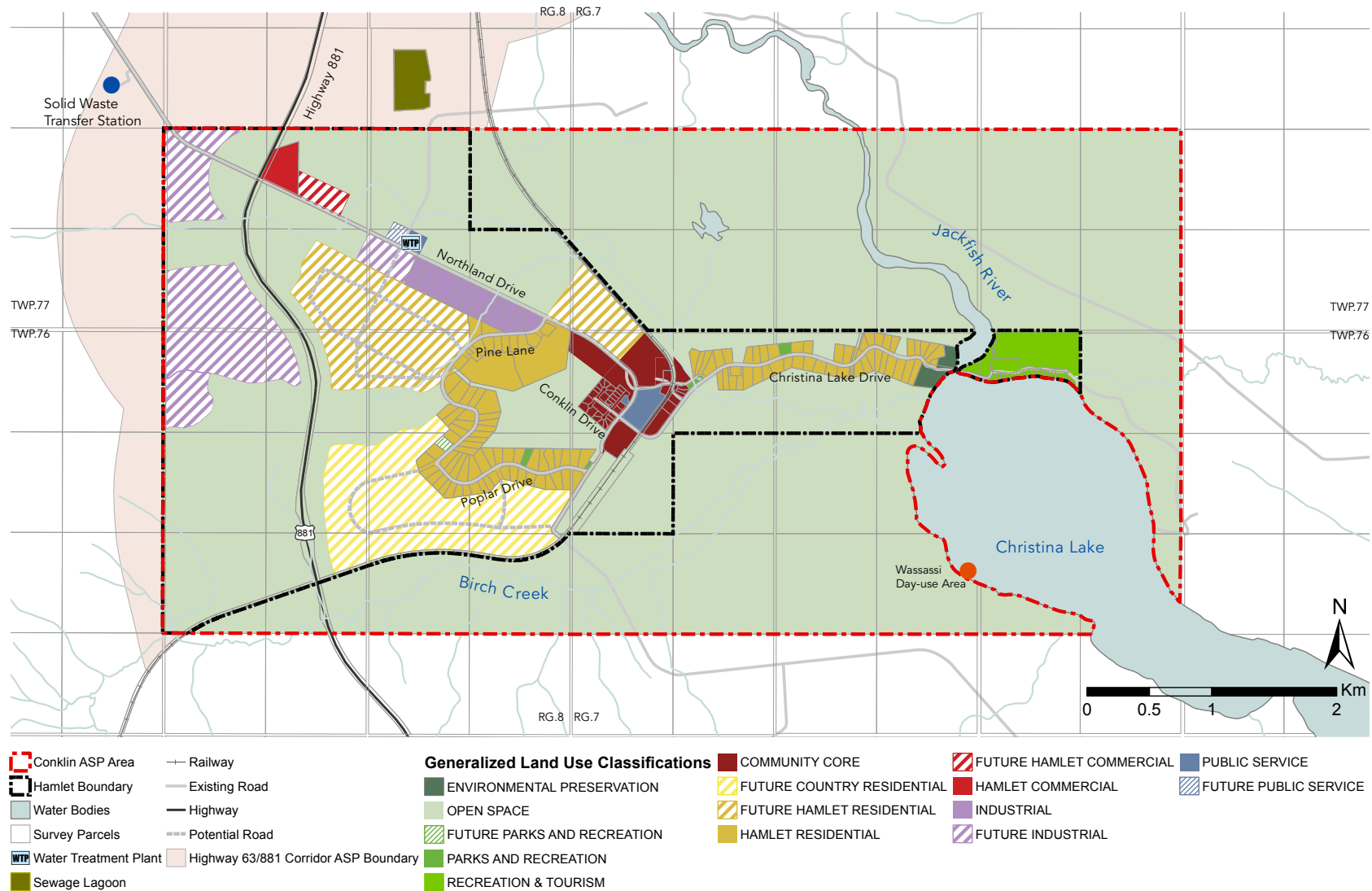
MAP 10: PRINCIPLE 6 MAP

The following map illustrates the proposed land uses and setback policies under Principle 6: Provide Infrastructure that Meets Rural Services. Areas have been generalized and are only approximate.



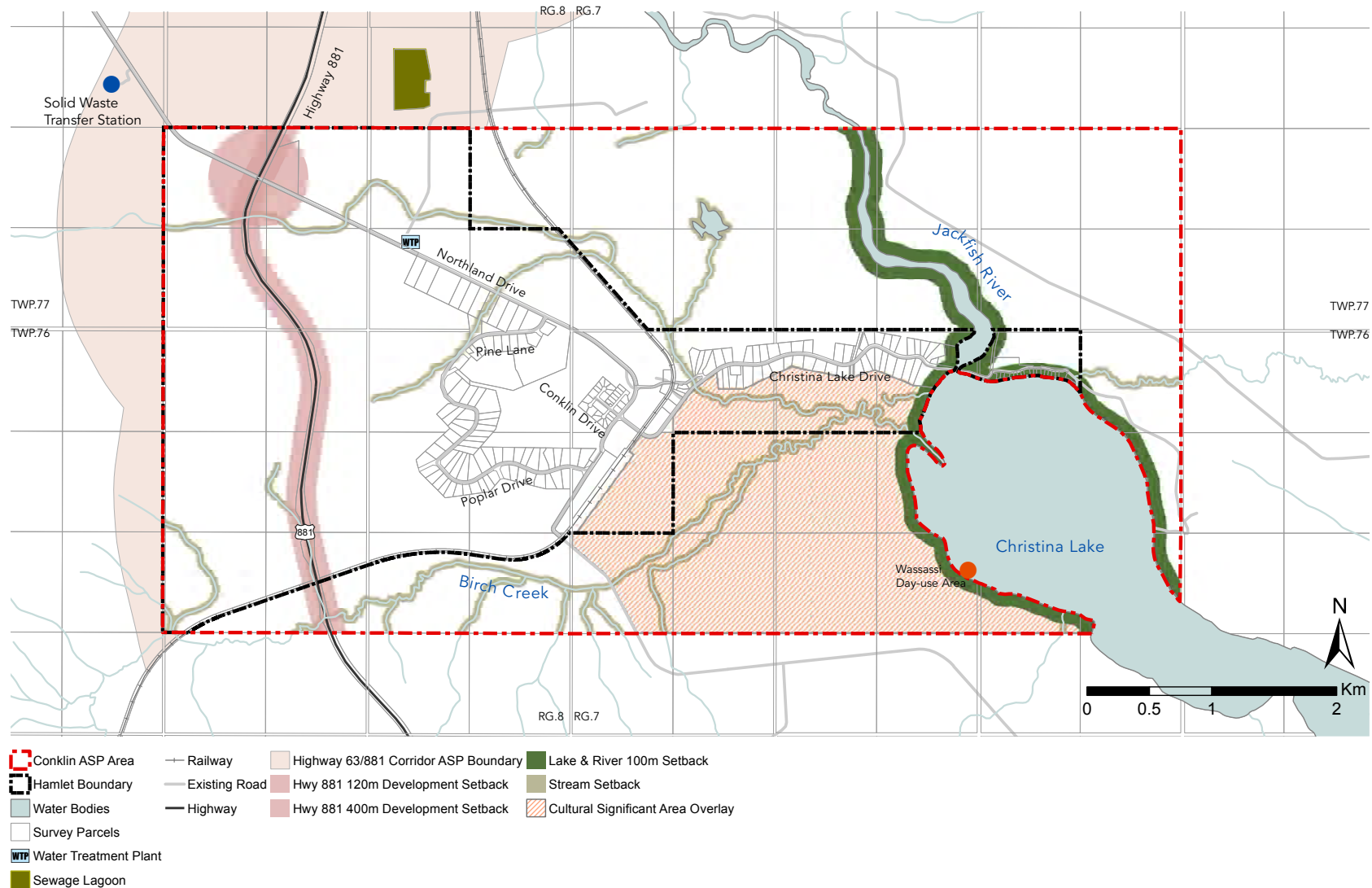
MAP 11: CONKLIN GENERALIZED LAND USE CONCEPT MAP

The following map represents the Generalized Land Use Concept for the Conklin Area Structure Plan.



MAP 12: GENERALIZED LAND USE CONCEPT OVERLAY

The following map represents the overlay and setback policies in the Conklin Area Structure Plan. Areas have been generalized and are only approximate.



GENERALIZED LAND USES

Community Core

- 49 The Community Core is the heart of the Hamlet and the focus for small scale commercial, institutional, and residential uses. The Community Core provides a variety of services, facilities, and activities to meet the community's needs. To encourage a vibrant and pedestrian-friendly core, development will be more compact compared to the rest of the hamlet. Areas in close proximity to community amenities would be an appropriate location for seniors' housing. Institutional uses, such as churches, schools, and community centres that serve the community residents will be concentrated in this area.

Environmental Preservation

- 50 The two existing Environmental Reserve (ER) lots located at the junction of Christina Lake and the Jackfish River are identified as Environmental Preservation. The intent is to preserve the natural open space and protect the environmentally sensitive land in that area. The area must be left in its natural state or may be used as a public park.

Hamlet Commercial

- 51 Existing Hamlet Commercial uses will continue to concentrate at the intersection of Northland Drive and Highway 881 to meet the needs of both the travelling public and to provide business opportunities for residents. Larger scale and higher intensity commercial development, such as service stations, restaurants, retail stores, and business support facilities will be accommodated in this area.

Industrial

- 52 This classification provides for a wide range of general industrial uses, which may include industrial support and storage facilities. These uses should be low intensity in nature to ensure development will not adversely affect surrounding non-industrial uses through the generation of emissions, noise, odours, vibrations, heat, bright light, or dust.
- 53 Industrial land use is identified primarily to areas west of the Hamlet, on unserved lots, away from existing and proposed residential uses, and could accommodate general industrial uses such as warehousing, general business, lay-down yards, and service uses that support nearby oil sands development and other industrial activity. Commercial development may be permitted provided that proposed development demonstrates compatibility with the adjacent uses.

Open Space

- 54 This classification protects undeveloped areas from premature subdivision and development. Future development of open space where there are potential geotechnical and environmental constraints will need to provide geotechnical, servicing, and other expert studies to the satisfaction of the Municipality. The development of trails may be exempt from the technical study requirements.

Parks and Recreation

- 55 This classification includes land uses for parks and recreation facilities intended for the use and enjoyment of the community. Community parks, trails, outdoor recreation facilities, and playgrounds are examples of uses considered.

Public Service

- 56 This classification allows for a variety of uses intended to deliver educational, health, government, and other institutional uses. Uses may include municipal infrastructure, health care facilities, parks, and schools.

Recreation and Tourism

- 57 This classification allows for indoor and outdoor recreation facilities that also include commercial elements for tourism purposes, such as boat launches, recreational campgrounds, and lodges. Existing residential uses will continue to be allowed in this area.

Residential

- 58 A variety of built forms and housing types that are accessible to all age groups and income levels are allowed and encouraged under the following two residential classifications:

COUNTRY RESIDENTIAL

This classification allows for single detached dwellings on large individual lots with a minimum lot size of 1.0 ha (2.5 acres) and will continue the existing residential development patterns to the west of Poplar Drive.

HAMLET RESIDENTIAL

The majority of existing residential lots in the Hamlet fall within this classification. This area currently consists of predominantly manufactured homes and single detached housing. Single detached dwellings on individual lots with a minimum lot size of 0.4 ha (1acre) will be encouraged as a continuation of the existing residential development pattern. This classification also allows for infill residential development given that proposed development can retain the existing characteristics of the area.

OVERLAY

Culturally Significant Area

- 59 This classification includes areas that the local Métis community identified as being significant for both their historical and cultural values. The intent of this category is to preserve the existing area as natural open space to minimize disturbance from development.

PART 3 : MAKING IT WORK

This section discusses the key considerations in implementing this Area Structure Plan.



IMPLEMENTATION

- 60 The policies in the Conklin ASP represent Council's guidance regarding growth and development within the study area and represent the community's interests. Although the Plan is seen as a document with principles that will be valid in the long term (up to 20 years), it will be reviewed and updated as required to ensure it remains relevant.

IMPLEMENTATION PRIORITIES

- 61 A major component of the plan implementation is the Land Use Bylaw (LUB). The Land Use Bylaw should be reviewed as the first step of the Conklin ASP implementation. Under the LUB, land will be designated using the ASP's policies and Generalized Land Use Concept Map for guidance. Flexibility in varying the location and design of these elements as the result of more detailed planning will be addressed at the Outline Plan and/or Plan of Subdivision stage.
- 62 Additionally, a Sub-Regional Area Structure Plan should be prepared to address the surrounding growth in the Conklin area. Development of project accommodations has become a primary challenge in the Conklin area. As of the end of 2012, there was approximately 10,000+ approved bed capacity in the vicinity of the Hamlet of Conklin. Such growth is imposing increasing development pressures (physically, socially and culturally). While considerable increase in oil sands development is anticipated by the year 2015, preparations of the Sub-Regional Area Structure Plan should occur in a timely manner.

PROPOSED DEVELOPMENT SEQUENCE

- 63 The Proposed Development Sequencing Map graphically illustrates the sequence of development proposed in Conklin. Sequence of development may be adjusted, and is based on a number of considerations, which include:
- Suitability of vacant lots with appropriate designation
 - Availability of existing access and roadways
 - Availability of servicing capacity
 - Proximity to existing and proposed municipal facilities and amenities

MAP 13: PROPOSED DEVELOPMENT SEQUENCING MAP

The following map represents the general sequence of future development proposed for the ASP area. This map is not meant to be interpreted and amended on a site specific basis. Areas have been generalized and are only approximate.

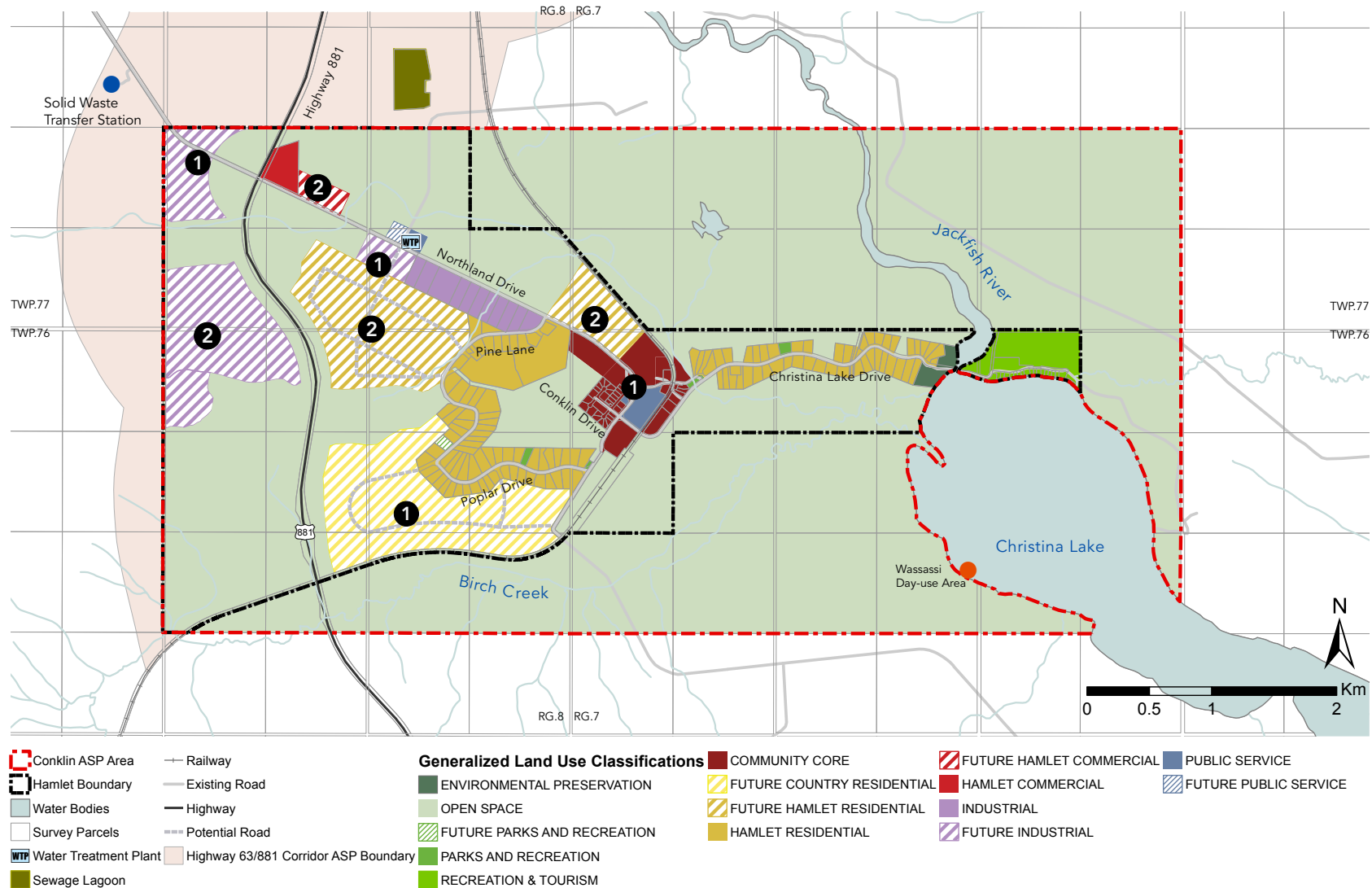


Table 1: Conklin Generalized Land Use Concept Breakdown

	Area (ha)	Percentage relative to Total Area
Community Core	46.6	1.6%
Environmental Preservation	6.1	0.2%
Hamlet Commercial	8.9	0.3%
Future Hamlet Commercial	8.4	0.3%
Industrial	27.2	1.0%
Future Industrial	134.3	4.8%
Open Space	2,121.8	75.2%
Parks and Recreation	3.1	0.1%
Future Parks and Recreation	1.1	0.1%
Public Services	10.5	0.4%
Future Public Services	2.3	0.1%
Recreation and Tourism	31.9	1.1%
Future Country Residential	133.4	4.7%
Hamlet Residential	149.6	5.3%
Future Hamlet Residential	135.5	4.8%
Total	2,820.7	100%

*figures are approximate and are rounded up to one decimal place

Transportation

- 64 Existing Development will utilize the road network that is already in place. Phase 1 development proposes a loop road connecting Northland Drive to the existing road accesses on Poplar Drive for the Future Country Residential area. Phase 2 developments propose an extension of the local road that connects to the new water treatment plant just north of Northland Drive and west of the existing industrial area. A loop road system will serve to connect this road extension to the existing Pine Lane road access. Detailed alignments of these proposed roads have to be verified at the subdivision and outline plan stage.

Servicing Implication

- 65 The current water treatment plant upgrade is designed for a residential equivalent population of 2,000, enough to support the projected population and the surrounding resource related camps until 2017. The subsequent upgrade can support a residential equivalent population of 3,500 until 2027. In both stages, the assumption is that a 1,000 equivalent population is allocated to the surrounding work camps. The wastewater treatment plant expansion is in the pre-design stage. The upgrade is based on the same design population assumption used for the water treatment plant upgrade.

Both the water treatment plant and wastewater treatment plant design servicing capacities are sufficient to support the population growth to be accommodated in Phase 1 and 2 proposed developments.

PLAN AMENDMENT & MONITORING

- 67 Any amendments for the Area Structure Plan must follow the amendment process consistent with the Municipal Government Act and include community consultation. Applicants applying to amend the ASP must provide a supporting report to the Municipality that evaluates the merits and impacts of the proposed changes. The implementation of this plan will be monitored and reported on a regular basis as a means of assessing progress made.

ASP INTERPRETATION

- 68 The ASP consists of Principles, Objectives, Policies, the Generalized Land Use Concept, the Implementation section, References, and the Glossary of Terms.

Principles are statements of the desired future as derived from the Community Vision. Explanatory text that accompanies the Principles enhance the understanding of the ASP's intent. Objectives are statements of the desired outcome of the ASP Principles, which are implemented and realized through the ASP Policies. Policies are statements of intent that guide decisions to achieve the ASP Principles and Objectives.

GLOSSARY OF TERMS

Aboriginal

Descendants of the original inhabitants of North America. The Canadian Constitution recognizes three groups of Aboriginal people – Indian (First Nation), Métis, and Inuit. These are three separate peoples with unique heritages, languages, cultural practices, and spiritual beliefs.

Accredited Professional

An individual with specialized knowledge recognized by the Municipality or licensed to practice in Canada or in the Province of Alberta. Examples of qualified professionals include but are not limited to engineers, foresters, planners, geologists, hydrologists, and surveyors.

Active and Healthy Lifestyles

Active and healthy lifestyles are defined as a way of life that incorporates physical activity as part of a daily routine for people. Physical activities include exercise, sport, walking, and biking.

Active Transportation

Any form of human-powered transportation, such as walking, cycling, using a wheelchair, in-line skating, skateboarding, and skiing.

Affordable Housing

Housing that meets the needs of households that earn less than the median income for their household size and pay more than 30 percent of their gross annual household income on shelter.

Amenities

Social and economic facilities and services that increase comfort in a community. These include recreational and health care facilities, shops, supermarkets, and daycare centres, among others.

Archaeological Resources

Archeological resources are defined by the Historic Resources Act as a work of humans that is primarily of value for its prehistoric, historic, cultural, or scientific significance, and is or was buried in land or submerged beneath the surface of any watercourse or permanent body of water in Alberta.

Area Structure Plan (ASP)

A plan adopted by municipal council as a bylaw pursuant to the Municipal Government Act (MGA) that provides a framework for future development of an area or community.

Athabasca Oil Sands Area (AOSA)

The Athabasca Oil Sands Area is the largest reserve of crude bitumen in the world and the largest of three major oil sands deposits in Alberta, along with the nearby Peace River and Cold Lake deposits.

Barrels Per Day (bpd)

A measurement used to describe the amount of crude oil produced or consumed by an entity in one day.

Best Practices

A method or technique that has consistently shown results superior to those achieved with other means, and that is used as a benchmark.

Bitumen

Petroleum that exists in the semi-solid or solid phase in natural deposits. It is typically heavy and viscous and will not flow unless heated or diluted.

Buffer

A natural or linear area comprising of shrubs, trees, earth berms, or physical fencing that provides visual or physical separation and/or noise attenuation between water bodies, lots, roads, utility corridors, and other uses.

Building

Building shall be as defined in Section 616 of the Municipal Government Act.

Building Setback

Building Setback refers to the distance between the building and the feature as specified by a bylaw.

Campground

A planned development for the use of recreational vehicles, campers, and tents that is not used for permanent residence or year-round storage.

Commercial and Industrial Land Use Study (CILUS)

A study to quantify the demand for commercial and industrial land within the Municipality, now and in the future. The study also determines where new commercial and industrial land will be needed together with the biophysical suitability of the identified areas.

Community Design

Community design is an integral part of land use planning and involves the creation and management of the built environment (i.e., buildings, streets, transport systems, parks, and natural spaces) that collectively help shape the form and pattern of municipalities. Carefully planned and thoughtfully executed, community design is vital in contributing to the attractiveness, vibrancy, health, and sustainability of physical landscapes.

Community Engagement

A process that provides an opportunity for citizens, staff, and appointed officials to share information and gain an understanding of issues based on experience and knowledge, and to combine their energy to create a plan or to develop a course of action.

Comprehensive Regional Infrastructure Sustainability Plan (CRISP)

A guideline prepared by the Government of Alberta for the long-term infrastructure development in the Athabasca Oil Sands Area (AOSA) that supports Responsible Actions, the Government of Alberta's strategic plan for development of its oil sands resource. The CRISP focuses on community development and identifies infrastructure needs related to transportation, water and wastewater servicing, primary and secondary education, and health care.

Conservation

The protection, enhancement, and management of the natural environment and natural resources including natural areas, features, processes, biological diversity, and renewable and non-renewable resources for sustainable ecosystems and communities.

Consultative Notation (CNT)

The Reservation/Notation Program used by the Alberta Government enables a variety of resource uses to be accommodated, while maintaining the integrity of the land base and its ecosystem. It provides a buffer between heavy industrial and any associated activities and land uses. Interests in public land, resources, and sites of significance are recorded as notations. Consultative Notation (CNT) is used by the government to "flag" an interest in land. Although restrictions are not placed on the land, applicants are alerted that the Alberta Government holds an interest in the property.

Density

Density is a standard measure of units per area, usually used to describe the number of dwelling units per hectare (du/ha).

Development

Development is defined in Section 616 (b) of the Municipal Government Act specifically as: a) an excavation or stockpile and the creation of either of them; b) a building or an addition to the replacement or repair of a building and the construction or placing of any of them in, on, over, or under land; c) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use or the land or building; or d) a change in the intensity of use of land or a building or an act done in relation to land or a building that changes or is likely to change in the intensity of use of the land or building.

Ecological Protection

Maintenance of the integrity of ecosystems, their processes, and their interrelationships, in part or in whole, in the natural environment. Forms of ecological protection may include policies, programs, and physical actions.

Environmental Assessment

In instances where an Environmental Impact Assessment is not required under federal or provincial law, an environmental assessment may be required to help the Municipality consider the environmental impacts of a proposed plan, and consider alternatives or appropriate mitigation strategies during the planning stage. It is based on information from a desktop review and field reconnaissance.

Environmental Reserve (ER)

Environmental Reserve shall be as defined in Section 616(e) of the Municipal Government Act.

Environmentally Friendly Technologies

Practices that conserve the natural environment and resources thereby reducing the negative impacts of human development.

Environmentally Sensitive Area

An undisturbed or relatively undisturbed site that because of its natural features has value to society and ecosystems worth preserving but is susceptible to further disturbance.

Environmental Stewardship

Managing and protecting sensitive natural areas, including watersheds, wetlands, and riparian zones, while valuing the integrated role our natural environment plays in the health of the region.

Envision Wood Buffalo (EWB)

An Integrated Community Sustainability Plan developed to define and advance the Regional Municipality of Wood Buffalo's long-term commitment to sustainability. Developed with community members across the region, EWB sets sustainability principles and goals for environmental, cultural, social, and economic dimensions of Wood Buffalo.

FireSmart Communities

Community design located near or within forested and other natural vegetated areas that incorporates the guidelines of FireSmart (developed by the Government of Alberta) in order to reduce the risk and potential of fire hazards and events.

Generalized Land Use Concept

A map of the future generalized land uses in the Hamlet.

Geotechnical

Pertaining to the condition of land and soils in an area, typically as it relates to use or potential use of the area for development.

Geotechnical Study

A study that identifies geotechnical risks and mitigation measures and must acknowledge that the Municipality may rely upon the study when making decisions.

Green Building

The practice of creating structures by utilizing processes that are environmentally responsible and resource-efficient throughout a building's life cycle.

Greenfield

Type of land where there has been no previous development.

Green Infrastructure

Green infrastructure refers to engineered structures that are designed to be environmentally friendly. Examples include water treatment facilities, green roofs, constructed wetlands, biomass, and district heating.

Hamlet

An unincorporated community established by an order of the Minister of Municipal Affairs, or designated as a hamlet by Council pursuant to the Municipal Government Act.

Historical Resource Value (HRV)

Each land parcel in the Minister of Alberta Culture and Community Spirit's (ACCS) Listing has been assigned an Historical Resource Value ranging from 1 to 5.

The highest level of protection (HRV 1) is afforded to lands that have been designated under the Alberta Historical Resources Act as Provincial Historic Resources. An HRV of 1 is also used to identify World Heritage Sites and lands owned by ACCS for historic resource protection and promotion purposes. Other HRVs are defined as follows:

HRV 2: designated under the Alberta Historical Resources Act as a Municipal or Registered Historical Resource

HRV 3: contains a significant historic resource that will likely require avoidance

HRV 4: contains a historic resource that may require avoidance

HRV 5: believed to contain a historic resource

Note: Undeveloped road allowances have the same HRV as lands immediately adjacent.

Home Based Business

The secondary use of a principal dwelling, its accessory buildings and site, or combination thereof, by at least one (1) permanent resident of the dwelling, to conduct a business activity or occupation.

Infill

Development in an existing built-up area using vacant or under-utilized lands, behind or between existing development, which is consistent and compatible with the characteristics of the surrounding development.

Infill Residential Development

Infill residential development refers to the introduction of additional housing units into an existing residential subdivision.

In Situ

In position or place, in situ recovery refers to various methods used to recover deeply buried bitumen deposits. Also see Steam Assisted Gravity Drainage (SAGD).

Lodge

A place of business where the principle use is the provision of sleeping facilities, excluding project accommodation.

Low Impact Development (LID)

A land management strategy that emphasizes conservation by use of on-site natural features integrated with engineering controls. Development aligns closely to pre-development stages. The LID is intended to prevent harm to streams, lakes, and wetlands from commercial, residential, or industrial development. This allows land to still be developed in a cost-effective manner that helps mitigate potential environmental impacts.

Métis

People of mixed First Nation and European ancestry who identify themselves as Métis, as distinct from First Nations people, Inuit, or non-Aboriginal people. The Métis have a unique culture that draws on their diverse ancestral origins, such as Scottish, French, Ojibway, and Cree.

Municipal Development Plan (MDP)

A plan that functions as a municipality's overall policy guide for future growth and development. It is a statutory plan adopted by a Municipal Council under the authority of Section 632 of the Municipal Government Act. The plan outlines the direction and scope of future development, the provision of required transportation systems and municipal services, the coordination of municipal services and programs, environmental matters, and economic development.

Municipal Government Act (MGA)

Provincial legislation that outlines the power and obligations of a municipality.

Municipal Infrastructure

Infrastructure maintained by the Municipality to provide services to its residents. In Land Development Concepts, Municipal Infrastructure refers to specific sites used for water and wastewater treatment facilities, sewage lagoons, and landfills.

Municipal Reserve (MR)

Municipal Reserve shall be as defined in Section 616 (o) of the Municipal Government Act.

Muskeg

Waterlogged, spongy ground, consisting primarily of mosses and acidic, decaying vegetation that may develop into peat.

Natural Feature

Natural Features describe all natural objects, including mountains, plateaus, rivers, lakes, islands, waterfalls, monoliths, escarpments, ravines, as well as woodlands, forests, trees, hedgerows, and meadows.

Off-Highway Vehicle (OHV)

A vehicle registration class for motor vehicles including all-terrain vehicles, off-highway motorcycles, and off-road vehicles such as 4x4 trucks or jeeps.

Oil Sands

Sedimentary rocks (sand, clay, and rock material) containing heavy oil or bitumen that cannot be extracted by conventional petroleum recovery methods. It is regarded as a nonconventional source.

Outline Plan

An intermediate planning document, required in specific circumstances, in order to bridge the gap between a large scale Area Structure Plan and an individual plan of subdivision.

Planned Work Camp Communities

An alternative approach to traditional private work camps scattered across the region. They would initially accommodate construction-phase workers as well as support staff. However, unlike traditional camps, they would be planned and designed from the beginning in a way that would allow them to evolve over time to serve as longer-term communities for operations staff and their families, and the services and supports they would require.

Project Accommodation

A residential complex of mobile units, excluding campgrounds, used to provide basic living facilities for workers on a temporary basis.

Riparian Zones

Areas around lakes, estuaries, and streams that function as transition areas between land and water and host a wide array of plant and animal life. These areas are likely to have an influence on the total ecological character and functional process of a watercourse or water body.

Rural Service Area

Portion of the Regional Municipality of Wood Buffalo located outside of the Urban Service Area. These areas are recognized as equivalent to a municipal district by the Government of Alberta for the purposes of program delivery and grant eligibility.

Social Infrastructure

Social infrastructure means services, networks, and facilities that support and enhance quality of life. Broad categories include health, education, arts and culture, and emergency services.

Stakeholder

Any individual, organization, or agency that has a specific interest or concern with the Plan that may be impacted once the Plan is adopted.

Steam-Assisted Gravity Drainage (SAGD)

A type of in situ technology that uses innovation in horizontal drilling to produce bitumen. Using drilling technology, steam is injected into the deposit to heat the oil sands and lower the viscosity of the bitumen. The hot bitumen migrates towards wells, bringing it to the surface, while the sand is left in place. In situ is Latin for in place.

Subdivision

The division of a parcel of land into one or more smaller parcels by a plan of subdivision or other instrument.

Sustainability

The World Commission on the Environment and Development (1987) defines sustainability as “development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”

Sustainable Community

A place that encourages people to live, work, and play, and as such, this community is able to meet the diverse needs of both the existing and future population.

Traditional Land Use

The use of public land by Aboriginal peoples for harvesting and hunting flora and fauna for sustenance, economic benefit, and cultural/ceremonial and medical purposes.

Urban Service Area

Fort McMurray, located within the Regional Municipality of Wood Buffalo. Fort McMurray is recognized as equivalent to a city by the Government of Alberta for the purpose of program delivery and grant eligibility.

Vacant Lots

Lots with no buildings or occupants.

Water Bodies

Any location where water flows or is present, whether or not the flow or the presence of water is continuous, intermittent, or occurs only during a flood. Or: Any natural or artificial body of water that contains or conveys water continuously or intermittently.

Wetland

Those areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include muskeg, swamps, marshes, bogs, and similar areas.

Wildland Urban Interface (WUI)

A local plan made by Alberta Sustainable Resources Development to protect communities from wildfires. Transition zones are set between human occupied and unoccupied land.

Work Camp

Temporary project accommodations that house construction and operational staff in proximity to a project site (often oil sands). These workers form a component of the non-permanent population.

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COUNCIL REPORT

Meeting Date: May 24, 2022

Subject: Chief Administrative Officer Recruitment Panel

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

THAT the following members of Council be appointed to the Chief Administrative Officer Recruitment Panel:

- Mayor Sandy Bowman, Chair
- Councillor Ken Ball
- Councillor Allan Grandison
- Councillor Jane Stroud
- Councillor Stu Wigle

Summary:

The recruitment and selection of the Chief Administrative Officer (“CAO”) is crucial to the ongoing success of the Regional Municipality of Wood Buffalo. The selection of the CAO is one of the most important responsibilities of the Mayor and Councillors. Council, staff, and other stakeholders will all benefit from a confidential and thoughtful executive recruitment process.

Background:

The CAO is the administrative head of the Municipality. As such, a well-developed executive recruitment process ensures that Council hires a person who possesses the core skills the Municipality needs now and into the future.

On April 27, 2022, Council accepted the voluntary resignation of the CAO Jamie Doyle. As an interim measure, Linda Ollivier was appointed as Interim CAO for the Regional Municipality of Wood Buffalo.

As part of this recruitment process, it has been recommended that Council establish a Recruitment Panel (the “Panel”) totaling five (5) Council members to aid in the process understanding that it is not practical for all eleven (11) members of Council to work through the interview process.

COUNCIL REPORT – Chief Administrative Officer Recruitment Panel

The recruitment and selection process will be facilitated by executive recruitment search firm, David Aplin Group accompanied by Regional Municipality of Wood Buffalo Human Resource Director Kari Donnelly.

Any questions or inquiries from interested candidates will be addressed by David Aplin Group. The Panel will ensure Council is apprised of candidate details and contract terms to ensure that Council has the information required to make a final decision.

Strategic Priorities:

Responsible Government



COUNCIL REPORT

Meeting Date: May 24, 2022

Subject: Council Appointed Advisory Board/Committee Meeting Minutes

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

THAT the Minutes from Council Appointed Advisory Board/Committee meetings, as outlined in Attachments 1 - 4, 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. 2022-04-06 Wood Buffalo Development Advisory Committee Minutes**
- 2. 2022-04-06 Wood Buffalo Downtown Revitalization Committee Minutes**
- 3. 2022-04-14 Advisory Committee on Aging Minutes**

4. 2022-04-14 Wood Buffalo Waterfront Advisory Committee Minutes

Minutes of a Meeting of the Wood Buffalo Development Advisory Committee held via electronic communications in Fort McMurray, Alberta, on Wednesday, April 6, 2022, commencing at 9:00 AM.

Present:

Bryce Kumka, Chair, Business Community
 Bilal Abbas, Public-At-Large
 Justin Ellis, Public-At-Large
 Steven Hale, Education Sector
 Alex McKenzie, Land Development Sector
 Ijeoma Uche-Ezeala, Public-At-Large
 Jennifer Vardy, Public-At-Large
 Raj Vasal, Community Development
 Curtis Williams, Community Development
 Stu Wigle, Councillor

Absent:

Justin MacNeil, Arts, Culture and Recreation Sector
 David Secord, Vice-Chair, Business Community Representative

Administration:

Kelly Hansen, Director, Strategic Planning and Program Management
 Amanda Haitas, Senior Manager, Planning and Development
 Monica Lance, Manager, Special Projects
 Heather Fredeen, Clerk, Legislative Services

1. Call to Order

Chair Bryce Kumka called the meeting to order at 9:01 a.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be amended to add as item 4.5, "Support for Wood Buffalo Economic Development Corporation"; and

THAT the Agenda be adopted as amended.

RESULT: CARRIED [UNANIMOUS]
MOVER: Raj Vasal, Community Development
SECONDER: Curtis Williams, Community Development
FOR: Kumka, Ellis, Hale, McKenzie, Vardy, Vasal, Williams
ABSENT: Abbas, MacNeil, Secord, Uche-Ezeala

3. Minutes of Previous Meetings

3.1. Wood Buffalo Development Advisory Committee Meeting - March 2, 2022

MOTION:

THAT the Minutes of the Wood Buffalo Development Advisory Committee meeting held on March 2, 2022, be approved as presented.

RESULT: CARRIED [UNANIMOUS]
MOVER: Alex McKenzie, Land Development Sector
SECONDER: Justin Ellis, Public At Large
FOR: Kumka, Ellis, Hale, McKenzie, Vardy, Vasal, Williams
ABSENT: Abbas, MacNeil, Uche-Ezeala, Secord

With consensus of its members, the Committee discussed member attendance at the April 26, 2022 meeting with the Associate Minister, Red Tape Reduction, which was scheduled to occur as part of agenda item 4.6., Action Log Review.

Entrances

Committee Member Bilal Abbas entered the meeting at 9:11 a.m.

Committee Member Ijeoma Uche-Ezala entered the meeting at 9:12 a.m.

The Committee agreed that the following members will attend the April 26, 2022 meeting with the Associate Minister, Red Tape Reduction:

- Bilal Abbas
- Steven Hale
- Alex McKenzie
- Jennifer Vardy; and

Chair Bryce Kumka and Vice-Chair David Secord will attend all scheduled meetings with the Associate Minister, Red Tape Reduction.

4. New and Unfinished Business

4.1. Meeting Protocols and Procedures

Chair Bryce Kumka provided a refresher on Committee meeting protocols and procedures and reminded members to keep questions and comments succinct and on topic when speaking to agenda items.

4.2. Land Use Bylaw Update

Christopher Booth, Manager, Community Development and Planning, provided an update on the Land Use Bylaw re-write indicating that the project is now in phase 2, and engagement sessions are being scheduled. It was noted that the project team is targeting the end of 2022 to bring the bylaw before Council.

Exits and Return

Committee Member Curtis Williams exited the meeting at 9:55 a.m.

Committee Member Justin Ellis exited the meeting at 10:20 a.m. and returned at 10:23 a.m.

4.3. Planning and Development Process Review Project Update

Amanda Haitas, Senior Manager, Planning and Development, provided an update on the Planning and Development Process Review Project noting that Administration is reviewing the final draft of the consultant's report which will be provided to the Committee when it is finalized.

4.4. Downtown Revitalization Incentive Program Update

Amanda Haitas, Senior Manager, Planning and Development, provided an update on the Downtown Revitalization Incentive Program noting that Administration will be requesting an extension to phase 2 of the Program at the Council Meeting on April 26, 2022.

MOTION:

THAT the Chair of the Wood Buffalo Development Advisory Committee be authorized to send a letter to the Regional Municipality of Wood Buffalo Council in support of the Downtown Revitalization Incentives Program.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Alex McKenzie, Land Development Sector
SECONDER:	Bilal Abbas, Public-At-Large
FOR:	Kumka, Abbas, Ellis, Hale, McKenzie, Uche-Ezeala, Vardy, Vasal
ABSENT:	MacNeil, Secord, Williams

4.5. Support for Wood Buffalo Economic Development Corporation

Committee Member Justin Ellis spoke to the importance of economic development and tourism in the region.

MOTION:

THAT the Chair of the Wood Buffalo Development Advisory Committee, be authorized to provide a letter of support for the Wood Buffalo Economic Development Corporation, to Regional Municipality of Wood Buffalo Council, indicating that we, the Wood Buffalo Development Advisory Committee, recognize and support the value to the Regional Municipality of Wood Buffalo, in their maintaining dedicated capacity in the region, for economic development and tourism, as an independent not-for-profit corporate entity to manage the following functional areas:

- 1) Promotion of economic development
- 2) Promotion of tourism development

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Justin Ellis, Public At Large
SECONDER:	Jennifer Vardy, Public At Large
FOR:	Kumka, Abbas, Ellis, Hale, McKenzie, Uche-Ezeala, Vardy, Vasal
ABSENT:	MacNeil, Secord, Williams

With consensus of the Committee, the request for excusal of absences, submitted by Committee Member Justin MacNeil, was discussed.

MOTION:

THAT Committee Member Justin MacNeil's absences from Committee Meetings held on February 9, 2022, March 2, 2022, and April 6, 2022, be excused.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Alex McKenzie, Land Development Sector
SECONDER:	Justin Ellis, Public At Large
FOR:	Kumka, Abbas, Ellis, Hale, McKenzie, Uche-Ezeala, Vardy, Vasal
ABSENT:	MacNeil, Secord, Williams

With consensus of the Committee, agenda item 4.6., Action Log Review, was deferred to the next Committee Meeting.

Adjournment

The meeting adjourned at 11:16 a.m.

Chair

Minutes of a Meeting of the Wood Buffalo Downtown Revitalization Advisory Committee held via electronic communications in Fort McMurray, Alberta, on Wednesday, April 6, 2022, commencing at 5:00 PM.

Present:

Owen Erskine, Chair, Recreation, Culture and Heritage Representative
 Brianne English, Oil and Gas Industry
 Carolyn Evancio, Seniors Representative
 Jean-Marc Guillamot, Business Community
 Todd Hillier, Safety and Security Sector
 Renee Moulard, Public-At-Large
 Melanie Walsh, Community Development Sector
 Roy Williams, Land Development Industry
 Lance Bussieres, Councillor

Absent:

Henry Hunter, Education Sector
 Funky Banjoko, Councillor

Administration:

Kelly Hansen, Director, Strategic Planning and Program Management
 Dennis Warr, Director, Engineering
 Amanda Haitas, Senior Manager, Planning and Development
 Nina Caines, Senior Manager, Parks, Roads and Rural Operations
 Monica Lance, Manager, Strategic Planning and Program Management
 Anita Hawkins, Clerk, Legislative Services

1. Call to Order

Chair Owen Erskine called the meeting to order at 5:04 p.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT: CARRIED [UNANIMOUS]
MOVER: Brianne English
SECONDER: Carolyn Evancio
FOR: Erskine, English, Evancio, Guillamot, Hillier, Mouland, Williams
ABSENT: Hunter, Walsh

3. Minutes of Previous Meetings

3.1. Wood Buffalo Downtown Revitalization Advisory Committee Meeting - March 2, 2022

MOTION:

THAT the Minutes of the Wood Buffalo Downtown Revitalization Advisory Committee meeting held on March 2, 2022, be approved as presented.

RESULT: CARRIED [UNANIMOUS]
MOVER: Jean-Marc Guillamot
SECONDER: Todd Hillier
FOR: Erskine, English, Evancio, Guillamot, Hillier, Mouland Williams
ABSENT: Hunter, Walsh

4. New and Unfinished Business

4.1. Council Presentation Follow Up

Chair Owen Erskine, reported on the presentation made to Council on March 22, 2022 and confirmed that the Committee's recommendations were approved by Council.

4.2. 2022-2023 Action Log Overview

Monica Lance, Manager, Strategic Planning and Program Management, provided an overview of the priority levels identified in the Committee's action log, which includes the recommendations recently approved by Council.

4.3. Snow Removal/Winter Maintenance – Policy Directive and Bylaw Introduction and Overview

Kelly Colbourne, Manager, Roads, provided information on the current Snow Removal and Winter Maintenance Programs and invited the Committee Members to complete the Winter Maintenance Survey, which is available on the Municipal website (Participate WoodBuffalo).

4.4. Spring Street Sweeping Plan for Downtown

Kelly Colbourne, Manager, Roads, provided an overview of the sweeping program, noting that for the downtown area, sweeping generally starts after the river break-up has been declared.

Entrance

Melanie Walsh, Committee Member, joined the meeting at 5:34 p.m.

4.5. Graffiti Removal Update

Stephen Fudge, Manager, Parks, provided an overview of the Municipality's Graffiti Removal Program, noting that residents and business may report graffiti and request a cleaning kit by contacting the Municipality through PULSE. All reports concerning graffiti on Provincial property is passed on the Province for their action.

Action

Administration committed to enhance public communication to create awareness about how the private sector can access graffiti removal kits and provide Committee Members with the budget amount attributed to graffiti removal.

Monica Lance, Manager, Strategic Planning and Program Management, noted that the Communities in Bloom Committee has indicated interest in submitting a joint letter to the Government of Alberta, about graffiti removal on provincially owned assets and other topics outlined in the letter received from the Communities in Bloom Chair dated March 25.

MOTION:

THAT a joint letter, from the respective Chairs of the Wood Buffalo Downtown Revitalization Advisory Committee and the Communities in Bloom Committee, be sent to the Government of Alberta, supporting cleanliness and beautification along Highway 63.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Owen Erskine
SECONDER:	Todd Hillier
FOR:	Erskine, English, Evancio, Guillamot, Hillier, Mouland, Walsh, Williams
ABSENT:	Hunter

4.6. Downtown Revitalization Incentives Program Update

Amanda Haitas, Senior Manager, Planning and Development, provided background statistical data related to the Downtown Revitalization Incentive Program, noting Administration will be putting forward a recommendation to Council in the near future to extend the program.

MOTION:

THAT the Chair of the Wood Buffalo Downtown Revitalization Advisory Committee be authorized to send a letter to the Regional Municipality of Wood Buffalo Council in support of extending the Downtown Revitalization Incentive Program.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Jean-Marc Guillamot, Business Community
SECONDER:	Roy Williams, Land Development Industry
FOR:	Erskine, English, Evancio, Guillamot, Hillier, Mouland, Walsh, Williams
ABSENT:	Hunter

4.7. Wayfinding Plan and Strategy Project Update

Nadia Power, Manager, Public Engagement, provided an update on the Wayfinding Project, noting that the successful proponent for this project will be announced once the paperwork is finalized. The purpose of this project is to develop an overarching strategy which can then be used to develop way finding plans for individual areas within the Municipality.

Exit

Roy Williams, Committee Member, noted that he is resigning from the Committee as he will be leaving the area, and thanked Committee Members and Administration for their support during his time on the Committee and exited the meeting at 6:20 p.m.

4.8. Working Group Requests for Review

The following requests were identified for consideration by the Beautification and Placemaking Working Group:

- Identify specific areas to request removal of barricades along Highway 63
- Identify potential areas for Downtown Gateway Signage

With respect to the barricades, Chair Owen Erskine identified the ones along the bypass (above Earl's) as well as the ones located in the area from the bridge underpass heading towards MacDonald Island.

Exits

Renee Moulard, Committee Member, exited the meeting at 6:32 p.m.

Brianne English, Committee Member, exited the meeting at 6:34 p.m.

With respect to the Downtown Gateway Signage, possible locations identified included the bridge underpass; corner of Hospital Street and Franklin Avenue; Hardin Street (across from Tim Hortons) and coming off the King Street roundabout.

Adjournment

The meeting adjourned at 6:35 p.m.

Chair

Minutes of a Meeting of the Advisory Committee on Aging held via electronic communications in Fort McMurray, Alberta, on Thursday, April 14, 2022, commencing at 1:00 PM.

Present:

Henry Hunter, Chair, Wood Buffalo Housing Representative
 Luana Bussieres, Vice-Chair, St. Aidan's House Society Representative
 Carolyn Evancio, Seniors Resource Committee Representative
 Nicholas Paulson, Indigenous Representative
 Darline Reid, Alberta Health Services Representative
 Ken Saunderson, Golden Years Society Representative

Absent:

Ken Ball, Councillor
 Denise Wilkinson, Senior At Large - Urban
 Maureen Grandjambe, Senior At Large – Rural

Administration:

Deanne Bergey, Director, Community and Protective Services
 Martin Byaruhanga, Department Administrator, Community and Protective Services
 Caitlin Sheaves, Clerk, Legislative Services

1. Call to Order

Chair Henry Hunter called the meeting to order at 1:04 p.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Ken Saunderson
SECONDER:	Carolyn Evancio
FOR:	Hunter, Evancio, Bussieres, Saunderson, Paulson
ABSENT:	Ball, Wilkinson, Reid, Grandjambe

3. **Minutes of Previous Meetings**

3.1. **Advisory Committee on Aging Meeting – March 10, 2022**

THAT the Minutes of the Advisory Committee on Aging Meeting held on March 10, 2022, be approved as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Carolyn Evancio
SECONDER:	Luana Bussieres
FOR:	Hunter, Evancio, Bussieres, Saunderson, Paulson,
ABSENT:	Ball, Wilkinson, Reid, Grandjambe

4. **New and Unfinished Business**

4.1. **Age-Friendly Work Plan Implementation Update**

Entrance

Committee Member Darline Reid entered the meeting at 1:10 p.m.

Martin Byaruhanga, Department Administrator, Community and Protective Services, provided a brief update on the Age-Friendly Work Plan Implementation, noting that the Celebrating Seniors event will be taking place on April 28, 2022.

4.2. **Seniors' Week Update**

Caitlin Sheaves, Clerk, Legislative Services, provided a brief update on the Seniors' Week event, noting that Legislative Services continues to collaborate with the Office of the Mayor to coordinate the Seniors' Luncheon. It was further noted that additional updates will be provided by email when available.

4.3. **Administrative Updates**

Martin Byaruhanga, Department Administrator, Community and Protective Services, provided an update from the most recent Alberta Age-Friendly Community of Practice webinar regarding the housing needs of Seniors and what living well in a community looks like for the senior population.

4.4. **Information Updates**

Committee Member Carolyn Evancio provided an update on behalf of the Seniors Resource Committee (SRC) noting that a letter of support was sent to YMM Magazine regarding a seniors' recognition feature and that the SRC will be meeting with YMM Magazine to follow up on the request.

Chair Henry Hunter provided an update on behalf of the Wood Buffalo Housing and Development Corporation, noting that Rotary House is currently facing an outbreak of COVID-19, which is being monitored closely. It was further noted that Rotary House currently has resident vacancies and Committee Members were encouraged to share this with their network.

Adjournment

The meeting adjourned at 1:37 p.m.

Chair

Minutes of a Meeting of the Wood Buffalo Waterfront Advisory Committee held via electronic communications in Fort McMurray, Alberta, on Thursday, April 14, 2022, commencing at 5:00 PM.

Present:

Gaylene Weidlich, Chair
 Erica Brewer, Recreation Representative
 Alan Gammon, Land Development Industry
 Greg MacAulay, Gas and Oil Industry
 David Stirling, Public-At-Large
 Tessa Vesak, Business Community Representative
 Liana Wheeldon, Culture (Arts, Culture & Heritage)

Absent:

Gary Devison, Seniors Representative
 Cathy Dreier, Fort McMurray Historical Society Representative
 Bill Loutitt, Indigenous Representative
 Sean Robertson, Safety and Security Sector
 Ken Ball, Councillor
 Loretta Waquan, Councillor

Administration:

Kelly Hansen, Director, Strategic Planning and Program Management
 Jade Brown, Chief Legislative Officer
 Kevin Meacher, Coordinator, Strategic Planning and Program Management
 Anita Hawkins, Clerk, Legislative Services

1. Call to Order

Chair Gaylene Weidlich called the meeting to order at 5:05 p.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT: CARRIED [UNANIMOUS]
MOVER: Erica Brewer
SECONDER: Alan Gammon
FOR: Weidlich, Brewer, Gammon, MacAulay, Stirling, Vesak, Wheeldon
ABSENT: Devison, Dreier, Loutitt, Robertson

3. Minutes of Previous Meetings

3.1. Special Wood Buffalo Waterfront Advisory Committee Meeting - February 17, 2022

MOTION:

THAT the Minutes of the Special Wood Buffalo Waterfront Advisory Committee Meeting held on February 17, 2022 be approved as presented.

RESULT: CARRIED [UNANIMOUS]
MOVER: Liana Wheeldon
SECONDER: David Stirling
FOR: Weidlich, Brewer, Gammon, MacAulay, Stirling, Vesak, Wheeldon
ABSENT: Devison, Dreier, Loutitt, Robertson

4. New and Unfinished Business

4.1. Waterfront Revitalization Project Update

Joshua Bernsen, Lee and Associates, provided an update on the Waterfront Revitalization Project, noting that construction related to Priority 1 Area is scheduled over a two-year period with an estimated completion time of October 2023 and that final design related to Priority 2 is currently under discussion at the Senior Leadership Team level and has been paused for now. He confirmed that during construction, the contractor will be required to keep the site open for events such as WinterPlay, dredging and other events occurring in the Snye area.

Exit and Return

Tessa Vesak, Committee Member, exited the meeting at 5:15 p.m. and returned at 5:16 p.m.

4.2. Public Art Policy Update

Karen Puga, Lead Coordinator, Community and Protective Services, provided an overview of the Municipal Public Art Policy, and spoke to how the Waterfront development aligns with the Policy. It was noted that it is anticipated that a policy amendment, along with the Public Art Plan, will be presented to Council for consideration within the next few months. It was also shared that Jes Croucher has been the successful proponent as the Indigenous Curator.

4.3. Wayfinding Strategy and Plan Update

Nadia Power, Manager, Communications and Engagement, provided an overview of the Wayfinding Project, noting that the purpose of this project is to develop an overarching strategy over the next 6 months, which can be used to develop way-finding plans for individual areas within the Municipality. It was further noted that the successful proponent for this project will be communicated to the Committee once the paperwork has been finalized.

4.4. Future Agenda Item Ideas - Round Table for Committee Members

It was suggested that Flood Mitigation Update be considered as a future agenda item, which could include an update related to the temporary/permanent berms and associated risk assessments.

The Chair requested that any other suggestions for agenda items be communicated to her for inclusion on an upcoming Agenda.

Adjournment

The meeting adjourned at 5:56 p.m.

Chair



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

OFFICE OF THE MAYOR

P R O C L A M A T I O N

WHEREAS June is National Indigenous History Month, a time to honour the diversity of Indigenous Peoples and recognize the historic and ongoing positive contributions of First Nations, Métis, and Inuit People; and

WHEREAS it is a time to listen to and learn from Indigenous Elders and Knowledge Keepers about the true history of this region; and

WHEREAS Indigenous Peoples' history, traditions, culture, and contributions deserve to be recognized and honoured, as does the strength and resiliency of Indigenous communities in maintaining language and culture despite the ongoing impacts of colonialism; and

WHEREAS the Regional Municipality of Wood Buffalo is committed to working on restoring and repairing relationships with Indigenous communities and partners as we move forward together on the shared path of reconciliation

NOW THEREFORE, I, Sandy Bowman, Mayor of the Regional Municipality of Wood Buffalo, do hereby proclaim **June 2022**, as:

“NATIONAL INDIGENOUS HISTORY MONTH”

IN WITNESS WHEREOF, I have hereunder set my hand and caused to be affixed the seal of the Regional Municipality of Wood Buffalo in Fort McMurray, Alberta, this **24th day of May 2022**.

Sandy Bowman
Mayor



COUNCIL REPORT

Meeting Date: May 24, 2022

Subject: Summary of Integrity Commissioner Reports for Action

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

Whereas Council believes that Councillor Shafiq Dogar has acted in a manner contrary to the Code of Conduct;

And Whereas Councillor Dogar has been afforded procedural fairness with respect to Council's consideration of this matter and was notified in advance that Council:

- a) would be considering the matter and was given a copy of this draft Resolution that may be considered by Council;
- b) may consider sanctions recommended by the Integrity Commissioner;

And Whereas Councillor Dogar was expressly informed of his right to retain legal counsel and for his legal counsel to be present at the Council meeting in which this Resolution would be discussed and voted on;

And Whereas Councillor Dogar was given the opportunity to personally, or via his legal counsel, or both, to make submissions to the rest of Council regarding his conduct in this matter at a fairness hearing held in camera by Council prior to Council deliberations on the matter;

And Whereas Council has considered the submissions made by Councillor Dogar or his legal counsel;

And Whereas Council has attempted to reach a consensus as to the appropriate action;

And Whereas each member of Council honestly believes that during the fairness hearing had an open mind, were amenable to persuasion, and were ready and willing to be persuaded by submissions made by Councillor Dogar;

And Whereas Council has provided united or separate verbal reasons so that Councillor Dogar understands the basis for the decision to address his conduct;

Be it Resolved as Follows:

1. That Council receive the Integrity Commissioner Reports and accept the findings of the Commissioner);
2. That Council find that Councillor Dogar (the Member) acted in contravention of Council Code of Conduct Bylaw No. 18/009 for the reasons set out in the Reports;
3. That Council adopt the recommended sanctions for Councillor Dogar as provided in the Reports as an expression of its commitment to Council Code of Conduct Bylaw No. 18/009, and
4. That Council impose the following sanction(s) as an expression of its commitment to the Council Code of Conduct Bylaw No. 18/009:

(a) first, in relation to the first report dated May 11, 2022:

- remove the Member from membership on any Council Committee or any representation on behalf of Council, including restrictions on travel, and not allow him to re-engage in these activities until the Member has undertaken further governance and orientation training, including a thorough review of all the materials provided to Councillors during the October and November orientation sessions;
- the training sessions should include training on respectful interactions with RMWB employees and others, should be arranged by the Chief Legislative Officer's office, and the Member's progress should be independently assessed;

(b) second, in relation to the second report dated May 13, 2022:

- issue a reprimand to the Member through a motion of censure, and demand that the Member provide a public apology for his February 3 remarks in a public Council meeting;
- remove the Member from membership on any Council Committees or any representation on behalf of Council, including restrictions on travel, and not allow him to resume these functions until the Member has undertaken further training and evaluation;
- that the Member undergo an independent evaluation involving an outside expert and a member or members of the Indigenous community and that Council receive and consider a confidential report on his progress in-camera before deciding whether to fully reinstate the Member in his Councillor roles.

Integrity Commissioner Report #1 - Dated May 11, 2022 - Summary and Background:

On December 23, 2021, a formal complaint was made under the Code of Conduct alleging that Councillor Shafiq Dogar contravened sections of the code with respect to his conduct with RMWB employees on two separate interactions in October 2021 and certain Facebook posts made by the Member between December 2 and 5, 2021.

Under section 6 of the Integrity Commissioner Bylaw No. 19/005 the role of the Integrity Commissioner is to receive, investigate and adjudicate Formal Complaints. If a contravention of the Code or any other policies or procedures governing the ethical behaviour of a member is established, the Commissioner is to provide recommendations to Council regarding the imposition of a sanction.

The Integrity Commissioner undertook an investigation of the complaint and concluded that Councillor Shafiq Dogar has contravened sections 8.5, 8.7(a), 8.8, 9.1 and 9.6 of the Council Code of Conduct Bylaw. Council has received a report on the Integrity Commissioner's findings and recommendations regarding the conduct of Councillor Shafiq Dogar in accordance with section 10(j) of the Bylaw.

In the report, the Integrity Commissioner recommends that Council accept the conclusions contained in the Integrity Commissioner Report and find that Councillor Shafiq Dogar acted in contravention of the Council Code of Conduct Bylaw and Council adopt and implement the recommended sanctions for Councillor Shafiq Dogar as an expression of its commitment to the Council Code of Conduct Bylaw.

The Integrity Commissioner recommends that Council impose the following sanctions:

1. Remove Councillor Shafiq Dogar from membership on any Council Committee or any representation on behalf of Council, including restrictions on travel, and that he not be allowed to re-engage in these activities until the Member has undertaken further governance and orientation training, including a thorough review of all the materials provided to Councillors during the October and November 2021 orientation sessions. Further, to the extent that it is not already included in the materials, the training sessions should include training on respectful interactions with RMWB employees and others.
2. The training be arranged and coordinated by the Chief Legislative Officer's office and that the Member's progress be independently assessed.

Integrity Commissioner Report #2 - Dated May 13, 2022 - Summary and Background:

On February 4, 2022, the Integrity Commissioner received a copy of a letter from a concerned citizen to the Mayor expressing concern about comments made by Councillor Shafiq Dogar's during debate on a motion to allocate funding to support the Missing and Murdered Indigenous Women calls for action at the February 3, 2022 Council Budget Meeting.

Over the week, the Integrity Commissioner received six separate complaints, including the complaint filed on behalf of Council, to investigate the comments made by

Councillor Shafiq Dogar during this meeting. The complaints alleged that the Councillor was in breach of sections 8.1, 8.2, 8.4 and 8.5 of the Council Code of Conduct. The Integrity Commissioner informed each of the complainants that as he had received multiple complaints about the same event, he would be addressing them as one matter.

The Integrity Commissioner undertook an investigation of the complaints and concluded that Councillor Shafiq Dogar has contravened sections 8.2, 8.4 and 8.5 of the Council Code of Conduct Bylaw. Council has received a report on the Integrity Commissioner's findings and recommendations regarding the conduct of Councillor Shafiq Dogar in accordance with section 10(j) of the Bylaw.

In the report, the Integrity Commissioner recommends that Council adopt and implement sanctions as follows:

1. Issue a reprimand to the Councillor through a motion of censure and demand that the Councillor provide a public apology for his remarks in a public Council meeting. The Councillor should direct his apology towards the entire community, but with a specific reference to members of the Indigenous communities within the RMWB.
2. Council remove Councillor Shafiq Dogar from membership on any Council Committee or any representation on behalf of the Municipality, including restrictions on travel, and not reinstate these privileges until the Councillor has undertaken further intensive governance and orientation training.
3. If the Indigenous Awareness materials included in the orientation materials are insufficient, the Councillor should undergo further meaningful Indigenous Awareness training with a particular focus on issues relevant to Indigenous peoples in the RMWB communities and surrounding area and on matters relating to Truth and Reconciliation with Indigenous peoples and the National Inquiry into Missing and Murdered Indigenous Women calls for action.
4. Council, with the assistance of Administration, should consider how best to approach educating the Councillor in the area of Indigenous Awareness and consider how to involve appropriate members of the Indigenous community in bringing about understanding and reconciliation.
5. Council should direct Administration to enlist the support of a governance expert to assist in the Councillor's training. Council should also task this expert with providing a confidential report to Council for their consideration in camera, prior to deciding whether to allow the Councillor to fully resume his duties.

Strategic Priorities:

Responsible Government



COUNCIL REPORT

Meeting Date: May 24, 2022

Subject: Community Identification Committee Recommendation - Renaming the Thickwood Park "The Jeremy Snook Memorial Park"

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

THAT the Park in Thickwood, currently known as 'Thickwood Park', as shown in Attachment 1, be renamed "The Jeremy Snook Memorial Park".

Summary:

The Community Identification Committee recommended that a park in Thickwood, currently known as "Thickwood Park" be renamed as "The Jeremy Snook Memorial Park," and that the proposed name be forwarded to Council for approval.

In accordance with the Community Identification System Policy (LDI-010), Council approval is required for the naming of municipal facilities in the Regional Municipality of Wood Buffalo.

Background:

On March 3, 2022, the Community Identification Committee received a naming request to assign a name to the park currently known as Thickwood Park (legally described as Lot 60, Block 61, Plan 782 2691 and Lot 50MR, Block 11, Plan 002 3121, shown in Attachment 1).

The name was proposed in the memory of Jeremy Snook, who passed away from cancer in 2013 at the age of 19. The park already has significance to the Snook family, who is currently maintaining a trail that runs through it.

The Committee discussed the naming request and after deliberation recommended that the proposed name "The Jeremy Snook Memorial Park", be forwarded to Council for approval.

Rationale for Recommendation:

Jeremy Snook was raised in Fort McMurray and was passionate about the outdoors.

COUNCIL REPORT – Community Identification Committee Recommendation - Renaming the Thickwood Park "The Jeremy Snook Memorial Park"

The Snook family's commitment to maintaining the trail amenities in this local park reflect and celebrate Jeremy's passions and interests, and the proposed renaming offers greater recognition of the memory of their son.

The proposed name is also in accordance with the Council-approved Community Identification System Policy (LDI-010).

Strategic Priorities:

Responsible Government

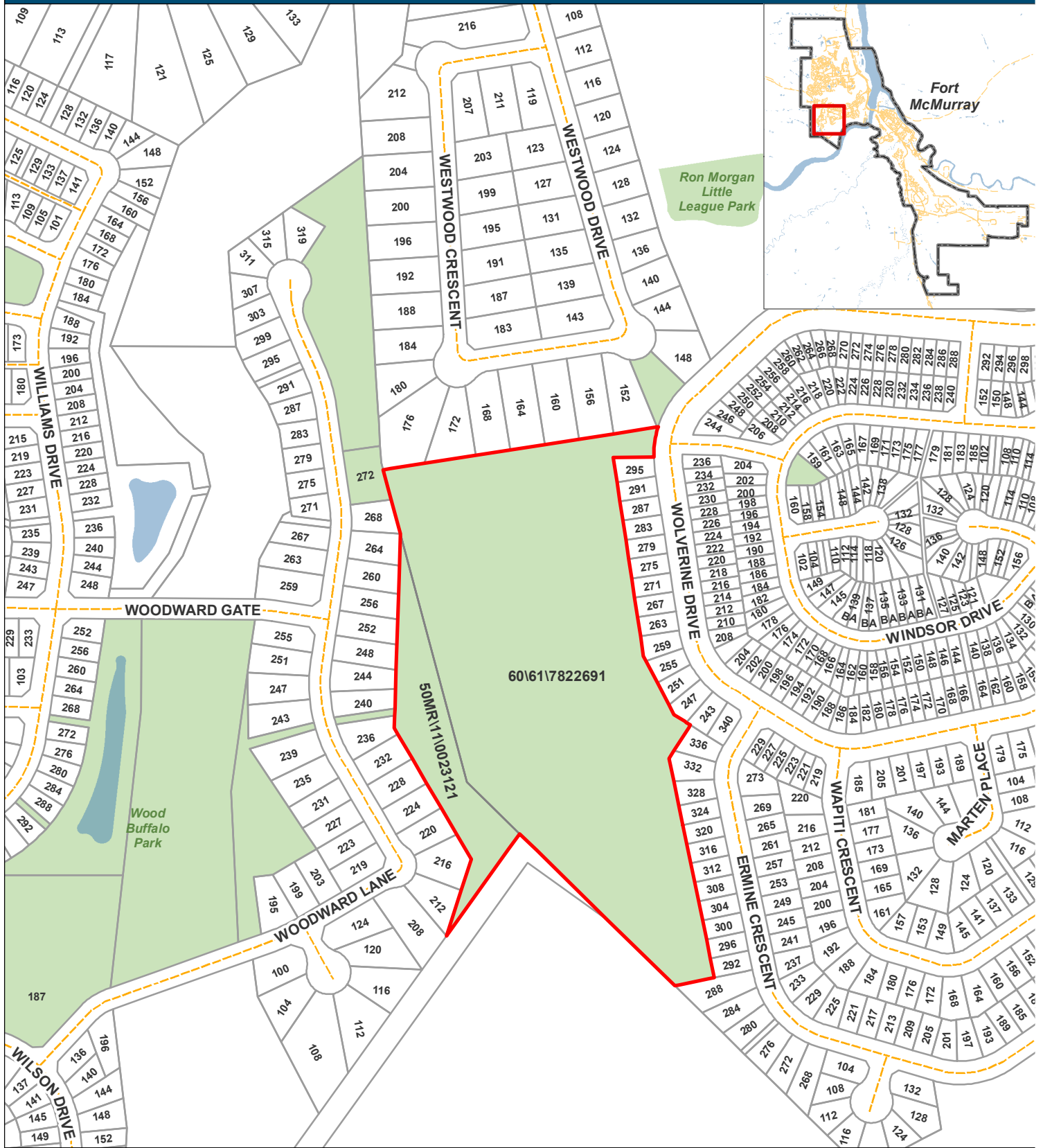
Attachments:

1. Subject Area Map - The Jeremy Snook Memorial Park

SUBJECT AREA MAP

The Jeremy Snook Memorial Park
 Lot 60, Block 61, Plan 7822691 &
 Lot 50MR, Block 11, Plan 0023121

Attachment 1



- Subject Area
- Water Bodies
- Survey Parcels
- Roadways
- Park



1 cm = 45 meters



Map Produced by the Geographic Information System Group on 07 Mar 2022

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COUNCIL REPORT

Meeting Date: May 24, 2022

Subject: City of Airdrie's Request for Support - Alberta Municipalities Resolution - Proactive Urban Flood Management

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

THAT the City of Airdrie's Alberta Municipalities Resolution, as outlined in Attachment 1, be supported and endorsed; and

THAT the Mayor be authorized to send a letter to the City of Airdrie in support of their Alberta Municipalities Resolution.

Summary and Background:

On May 2, 2022 the City of Airdrie approved the submission of a resolution to Alberta Municipalities (formerly Alberta Urban Municipalities Association "AUMA") that would urge advocacy to the Government of Alberta for provincial incentives to enhance storm water management within and between municipalities.

In the City of Airdrie's correspondence to the Regional Municipality of Wood Buffalo (RMWB), they state that the high cost of payouts from provincial and federal governments for flood events provides economic rationale to incentivize municipalities to look at comprehensive or integrated stormwater management practices across an entire watershed. The resolution seeks leadership to incentivize municipalities to collaborate on flood resiliency and reduce the long-term expense of extreme weather events, especially floods, for all Albertans.

The City of Airdrie has requested that the RMWB second their Alberta Municipalities resolution (Attachment 1) and provide a letter of support to accompany their submission prior to the deadline on May 31, 2022.

Strategic Priorities:

Responsible Government

Attachments:

1. City of Airdrie - Alberta Municipalities Resolution

Incentivizing Comprehensive Flood Management

For Consideration - Alberta Municipalities 2022 Resolution Process

Moved by: City of Airdrie

Seconded by: Regional Municipality of Wood Buffalo (*proposed*)

WHEREAS floods are an extreme weather event causing substantial loss in Alberta, with a particularly devastating effect on urban municipalities.

WHEREAS floods in urban municipalities require recovery time, during which their economic power and contributions to the province are severely reduced.

WHEREAS the provincial government has also historically provided disaster relief funds to aid in the physical and economic recovery of urban municipalities at tremendous expense.

WHEREAS effective, integrated stormwater management is highly correlated with reduction in flood frequency and severity.

WHEREAS the largest and most stable source of revenue for almost all urban municipalities comes from property assessment values.

WHEREAS the pursuit of such revenue sources can run counter to municipal or intermunicipal decisions that would allow for more effective or integrated stormwater management.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for provincial incentives to better integrate storm water management within and between municipalities.

BACKGROUND:

There is a rising cost from flood damage throughout Canada, including Alberta. Public Safety Canada reports a dramatic increase in the number of disasters for which provinces required and obtained federal assistance under the *Disaster Financial Assistance Arrangements (DFAA) program* from 1970 to 2015. The final six years of that term cost more than the previous 39 years combined, with flooding accounting for 75% of all weather-related expense. The DFAA is expected to cost over \$900M annually.

Similar cost increases are seen for insurance payouts from extreme weather events. Since the 1980s, property and casualty payouts have more than doubled every 5-10 years. Payouts averaged \$405M per year from 1983 to 2008, and then exceeded \$1B for 11 of the 12 years between 2009 and 2020. A report from the Intact Centre on Climate Adaptation at the University of Waterloo suggests that for every dollar of loss borne by Canadian insurers, three to four dollars are borne by government, homeowners, and business owners. The top five highest loss years on record are all flood related.

To reduce the costs and impacts of extreme events, municipalities or regional boards often look to develop at a greater distance from riparian areas. However, the stable and substantial revenues from property assessment run counter to these aims by incentivizing municipalities to maximize their land development opportunities – and lands next to rivers and streams often have premium assessment potential.

The high cost of payouts from provincial and federal governments for flood events provides economic rationale to incentivize municipalities to look at comprehensive or integrated stormwater management practices across an entire watershed. Such integrated practices can involve things like:

- mandating more permeable surface areas as part of developments;
- using stormwater catchment areas (i.e., trap lows) to slow transfer to stormwater ponds;
- reducing acceptable stormwater release rates and enhancing stormwater ponds for capacity beyond 1:100-year events;
- naturalizing riparian banks and avoiding riparian channelization; and,
- requiring intermunicipal watershed management bodies

Such measures may reduce the amount of net developable land, causing concern for developers and municipalities that rely on maximum yield. Alberta Municipalities recognizes that when a municipality agrees to reduce standards, it gains a competitive advantage. Moves by one municipality will often be countered by others within the watershed to remain competitive for property tax revenue, especially non-residential development.

Leadership is required to incentivize municipalities to collaborate on flood resiliency and reduce the long-term expense of extreme weather events, especially floods, for all Albertans.



Subject: Capital Budget Amendments

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

THAT the 2022 Capital Budget Amendment as summarized on Attachment 1 (2022 Capital Budget Amendment – Project Amendment, dated May 24, 2022) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2022 Capital Budget Amendment – Project Amendment – Project Cash Flow Summary, dated May 24, 2022) be approved.

Summary:

Administration has identified one (1) capital project to be submitted for Capital Budget amendment consideration. Council is the approving authority for the Capital Budget, subject to the provisions of the Fiscal Responsibility Policy (FIN-160).

The Capital Budget amendment will result in a net decrease of \$1,800,000 to the 2022 and thereafter Capital Budget, as outlined in the Budget Net Change Summary.

Background:

The original scope of the project included several upgrades to the downtown parking lots utilized by Regional Municipality of Wood Buffalo (RMWB) staff. After re-examining the planned work, the scope of the project has been reduced to only include items that will improve the safety of the parking lots: addressing drainage issues and installing lighting. The change in project scope will result in a cash flow change to advance \$350,000 from 2023 to 2022, and a release of the remaining budget for 2023 of \$1,800,000.

Budget/Financial Implications:

The net decrease in funding of \$1,800,000 is from the 2022 and thereafter Capital Budget.

COUNCIL REPORT – Capital Budget Amendments

The full budget impact of this amendment will be incorporated in the 2022 Budget upon Council approval; Attachments 1 - 3 illustrate this impact.

Attachment 1 shows the net budget impact of the amendment. The original approved budget and the revised budget is presented with the net budget impact by project and funding source.

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

Attachment 3 summarizes the impact of cash flows and the source of funding from the proposed amendment for 2022 and thereafter. This is reflected below in the Budget Net Change Summary.

Budget Net Change Summary						
	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves	Other Sources	Debenture
2021 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022 & Thereafter	\$ (1,800,000)	\$ -	\$ -	\$ (1,800,000)	\$ -	\$ -
Reconciled net change	\$ (1,800,000)	\$ -	\$ -	\$ (1,800,000)	\$ -	\$ -

Rationale for Recommendation:

The rationale for the revision to this project is included in the attached individual Capital Budget Amendment Form (Attachment 4).

Strategic Priorities:

Responsible Government

Attachments:

- 1. Capital Budget Amendment - Project Amendment**
- 2. Capital Budget Amendment - Project Amendment - Project Cash Flow**
- 3. Capital Budget Amendment - Cash Flow by Funding Source**
- 4. Capital Budget Amendment Form**

Regional Municipality of Wood Buffalo
 2022 Capital Budget Amendment - Project Amendment
 5/24/2022

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

S/N	Project Description	Type	Sponsor Department	Year of original approval	Total Project Cost	Federal Grants	Provincial Grants	Reserves	Other Sources*	Debenture	Att.
ORIGINAL PROJECT BUDGET											
1	Downtown Parking Lot - Design & Construction	Project Amendment	Public Works	2022	2,300,000	-	-	2,300,000	-	-	4
	Total Original Capital Project Budget				\$ 2,300,000	\$ -	\$ -	\$ 2,300,000	\$ -	\$ -	
REVISED PROJECT BUDGET											
1	Downtown Parking Lot - Design & Construction	Project Amendment	Public Works	2022	500,000	-	-	500,000	-	-	4
	Total Revised Capital Project Budget				\$ 500,000	\$ -	\$ -	\$ 500,000	\$ -	\$ -	
NET BUDGET IMPACT											
1	Downtown Parking Lot - Design & Construction	Project Amendment	Public Works	2022	(1,800,000)	-	-	(1,800,000)	-	-	4
	Net Increase/(Decrease) Required on Existing Projects				\$ (1,800,000)	\$ -	\$ -	\$ (1,800,000)	\$ -	\$ -	

Regional Municipality of Wood Buffalo
 2022 Capital Budget Amendment - Project Amendment - Project Cash Flow Summary
 5/24/2022

Legend:

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

					Cash flow				
S/N	Project Description	Original Approval Year	Funding Source	Total Budget (Accumulative)	2021 & Prior	2022	2023	Thereafter	Att
ORIGINAL PROJECT BUDGET									
1	Downtown Parking Lot - Design & Construction	2022	Reserve	2,300,000	-	150,000	2,150,000	-	4
Total Original Capital Project Budget (a)				\$ 2,300,000	\$ -	\$ 150,000	\$ 2,150,000	\$ -	
REVISED PROJECT BUDGET									
1	Downtown Parking Lot - Design & Construction	2022	Reserve	500,000	-	500,000	-	-	4
Total Revised Project Budget (b)				\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	
NET BUDGET IMPACT									
1	Downtown Parking Lot - Design & Construction	2022	Reserve	(1,800,000)	-	350,000	(2,150,000)	-	4
Net Increase/(Decrease) Required on Existing Projects				\$ (1,800,000)	\$ -	\$ 350,000	\$ (2,150,000)	\$ -	

Regional Municipality of Wood Buffalo
Cash Flow by Funding Sources, by Year
5/24/2022

	Funding Sources					
	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources*	Debentures
Original Funding Sources						
2021 and prior	-	-	-	-	-	-
2022	150,000	-	-	150,000	-	-
2023	2,150,000	-	-	2,150,000	-	-
Thereafter	-	-	-	-	-	-
Original Funding Sources Total (a)	\$ 2,300,000	\$ -	\$ -	\$ 2,300,000	\$ -	\$ -
Revised Funding Sources						
2021 and prior	-	-	-	-	-	-
2022	500,000	-	-	500,000	-	-
2023	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
Revised Funding Sources Total (b)	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ -	\$ -
Revision / Difference (b) - (a)	\$ (1,800,000)	\$ -	\$ -	\$ (1,800,000)	\$ -	\$ -
Net Change by year						
2021 and prior	-	-	-	-	-	-
2022	350,000	-	-	350,000	-	-
2023	(2,150,000)	-	-	(2,150,000)	-	-
Thereafter	-	-	-	-	-	-
Reconciled net change	\$ (1,800,000)	\$ -	\$ -	\$ (1,800,000)	\$ -	\$ -



CURRENT PROJECT NAME: Downtown Parking Lot - Design & Construction

AMENDED PROJECT NAME:

Group I/O

Revenue I/O

Expense I/O

Project Amendment

ORDER CODES (if assigned):

0122022

701370

602400

CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debenture Financed
2021 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022	150,000	-	-	150,000	-	-
2023	2,150,000	-	-	2,150,000	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 2,300,000	\$ -	\$ -	\$ 2,300,000	\$ -	\$ -

CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
3/28/2022	\$ 2,300,000	\$ -	\$ -	\$ 2,300,000

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

The current parking space for the Municipal Staff is reduced to two parking lots located at Biggs Avenue and Main Street due to Downtown Redevelopment. In order to improve the safety of these parking lots, proper lighting, minor grading and asphalt patching are required.

We are requesting to advance \$ 350,000 from 2023 to 2022 for a total of \$ 500,000 in 2022 and release the remaining unused budget of \$ 1,800,000.

THIS IS A REQUEST TO USE CONTINGENCY FUNDS - ☐ Yes ☒ No

0

AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debenture Financed
2021 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022	500,000	-	-	500,000	-	-
2023	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ -	\$ -

Budget Change

TOTAL	\$ (1,800,000)	\$ -	\$ -	\$ (1,800,000)	\$ -	\$ -
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FISCAL RESPONSIBILITY POLICY CRITERIA:

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

Yes

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

No

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

Yes

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

Yes

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

No

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



COUNCIL REPORT

Meeting Date: May 24, 2022

Subject: Q1 Capital Budget Fiscal Amendment Update

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

THAT the 2022 Q1 Capital Budget Fiscal Amendments update, as summarized on Attachment 1 (2022 Capital Budget Fiscal Amendments, dated March 31, 2022), be accepted as information.

Summary:

This report provides a summary of capital budget amendments implemented by Administration within the provisions of the Fiscal Responsibility Policy (FIN-160) for the first quarter ending March 31, 2022.

There were five (5) capital projects amended in this quarter as listed on Attachment 1, resulting in an increase of \$503,600 to the capital budget. None of these amendments are due to scope changes, and therefore the nature and type of capital projects are not altered.

These amendments were reviewed and recommended by the Capital Projects Steering Committee.

Background:

There are five (5) capital project amendments: three (3) requiring additional funding, one (1) project combination and name change, and one (1) funding change:

Additional Funding:

- Jubilee Centre Renovation - Design
 - Due to higher costs associated with a change in the project consultant and an accelerated timeline for the delivery of phase one of the project, an additional \$385,000 was required to proceed with phase two of the project.
- Father Mercredi Football Lighting

COUNCIL REPORT – Q1 Capital Budget Fiscal Amendment Update

- Due to higher costs for materials related to supply chain issues, an additional \$38,600 is required to complete the project.
- Saunderson PRV Station - Design
 - In order to finalize the construction tender package, an additional \$80,000 in funding is needed to cover the cost of required changes in the design.

Project Combination and Name Change:

- Rural Control System Replacements - Design and Construction
 - There were two projects for Control System Replacements - Design and Construction: one for urban and one for rural. Efficiencies in procurement will be realized if both the rural and urban projects are tendered together. Therefore, the projects have been combined into the Regional Control System Replacement project. There is no impact on the capital budget.

Funding Change:

- Building Lifecycle 2017 - 2021
 - Grant funding of \$250,000 was approved for this project and will be exchanged with the current budgeted Community Investment Reserve (CIR) funds.

Within the Fiscal Responsibility Policy (FIN-160), Administration is authorized to re-allocate capital budget funds provided that:

- The change will result in efficient administrative and project delivery process.
- The change will not result in addition or cancellation of the capital project.
- There are no scope changes, and therefore the nature and type of capital projects are not altered; where additional funding is required, funds available from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects will be utilized, and
- Council set debt and debt service limits are not exceeded.

Budget/Financial Implications:

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

Attachment 2 summarizes the impact of cash flows and the source of funding from the proposed amendments by years.

Rationale for Recommendation:

The first quarter 2022 Capital Budget Fiscal Amendments satisfy all the above conditions as stated in the Fiscal Responsibility Policy (FIN-160) with a net increase of \$503,600 to the 2022 approved capital budget and prior capital budgets approved by Council.

Strategic Priorities:

Responsible Government

Attachments:

- 1. 2022 Capital Budget Fiscal Amendments - March 31, 2022**
- 2. 2022 Cash Flow by Year - March 31, 2022**
- 3 - 8. Capital Budget Amendment Sheets**

Regional Municipality of Wood Buffalo
2022 Capital Budget Fiscal Amendments - March 31, 2022

Attachment 1


Project Description	Nature of Amendments	Total Project Cost	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources	Debenture	Att.
Original Project Budget								
1 Jubilee Center Renovation - Design	Original Budget	767,000	-	-	767,000	-	-	3
2 Father Mercredi Football Lighting	Original Budget	190,000	-	-	190,000	-	-	4
3 Saunderson PRV Station - Design	Original Budget	688,685	-	-	688,685	-	-	5
4 Rural Control System Replacements - Design and Construction	Original Budget	3,000,000	-	-	3,000,000	-	-	6
5 Urban Control System Replacements - Design and Construction	Original Budget	6,000,000	-	-	6,000,000	-	-	6
6 Building Lifecycle 2017-2021	Original Budget	7,024,960	-	-	7,024,960	-	-	7
Total Original Project Budget		\$ 17,670,645	\$ -	\$ -	\$ 17,670,645	\$ -	\$ -	
Revised Project Budget								
1 Jubilee Center Renovation - Design	Additional Funding	1,152,000	-	-	1,152,000	-	-	3
2 Father Mercredi Football Lighting	Additional Funding	228,600	-	-	228,600	-	-	4
3 Saunderson PRV Station - Design	Additional Funding	768,685	-	-	768,685	-	-	5
4 Regional Control System Replacements - Design and Construction	Project Combination and Name Change	9,000,000	-	-	9,000,000	-	-	6
6 Building Lifecycle 2017-2021	Fund Swap	7,024,960	-	250,000	6,774,960	-	-	7
Total Revised Projects		\$ 18,174,245	\$ -	\$ 250,000	\$ 17,924,245	\$ -	\$ -	
NET INCREASE/(DECREASE) IN CAPITAL FUNDING REQUIRED		\$ 503,600	\$ -	\$ 250,000	\$ 253,600	\$ -	\$ -	

Regional Municipality of Wood Buffalo
2022 Cash Flow by Year - March 31, 2022


Attachment 2

	Funding Sources					
	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources	Debenture
Original Funding Sources						
2021 and prior	8,670,645	-	-	8,670,645	-	-
2022	400,000	-	-	400,000	-	-
2023 and thereafter	8,600,000	-	-	8,600,000	-	-
Original Funding Sources Total (a)	\$ 17,670,645	\$ -	-	\$ 17,670,645	\$ -	\$ -
Revised Funding Sources						
2021 and prior	7,502,208	-	250,000	7,252,208	-	-
2022	2,072,037	-	-	2,072,037	-	-
2023 and thereafter	8,600,000	-	-	8,600,000	-	-
Revised Funding Sources Total (b)	\$ 18,174,245	\$ -	250,000	\$ 17,924,245	\$ -	\$ -
Revision / Difference (b) - (a)	\$ 503,600	\$ -	\$ 250,000	\$ 253,600	\$ -	\$ -


Attachment # 3

 REGIONAL MUNICIPALITY OF WOOD BUFFALO		CAPITAL BUDGET AMENDMENT Fiscal				
CURRENT PROJECT NAME: Jubilee Centre Renovation - Design AMENDED PROJECT NAME:						
		Group I/O	Revenue I/O	Expense I/O	Project Amendment	
ORDER CODES (if assigned):		0212017	700876	601470		
CURRENT PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2021 & Prior	\$ 767,000	\$ -	\$ -	\$ 767,000	\$ -	\$ -
2022	-	-	-	-	-	-
2023	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 767,000	\$ -	\$ -	\$ 767,000	\$ -	\$ -
CURRENT COST AND COMMITMENT						
As at	Current Budget	Actual to Date	Commitments	Available		
1/10/2022	\$ 767,000	\$ 473,774	\$ 273,986	\$ 19,240		
DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT						
<p>Due to the requirement to terminate services with the initial design consultant, resulting in the engagement of an alternate vendor at a higher cost, as well as the critical time constraints for delivery, additional design funding was utilized to complete the Jubilee Main (Phase 1), 2nd and 6th floors.</p> <p>In order to continue with Phase 2 of the main floor renovation, further design funding is required. The design fee is estimated at \$421,600. Current available funding in the I/O is \$19,240.</p>						
THIS IS A REQUEST TO USE CONTINGENCY FUNDS - <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 0						
AMENDED PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2021 & Prior	\$ 767,000	\$ -	\$ -	\$ 767,000	\$ -	\$ -
2022	385,000	-	-	385,000	-	-
2023	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 1,152,000	\$ -	\$ -	\$ 1,152,000	\$ -	\$ -
Budget Change						
TOTAL	\$ 385,000	\$ -	\$ -	\$ 385,000	\$ -	\$ -
FISCAL RESPONSIBILITY POLICY CRITERIA:						
Will the change result in an efficient administrative and project delivery process?						Yes
Will the change result in an addition or cancellation of a capital project?						No
Will the underlying scope change alter the nature and type of capital project?						No
Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?						Yes
Will the change result in Council set debt and debt service limits being exceeded?						No
<i>In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.</i>						

Attachment # 4

 REGIONAL MUNICIPALITY OF WOOD BUFFALO		CAPITAL BUDGET AMENDMENT Fiscal				
CURRENT PROJECT NAME: Father Mercredi Football Lighting AMENDED PROJECT NAME:						
ORDER CODES (if assigned):		Group I/O 0182020	Revenue I/O 701175	Expense I/O 602002	Project Amendment	
CURRENT PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2021 & Prior	\$ 190,000	\$ -	\$ -	\$ 190,000	\$ -	\$ -
2022	-	-	-	-	-	-
2023	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 190,000	\$ -	\$ -	\$ 190,000	\$ -	\$ -
CURRENT COST AND COMMITMENT						
	As at	Current Budget	Actual to Date	Commitments	Available	
	10/25/2022	\$ 190,000	\$ 165,518	\$ 23,482	\$ 1,000	
DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT						
<p>This project is for the design and construction of four (4) sports field lightning pole assemblies which includes new foundations, lighting poles, lighting fixtures, and wiring at Father Mercredi High School.</p> <p>The amendment request of \$38,600 is for the increase in material cost for the steel lighting poles and lighting fixtures due to supply chain issues and increased commodity prices brought on by the Covid-19 pandemic.</p>						
THIS IS A REQUEST TO USE CONTINGENCY FUNDS - <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 0						
AMENDED PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2021 & Prior	\$ 190,000	\$ -	\$ -	\$ 190,000	\$ -	\$ -
2022	38,600	-	-	38,600	-	-
2023	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 228,600	\$ -	\$ -	\$ 228,600	\$ -	\$ -
Budget Change						
TOTAL	\$ 38,600	\$ -	\$ -	\$ 38,600	\$ -	\$ -
FISCAL RESPONSIBILITY POLICY CRITERIA:						
Will the change result in an efficient administrative and project delivery process?						Yes
Will the change result in an addition or cancellation of a capital project?						No
Will the underlying scope change alter the nature and type of capital project?						No
Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?						Yes
Will the change result in Council set debt and debt service limits being exceeded?						No
In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.						

Attachment # 5

 REGIONAL MUNICIPALITY OF WOOD BUFFALO		CAPITAL BUDGET AMENDMENT Fiscal				
CURRENT PROJECT NAME: Saunderson PRV Station - Design						
AMENDED PROJECT NAME:						
	Group I/O	Revenue I/O	Expense I/O	Project Amendment		
ORDER CODES (if assigned):	0252017	700880	601474			
CURRENT PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2021 & Prior	\$ 688,685	\$ -	\$ -	\$ 688,685	\$ -	\$ -
2022	-	-	-	-	-	-
2023	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 688,685	\$ -	\$ -	\$ 688,685	\$ -	\$ -
CURRENT COST AND COMMITMENT						
As at	Current Budget	Actual to Date	Commitments	Available		
2/22/2022	\$ 688,685	\$ 688,685	-	-		
DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT						
<p>This project is for design of the Saunderson PRV Station. Following the engagement with internal stakeholders, a few changes are required to complete the design phase. This amendment request of \$80,000 is to address the required changes to finalize the construction tender package.</p>						
THIS IS A REQUEST TO USE CONTINGENCY FUNDS - <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <div style="float: right; border: 1px solid black; width: 50px; text-align: center;">0</div>						
AMENDED PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2021 & Prior	\$ 688,685	\$ -	\$ -	\$ 688,685	\$ -	\$ -
2022	80,000	-	-	80,000	-	-
2023	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 768,685	\$ -	\$ -	\$ 768,685	\$ -	\$ -
Budget Change						
TOTAL	\$ 80,000	\$ -	\$ -	\$ 80,000	\$ -	\$ -
FISCAL RESPONSIBILITY POLICY CRITERIA:						
Will the change result in an efficient administrative and project delivery process?						Yes
Will the change result in an addition or cancellation of a capital project?						No
Will the underlying scope change alter the nature and type of capital project?						No
Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?						Yes
Will the change result in Council set debt and debt service limits being exceeded?						No
In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.						

Attachment # 6

REGIONAL MUNICIPALITY
OF WOOD BUFFALO

CAPITAL BUDGET AMENDMENT

Fiscal

CURRENT PROJECT NAME: Rural Control System Replacements - Design and Construction
Urban Control System Replacements - Design and Construction

AMENDED PROJECT NAME: Regional Control System Replacements - Design and Construction

ORDER CODES (if assigned): Group I/O: 0392022 Revenue I/O: 701395 Expense I/O: 602425 Project Amendment

CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2021 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022	400,000	-	-	400,000	-	-
2023	3,400,000	-	-	3,400,000	-	-
2024	3,200,000	-	-	3,200,000	-	-
2025	2,000,000	-	-	2,000,000	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 9,000,000	\$ -	\$ -	\$ 9,000,000	\$ -	\$ -

CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
3/7/2022	\$ 9,000,000	\$ -	\$ -	\$ 9,000,000

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

There are currently two projects for Control System Replacements - Design and Construction: one for urban and one for rural. Procurement efficiencies have been identified if both the rural and urban projects are procured as a regional initiative, instead of procuring them separately.

The project name change has been requested to reflect the combining of the projects. No additional spend is required as a result of this change.

THIS IS A REQUEST TO USE CONTINGENCY FUNDS - ☐ Yes ☒ No

0

AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2021 & Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022	400,000	-	-	400,000	-	-
2023	3,400,000	-	-	3,400,000	-	-
2024	3,200,000	-	-	3,200,000	-	-
2025	2,000,000	-	-	2,000,000	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 9,000,000	\$ -	\$ -	\$ 9,000,000	\$ -	\$ -

Budget Change

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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FISCAL RESPONSIBILITY POLICY CRITERIA:

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

Will the change result in an addition or cancellation of a capital project? No

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


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

Will the change result in Council set debt and debt service limits being exceeded? No

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

Attachment: 3 - 8. Capital Budget Amendment Sheets [Revision 1] (Q1 Capital Budget Fiscal Amendment Update)

Attachment # 7

 REGIONAL MUNICIPALITY OF WOOD BUFFALO		CAPITAL BUDGET AMENDMENT Fiscal				
CURRENT PROJECT NAME: Building Lifecycle 2017 - 2021						
AMENDED PROJECT NAME:						
		Group I/O	Revenue I/O	Expense I/O	Funding Source Change	
ORDER CODES (if assigned):		0052017	700860	601447(Group)		
CURRENT PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2021 & Prior	\$ 7,024,960	\$ -	\$ -	\$ 7,024,960	\$ -	\$ -
2022	-	-	-	-	-	-
2023	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 7,024,960	\$ -	\$ -	\$ 7,024,960	\$ -	\$ -
CURRENT COST AND COMMITMENT						
As at	Current Budget	Actual to Date	Commitments	Available		
3/7/2022	\$ 7,024,960	\$ 4,577,340	\$ 1,279,183	\$ 1,168,437		
DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT						
The Genset and Roof Top Units (RTUs) for 911 project is a sub project under the Building Lifecycle 2017 - 2021 project group. This project has been identified as eligible for the 911 grant funding program. This amendment is to swap \$250,000 in CIR funding with the available grant funds.						
THIS IS A REQUEST TO USE CONTINGENCY FUNDS - <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <div style="float: right; border: 1px solid black; width: 50px; text-align: center; margin-top: 5px;">0</div>						
AMENDED PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2021 & Prior	\$ 5,606,523	\$ -	\$ -	\$ 5,606,523	\$ -	\$ -
2022	1,418,437	-	250,000	1,168,437	-	-
2023	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 7,024,960	\$ -	\$ 250,000	\$ 6,774,960	\$ -	\$ -
Budget Change						
TOTAL	\$ -	\$ -	\$ 250,000	\$ (250,000)	\$ -	\$ -
FISCAL RESPONSIBILITY POLICY CRITERIA:						
Will the change result in an efficient administrative and project delivery process?						Yes
Will the change result in an addition or cancellation of a capital project?						No
Will the underlying scope change alter the nature and type of capital project?						No
Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?						Yes
Will the change result in Council set debt and debt service limits being exceeded?						No
<i>In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.</i>						



COUNCIL REPORT

Meeting Date: May 24, 2022

Subject: 2022 Q1 Financial Performance Report

APPROVALS:

Linda Ollivier

Director

Interim Chief Administrative Officer

Recommended Motion:

THAT the 2022 Q1 Financial Performance Report be accepted as information.

Summary:

As of March 31, 2022, the Municipality is aligned with the annual budget and no budget projections are required for this quarter. The March year-to-date (YTD) budget is showing a deficit due to the monthly allocation of the budget; this does not mean that there will be a year-end deficit. The second quarter financial results will provide a greater focus on potential year-end projections.

Background:

The Quarterly Financial Performance Report provides a comprehensive financial update that includes municipal operating revenues and expenses with comparatives to budget, capital project spending, information regarding investments, as well as information regarding grants that the Municipality has applied for and/or received during the quarter.

Year-to-date operating revenues to March 31, 2022, are \$143.5 million compared to YTD budget of \$143.3 million. The difference reflects an increase in utility usage during the quarter.

YTD operating expenses to March 31, 2022, are \$103.7 million with a YTD budget of \$109.2 million. The difference is attributed to the scheduled delivery of work completed during the quarter.

YTD transfers to reserves are \$31.4 million, a decrease of \$4.4 million over the YTD budget, due to a budgeted Sustaining Grant that was not approved within the first quarter.

In February 2022 the Municipality approved the 2022 capital budget of \$156.0 million. As of March 31, 2022, the capital budget has been revised to \$158.3 million stemming from 2022 capital budget amendments. As of March 31, 2022, \$18.5 million has been

spent on the delivery of capital projects. Top three projects by spending - Fort Chipewyan Lift Station Upgrade, Rural Water and Sewer Services (RWSS) - Construction and RWSS Service Connections account for 26% of the total spend.

The cash position at the end of March is \$1.2 billion, comprised of \$101.0 million in the bank and \$1.1 billion in investments. Most of this amount is committed to budgeted services/programs, capital projects, and funds for financial stability. The uncommitted balance equals \$416.6 million.

Capital grants totaling \$32.2 million have been awarded within the first quarter, including \$13.7 million in Municipal Sustainability Initiative (MSI) funds. Capital grant applications totaling \$51.0 million have been submitted for consideration with both the Federal and Provincial governments. Applications continue to be submitted as grant opportunities arise.

Throughout the first quarter, the Municipality remained committed to working with government and other providers in relation to recoverable expenses. To date, the Municipality has received \$12.4 million in Covid-19 operating support, \$20.5 million for River Breakup costs, and \$254.9 million associated with recoverable wildfire costs.

The Municipality continues to look for cost efficiencies while providing the programs and services, as outlined in the 2022 operating budget. The Municipality is positioned positively for financial sustainability, while also meeting the expectations of its residents.

Strategic Priorities:

Responsible Government

Attachments:

1. 2022 Q1 Financial Performance Report

2022 Q1 FINANCIAL PERFORMANCE REPORT



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Regional Municipality of Wood Buffalo

9909 Franklin Avenue

Fort McMurray | ᓂᓕᓴᓂᓐ | Nistawâyâw | Ełı́dlı́ Kuę́
Alberta T9H 2K4

We humbly acknowledge that the land on which we live, learn, work and play is Treaty 8 Territory, the traditional lands of the Cree, Dene, and the unceded territory of the Métis.



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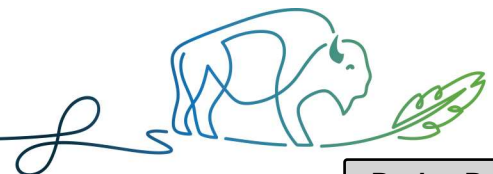


Municipal Operating Revenues and Expenses

As at March 31, 2022

	March Actual YTD	March Budget YTD	Budget YTD Variance Increase (Decrease)	Annual Budget
Revenues:				
Net taxes available for municipal purposes	\$ 116,071,436	\$ 116,123,095	\$ (51,659)	\$ 464,503,800
Government transfers	2,971,242	3,211,530	(240,288)	13,861,560
Sales and user charges	11,141,744	10,962,141	179,603	47,367,999
Sales to other governments	1,081,450	866,075	215,375	3,275,100
Penalties and costs on taxes	2,693,673	2,340,700	352,973	2,340,700
Licenses and permits	623,213	437,910	185,303	1,641,000
Fines	459,342	609,059	(149,717)	2,870,000
Franchise and concession contracts	2,620,012	2,555,300	64,712	8,200,000
Return on investments	4,762,006	4,881,000	(118,994)	19,564,000
Rentals	231,826	381,436	(149,610)	1,459,200
Other	752,819	689,639	63,180	2,812,700
Transfers from reserves for operations	90,000	233,125	(143,125)	2,429,089
	143,498,763	143,291,010	207,753	570,325,148
Expenses:				
Salaries, wages and benefits	59,666,061	60,803,558	(1,137,497)	238,216,662
Contracted and general services	13,297,317	16,629,234	(3,331,917)	89,784,671
Purchases from other governments	7,453,315	7,301,060	152,255	29,161,780
Materials, goods, supplies and utilities	9,134,999	9,788,720	(653,721)	36,780,527
Provision for allowances	1,508,843	2,114,800	(605,957)	4,763,200
Transfers to local boards and agencies	1,116,820	1,153,209	(36,389)	4,642,835
Transfers to individuals and organizations	5,104,760	4,948,217	156,543	15,261,264
Transfers to facilities	6,369,635	6,469,636	(100,001)	23,206,148
Bank charges and short-term interest	73,082	74,545	(1,463)	316,900
Other	8,312	5,270	3,042	24,600
	103,733,144	109,288,249	(5,555,105)	442,158,587
Reserves:				
Transfers to reserves for operations	31,424,675	35,784,675	(4,360,000)	128,166,561
	31,424,675	35,784,675	(4,360,000)	128,166,561
Operating surplus (deficit)	\$ 8,340,944	\$ (1,781,914)	\$ 10,122,858	\$ -

Attachment: 1. 2022 Q1 Financial Performance Report [Revision 1] (2022 Q1 Financial Performance Report)



Municipal Operating Revenues and Expenses

As at March 31, 2022, the Municipality is aligned with the annual budget and no budget projections are required for this quarter. The March year-to-date budget is showing a deficit due to the monthly allocation of the budget; this does not mean that there will be a year-end deficit. The second quarter financial results will provide a greater focus on potential year-end projections.

Operating Revenues

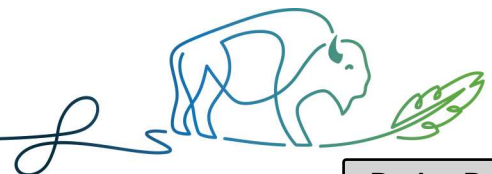
Year-to-date operating revenues to March 31, 2022 are \$143.5 million, which is \$0.2 million over the year-to-date budget. The difference reflects an increase in utility usage during the quarter.

Operating Expenses

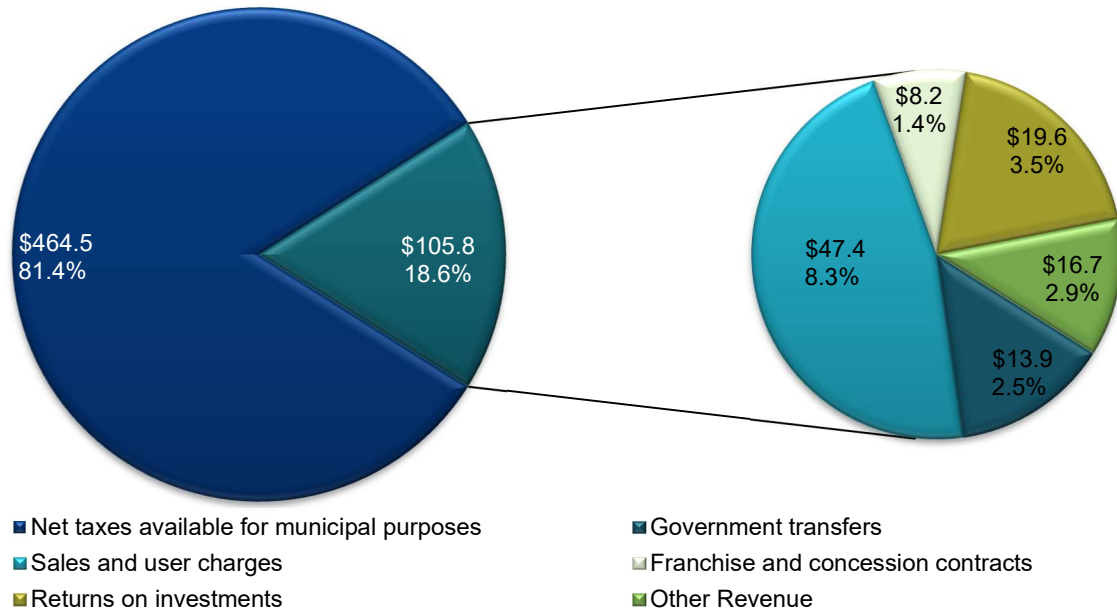
Operating expenses to March 31, 2022 are \$103.7 million, which is less than the year-to-date budget by \$5.5 million. The difference is attributed to the scheduled delivery of work completed during the quarter.

Reserves

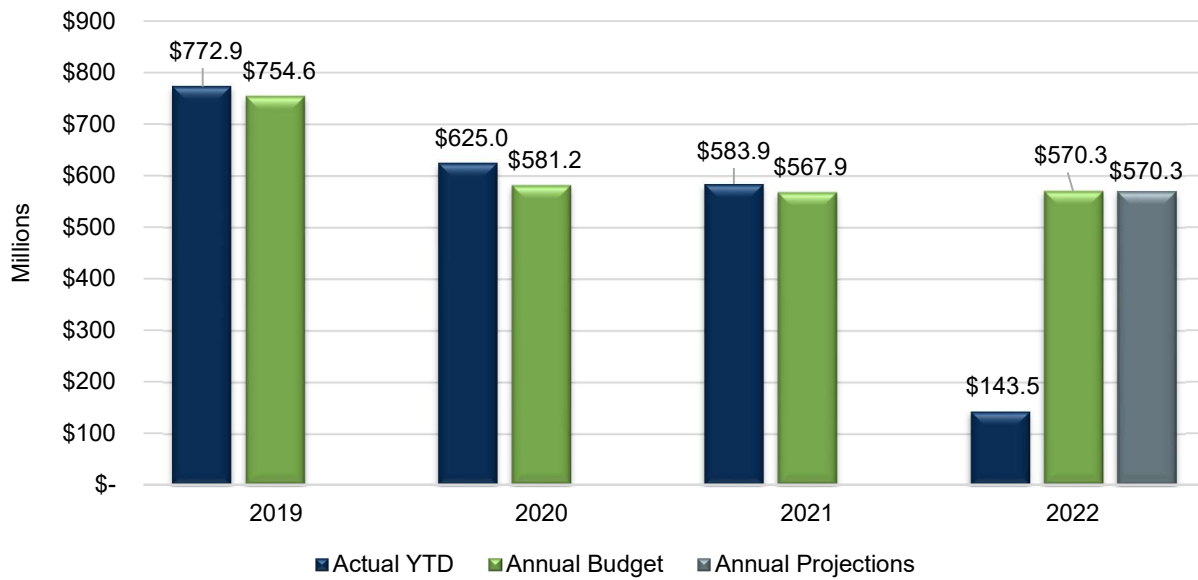
Year-to-date transfers to reserves are \$31.4 million, a decrease of \$4.4 million over the year-to-date budget. This is due to a budgeted Sustaining Grant that was not approved.



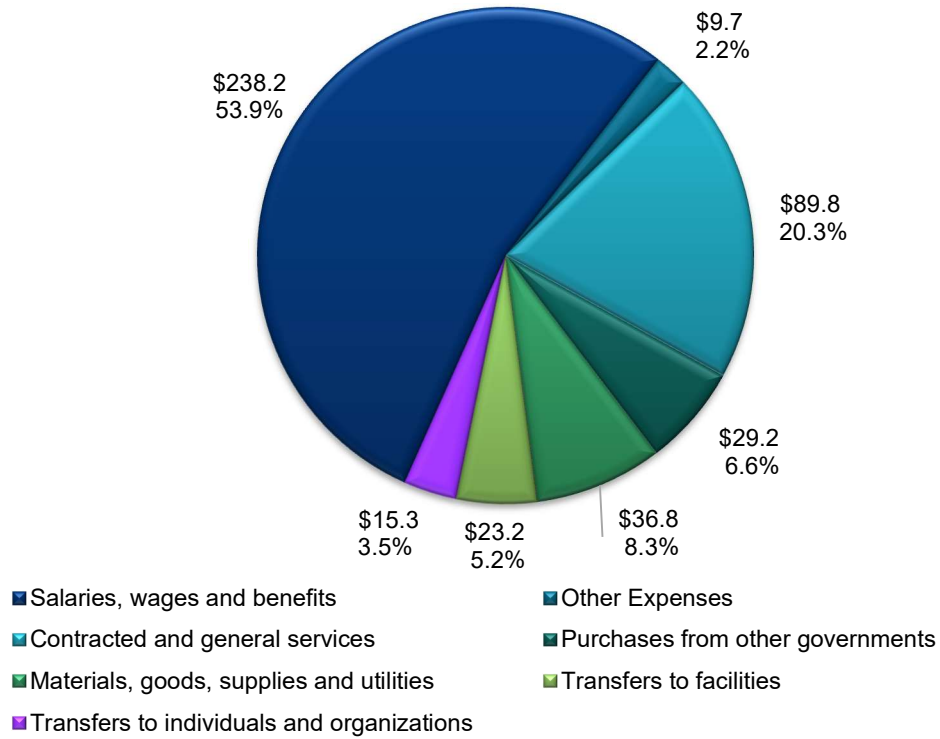
2022 Revenue - Annual Budget (in Millions)



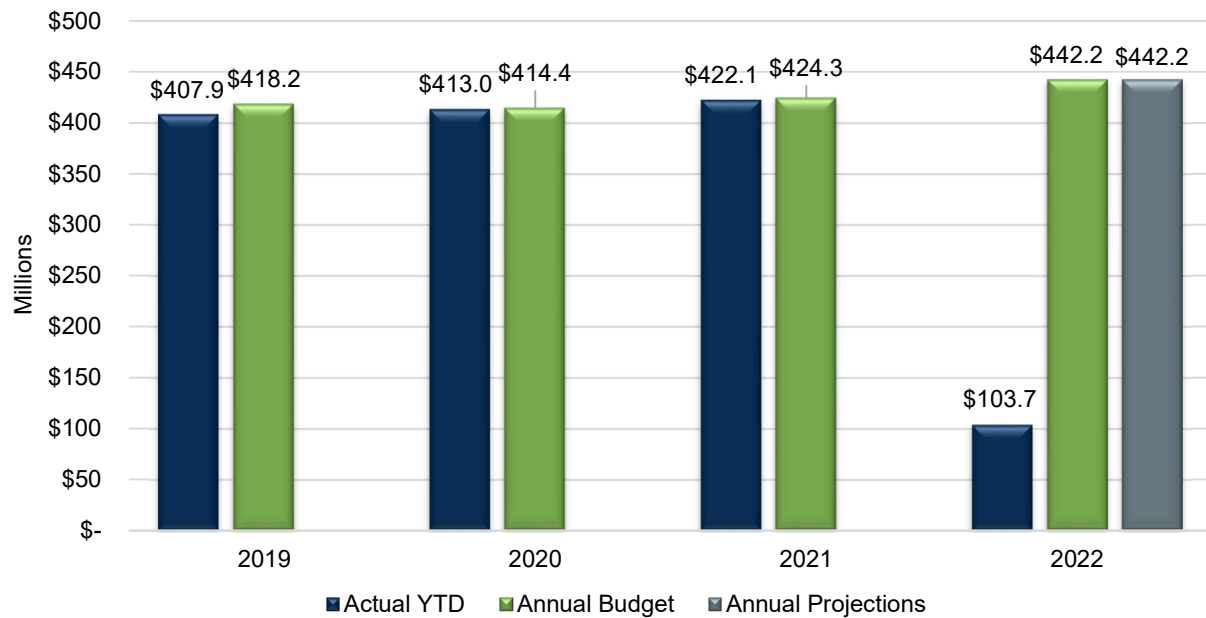
Municipal Revenues



2022 Expenses (excluding reserves) Annual Budget (in Millions)



Municipal Expenses (excluding reserves)



Financial Position

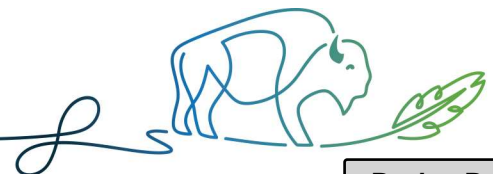
Capital Project Spending

As at March 31, 2022

Project Name	2022 Actual YTD
Top 20	
Fort Chipewyan Lift Station Upgrade	\$ 2,205,716
RWSS - Construction	1,663,518
RWSS Service Connections	960,135
FireSmart Interpretive Trail-Design & Construction	936,953
Urban Infrastructure Rehabilitation 2014-2016 Construction	720,557
Flood Mitigation - Predesign/Design	701,920
Fort Chipewyan 6 Bay Garage & Animal Construction	653,360
A Frame Road Paving,Lift Station & Sanitary Forcemain Installation	643,544
Confederation Way Sanitary Sewer - Construction	424,834
Rural Infrastructure Rehabilitation	414,355
Flood Mitigation – Construction	346,134
Birchwood Trails Bridge Rehabilitation	312,634
Enterprise Resource Planning	236,898
Stonecreek Drainage - Construction	229,623
Chip Seal Highway 48 Fort Fitzgerald to Fort Smith	227,744
Rural Egress Road–Anzac & Janvier	226,029
Jubilee Center Renovation - Construction	204,751
Customer Relationship Management	191,403
Kiyam Community Park	185,806
Landfill Temporary Road Change	178,541
All Other Project Costs	6,818,717
Total Capital Spending	\$ 18,483,172

The Municipality approved the 2022 capital budget of \$156.0 million. As at March 31, 2022, the capital budget has been revised to \$158.3 million stemming from 2022 capital budget amendments. As at March 31, 2022, \$18.5 million has been spent on the delivery of capital projects.

Top three projects by spending – Fort Chipewyan Lift Station Upgrade, Rural Water and Sewer Servicing (RWSS) - Construction and RWSS Service Connections account for 26% of the total spend.

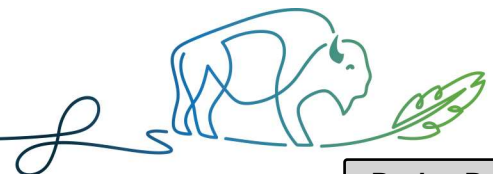


Bank

Bank As at March 31, 2022 (in Millions)

Cash	
Operating - Bank Balance	\$ 101.3
Investments	1,084.0
Total Cash	1,185.3
Committed Funds	
Operating Requirements	177.5
Deferred Revenue	
Grants	82.9
Developer Agreements	3.3
Offsite Levies	2.9
	89.1
Reserves	
Committed Funds	
Capital	356.8
Emerging Issues	79.4
Operating	65.9
	502.1
Total Committed Funds	768.7
Remaining	\$ 416.6

The current amount of cash in the bank plus investments total \$1.2 billion as at March 31, 2022. The commitments against this balance include \$177.5 million for operating requirements, \$89.1 million in deferred revenues, which is money the Municipality has received in advance but is committed to spend in the future, and \$502.1 million in committed reserve funds.



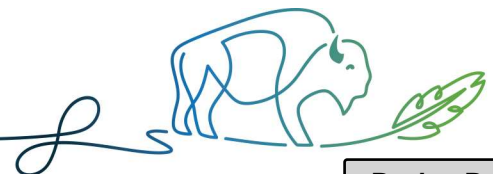
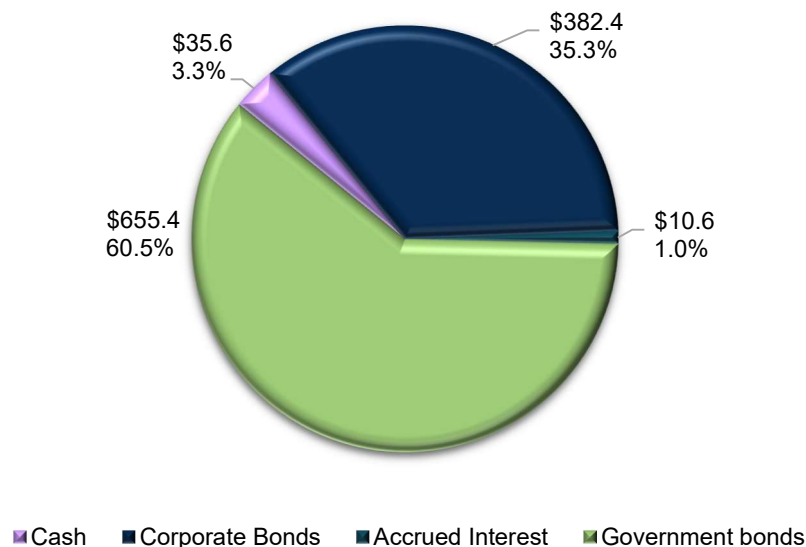
Investments

The Municipality has \$1.1 billion in investment holdings as at March 31, 2022, of which \$69.7 million are short-term investments with maturity dates under one year. Returns on investments to March 31, 2022 total \$4.8 million with \$4.6 million from investment income and \$0.2 million from interest income.

Investment Holdings (in Millions)

Type:	Cost Value @ December 31, 2021	Cost Value @ March 31, 2022	Market Value @ March 31, 2022
Cash	\$ 26.1	\$ 35.6	\$ 35.6
Government bonds	641.4	655.4	602.7
Corporate bonds	402.8	382.4	365.9
Accrued interest	8.9	10.6	10.6
Total	\$ 1,079.2	\$ 1,084.0	\$ 1,014.8

Investment Holdings by Type - Book Values (in Millions)

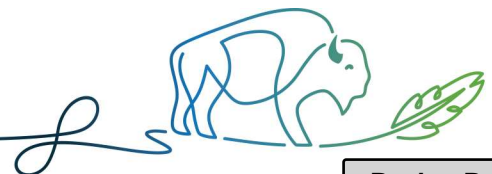


Grants

2022 Grants totaling \$32.2 million were received during the quarter:

- Community Building Fund (formerly Gas Tax Fund) - \$6.7 million.
- Municipal Sustainability Initiative (MSI) - \$13.7 million.
- Alberta Emergency Management Agency issued \$11.0 million to support the purchase of Ptarmigan Court properties.
- Canada Community Revitalization Fund (CCRF) - \$0.8 million to support the Snye Point Outdoor Event Space project.

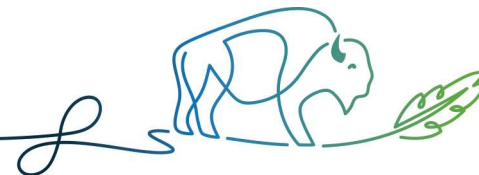
Research into grant opportunities is an on-going process.



Capital Grants

As at March 31, 2022

Capital Grants Awarded	2022	2021	2020	Information
Provincial and Federal Allocations				
Canada Community-Building Fund (formerly Gas Tax Fund)	\$ 6,692,949	\$ 13,077,286	\$ 6,388,689	2022 amount is a preliminary allocation
Municipal Sustainability Initiative (MSI)	13,737,225	31,615,597	25,832,442	2022 amount is a preliminary allocation
Engineering				
Airports Capital Assistance Program (ACAP)		11,021,416		Transport Canada approved of grant funding for Fort Chipewyan Airside Pavement Rehabilitation.
AMWWP - Fort Chipewyan Lift Station			5,134,368	Approved for \$5,134,368 representing 74.66% of eligible costs.
AMWWP - Conklin Lagoon Upgrade and Outfall			12,000,000	Approved for \$12,000,000 representing 75% of eligible costs.
AMWWP - Anzac/Conklin/Gregoire Lake/Janvier Water Services Project			4,091,756	Approved for \$4,091,756 representing 66.92% of eligible costs.
First Nations Water Tie-In Program			4,474	Funding was approved to conduct a Regional Water Transmission Line Extension Feasibility study. The study will look at a regional system from the Hamlet of Fort Chipewyan that will provide service to the Mikisew Cree First Nations in the Allison Bay area. An additional 10% was approved in 2020.
Investing in Canada Infrastructure Program (ICIP) Green Infrastructure			8,629,991	Green Infrastructure funding for the Lower Townsite Flood Mitigation Project Reaches 7 and 8. The total grant of \$8,629,991 consists of \$5,117,995 from the Government of Alberta and \$3,441,996 from the Government of Canada.
Investing in Canada Infrastructure Program (ICIP) COVID-19 Resilience		7,960,000		Approved for \$7,960,000 (\$3,800,000 for the Franklin and Main Park; \$800,000 for Real Martin Drive Trail Improvements and \$3,360,000 for Wood Buffalo Rehabilitation), representing 80% of eligible costs.
Municipal Stimulus Program (MSP)			13,276,133	Approved for capital spending up to December 31, 2021 for Waterline Extension from Parsons Creek to Taiganova (\$1,750,000), Waterline Extension to Millennium (\$1,725,000) and Flood Mitigation Reaches 5, 6 and 10 (\$9,801,133).
Legal Services				
2020 Mitigation Funding (Ptarmigan Court)	11,000,000			Grant awarded to support the purchase/buyout properties and structures in the municipality
Public Works				
Canada Community Revitalization Fund (CCRF)	750,000			Approved \$750,000 for the Snye Point Outdoor Event Space project.
Recreation Energy Conservation Program		26,152		Casman Centre Heating Controls Upgrade
Regional Emergency Services				
9-1-1 Grant		474,319	360,874	The grant runs from July 1st to June 30th annually. 9-1-1 Grants are calculated quarterly based on 9-1-1 revenue and population served by the Public Safety Answering Point (PSAP).
Total Capital Grants	\$ 32,180,174	\$ 64,174,770	\$ 75,718,727	



Capital Grants Continued

Capital Grant Applications in Progress	Amount	Information
Engineering		
Alberta Municipal Water/Wastewater Program (AMWWP)	\$ 25,155,000	<p>Application for funding of the Fort Chipewyan Water and Sanitary Sewer Construction project was originally submitted in 2020 and updated in 2022.</p> <p>In 2022 an application was submitted for Conklin Water Treatment Plant Upgrades - Construction project.</p> <p>Estimated eligible costs of both projects total \$33.5 million. If successful, the program could fund up to 75% of these costs.</p>
Financial Services		
Universal Broadband Fund (UBF)	14,985,000	Application submitted to improve Broadband services to the hamlets of Anzac, Janvier, Conklin, Draper and Fort McKay and to provide high-speed internet to residents and businesses within these hamlets.
Public Works		
Federal Active Transportation Fund	9,810,000	In 2022, an application was submitted for the Snye Point Outdoor Event Space. If successful, the program could fund up to \$9.8 million of project costs.
Investing in Canada Infrastructure Program - Public Transit Stream and COVID-19 Resilience Stream	960,000	Under the Investing in Canada Infrastructure Program (ICIP), the RMWB has been advised of an allocation of \$17.9 million over the next 10 years under the Public Transit Stream. In 2020, RMWB was advised of the option to allocate a portion, or all, of its ICIP allocation to the new COVID-19 Resilience Stream. To date, four projects have been submitted for re-allocation, three of which have been approved. An application for \$960,000 towards the Sapræ Creek Trail Rehabilitation Contract #2 is under review.
Canada Healthy Communities Initiative	100,000	Application submitted for the Franklin and Main project under round 2. If approved, grant funding of up to \$100,000 may be awarded.
Total Capital Grant in Progress	\$ 51,010,000	



Operating Grants

As at March 31, 2022

Operating Grants	2022	2021	2020	Information
Provincial and Federal Allocations				
Municipal Operating Support Transfer (MOST)			\$ 12,350,057	The MOST provides funding to support municipalities for additional expenses and foregone revenues directly resulting from the COVID-19 pandemic.
Community Services				
Population Fund			40,000	Provided by the Canadian Medical Association Foundation.
Family & Community Support Services	1,924,513	1,924,513	1,924,513	Provincial level program through Alberta Human Services. Payment is based on population.
Municipal Policing Assistance Grant (MPAG)		1,209,840	1,209,840	Funding agreement is for one year from April 1, 2021 to March 31, 2022. Payment is based on a per capita calculation.
Police Officer Grant (POG)		300,000	300,000	Funding agreement is for one year from April 1, 2021 to March 31, 2022.
Community Housing Plan (Provincial)	3,251,000	3,251,000	3,451,000	Funding agreement is for April 1, 2022 to March 31, 2023
Reaching Home: Canada's Homelessness Strategy Indigenous Homelessness (Federal)	401,134	914,900	401,134	2020/2021 - \$401,134 2021/2022 - \$914,900 2022/2023 - \$401,134 2023/2024 - \$401,134
Reaching Home: Canada's Homelessness Strategy Designated Communities (Federal)	405,454	996,572	382,399	2020/2021 - \$382,399 2021/2022 - \$996,572 2022/2023 - \$405,454 2023/2024 - \$405,454
Reaching Home: Canada's Homelessness Strategy Designated Communities (Federal) Community Capacity and Innovation Fund	56,580	61,180	61,180	2020/2021 - \$61,180 2021/2022 - \$61,180 2022/2023 - \$56,580 2023/2024 - \$56,580
Reaching Home: Canada's Homelessness Strategy Indigenous Homelessness (Federal) Covid-19 Supplement		630,320	413,708	\$1,044,028 Covid-19 Supplement for 2020-2021.
Reaching Home: Canada's Homelessness Strategy Designated Communities (Federal) Covid-19 Supplement		504,747	331,289	\$836,036 Covid-19 Supplement for 2020-2021
Victims and Survivors of Crime Week 2019			7,500	RCMP and Bylaw Support Services received grants towards their Victims and Survivors of Crime Week project in 2019 and 2020.
Victims of Crime Fund - Grant to Victims Services		373,750	300,000	Grant to provide services that benefit victims or a class or classes of victims during their involvement with the criminal justice process.
Victims of Crime Fund - Indigenous Victims Outreach Specialist (IVOS)		125,000	100,000	3 Year grant for Indigenous Victims Outreach Specialist for 2019-2021



Operating Grants Continued

	2022	2021	2020	Information
Legislative Services				
Alberta Community Partnership (ACP) - Alberta Senate Election		279,218		Grant to support the province-wide election of nominees of Canada's Senate and the Referendum Act.
Public Works				
Alberta Relief for Shortfalls for Transit Operators (RESTOR)	1,194,284			Grant to assist municipalities to recover from low transit ridership as a result of the COVID-19 pandemic.
Celebrate Canada Grant	35,000	25,000	32,000	Canadian Heritage provides financial support for Canada Day activities.
Tree Canada		269,825	7,000	2021 - Awarded for tree planting expenses.
Regional Emergency Services				
911 Grant			\$ 123,970	The objective of the 911 Grant Program is to strengthen and support local delivery of 911. This is being done using funding generated from a monthly 911 levy on cellphones, and by developing provincial standards for 911. All of this is being done in close collaboration with Alberta's 911 centres.
Enbridge Safe Community Grant	7,500			The funds will be used to purchase an extrication tool for the Janvier Fire Department.
Total Operating Grants	\$ 7,275,465	\$ 10,865,865	\$ 21,435,590	



Extraordinary Events

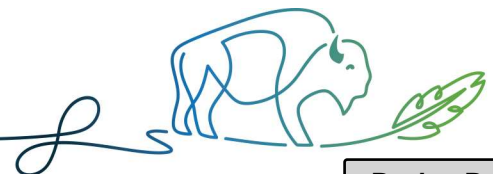
COVID-19

As at March 31, 2022, COVID-19 pandemic expenses are at approximately \$5.0 million.

The Province has advanced \$12.4 million under the Municipal Operating Support Transfer (MOST) grant to reimburse for pandemic expenses and lost revenues up to March 31, 2021. Lost revenues are approximately \$15.8 million, consisting of tax revenue of \$10.0 million, transit revenue of \$2.3 million and sales and user fees (does not include transit) of \$3.5 million.

COVID-19 Expense Summary March 1, 2020 to March 31, 2022

Expenses:	2020 - 2021		2022		Total
	Expenses		Actual		
Wages and benefits (regular)	\$	1,516,486	\$	37,492	\$ 1,553,978
Overtime wages		941,742		90,405	1,032,147
Salaries, wages and benefits		2,458,228		127,897	2,586,125
Computer software		94,883		-	94,883
Consultant fees		14,378		-	14,378
Equipment rental and lease		51,790		11,605	63,395
Janitorial Services		663,439		23,433	686,872
Legal Fees		18,767		-	18,767
Media Broadcasting		208,812		-	208,812
Network equipment repair and maintenance		13,447		-	13,447
Printing and binding		59,645		-	59,645
Professional Services		60,713		92,509	153,222
Rapid Flow Thru Vaccination Clinic		165,005		-	165,005
Security		41,976		-	41,976
Virtual Town Hall service		141,383		-	141,383
Other contracted services		65,759		42,163	107,922
Contracted and general services		1,599,997		169,710	1,769,707
Consumables		222,256		168	222,424
Janitorial supplies		87,602		-	87,602
Medical supplies		254,095		-	254,095
Other equipment and supplies		106,802		10,760	117,562
Materials, goods, supplies and utilities		670,755		10,928	681,683
Total Expenses	\$	4,728,980	\$	308,535	\$ 5,037,516



2020 River Break Up

The Municipality has spent \$30.3 million in recoverable River Break Up costs since April 2020. To date, the Province has advanced \$20.0 million for reimbursable expenses under the Disaster Recovery Program (DRP) and our insurance provider has advanced \$0.5 million.

Administration is working with the Province to quantify claims. The DRP project summary estimate is \$37.9 million. As at March 31, 2022, \$29.6 million has been submitted to DRP or is a submission in progress.

2020 River Break Up Recoverable Costs

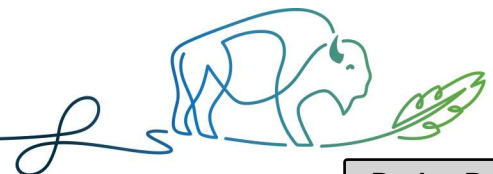
April 24, 2020 to March 31, 2022

	DRP	Insurance	Total
Approved Submissions	\$ (1,014,573)	\$ (500,000)	\$ (1,514,573)
Submitted - Not Yet Approved	(3,763,126)	-	(3,763,126)
In Preparations	(24,873,500)	(162,390)	(25,035,890)
Total 2020 River Break Up Recoverable	(29,651,199)	(662,390)	(30,313,589)
Advances Received and Interest	20,000,000	500,000	20,500,000
Total 2020 River Break Up Costs Advanced (Unrecovered)	\$ (9,651,199)	\$ (162,390)	\$ (9,813,589)

2020 River Break Up Project Summary

April 24, 2020 to March 31, 2022

	RMWB Project Estimate	Actuals To Date	Remaining
DRP Response (Operations and Infrastructure)	\$ 10,500,000	\$ 10,283,651	\$ 216,349
DRP Recovery (Operations and Infrastructure)	26,392,760	19,367,548	7,025,212
Insurance	1,000,000	662,390	337,610
Total 2020 River Break Up Project Summary	\$ 37,892,760	\$ 30,313,589	\$ 7,579,171



2016 Wildfire

The Municipality has spent \$273.9 million in recoverable wildfire costs since May 2016. To date, the Province has advanced \$209.3 million for reimbursable expenses under the Disaster Recovery Program (DRP), FireSmart has advanced \$7.0 million, our insurance provider has paid \$29.6 million and closed the file as all claims are complete and Red Cross has advanced \$9.0 million.

Administration is continuing to work with the Province to quantify claims. The DRP project summary estimate is \$250.9 million. As at March 31, 2022, \$228.1 million has been submitted to DRP or is a submission in progress.

The Red Cross has entered into an agreement with the Municipality to cover \$10.0 million of certain wildfire related costs and has advanced \$9.0 million, of which \$3.9 million has been spent on operating expenses, \$2.2 million has been received for permits not charged to residents and \$1.5 million has been spent on capital expenses towards this initiative.

The Municipality has an agreement with Government of Alberta Agriculture and Forestry to cover \$8.5 million of certain FireSmart wildfire related costs and has advanced \$7.0 million, of which \$6.2 million has been spent on operating expenses and \$2.4 million has been spent on capital expenses for this agreement.

2016 Wildfire Recoverable Costs May 1, 2016 to March 31, 2022

	DRP	FireSmart	Insurance	Red Cross	Total
Approved Submissions	\$ (188,338,371)	\$ (6,226,792)	\$ (21,469,614)	\$ (6,043,031)	\$ (222,077,808)
Submitted - Not Yet Approved	(7,922,151)	-	-	-	(7,922,151)
In Preparations	(31,832,634)	-	-	(68,852)	(31,901,486)
Total 2016 Wildfire Operating Recoverable	(228,093,156)	(6,226,792)	(21,469,614)	(6,111,883)	(261,901,445)
Capital Spending	-	(2,379,686)	(8,160,401)	(1,463,927)	(12,004,014)
Total 2016 Wildfire Recoverable	(228,093,156)	(8,606,478)	(29,630,015)	(7,575,810)	(273,905,459)
Advances Received and Interest	209,282,632	7,019,070	29,630,015	9,000,000	254,931,717
Total 2016 Wildfire Costs					
Advanced (Unrecovered)	\$ (18,810,524)	\$ (1,587,408)	\$ -	\$ 1,424,190	\$ (18,973,742)

2016 Wildfire Project Summary May 1, 2016 to March 31, 2022

	RMWB Project Estimate	Actuals To Date	Remaining
DRP Response (Operations and Infrastructure)	\$ 152,447,615	\$ 136,802,187	\$ 15,645,428
DRP Recovery (Operations and Infrastructure)	97,891,355	90,684,706	7,206,649
DRP Miscellaneous funding	606,263	606,263	-
Total DRP	250,945,233	228,093,156	22,852,077
Insurance	29,630,015	29,630,015	-
Red Cross	10,000,000	7,575,810	2,424,190
FireSmart	8,500,000	8,606,478	(106,478)
Total 2016 Wildfire Project Summary	\$ 299,075,248	\$ 273,905,459	\$ 25,169,789





REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**