



Council

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

Tuesday, October 24, 2023
6:00 PM

Agenda

1. **Call to Order**
2. **Adoption of Agenda**
3. **Consent Agenda**

3.1. Minutes of Council Meeting - October 10, 2023

3.2. Community Investment Program Approval Committee Appointments

THAT the following appointments to the Community Investment Program Approval Committee be made effective immediately until December 31, 2024:

- Anna Seinen, External Funding Organization Representative
- Erica Brewer, Public-At-Large
- Chantal Beaver, Public-At-Large
- Michael McQuilter, Oil Sands Industry Representative
- Matthew Miniely, Social Profit – Small Organization
- Liana Wheeldon, Social Profit – Large Organization
- Trudy Cockerill, Social Profit – Rural Organization

3.3. Council Committee Appointment - Advisory Committee on Aging

THAT the Committee Appointment outlined in Attachment 1 be approved effective immediately to December 31, 2025.

3.4. Council-Appointed Advisory Committee Meeting Minutes

THAT the Minutes from Council-Appointed Committee Meetings, as outlined in Attachments 1 – 5, be accepted as information.

4. Unfinished Business

4.1. Public Hearing - Bylaw No. 23/018 - Land Use Bylaw Text Amendment to the City Centre General Regulations

Bylaw No. 23/018 - Land Use Bylaw Text Amendment to the City Centre General Regulations

1. THAT Bylaw No. 23/018, being a text amendment to Land Use Bylaw No. 99/059, specific to the City Centre General Regulations, be read a second time.
2. THAT Bylaw No. 23/018 be read a third and final time.

4.2. Public Hearing - Bylaw No. 23/019 - Land Use Bylaw Amendment to update the Definition of Funeral Home/Crematorium and adding it as a use to the BI- Business Industrial District

Bylaw No. 23/019 - Land Use Bylaw Amendment to update the Definition of Funeral Home/Crematorium and adding it as a use to the BI- Business Industrial District

1. THAT Bylaw No. 23/019, being a text amendment to the Land Use Bylaw No. 99/059, specific to Funeral Homes / Crematoriums, be read a second time.
2. THAT Bylaw No. 23/019 be read a third and final time.

4.3. Review and Consideration for Skate Park Development in Gregoire

Options for Council's consideration have been outlined within the body of the report.

5. New Business

5.1. 2023 Capital Budget Amendments

THAT the 2023 Capital Budget Amendments as summarized on Attachment 1 (2023 Capital Budget Amendment – Project Addition and Cancellation – Net Impact, dated October 24, 2023) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2023 Capital Budget Amendment – Project Addition and Cancellation – Cash Flow Summary, dated October 24, 2023) be approved.

5.2. 2023 Q3 Capital Budget Fiscal Amendments Update

THAT the 2023 Q3 Capital Budget Fiscal Amendments update, as summarized on Attachment 1 (2023 Capital Budget Fiscal Amendments, dated September 30, 2023), be accepted as information.

5.3. 2023 Q3 Progress Report - Council's Strategic Plan 2022-2025

THAT the 2023 Q3 Progress Report – Council's Strategic Plan 2022-2025, be accepted as information.

6. Councillors' Motions

6.1. Utility Services - Councillor K. McGrath

THAT Administration be directed to review and bring forward a bylaw or bylaw amendments that allow for withholding access to municipal utility services where there is a history of unpaid amounts owing for these services including the landfill.

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, October 10, 2023, commencing at 6:00 PM.

Present:

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

Absent:

Kendrick Cardinal, Councillor

Administration:

Jody Butz, Interim Chief Administrative Officer
 Jade Brown, Chief Legislative Officer
 Deanne Bergey, Director, Community and Protective Services
 Chris Davis, Senior Manager, Legal Services
 Laurie Farquharson, Chief Financial Officer
 Matthew Harrison, Director, Communications and Engagement
 Antoine Rempp, Director, Environmental Services
 Keith Smith, Director, Public Works
 Anita Hawkins, Legislative Officer

1. Call to Order

Mayor S. Bowman called the meeting to order at 3:35 p.m.

2. In-Camera Session

MOTION:

THAT Council close items 2.1, 2.2 and 2.3 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: Allan Grandison, Councillor
SECONDER: Stu Wigle, Councillor
FOR: Bowman, Ball, Bussieres, Dogar, Grandison, Stroud, Wigle
ABSENT: Banjoko, Cardinal, McGrath, Waquan

2.1 Advice from Officials/Privileged Information -Operational Update

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

Name	Reason for Attending
Jody Butz	Interim Chief Administrative Officer
Jade Brown	Clerk/Legislative Advice
Deanne Bergey	Director, Community and Protective Services
Tiffany Primmer	Municipal Legal Counsel

Entrance

Councillor F. Banjoko entered the meeting at 3:40 p.m.

Councillor L. Waquan entered the meeting at 3:54 p.m.

2.2 Advice from Officials - Land Use Bylaw Compliance Update and Briefing

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

Name	Reason for Attending
Jody Butz	Interim Chief Administrative Officer
Jade Brown	Clerk/Legislative Advice
Amanda Haitas	Acting Director, Planning and Development
Deanne Bergey	Director, Community and Protective Services
Chris Davis	Senior Manager, Legal Services

2.3 Advice from Officials - Pre-Organizational Meeting Discussion

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

Name	Reason for Attending
Jody Butz	Interim Chief Administrative Officer
Jade Brown	Clerk/Legislative Advice
Sonia Soutter	Manager, Legislative Services

Entrance, Exits and Returns

Councillor L. Bussieres exited the meeting at 4:31 p.m. and returned at 4:35 p.m.
 Councillor K. McGrath entered the meeting at 5:06 p.m.
 Councillor A. Grandison exited the meeting at 5:18 p.m. and returned at 5:20 p.m.
 Councillor K. McGrath exited the meeting at 5:21 p.m. and returned at 5:27 p.m.
 Councillor Bussieres exited the meeting at 5:23 p.m. and returned at 5:25 p.m.
 Councillor S. Dogar exited the meeting at 5:25 p.m.

MOTION:

THAT the meeting reconvene in public.

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

Recess

A recess occurred between 5:30 p.m. and 6:03 p.m.

3. Adoption of Agenda

Councillor K. McGrath, served notice of his intent to bring forward the following motion for Council's consideration at the October 24, 2023, Council Meeting:

"THAT Administration be directed to review and bring forward a bylaw or bylaw amendments that allow for withholding access to municipal utility services where there is a history of unpaid amounts owing for these services including the landfill

MOTION:

THAT the Agenda be adopted as presented.

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

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 Special Council Meeting - September 22, 2023

THAT the Minutes of the Special Council Meeting held on September 22, 2023, be approved as presented.

4.2. Minutes of Council Meeting - September 26, 2023

THAT the Minutes of the Council Meeting held on September 26, 2023, be approved as presented.

4.3. Minutes of Special Council Meeting - October 4, 2023

THAT the Minutes of the Special Council Meeting held on October 4, 2023, be approved as presented.

4.4. Council Committee Appointments - Wood Buffalo Pro-Business Advisory Committee

THAT the Committee Appointment outlined in Attachment 1 be made effective immediately.

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

5. **Recognition**

5.1. Poverty and Homelessness Awareness Week

Mayor S. Bowman proclaimed October 16 to October 22, 2023, as Poverty and Homelessness Awareness Week.

6. **Presentations**

6.1. **Kevin Weidlich, Chief Executive Officer, Fort McMurray Wood Buffalo Economic Development and Tourism re: Quarterly update to Council**

Kevin Weidlich, Chief Executive Officer and President, Fort McMurray Wood Buffalo Economic Development and Tourism (the FMWBEDT), provided an update on the activities undertaken by the organization in the third quarter of 2023 highlighting the Organization's Start-up Programs, Workforce Immigration Support Program, Retail and Commercial Recruitment Strategy, Marketing and Place Brand as well as Economic Reconciliation and Relationship Building within the region.

7. **New and Unfinished Business**

7.1. **2023 External Audit Service Plan**

Laurie Farquharson, Chief Financial Officer, introduced the external auditors for the Municipality, Andrew Geary and Sanjeev Rajani, Deloitte LLP, who presented the 2023 External Audit Service Plan and provided clarification on the Service Plan process.

MOTION:

THAT the 2023 External Audit Service Plan, as provided by the external Auditors Deloitte LLP, be approved.

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

7.2. **Bylaw No. 23/020 - Committees Bylaw Amendment - Community Investment Program Approval Committee**

Deanne Bergey, Director, Community and Protective Services, and Jenelle Fleury, Manager, Community Partnerships and Initiatives, presented Bylaw No. 23/020, noting that if approved, the Community Investment Program Approval Committee, would be given the authority to approve Community Investment Program grant allocations within Council's approved pre-defined budget, ensuring that funds granted in the region are invested in alignment with Council's strategic priorities.

MOTION:

THAT Bylaw No. 23/020, being an amendment to the Committees Bylaw No. 17/024, specific to amending Appendix K and delegating grant approval authority to the Community Investment Program Approval Committee for 2024 for the following grant programs: Community Sustaining Grant, Community Capital Grant, Community Impact Grant, and Games Legacy Grant, be read a second time.

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

MOTION:

THAT Bylaw No. 23/020 be read a third and final time.

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

7.3. Bylaw No. 23/021 - Committees Bylaw Amendment Specific to the Establishment of the Homelessness Initiatives Strategic Committee (HISC)

Deanne Bergey, Director, Community and Protective Services, and Jenelle Fleury, Manager, Community Partnerships and Initiatives, presented Bylaw No. 23/021, noting that if approved, would establish the Homelessness Initiatives Strategic Committee as a Council appointed Committee.

Delegation

Olive Wooden, Chair, current Homelessness Initiatives Strategic Committee, spoke in support of the proposed Bylaw.

Exit and Return

Councillor S. Dogar exited the meeting at 7:08 p.m. and returned at 7:12 p.m.

MOTION:

THAT Bylaw No. 23/021, being an amendment to the Committees Bylaw No. 17/024, specific to the establishment of the Homelessness Initiatives Strategic Committee, be read a second time.

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

MOTION:

THAT Bylaw No. 23/021 be read a third and final time.

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

Exits

Councillor S. Dogar exited the meeting at 7:13 p.m.

Councillor K. McGrath exited the meeting at 7:14 p.m.

7.4. Fiscal Responsibility Policy FIN-160

Laurie Farquharson, Chief Financial Officer, presented the Fiscal Responsibility Policy FIN-160, outlining the options available to Council regarding approval authority with respect to capital budget amendments.

Exits and Returns

Councillor S. Dogar returned to the meeting at 7:25 p.m.

Councillor K. McGrath returned to the meeting at 7:27 p.m.

Councillor K. McGrath exited the meeting at 7:58 p.m. and returned at 7:59 p.m.

Councillor L. Bussieres exited the meeting at 8:06 pm. and returned at 8:08 p.m.

MOTION:

THAT the Fiscal Responsibility Policy FIN-160, dated October 10, 2023, as outlined in Attachment 5, be approved.

RESULT:	CARRIED [9 TO 1]
MOVER:	Ken Ball, Councillor
SECONDER:	Lance Bussieres, Councillor
FOR:	Bowman, Ball, Banjoko, Bussieres, Dogar, Grandison, McGrath, Stroud, Waquan
AGAINST:	Wigle
ABSENT:	Cardinal

Recess

A recess occurred from 8:14 p.m. to 8:24 p.m., at which time Councillor L. Waquan was absent from the meeting.

With consent of Council, Item #8.2 - Poverty Reduction Plan was dealt with as the next item of business.

8.2. Poverty Reduction Plan - Councillor F. Banjoko

With no objections raised by Council, Councillor F. Banjoko presented a revised motion for Council's consideration:

MOTION:

WHEREAS the Regional Municipality of Wood Buffalo is unique in some ways when it comes to cost of living, wage gaps between low income and average household incomes; and

WHEREAS social and mental health challenges faced in the Region have underlying poverty factors that need to be addressed; and

WHEREAS some residents including Indigenous Peoples and Immigrants in the Region currently struggle with basic daily needs;

THEREFORE, BE IT RESOLVED THAT Administration be directed to work with the Poverty Reduction Network to bring forward a presentation on a Poverty Reduction Plan specific to the Regional Municipality of Wood Buffalo that addresses access to Affordable Housing, Transportation, Education and Training, Health and Mental Health supports.

Delegations

Paula Galenzoski, Chair, Poverty Reduction Network, spoke in support of the recommendation and provided information on homelessness and poverty in the region.

Return

Councillor L. Waquan returned to the meeting at 8:34 p.m.

Pierre Chouinard, Chaplain, and Sheldon Giesbrecht, Director, Baptist Church Soup Kitchen, spoke in support of the recommendation and raised concerns with safe injection sites.

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

7.5. Urban Snow and Ice Control Program Policy OPE-150

Keith Smith, Director, Public Works, Barbara Walsh, Senior Manager, Parks, Roads and Rural Operations, and Kelly Colbourne, Manager, Roads, presented the Urban Snow and Ice Control Policy, noting that the proposed policy includes general procedures, priority schedules, service standards, maintenance triggers and communication.

Exits and Return

Councillors F. Banjoko and K. McGrath exited the meeting at 9:23 p.m.

Councillor K. McGrath returned to the meeting at 9:26 p.m.

Point of Order

Councillor A. Grandison called a Point of Order on Councillor S. Dogar for discussion points and questions not being related to the Policy before Council.

Mayor S. Bowman requested that the discussion remain on topic.

Return

Councillor F. Banjoko returned to the meeting at 9:30 p.m.

MOTION:

THAT the Urban Snow and Ice Control Program Policy OPE-150, Attachment 1, dated October 10, 2023, be approved.

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

7.6. Scheduling of 2024 Budget Meetings

Laurie Farquharson, Chief Financial Officer, presented the proposed scheduling of the 2024 budget meetings.

Councillor L. Waquan put forward the following for Council's consideration:

"THAT a Special Council Meeting to consider the 2024 Proposed Budgets and Financial Plans be scheduled to take place in the Jubilee Centre Council Chamber, at 9909 Franklin Avenue, Fort McMurray, commencing at 9:00 a.m. each day, from December 5 to 8, 2023."

Following discussion of Council, Councillor L. Waquan withdrew the motion.

MOTION:

THAT a Special Council Meeting to consider the 2024 Proposed Budgets and Financial Plans be scheduled to take place in the Jubilee Centre Council Chamber, at 9909 Franklin Avenue, Fort McMurray, commencing at 9:00 a.m. each day from December 11 to 14, 2023.

RESULT:	CARRIED [9 TO 1]
MOVER:	Stu Wigle, Councillor
SECONDER:	Allan Grandison, Councillor
FOR:	Bowman, Ball, Banjoko, Bussieres, Dogar, Grandison, Stroud, Waquan, Wigle
AGAINST:	McGrath
ABSENT:	Cardinal

7.7. Appointment of Chief Administrative Officer

Mayor S. Bowman introduced the report on Appointment of Chief Administrative Officer.

Point of Order

Councillor K. McGrath called a Point of Order on Councillor S. Dogar on his comments of refusing to vote.

Chris Davis, Senior Manager, Legal Services, outlined various provisions of the *Municipal Government Act* with respect to voting requirements and duties of councillors.

Recess

A recess occurred from 9:52 p.m. to 9:55 p.m.

MOTION:

THAT Henry Hunter be appointed as Chief Administrative Officer for the Regional Municipality of Wood Buffalo, effective October 16, 2023.

RESULT:	CARRIED [8 TO 2]
MOVER:	Allan Grandison, Councillor
SECONDER:	Loretta Waquan, Councillor
FOR:	Bowman, Ball, Banjoko, Dogar, Grandison, Stroud, Waquan, Wigle
AGAINST:	Bussieres, McGrath
ABSENT:	Cardinal

8. Councillors' Motions

8.1. **Reconsideration of Capital Budget Amendment dated July 11, 2023 re: East Clearwater Highway Pre-Design Cancellation - Councillor K. McGrath**

Councillor K. McGrath spoke to the reconsideration motion, noting the importance of keeping the previously allocated funding for the East Clearwater Highway Pre-design in the budget.

MOTION:

WHEREAS in 2016, \$5,000,000 was allocated in the 2017 budget for the Municipality's contribution to the overall predesign costs of a proposed East Clearwater Highway and was subject to a commitment from other partners for the remaining predesign; and

WHEREAS on July 11, 2023, Council approved a Capital Budget Amendment that resulted in the cancellation of the East Clearwater Highway Pre-Design; and

WHEREAS Council's Procedure Bylaw, Bylaw No. 18/020, allows a Councillor who voted on the prevailing side of a motion, the authority to serve notice of intention to reconsider the motion at a subsequent Council meeting, provided that the motion has not been acted upon irrevocably.

THEREFORE, BE IT RESOLVED THAT Council reconsider the motion of July 11, 2023, to approve the Capital Budget Amendment – Project Cancellation and the revised Cash Flow of Capital Projects, which resulted in the cancellation of the East Clearwater Highway Pre-Design.

RESULT:	CARRIED [9 TO 1]
MOVER:	Keith McGrath, Councillor
SECONDER:	Stu Wigle, Councillor
FOR:	Bowman, Ball, Banjoko, Bussieres, Dogar, McGrath, Stroud, Waquan, Wigle
AGAINST:	Grandison
ABSENT:	Cardinal

Administration clarified that with the passing of the reconsideration motion, the next motion for debate of Council is the original motion passed on July 11, 2023 indicating that the motion of July 11 was approved by Council as it was recommended by Administration to remove the funding from the budget.

MOTION:

THAT the 2023 Capital Budget Amendment as summarized on Attachment 1 (2023 Capital Budget Amendment - Project Cancellation, dated July 11, 2023) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2023 Capital Budget Amendment - Project Cancellation - Project Cash Flow Summary, dated July 11, 2023) be approved.

RESULT:	DEFEATED [2 TO 8]
MOVER:	Keith McGrath, Councillor
SECONDER:	Jane Stroud, Councillor
FOR:	Dogar, Grandison
AGAINST:	Bowman, Ball, Banjoko, Bussieres, McGrath, Stroud, Waquan, Wigle
ABSENT:	Cardinal

Adjournment

The meeting adjourned at 10:20 p.m.

Mayor

Chief Legislative Officer



COUNCIL REPORT

Meeting Date: October 24, 2023

Subject: Community Investment Program Approval Committee Appointments

APPROVALS:

Henry Hunter

Director

Chief Administrative Officer

Recommended Motion:

THAT the following appointments to the Community Investment Program Approval Committee be made effective immediately until December 31, 2024:

- Anna Seinen, External Funding Organization Representative
- Erica Brewer, Public-At-Large
- Chantal Beaver, Public-At-Large
- Michael McQuilter, Oil Sands Industry Representative
- Matthew Miniely, Social Profit – Small Organization
- Liana Wheeldon, Social Profit – Large Organization
- Trudy Cockerill, Social Profit – Rural Organization

Summary and Background:

On October 10, 2023, Council approved an amendment to Committees Bylaw No. 17/024, delegating grant approval authority for Program Grants under the Community Investment Program Policy FIN-220 to the Community Investment Program Approval Committee ("Grant Approval Committee").

As noted in the Council Report on October 10, 2023, having the current members of Community Investment Program Advisory Committee ("Advisory Committee") transition to the Grant Approval Committee for the 2024 funding cycle will allow the current committee membership an opportunity to review the granting process from beginning to end.

For the first year, current members of the Advisory Committee will fulfill the positions for the Grant Approval Committee for a term ending December 31, 2024. Following December 31, 2024, terms of appointments will be for one, two or three year terms to stagger appointments for Committee continuity.

Furthermore, there are currently two vacant positions on the Advisory Committee, an Indigenous Representative and a Public-At-Large member. In accordance with Council's Selection Policy LEG-010, a recruitment campaign will be launched to fill the two vacancies and a subsequent report to appoint the two members will be brought forward for Council's consideration.

Rationale for Recommendation:

In keeping with the established bylaws, appointments to Council Committees must be approved by Council; therefore, the appointment of current members of the Community Investment Program Advisory Committee as the inaugural members for the Community Investment Program Approval Committee is essential, to ensure an equitable and transparent process for Program Grants that is in accordance with the policy as established by Council.

Strategic Plan Values:

Fiscal Management
Building Partnerships
Rural and Indigenous Communities and Relationships
Local Economy
Downtown Visualization



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

COUNCIL REPORT

Meeting Date: October 24, 2023

Subject: Council Committee Appointment - Advisory Committee on Aging

APPROVALS:

Henry Hunter

Director

Chief Administrative Officer

Recommended Motion:

THAT the Committee Appointment outlined in Attachment 1 be approved effective immediately to December 31, 2025.

Summary:

A recommendation is being made to fill a vacancy that has arisen on the Advisory Committee of Aging.

In accordance with Committee Bylaw No. 17/024, the membership of the Committee is outlined in Attachment 1. As the vacancy is for a designated organization, Administration is recommending that the representative be appointed effective immediately until December 31, 2025.

Rationale for Recommendation:

In keeping with the established bylaws, the appointment of individuals to Council committees must be approved by Council; therefore, the appointment of members is necessary to ensure the continued viability of the Advisory Committee of Aging.

Strategic Plan Values:

Building Partnerships

Attachments:

1. Council Committee Appointment

COUNCIL COMMITTEE APPOINTMENT

Advisory Committee on Aging			
Name	Sector	Term Duration	End Date
Patricia Scantlebury-MacInnis	Wood Buffalo Housing & Development Corporation	October 25, 2023	December 31, 2025



COUNCIL REPORT

Meeting Date: October 24, 2023

Subject: Council-Appointed Advisory Committee Meeting Minutes

APPROVALS:

Henry Hunter

Director

Chief Administrative Officer

Recommended Motion:

THAT the Minutes from Council-Appointed Committee Meetings, as outlined in Attachments 1 – 5, be accepted as information.

Summary and Background:

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

To ensure alignment with the provisions of transparency, all advisory committee minutes are forwarded for placement on a public council agenda for information to members of Council, and 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 information purposes.

Strategic Plan Values:

Building Partnerships

Attachments:

- 1. 2023-08-24 Communities in Bloom Committee Minutes**
- 2. 2023-09-06 Wood Buffalo Development Advisory Committee Minutes**
- 3. 2023-09-13 Wood Buffalo Pro-Business Advisory Committee Minutes**
- 4. 2023-09-14 Advisory Committee on Aging Minutes**

5. 2023-09-20 Regional Advisory Committee on Inclusion Diversity and Equity Minutes

Minutes of a Meeting of the Communities in Bloom Committee held at the South Operations Centre in Fort McMurray, Alberta, on Thursday, August 24, 2023, commencing at 6:00 PM.

Present:

Helen Meyer, Chair, Public-At-Large (Via MS Teams)
 Lindsey King, Public-At-Large
 Nicole McMillan, Public-At-Large
 Romana Kashif, Public-At-Large
 Tammy Riel, Public-At-Large (Via MS Teams)
 Kendrick Cardinal, Councillor (Via MS Teams)

Absent:

Destiny Jefferies, Public-At-Large
 Diane Zundel, Public-At-Large

Administration:

Seville Kwan, Department Administrator, Public Works
 Sonia Soutter, Manager, Senior Legislative Officer, Legislative Services
 Destiny Hilliard, Clerk, Legislative Services

1. Call to Order

Chair Helen Meyer called the meeting to order at 6:02 p.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Nicole McMillan
SECONDER:	Romana Kashif
FOR:	Kashif, McMillan, Meyer, Riel
ABSENT:	Jefferies, Zundel

3. **Minutes of Previous Meetings**

3.1. **Communities in Bloom Committee - Meeting June 22, 2023**

THAT the Minutes of the Communities in Bloom Committee Meeting held on June 22, 2023, be approved as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Nicole McMillan
SECONDER:	Romana Kashif
FOR:	Kashif, Meyer, McMillan, Riel
ABSENT:	Jefferies, Zundel

4. **New and Unfinished Business**

4.1. **Nominate your Neighbour Updates**

Chair Helen Meyer provided an update on the Nominate your Neighbour - Summer Program that took place from June 2023 to August 2023, noting that 122 homes and businesses were nominated in this year's program.

Entrance

Committee Member Lindsay King entered the meeting at 6:42 p.m.

4.2. **Communities in Bloom Symposium and Awards Updates**

Seville Kwan, Department Administrator, shared that registration is open and underway for the 2023 Communities in Bloom Symposium. A brief overview of the symposium program was provided where Committee members reviewed and selected volunteer positions available.

It was noted that delegates from Nova Scotia, Korea, Ireland, and Alberta are expected to attend. It was further noted that the Pre-Conference Charter Flight and Tour of Fort Chipewyan scheduled on Thursday, September 28th has been cancelled and an alternate session is being arranged.

4.3. **Roundtable**

Seville Kwan, Department Administrator, proposed for the Committee's consideration incorporating beautification into the land acknowledgment to be used during the 2023 Communities in Bloom Symposium and Awards.

MOTION:

THAT the regular Communities in Bloom Committee meeting scheduled for the month of September be cancelled and the next regular meeting will be held on October 26, 2023.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Nicole McMillan
SECONDER:	Lindsey King
FOR:	Kashif, King, McMillan, Meyer, Riel
ABSENT:	Jefferies, Zundel

Adjournment

The meeting adjourned at 8:04 p.m.

Chair

Minutes of a Meeting of the Wood Buffalo Development Advisory Committee held via electronic communications in Fort McMurray, Alberta, on Wednesday, September 6, 2023, commencing at 9:00 AM.

Present:

Bryce Kumka, Chair, Business Community
 Jennifer Vardy, Vice-Chair, Public At Large
 Aurick DeSousa, Community Development
 Steven Hale, Education Sector
 Purva Sharma, Arts, Culture and Recreation Representative
 Raj Vasal, Community Development
 Rene Wells, Public-At-Large

Absent:

Bilal Abbas, Public-At-Large
 Alex McKenzie, Land Development Sector
 David Secord, Business Community Representative
 Dan Soupal, Land Development Industry
 Ijeoma Uche-Ezeala, Public-At-Large
 Stu Wigle, Councillor

Administration:

Kelly Hansen, Director, Strategic Planning and Program Management
 Amanda Haitas, Acting Director, Planning and Development
 Monica Lance, Manager, Special Projects
 Caitlin Sheaves, Clerk, Legislative Services

1. Call to Order

Vice-Chair Jennifer Vardy called the meeting to order at 9:22 a.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Bryce Kumka
SECONDER:	Aurick DeSousa
FOR:	Kumka, Vardy, DeSousa, Hale, Sharma, Vasal, Wells
ABSENT:	Abbas, McKenzie, Secord, Soupal, Uche-Ezeala

3. **Minutes of Previous Meetings**

3.1. **Special Wood Buffalo Development Advisory Committee Meeting - August 9, 2023**

MOTION:

THAT the Minutes of the Special Wood Buffalo Development Advisory Committee Meeting held on August 9, 2023 be approved as presented.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Raj Vasal
SECONDER:	Purva Sharma
FOR:	Kumka, Vardy, DeSousa, Hale, Sharma, Vasal, Wells
ABSENT:	Abbas, McKenzie, Secord, Soupal, Uche-Ezeala

4. **New and Unfinished Business**

4.1. **Attracting New Business and Private Investment - Lisa Sweet, Director, Business and Investment Attraction, and Terri Nielsen, Director, Tourism, Fort McMurray Wood Buffalo Economic Development**

Kevin Weidlich, President, and CEO, Lisa Sweet, Director, Business and Investment Attraction, and Terri Nielsen, Director, Tourism, Fort McMurray Wood Buffalo Economic Development and Tourism (FMWBEDT) presented an overview of the FMWBEDT Strategic Goals, and business and investment attraction, including commercial and retail development, economic diversification, and industrial development. Additionally, Terri Nielsen, Director, Tourism provided an overview of tourism in the Region, including tourism development, event attraction and visitor experience.

Committee Members provided feedback on the various aspects of development in the Region, noting the importance of the Downtown Area Redevelopment Plan (the Plan), and the approval and implementation of the Plan.

Exit:

Chair Bryce Kumka exited the meeting at 10:31 a.m. at which time quorum was lost.

Adjournment

The meeting adjourned at 10:31 a.m.

Chair

Minutes of a Meeting of the Wood Buffalo Pro-Business Advisory Committee held in room 206 at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, September 13, 2023, commencing at 2:00 PM.

Present:

Dianna Sousa, Fort McMurray Chamber of Commerce
 Carmelo Daprocida, Building Industry and Land Development Association Wood Buffalo
 Kristi Hines, Fort McMurray Wood Buffalo Economic Development and Tourism (via MS Teams)
 Robbie Picard, Public-At-Large
 John Rybak, Consulting Engineers of Alberta, Wood Buffalo
 Stu Wigle, Councillor (via MS Teams)

Absent:

Lana Maloney, Fort McMurray Construction Association

Administration:

Kelly Hansen, Director, Strategic Planning and Program Management
 Dennis Vroom, Department Administrator, Strategic Planning and Program Management
 Caitlin Sheaves, Clerk, Legislative Services

1. Call to Order

Chair Dianna de Sousa called the meeting to order at 2:18 p.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Robbie Picard
SECONDER:	Carmelo Daprocida
FOR:	Daprocida, de Sousa, Picard, Rybak
ABSENT:	Hines, Maloney

3. Minutes of Previous Meeting

3.1. Wood Buffalo Pro-Business Advisory Committee Regular Meeting - June 14, 2023

MOTION:

THAT the Minutes of the Wood Buffalo Pro-Business Advisory Committee Meeting held on June 14, 2023, be approved as presented.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Rybak
SECONDER:	Robbie Picard
FOR:	Daprocida, de Sousa, Picard, Rybak
ABSENT:	Hines, Maloney

4. Presentations

4.1. Kelly Williams, Manager, Communications and Engagement re: PULSE

Kelly Williams, Manager, Communications and Engagement, provided an overview of PULSE and the services, and functions, it provides. Additionally, a review of the goals for the service was provided including, centralized intake for customer requests, reduced duplications and opportunities to automate processes, an integrated customer service tool, and improved reporting capabilities and analytics.

The Committee provided feedback on the current services provided, and suggestions on how the PULSE function could be expanded.

Entrances:

Councillor S. Wigle entered the meeting at 2:28 p.m.

Committee Member Kristi Hines entered the meeting at 2:36 p.m.

5. New and Unfinished Business

5.1. Committee Member Resignation

Dennis Vroom, Department Administrator, Strategic Planning and Program Management, advised that the Northern Alberta Aboriginal Business Association (NAABA) Representative position had recently become vacant, noting that Administration is working with NAABA on appointing a new representative, and that the new appointment will be considered by Council prior to the next Committee meeting.

5.2. 2023 Committee Priorities - Strategic Solutions

The Committee discussed updates strategic priorities 1(a) and 1(b), and it was noted that the Committee would like to gather feedback from various businesses in the Region on their experiences, struggles, concerns etc.

Action Item:

Administration to add Business Roundtable to the October 11, 2023 Committee meeting agenda.

MOTION:

THAT the Wood Buffalo Pro-Business Advisory Committee Meeting held on October 11, 2023, start at 1:00 p.m. and end at 4:00 p.m.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Robbie Picard
SECONDER:	Kristi Hines
FOR:	Daprocida, de Sousa, Hines, Picard, Rybak
ABSENT:	Maloney

5.3. Standing Invitations to Committee Meetings

Dennis Vroom, Department Administrator, Strategic Planning and Program Management, advised that the Planning Development Department and Fort McMurray Wood Buffalo Economic Development and Tourism (FMWBEDT), have expressed interest in being standing attendees at the Committee's regular meetings.

With consensus of the Committee, it was agreed that Planning and Development can attend as administration regularly, and FMWBEDT can be invited to present.

Adjournment

The meeting adjourned at 3:51 p.m.

Chair

Minutes of a Meeting of the Advisory Committee on Aging held in Room 206 at the Municipal Offices in Fort McMurray, Alberta, on Thursday, September 14, 2023, at 1:00 PM.

Present:

Henry Hunter, Chair, Wood Buffalo Housing Representative
 Luana Bussieres, St. Aidan's House Society Representative
 Carolyn Evancio, Seniors Resource Committee Representative
 Darline Reid, Alberta Health Services Representative (via MS Teams)
 Denise Wilkinson, Senior At Large – Urban
 Janice Eisenhauer, Public - At - Large
 Ken Ball, Councillor (via MS Teams)

Absent:

Dan (Clement) Mercredi, Indigenous Representative
 Ken Saunderson, Golden Years Society Representative

Administration:

Jade Brown, Chief Legislative Officer
 Deanne Bergey, Director, Community and Protective Services
 Isela Contreras-Dogbe, Supervisor, Community and Protective Services
 Heidi Major, Department Administrator, Community and Protective Services
 Destiny Hilliard, Clerk, Legislative Services

1. Call to Order

Chair, Henry Hunter, called the meeting to order at 1:06 p.m.

2. Adoption of Agenda

MOTION:

THAT agenda item 4.1 be moved to the end of agenda; and agenda item 4.7 be moved to the beginning of the agenda; and

THAT Willow Square be added as agenda item 4.8; and

THAT the Agenda be adopted as amended.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Luana Bussieres
SECONDER:	Janice Eisenhauer
FOR:	Ball, Bussieres, Eisenhauer, Evancio, Hunter, Reid, Wilkinson
ABSENT:	Mercredi, Saunderson

3. Minutes of Previous Meetings

3.1. Advisory Committee on Aging Meeting - June 12, 2023

MOTION:

THAT the Minutes of the June 12, 2023 Advisory Committee on Aging Meeting be approved as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Janice Eisenhauer
SECONDER:	Carolyn Evancio
FOR:	Ball, Bussieres, Eisenhauer, Evancio, Hunter, Reid, Wilkinson
ABSENT:	Mercredi, Saunderson

4. New and Unfinished Business

4.7. Administrative Updates

Accessibility Audit

Jake Papineau, Consultant, Urban Matters, presented an update and overview of the RMWB Accessibility Audit, the four phases of the workplan, and the project timelines.

It was noted that Phase 2 is complete, and there were audits undertaken within 11 buildings in the community and that discussions are occurring with respect to virtual audits for spaces in Fort Chipewyan. Urban Matters advised that audit reporting complexity varied based on buildings and noted that the scores are based on the Rick Hansen matrix, with elements including parking, general access, and innovation.

It was further noted that a report is currently being developed to provide a summary of the work completed, overview of gaps and recommendations to improve accessibility; and that once this has been completed, information, such as that related to grants, will be provided to the property owner(s).

Committee Members asked questions and provided feedback with respect to the project update. A discussion occurred with respect to private buildings taking part in the audit and it was noted that privately owned buildings are not obligated to participate.

Action Items

- Administration indicated that they were looking into organizing an event for the International Day of People with Disability noting that this would fall during the week of November 27, and they are looking to run various scenarios related to accessibility.
- A discussion occurred with respect to the Workplace Inclusion Charter and leveraging that as part of a discussion to ensure accessibility and accessibility audits are further considered.
- Further conversation ensued regarding an internal expert with expertise in accessibility. Administration confirmed that the checklist being developed is intended to be used by anyone and indicated that they would look into a point of contact.
- Discussion also occurred with respect to providing a sticker or a type of recognition on the RMWB website for those who completed the audit and are considered accessible businesses.

4.3. Accessibility Recommendations

Carolyn Evancio, Committee Member, provided an overview to the Committee noting concerns regarding continuance of accessibility audits and ensuring accessibility requirements are met in the region once the Urban Matters Consultant concludes the project work in September 2023.

It was noted that the RMWB should designate an internal expert to aid agencies, businesses and groups seeking to meet accessibility standards. It was requested that Accessibility be included in the Downtown Revitalization Incentive Program with clear messaging and promotion of accessibility.

Administration confirmed that the consultant will provide a final report of accessibility recommendations and outline next steps and recommendations for the Municipality.

A discussion occurred with respect to potentially using the report and tools created to engage businesses as part of the Workplace Inclusion Charter and through the Chamber of Commerce.

Action Item

- Administration committed to reviewing the handout on accessibility provided by the Committee regarding Accessibility Recommendations and providing an update at a later date.

4.2. Healthy Aging Summit Conference

Luana Bussieres, Committee Member, noted that a Healthy Aging Summit Conference will be taking place in Calgary October 10 - October 12, 2023. Administration confirmed that Heidi Major, Community and Protective Services will be attending.

4.4. Seniors' Week

Janice Eisenhauer, Committee Member, noted the highlights and successes of Seniors week. It was further noted that all events take place during the day which covers only one demographic.

A discussion occurred with respect to bringing forward a recommendation to the Committee Members and Council that in the future, Seniors' Week host events that also take place in the evening hours to accommodate all demographics. Administration confirmed that the concerns will be presented at the next Seniors' Resource Committee Meeting, taking place on September 15, 2023.

4.5. Carolyn Evancio, Seniors Resource Committee Representative re: Seniors' Resource Committee Updates

Carolyn Evancio, Committee Member, noted that the Seniors' Resource Committee did not hold a meeting over the summer and that the next Seniors' Resource Committee meeting will take place on September 15, 2023 where the Committee will determine its priorities. It was further noted that updates with respect to the Committee's priorities will be presented to members of the Advisory Committee on Aging at a later date.

4.6. Snow Angels Working Group Updates

Luana Bussieres, Committee Member, provided an overview of a meeting that occurred with the Snow Angels Working Group, noting that the Snow Angels Program has been successful to date due to the financial support from Council. It was further noted that while the 2021-2025 Council supports this program, long term sustainability will only occur if the program is transitioned into a community-based program.

Committee Members discussed options for change, and it was recommended that the program be adjusted over the next few years and indicated that the program would see fees associated with its use, based on income, with funds rotating back into the program. It was further noted that data shows this program has a high abuse rate and vulnerable seniors are missing out on the advantages provided.

Further discussion occurred regarding eligibility criteria for individuals who sign up, including an assessment process on every home in which staff from the St. Aidan's Society is committed to assisting with.

MOTION:

THAT the Advisory Committee on Aging recommend that the Snow Angels Program include assessments in partnership with St. Aidan's Society for 2023-2024; and

THAT the parameters of the program be reviewed and adjusted to support those most vulnerable; and

THAT the program be transitioned into a community-based program.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Luana Bussieres
SECONDER:	Janice Eisenhauer
FOR:	Ball, Bussieres, Eisenhauer, Evancio, Hunter, Reid, Wilkinson
ABSENT:	Mercredi, Saunderson

4.1. James Semple, Supervisor re: Residential Accessible Parking

James Semple, Supervisor, Public Works, presented an overview of Residential Accessible Parking Permits, providing information on the process for applying, the process for annual review and the eligibility guidelines.

Committee Members provided feedback and asked questions regarding the presentation in which clarification was provided on the length of the application process, how accessibility parking permits physically look, future plans for the program as it moves forward and how the program was generated.

Age-Friendly Work Plan Additional Support

Deanne Bergey, Senior Manager, Community and Protective Services, provided an update to a discussion that took place during the June 12 meeting regarding additional support for the Age-Friendly work plan, noting that moving forward Martin Byaruhanga, Supervisor, Culture and Social Development, will work with Heidi Major, Department Administrator, as well as a program assistant to support the work. It was further noted that the working group will be invited to assist with the workplan.

Action Item

- Administration indicated that data from reports within the Community Investment Program will be provided to the Committee at a later date, in which outcomes and gaps will be identified.

Age-Friendly Provincial Recognition Celebration

Heidi Major, Department Administrator, noted that the Committee has received the Age-Friendly Provincial Recognition award and recommended a celebration occur to recognize the accomplishment.

Action Item

- A discussion occurred with respect to ideas for a celebration. It was noted that Administration will review these ideas further, and an update will be provided at a later date.

Action Log

Administration committed to providing support in introducing an action log to the committee to assist with tracking action items outlined in the committee minutes.

Willow Square Addition

Henry Hunter, Chair, advised that a letter was sent to the Minister of Infrastructure requesting that the remaining land at the Willow Square facility be transferred to ensure it's available for an Aging in Place facility, adding that the St. Aidan's Society also gave a letter of support.

The Committee discussed asking the Mayor's office to send a letter of support to request that the land remain for a future Aging in Place facility.

Action Item

- Through consensus of the Committee, a request will be sent to the Mayor's Office requesting a letter of support be sent to the Minister of Infrastructure requesting that the remaining land at the Willow Square site be transferred or held for aging in Place. Administration committed to following up with the Mayor's Office regarding this letter of support request.

4.8. Emerging Trends and Issues

Luana Bussieres, Committee Member, discussed the financial challenges that older adults and individuals living on a fixed income are facing with the current economy.

4.9. Committee Member's Information Updates

Henry Hunter, Chair, noted an increase in residential applications at the Rotary House Lodge.

Adjournment

The meeting adjourned at 3:05 p.m.

Chair

Minutes of a Meeting of the Regional Advisory Committee on Inclusion, Diversity and Equity, held in room 207 at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, September 20, 2023, commencing at 5:30 PM.

Present:

Mitchel Bowers, Chair
 Nicole Spring, Vice-Chair
 Shehzad Bandukda
 Kg Banjoko
 Hanna Fridhed
 Curtis Kachale

Absent:

Brandon Cardinal
 Donya Salari
 Chantelle Tatum
 Allan Grandison, Councillor

Administration:

Caitlin Downie, Manager, Community and Protective Services
 Krystell O'Hara, Department Administrator, Community and Protective Services
 Caitlin Sheaves, Clerk, Legislative Services

1. Call to Order

Chair Mitchel Bowers called the meeting to order at 5:42 p.m.

2. Adoption of Agenda

MOTION:

THAT the agenda be adopted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Nicole Spring
SECONDER:	Hanna Fridhed
FOR:	Bandukda, Banjoko, Bowers, Fridhed, Kachale, Spring
ABSENT:	Cardinal, Salari, Tatum

3. Minutes of Previous Meetings

3.1. Regional Advisory Committee on Inclusion, Diversity and Equity (RACIDE) - Meeting July 19, 2023 5:30

MOTION:

THAT the Minutes of the Regional Advisory Committee on Inclusion, Diversity and Equity meeting held on July 19, 2023, be accepted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Kg Banjoko
SECONDER:	Curtis Kachale
FOR:	Bandukda, Banjoko, Bowers, Fridhed, Kachale, Spring
ABSENT:	Cardinal, Salari, Tatum

4. New and Unfinished Business

4.1. Futures Thinking Recap

Krystell O'Hara, Department Administrator, Community and Protective Services, provided an overview of the Futures Thinking Session facilitated by Jeny Mathews-Thusoo, Program Lead, Resilience & Futures, City of Calgary, noting that resources were provided to host an additional workshop with the Committee.

4.2. Administrative Update

Krystell O'Hara, Department Administrator, Community and Protective Services, provided an update on various initiatives including the Workplace Inclusion Charter (WIC), noting that several local businesses and organizations have signed up for the program. Additionally, updates were provided on the development of employee resource groups, the WIC Equity and Inclusion table, and the GBA+ training program.

Caitlin Downie, Manager, Community and Protective Services, provided an update on the Anti-Racism Training, noting that the department continues to work the Multicultural Association on a more finalized draft of the training.

4.3. Emerging Issues and Opportunities

The Committee discussed the '1 Million March 4 Children', held on September 20th, 2023, noting that there is an increased trend in hate against the 2SLGBTQIA+ Community, and the opportunity for the Regional Municipality to respond.

Action Item:

Administration to formally look into the national response to the rise in hate towards the core 2SLGBTQIA+ community, and research what the Municipality can do to implement the learnings and present the information to the committee in November.

Adjournment

The meeting adjourned at 6:40 p.m.

Chair

Public Hearing re: Bylaw No. 23/018 - Land Use Bylaw Text Amendment to the City Centre General Regulations

- A. Introduction from Administration
 - Amanda Haitas, Acting Director, Planning and Development
- B. Written Presentations
 - None received
- C. Verbal Presentations
 - None received
- D. Other Verbal Presentations (Time Permitting and with Consent of Council)
- E. Questions of Council
- F. Closing Statement from Administration

Subject: Bylaw No. 23/018 - Land Use Bylaw Text Amendment to the City Centre General Regulations**APPROVALS:****Henry Hunter**_____
Director_____
Chief Administrative Officer**Recommended Motion:**

1. THAT Bylaw No. 23/018, being a text amendment to Land Use Bylaw No. 99/059, specific to the City Centre General Regulations, be read a second time.
2. THAT Bylaw No. 23/018 be read a third and final time.

Summary:

The Planning and Development Department is proposing a text amendment to *Section 9.7 - City Centre General Regulations* of the Land Use Bylaw No. 99/059. The proposed amendment will allow for *Retail, Service Commercial and Vehicular-oriented uses* to be developed within a 100m radius of the Franklin Avenue and King Street intersection. The authority to amend the Land Use Bylaw is vested with Council under the *Municipal Government Act*.

Background:

The Planning and Development Department has received an inquiry from a developer interested in developing Lot 32, Block 10, Plan 0725015 addressed at 8124 Franklin Avenue (the "Subject Property") for *Retail, Service Commercial and Vehicular-oriented uses*.

The Subject Property is located at the east corner of Franklin Avenue and King Street in Downtown (Attachment 2). This property formerly had a gas bar, restaurant, and hotel. However, a demolition permit was issued in 2006 and the site has since remained vacant.

While the current zoning on the site, FRA1 - Franklin Core, permits a variety of Retail and Service Commercial uses, *Section 9.7.4 of the City Centre General Regulations* restricts the development of *Retail, Service Commercial and Vehicular-oriented uses* within a 100m radius of the Franklin Avenue and King Street intersection.

The proposed amendment to the Land Use Bylaw will remove the restriction for developing *Retail, Service Commercial and Vehicular Oriented uses* and is required to support the development interest received for the Subject Property, which is consistent with the former use of the land and land uses that currently exist in the vicinity of the Subject Property.

The proposed amendment will also facilitate future commercial development in the area and thereby contribute to supporting the growth of local businesses and Downtown revitalization.

Rationale for Recommendation:

The Downtown Area Redevelopment Plan Bylaw No. 23/016 identifies Downtown as an important economic hub and a regional center for retail space. It emphasizes the importance of considering retail and other non-residential development opportunities to foster economic activity and support local businesses. The Plan's objectives specifically include supporting retail development, encouraging new developments, and seeking creative solutions to make use of vacant and underutilized lands.

The Subject Property is identified as a future development node in the Downtown Area Redevelopment Plan. The area is intended to support entrepreneurs and innovation by providing sites for small businesses, among others. The development interest received from the developer will make use of vacant land by creating retail spaces and employment opportunities. This will contribute to achieving the goals and objectives of the Downtown Area Redevelopment Plan.

In addition, the 2018 Commercial and Industrial Land Use Study (CILUS) identifies that there is a shortage of commercial and retail services for residents. The policies under the Municipal Development Plan Bylaw also recognize a need to promote commercial and retail development in the region and identify retail development as an important component of Downtown revitalization.

The proposed Land Use Bylaw amendment will promote development in downtown by providing greater flexibility and support for future commercial development in the area. The proposed amendment is also in alignment with Council's Strategic Plan that identifies 'Local Economy' and 'Downtown Visualization' as its Values.

Administration supports the proposed Land Use Bylaw text amendment.

Strategic Plan Values:

Local Economy
Downtown Visualization

Attachments:

1. Bylaw No. 23/018 Land Use Bylaw Amendment to the City Centre General Regulations

2. Subject Area Map

BYLAW NO: 23/018**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND LAND USE BYLAW NO. 99/059**

WHEREAS Section 191(1) and 640 (1) of the *Municipal Government Act*, RSA 2000, c. M-26 requires Council both to pass and amend a Land Use Bylaw;

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

1. Land Use Bylaw 99/059 is hereby amended by:
 - a) deleting the following from Section 9.7.4:
 1. The provisions of this Section apply to Development within a 100m radius of the confluence of Lot lines at the corners of the intersection of Franklin Avenue with Hospital Street, King Street, and Prairie Loop Boulevard, and the intersection of Prairie Loop Boulevard and Saline Creek Parkway.
 - b) adding the following to Section 9.7.4:
 1. The provisions of this Section apply to Development within a 100m radius of the confluence of Lot lines at the corners of the intersection of Franklin Avenue with Hospital Street, and Prairie Loop Boulevard, and the intersection of Prairie Loop Boulevard and Saline Creek Parkway.

2. This Bylaw comes into effect on the date it is passed.

Read a first time this 26th day of September, 2023.

Read a second time this _____ day of _____, 2023.

Read a third and final time this _____ day of _____, 2023.

Signed and Passed this _____ day of _____ 2023

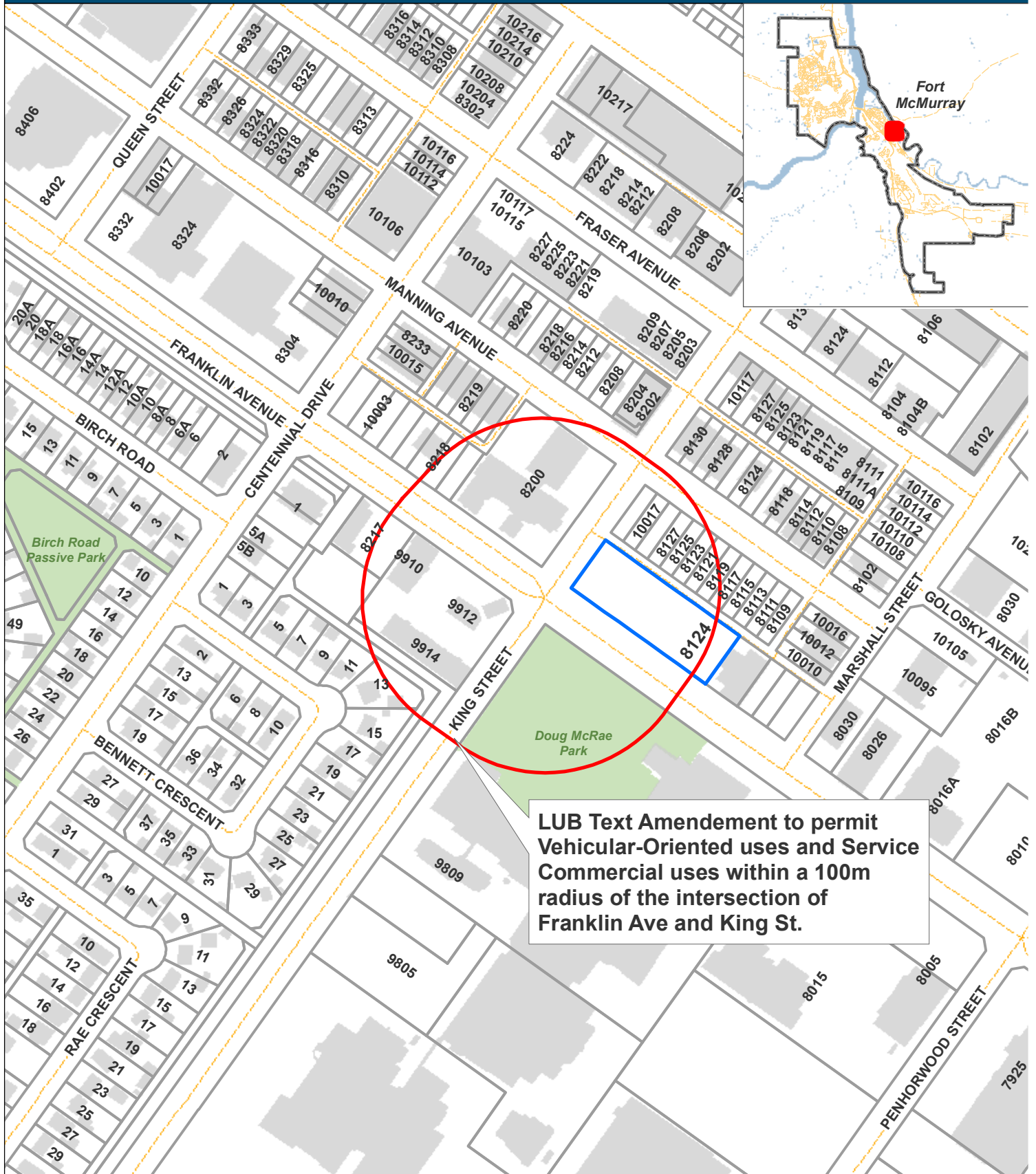
Mayor

Chief Legislative Officer

SUBJECT AREA MAP

Intersection of Franklin Avenue & King Street

Attachment



LUB Text Amendment to permit
Vehicular-Oriented uses and Service
Commercial uses within a 100m
radius of the intersection of
Franklin Ave and King St.

- Subject Area
- 8124 Franklin Avenue
- Survey Parcels
- Building Outlines
- Park
- Roadways

N
1 cm = 35 m



Map Produced by the Geographic Information System

Packet Pg. 46

Public Hearing re: Bylaw No. 23/019 - Land Use Bylaw Amendment to update the Definition of Funeral Home/Crematorium and adding it as a use to the BI- Business Industrial District

- A. Introduction from Administration
 - Amanda Haitas, Acting Director, Planning and Development
- B. Written Presentations
 - None received
- C. Verbal Presentations
 - None received
- D. Other Verbal Presentations (Time Permitting and with Consent of Council)
- E. Questions of Council
- F. Closing Statement from Administration

Subject: Bylaw No. 23/019 - Land Use Bylaw Amendment to update the Definition of Funeral Home/Crematorium and adding it as a use to the BI- Business Industrial District

APPROVALS:

Henry Hunter

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 23/019, being a text amendment to the Land Use Bylaw No. 99/059, specific to Funeral Homes / Crematoriums, be read a second time.
2. THAT Bylaw No. 23/019 be read a third and final time.

Summary:

The Planning and Development Department is proposing an amendment to the Land Use Bylaw No. 99/059 to update the definition of *Funeral Home/Crematorium* and add this as *Discretionary Use - Development Officer* to the *BI-Business Industrial District*. The current definition of *Funeral Home/Crematorium* is specific to the reduction of human remains only and restricts the cremation of animal remains.

The authority to amend the Land Use Bylaw is vested with the Council under the *Municipal Government Act*.

Background:

The Planning and Development Department received an inquiry from a local entrepreneur about applicable regulations to open a pet crematorium business in the Gregoire Industrial Area. Upon review of the current Land Use Bylaw regulations, it was found that:

1. The current definition of a *Funeral Home/Crematorium* in the Land Use Bylaw does not permit the cremation of animals as it is specific to human remains only.
2. Gregoire Industrial Area is zoned as *BI-Business Industrial District* under the Land Use Bylaw and currently does not allow *Funeral Home/Crematorium* as a use.

With the findings above, Administration conducted best practice research to gain insight into how other cities (City of Edmonton, Rocky View County, City of Calgary etc.) define and allow this use. This research identified that their definitions do not specify what could be cremated or specified both animal and human remains. It was also noted that this use is primarily allowed in industrial, high-intensity commercial, and special land-use districts.

Based on the best practice research and planning rationale, the proposed regulations were crafted and advertised on the Municipal website, *Fort McMurray Today*, and were also circulated to internal municipal departments for feedback. Rural communities and businesses in the *BI-Business Industrial District* were also invited to provide their comments on the proposed amendment; however, no comments were received.

Currently, there are two Funeral Home/Crematorium businesses in the Municipality, none offering pet crematorium services.

Budget/Financial Implications:

There are no significant financial implications to the Municipality.

Rationale for Recommendation:

Many families in the region consider pets as a member of their family. Upon their demise, cremating the remains properly is of immense importance. While burial is an option, new and modern technologies now allow for cremation and liquefaction of remains in controlled environments. Currently animal cremation services are only offered through local veterinarians, who transport remains to Edmonton for cremation.

Since the current use in the Land Use Bylaw is limited to managing human remains only, proposed changes to the current definition will allow the Municipality to approve businesses that could manage animal remains locally.

Furthermore, the addition of *Funeral Home/Crematorium* as a discretionary use in the *BI-Business Industrial District* will allow the Development Authority to review each application to ensure its compatibility with other surrounding uses on a case-by-case basis. It will also provide an opportunity for neighboring property owners or other "affected" parties to appeal the decision of the Development Authority.

In alignment with Council's Strategic Plan to support the local economy and principles under the Municipal Development Plan, including policy U.3.1.3, which encourages supporting local small businesses. Administration supports the proposed Land Use Bylaw amendment.

Strategic Plan Values:

Local Economy

Attachments:

Bylaw No. 23/019 Land Use Bylaw Amendment - Funeral Home/Crematorium

BYLAW NO. 23/019

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

WHEREAS Section 191(1) and 640 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, in the Province of Alberta, hereby enacts as follows:

1. Land Use Bylaw No. 99/059, is hereby amended by deleting the definition of "Funeral Home/Crematorium" in Section 10 and replacing it with the following:

FUNERAL HOME/CREMATORIUM means development used for the preparation of the deceased for burial, the holding of funeral services, and the reduction of human and animal remains.

2. Deleting the following in Section 111.3

- (v) Gas Bar (BL 04/012)
- (w) General Industrial
- (x) Household Equipment Repair
- (y) Industrial Support Facility
- (z) Office (BL 08/001)
- (aa) Parking Lot/Structure
- (bb) Project Accommodation (BL 06/001)
- (cc) Recycling Depot
- (dd) Retail Store, Convenience
- (ee) Satellite Dish Antenna
- (ff) Security Suite
- (gg) Service Station, Major and Minor
- (hh) Warehouse and Storage

and replacing it with, in Section 111.3:

- (v) Funeral Home/Crematorium
- (w) Gas Bar (BL 04/012)
- (x) General Industrial
- (y) Household Equipment Repair
- (z) Industrial Support Facility
- (aa) Office (BL 08/001)
- (bb) Parking Lot/Structure
- (cc) Project Accommodation (BL 06/001)
- (dd) Recycling Depot
- (ee) Retail Store, Convenience
- (ff) Satellite Dish Antenna

- (gg) Security Suite
- (hh) Service Station, Major and Minor
- (ii) Warehouse and Storage

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

Read a first time this 26th day of September, 2023.

Read a second time this _____ day of _____, 2023.

Read a third time and final time this _____ day of _____, 2023.

Signed and Passed this _____ date of _____ 2023.

Mayor

Chief Legislative Officer



COUNCIL REPORT

Meeting Date: October 24, 2023

Subject: Review and Consideration for Skate Park Development in Gregoire

APPROVALS:

Henry Hunter

Director

Chief Administrative Officer

Recommended Motion:

Options for Council's consideration have been outlined within the body of the report.

Summary:

At the March 28, 2023 Council Meeting, the following motion was passed:

"THAT the request from Henk Ueffing and the Grades 5 and 6 students from Greely Road School for a Skate Park in Gregoire, be referred to Administration to review and bring back a report for consideration of Council."

In response to this motion, the Parks Master Plan was reviewed for parkland accessibility, demographics were analyzed, and the community was engaged to assess the requirements and expectations of the Gregoire neighbourhood. Based on this information, an assessment was completed for a potential skate park in Gregoire with three options for Council's consideration.

Background:

Review of the Parks Master Plan confirmed that Gregoire was underserved, having less parkland than the Canadian standard with respect to hectares of Parkland per 1000 population. The demographic statistics clearly identify a large portion of the skate park riders are expected from Gregoire. The Community Engagement confirmed community interest in the development of a skate park at the Greely Road School.

The various options being presented kept in mind the results of the Community Engagement which identified most of the riders will be at a beginner or intermediate level and clearly set priorities to be included in the design.

A comparison of design options was completed as well as costing based on the project team expertise and learnings from previous projects in the Municipality as well as Alberta.

Options:

Design options for consideration are as follows:

Design Option 1: Installing a skate park on the existing ice rink. Estimated cost is \$300,000 with annual operating cost of approximately \$35,000. This option limits customization due to limited space, safety and maintenance.

Design Option 2: Installation of a modular skate park on a newly constructed concrete pad. Estimate Cost is \$800,000 with annual operating costs approximately \$15,000. This option is flexible to include different skate components.

Design Option 3: Installation of a permanent skate park facility. Estimated cost is \$1.5M with approximately \$10,000 in annual operating costs. Customization is limited after it is built.

Budget/Financial Implications:

The chosen option would form part of future years capital budget prioritization exercise, aligning with Council's strategic plan for financial sustainability.

Rationale for Recommendation:

Should Council be in favour of one of the three options presented, Administration will include the selected option as part of future years capital budget deliberations, this will allow for a fair and transparent evaluation and consideration of the project.

Strategic Plan Values:

Fiscal Management

Attachments:

Review of Skate Park Development in Gregoire - Presentation

Skate Park in Gregoire Council Motion

Presenter: Keith Smith, Director

Department: Public Works

Meeting Date: October 24, 2023



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Council Motion

- At the March 28, 2023 Council Meeting, the following motion was passed by Council:

"That the request from Henk Ueffing and the Grades 5 and 6 students from Greely Road School for a skate park in Gregoire, be referred to Administration to review and bring back a report for consideration of Council."

Parks Master Plan 2019

RMWB’s Parkland Per Capita by Neighbourhood

Urban Service Area	Parkland (hectares)	Population	Hectares of Parkland per 1000
Abasand	3.71	4752	0.78
Beacon Hill	1.98	2144	0.92
Gregoire	6.15	4198	1.46
Lower Townsite	37.14	11113	3.34
Timberlea	273.54	36008	7.60
Thickwood	309.96	17089	18.14

Attachment: Review of Skate Park Development in Gregoire - Presentation (Review and

Parks Master Plan 2019

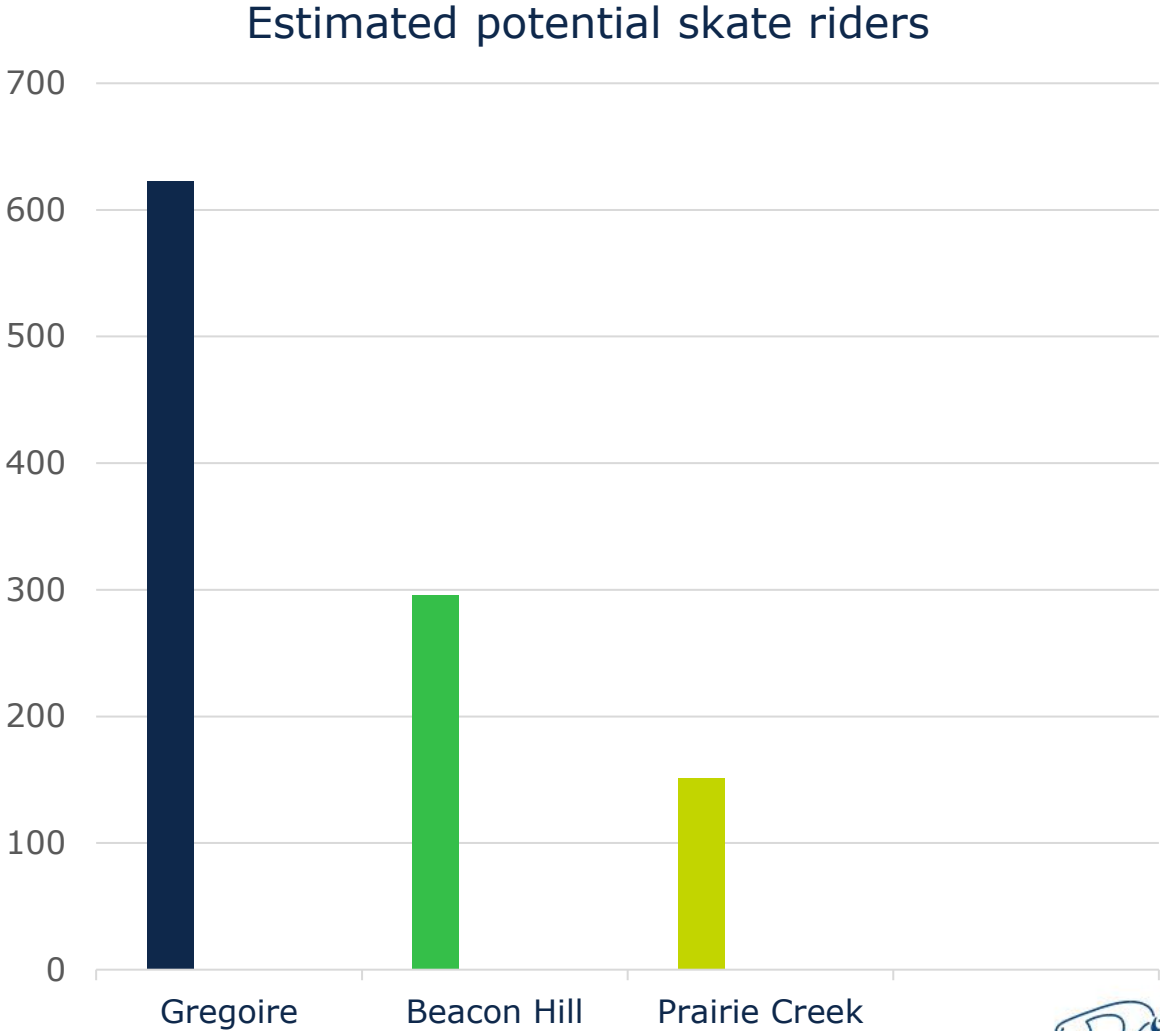
Comparative Community Analysis for Park Amenities

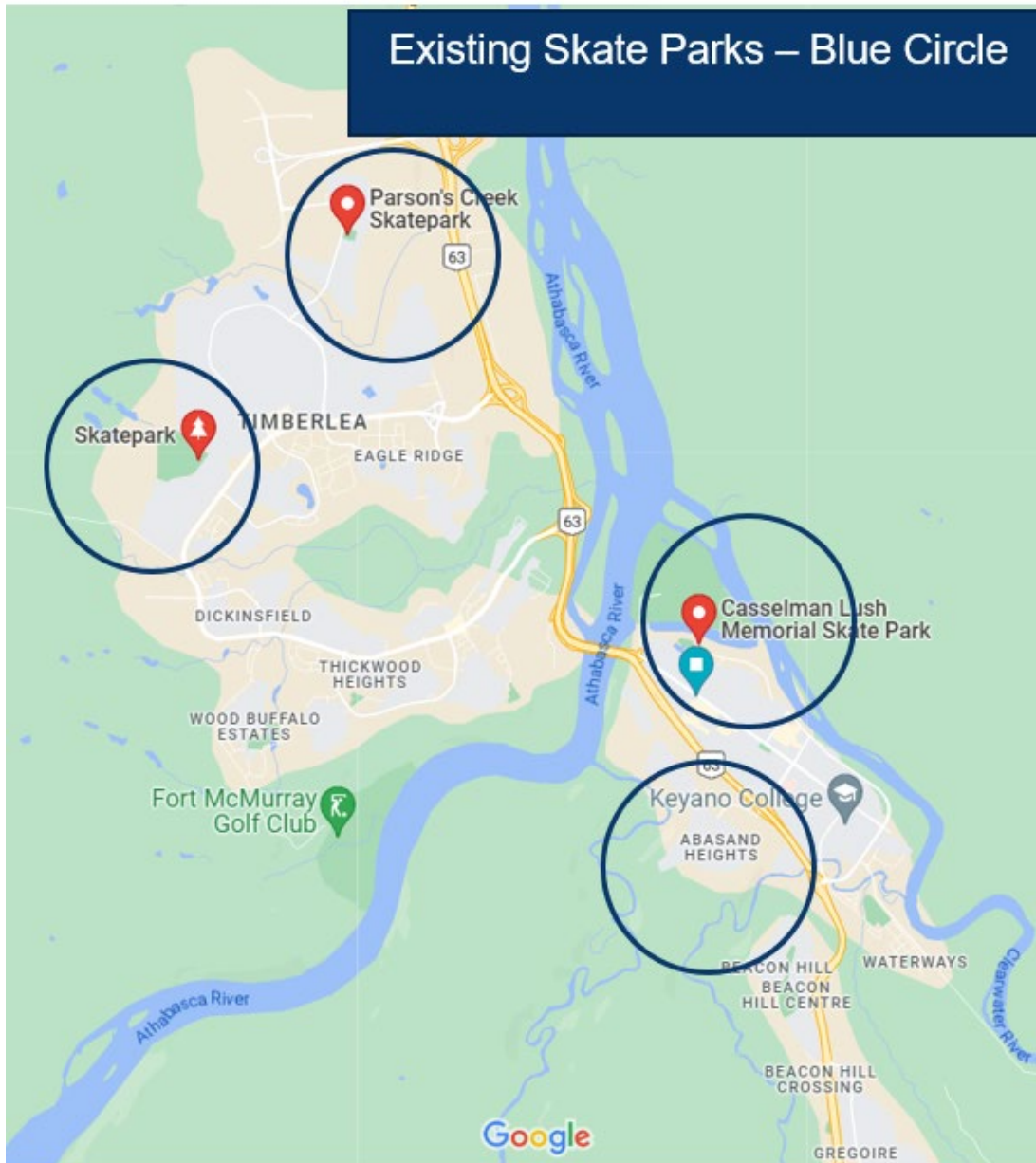
Park Amenities	Comparison Communities (Avg)	RMWB (Urban Service Area)	RMWB's Current Status
Outdoor Rinks	0.36	0.09	Lower
Skate Parks	0.02	0.05	Higher
Tennis Courts	0.26	0.18	Lower
Ball Diamonds	0.52	0.42	Lower

Attachment: Review of Skate Park Development in Gregoire - Presentation (Review and

Demography: Municipal Census 2021

Urban Service Area	Age Groups in Years			Estimated Potential Skate Riders
	(6 – 9)	(10-14)	(15-19)	
Beacon Hill (1821)	7.2% (131)	5.4% (98)	3.7% (67)	296
Gregoire (3973)	6.2% (246)	5.9% (234)	3.6% (143)	623
Prairie Creek (1007)	5.8% (58)	6.3% (63)	3% (30)	151





Skate Park in Gregoire – Council Motion

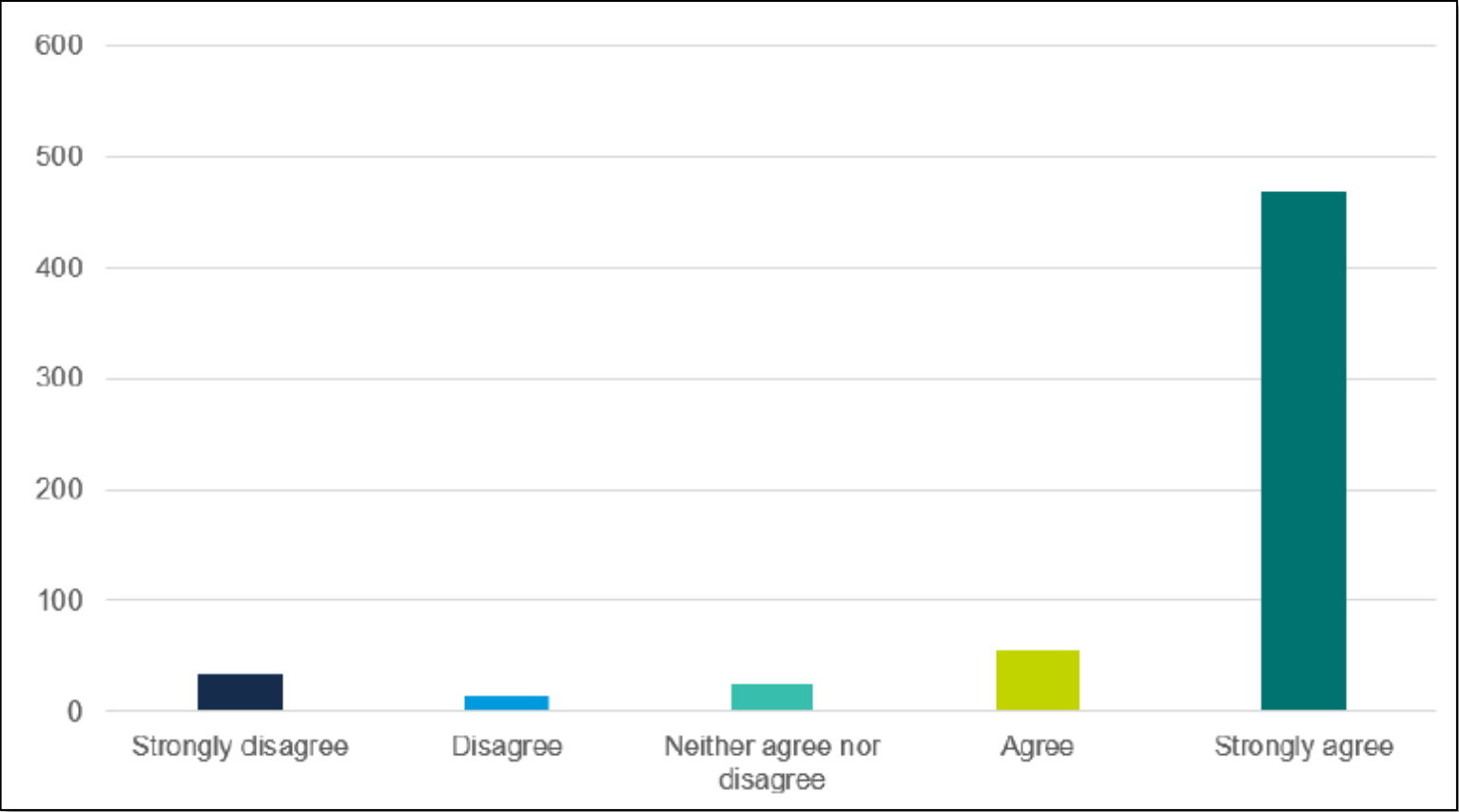
Existing Skate Park Overview

- The Regional Municipality's urban area has 4 outdoor skate park facilities – Parson's Creek, Timberlea, Borealis Park and Abasand
- Most recent built – Parson's Creek in 2014 with Abasand's skate park currently being designed and replaced

Community Engagement Survey

Community Sentiment

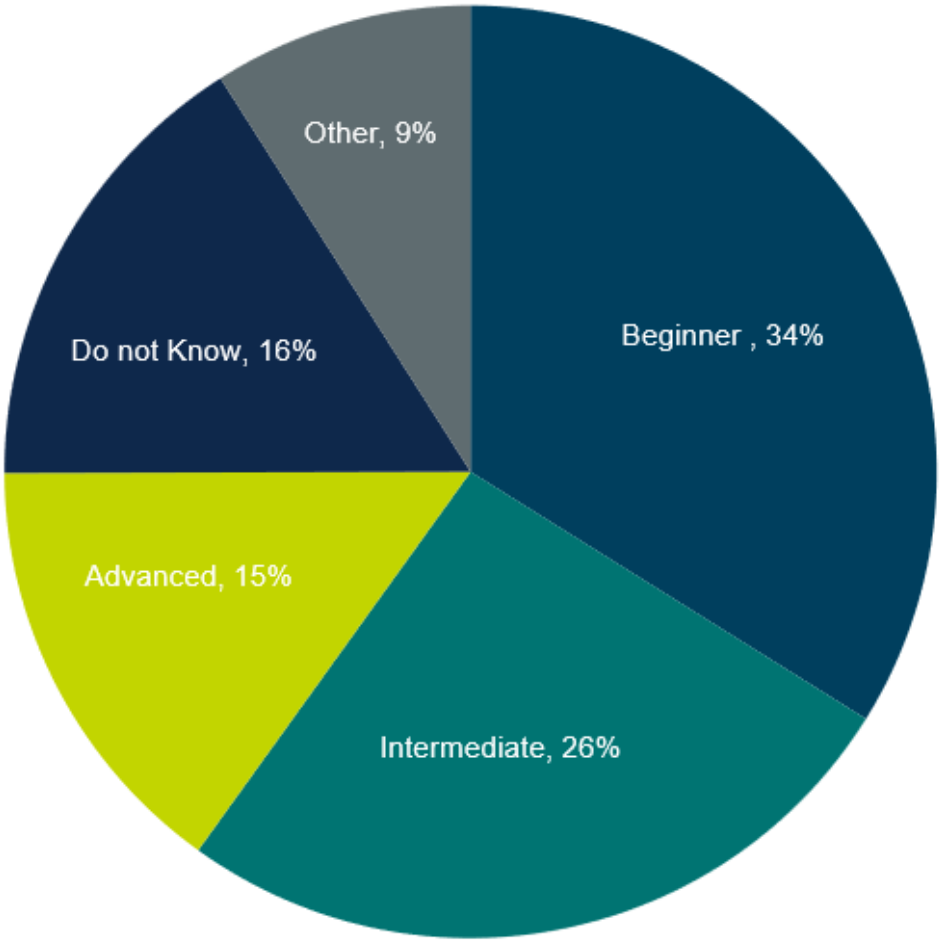
- 78% of participants strongly agree to gain a skate park



Attachment: Review of Skate Park Development in Gregoire - Presentation (Review and

Riding Ability (Skill Level)

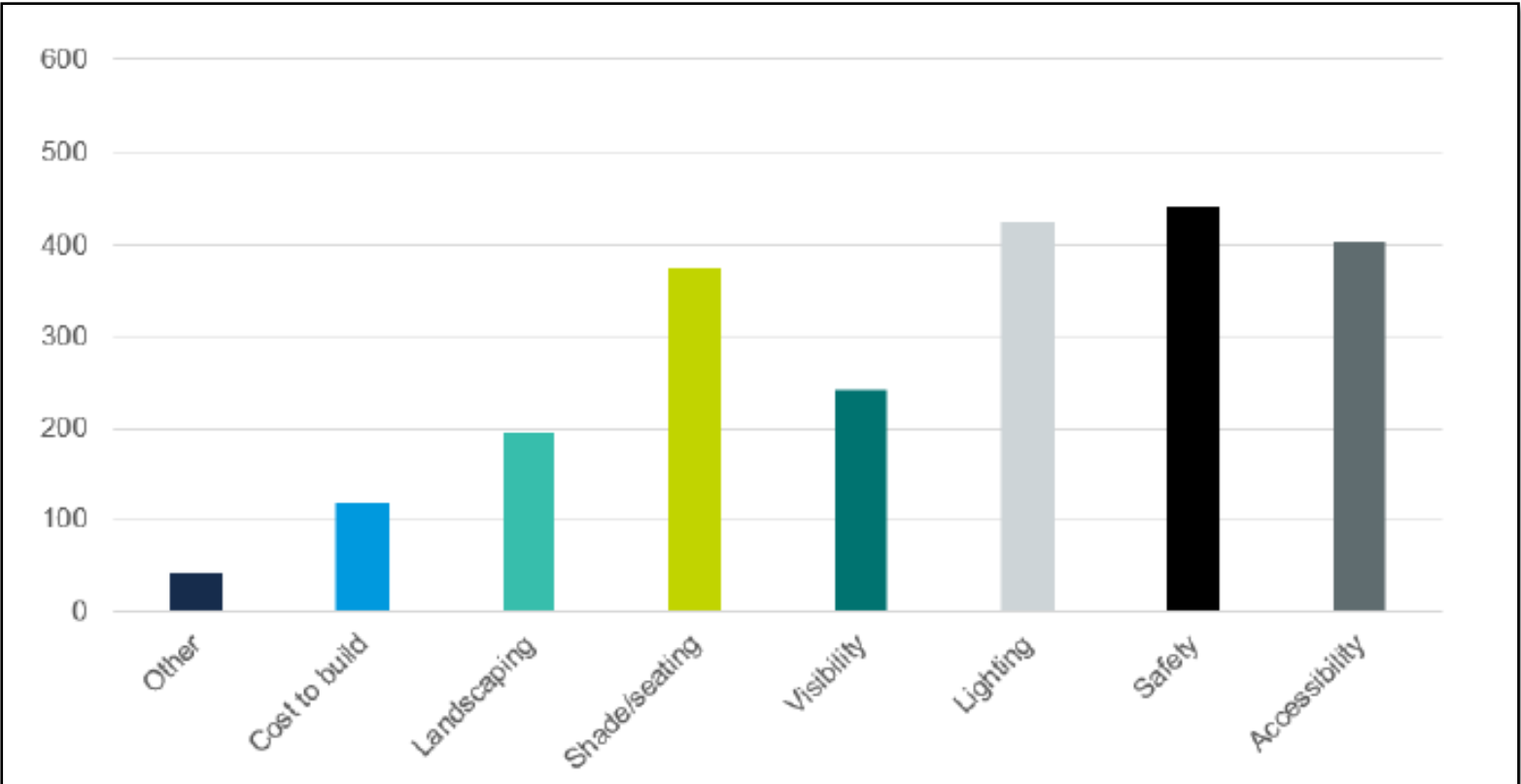
- Beginner Level Riders – 34%
- Intermediate Level Riders – 26%
- Advanced Level Riders – 15%



Community Priorities for Design Considerations

Priorities in order of preference:

- 1. Safety
- 2. Lighting
- 3. Accessibility
- 4. Shelter
- 5. Visibility
- 6. Landscaping
- 7. Costs
- 8. Other



Attachment: Review of Skate Park Development in Gregoire - Presentation (Review and

Potential Location



Greely Road School – Recommended by School Committee

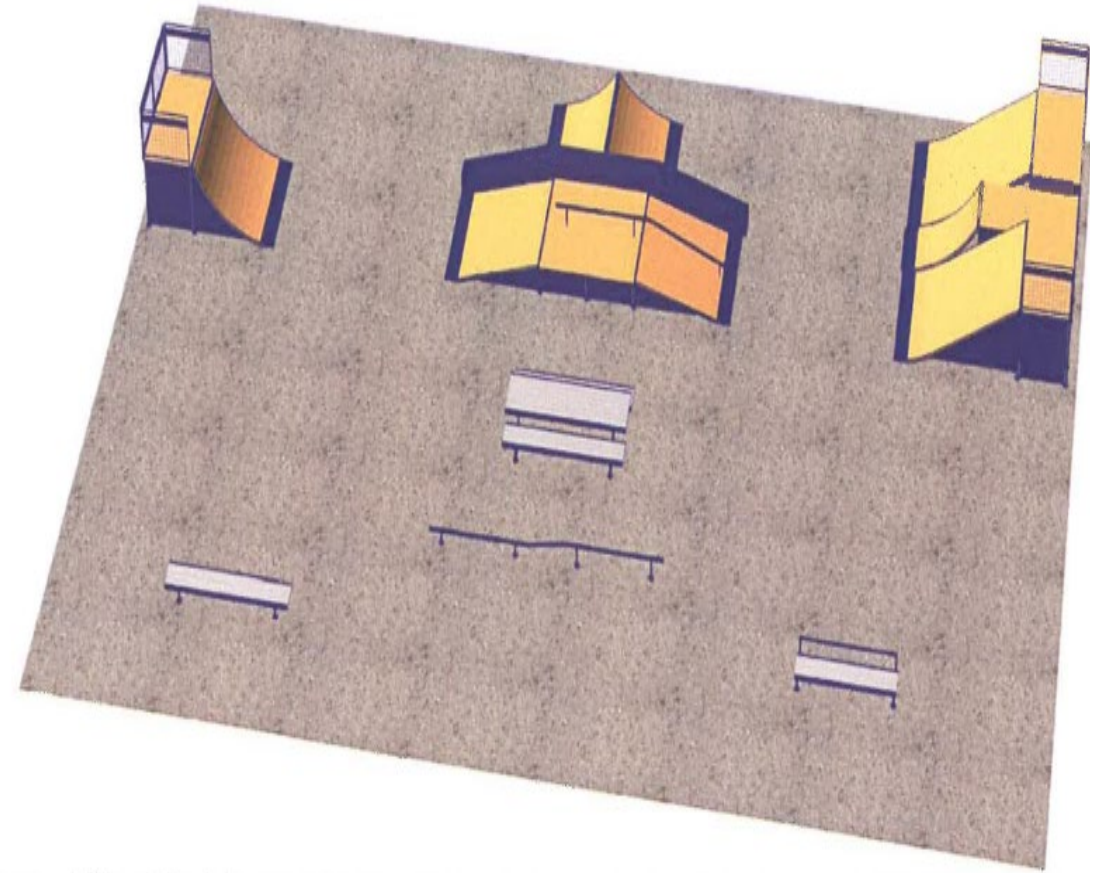


Moberly Park – No parking facility, visibility is an issue

Potential Design Options

Design Option 1

- Installing a skate park on the existing ice rink
- Cost Estimate: ~\$300,000
- Annual Operational Costs: ~\$35,000
- Customization: Limited due to space, safety and maintenance needs



Potential Design Options

Design Option 2

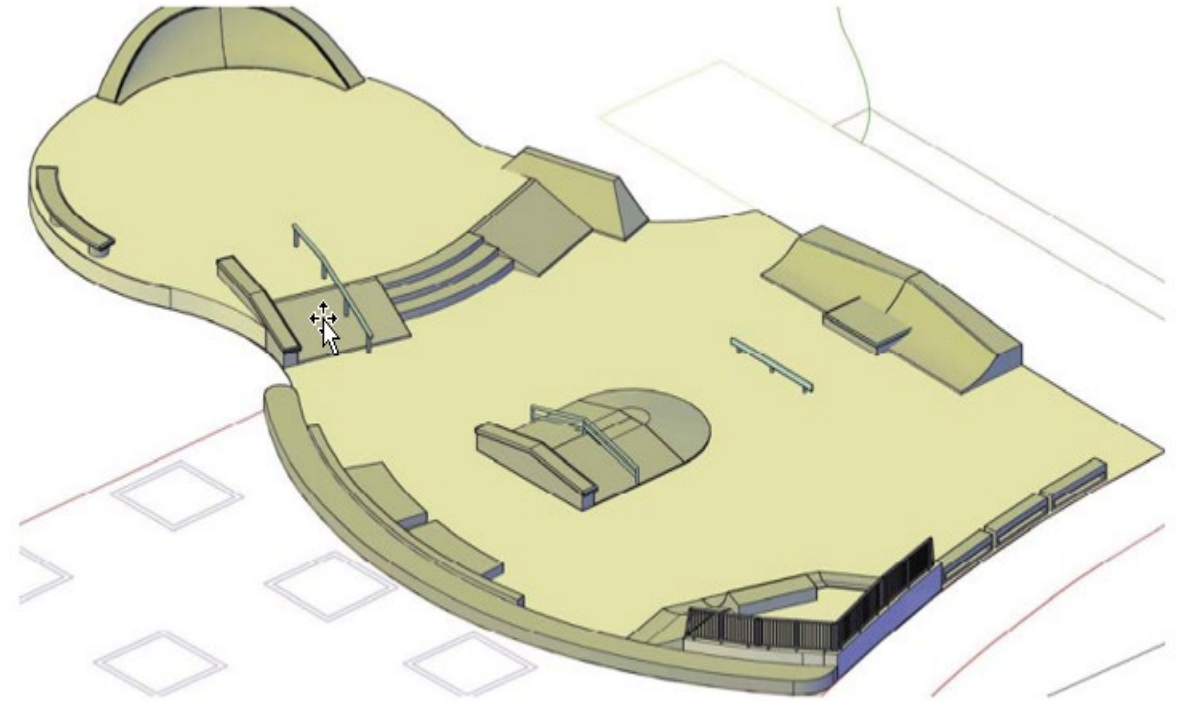
- Installing a modular skate park on a newly constructed concrete pad
- Cost Estimate: ~\$800,000
- Annual Operational Costs: ~\$15,000
- Customization: Flexible to include different skate components



Potential Design Options

Design Option 3

- Installing a permanent Skate Park Facility
- Cost Estimate: ~\$1.5M
- Annual Operational Costs: ~\$10,000
- Customization: Limited after it is built



Comparison of Design Options

Items	Option 1	Option 2	Option 3
Cost Estimate	(~\$ 300K)	(~\$ 800 K)	(~\$1.5M)
Maintenance	High	Moderate	Low
Annual Operational Costs	High (~\$35K for installation/ removal, and regular maintenance)	Moderate (~\$15K regular maintenance)	Low (~10 K regular maintenance)
Customization	limited due to space, safety & and maintenance needs	flexible to include different skate components	limited after it's built
Community Expectations	Partially meets	Meet expectations	Partially meets

Summary

Should Council be in favour of one of the three options presented, Administration will include the selected option in future years capital budget, this will allow for a fair and transparent evaluation and consideration of the project.

Thank You



REGIONAL MUNICIPALITY
OF WOOD BUFFALO



COUNCIL REPORT

Meeting Date: October 24, 2023

Subject: 2023 Capital Budget Amendments

APPROVALS:

Henry Hunter

Director

Chief Administrative Officer

Recommended Motion:

THAT the 2023 Capital Budget Amendments as summarized on Attachment 1 (2023 Capital Budget Amendment – Project Addition and Cancellation – Net Impact, dated October 24, 2023) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2023 Capital Budget Amendment – Project Addition and Cancellation – Cash Flow Summary, dated October 24, 2023) be approved.

Summary:

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

The Capital Budget amendments will result in a net increase of \$12,400,000 to the 2023 & prior Capital Budget, as outlined in the Budget Net Change Summary.

Background:

Fort McMurray WTP Filter 1-4 Efficiency Improvements

- This project was originally approved in 2019, and since that time, the flowmeter upgrade was assessed as a part of the WTP process improvements project.
- Based on that assessment, the upgrade has been deemed cost prohibitive, requiring substantial piping configuration changes which would exceed the project budget.
- Alternative technologies are being considered, and system modifications will be revisited as part of the WTP process improvements project, if required.
- The amendment request is to cancel the project.

Flood Mitigation - Construction

- The amendment is to secure funds to proceed with the northern portion of the TaigaNova Eco-Industrial Park Flood Mitigation measures.
- The project was identified post April 2020 flood event and is therefore included under Stage 2 of the Flood Mitigation framework.
- The Stage 2 projects were not included under the original Flood Mitigation scope or budget established in 2014.
- The total anticipated cost of this project is \$18.5M however only \$13.9M in additional funding is being requested, as \$4.6M of costs will be funded from the existing flood mitigation budget.
- The amendment request is being made in advance of the 2024 Budget request to allow for procurement activities related to the project to occur in late 2023.

Budget/Financial Implications:

The decrease in funding of \$1,500,000 is from the 2023 & prior Capital Budget and the increase in funding of \$13,900,000 is from the 2024 and thereafter Capital Budget.

The full budget impact of the amendments will be incorporated in the 2023 Budget upon Council approval. Attachments 1 - 3 illustrate this impact.

Attachment 1 shows the net budget impact of the amendments. 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 source. 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 amendments for 2023 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
2023 & Prior	\$ (1,500,000)	\$ -	\$ -	\$ (1,500,000)	\$ -	\$ -
2024 & Thereafter	\$ 13,900,000	\$ -	\$ -	\$ 13,900,000	\$ -	\$ -
Reconciled net change	\$ 12,400,000	\$ -	\$ -	\$ 12,400,000	\$ -	\$ -

Rationale for Recommendation:

The rationale for the addition or cancellation of the projects is included in the attached Capital Budget Amendment Forms (Attachments 4 - 5).

Strategic Plan Values:

Fiscal Management

Attachments:

- 1. 2023 Capital Budget Amendment - Net Impact**
- 2. 2023 Capital Budget Amendment - Cash Flow Summary**
- 3. Cash Flow by Funding Source**
- 4-5. Capital Budget Amendment Forms**

Regional Municipality of Wood Buffalo
 2023 Capital Budget Amendment - Project Addition and Cancellation - Net Impact
 October 24, 2023

Attachment 1

Legend:

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

S/N	Project Description	Type	Sponsor Department	Year of original approval	Total Project Cost	Federal Grants	Provincial Grants	Reserves	Other Sources	Debenture	Att.
ORIGINAL PROJECT BUDGET											
1	Fort McMurray WTP Filter 1-4 Efficiency Improvements	Cancellation	Public Works	2019	1,500,000	-	-	1,500,000	-	-	4
2	Flood Mitigation - Construction	Amendment	Engineering	2014	117,500,000	3,451,996	21,569,128	92,478,876	-	-	5
Total Original Capital Project Budget					\$ 119,000,000	\$ 3,451,996	\$ 21,569,128	\$ 93,978,876	\$ -	\$ -	
REVISED PROJECT BUDGET											
1	Fort McMurray WTP Filter 1-4 Efficiency Improvements	Cancellation	Public Works	2019	-	-	-	-	-	-	4
2	Flood Mitigation - Construction	Amendment	Engineering	2014	131,400,000	3,451,996	21,569,128	106,378,876	-	-	5
Total Revised Capital Project Budget					\$ 131,400,000	\$ 3,451,996	\$ 21,569,128	\$ 106,378,876	\$ -	\$ -	
NET BUDGET IMPACT											
1	Fort McMurray WTP Filter 1-4 Efficiency Improvements	Cancellation	Public Works	2019	(1,500,000)	-	-	(1,500,000)	-	-	4
2	Flood Mitigation - Construction	Amendment	Engineering	2014	13,900,000	-	-	13,900,000	-	-	5
Net Increase/(Decrease) Required on Existing Projects					\$ 12,400,000	\$ -	\$ -	\$ 12,400,000	\$ -	\$ -	

Regional Municipality of Wood Buffalo

2023 Capital Budget Amendment - Project Addition and Cancellation - Cash Flow Summary

October 24, 2023

Attachment 2

Legend:

First year of a multi year project

Other than first year of a multi year project

Single year project


					Cash flow				
S/N	Project Description	Original Approval Year	Funding Source	Total Budget (Accumulative)	2023 & Prior	2024	2025	Thereafter	Att
ORIGINAL PROJECT BUDGET									
1	Fort McMurray WTP Filter 1-4 Efficiency Improvements	2019	Reserve	1,500,000	1,500,000	-	-	-	4 5
2	Flood Mitigation - Construction	2014	Reserve	117,500,000	102,000,000	15,500,000	-	-	
Total Original Capital Project Budget (a)				\$ 119,000,000	\$ 103,500,000	\$ 15,500,000	\$ -	\$ -	
REVISED PROJECT BUDGET									
1	Fort McMurray WTP Filter 1-4 Efficiency Improvements	2019	Reserve	-	-	-	-	-	4 5
2	Flood Mitigation - Construction	2014	Reserve	131,400,000	102,000,000	22,100,000	7,300,000	-	
Total Revised Project Budget (b)				\$ 131,400,000	\$ 102,000,000	\$ 22,100,000	\$ 7,300,000	\$ -	
NET BUDGET IMPACT									
1	Fort McMurray WTP Filter 1-4 Efficiency Improvements	2019	Reserve	(1,500,000)	(1,500,000)	-	-	-	4 5
2	Flood Mitigation - Construction	2014	Reserve	13,900,000	-	6,600,000	7,300,000	-	
Net Increase/(Decrease) Required on Existing Projects				\$ 12,400,000	\$ (1,500,000)	\$ 6,600,000	\$ 7,300,000	\$ -	


Regional Municipality of Wood Buffalo
Cash Flow by Funding Sources, by Year
October 24, 2023

Attachment 3

	Funding Sources					
	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources	Debentures
Original Funding Sources						
2023 and prior	103,500,000	3,451,996	21,569,128	78,478,876	-	-
2024	15,500,000	-	-	15,500,000	-	-
2025	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
Original Funding Sources Total (a)	\$ 119,000,000	\$ 3,451,996	\$ 21,569,128	\$ 93,978,876	\$ -	\$ -
Revised Funding Sources						
2023 and prior	102,000,000	3,451,996	21,569,128	76,978,876	-	-
2024	22,100,000	-	-	22,100,000	-	-
2025	7,300,000	-	-	7,300,000	-	-
Thereafter	-	-	-	-	-	-
Revised Funding Sources Total (b)	\$ 131,400,000	\$ 3,451,996	\$ 21,569,128	\$ 106,378,876	\$ -	\$ -
Revision / Difference (b) - (a)	\$ 12,400,000	\$ -	\$ -	\$ 12,400,000	\$ -	\$ -
Net Change by year						
2023 and prior	(1,500,000)	-	-	(1,500,000)	-	-
2024	6,600,000	-	-	6,600,000	-	-
2025	7,300,000	-	-	7,300,000	-	-
Thereafter	-	-	-	-	-	-
Reconciled net change	\$ 12,400,000	\$ -	\$ -	\$ 12,400,000	\$ -	\$ -

Attachment: 3. Cash Flow by Funding Source (2023 Capital Budget Amendments)

 REGIONAL MUNICIPALITY OF WOOD BUFFALO		CAPITAL BUDGET AMENDMENT Council				
CURRENT PROJECT NAME: Fort McMurray WTP Filter 1-4 Efficiency Improvements						
AMENDED PROJECT NAME:						
		Group I/O	Revenue I/O	Expense I/O	Project Cancellation	
ORDER CODES (if assigned):		0292019	701087	601865		
CURRENT PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2023 & Prior	\$ 1,500,000	-	-	\$ 1,500,000	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
2029	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 1,500,000	-	-	\$ 1,500,000	-	-
CURRENT COST AND COMMITMENT						
As at	Current Budget	Actual to Date	Commitments	Available		
10/4/2023	\$ 1,500,000	-	-	\$ 1,500,000		
DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT						
<p>This project was originally approved in 2019. Since that time, the flowmeter upgrade was assessed as a part of the WTP process improvements project, and based on that assessment it has been deemed cost prohibitive, requiring substantial piping configuration changes which exceed the project budget. We are considering alternate technologies at this time and will revisit system modifications in the process improvements project, if required, at a later phase. This request is to cancel the project.</p>						
THIS IS A REQUEST TO USE CONTINGENCY FUNDS -						0
AMENDED PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2023 & Prior	-	-	-	-	-	-
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
2029	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-
Budget Change						
TOTAL	\$ (1,500,000)	-	-	\$ (1,500,000)	-	-
FISCAL RESPONSIBILITY POLICY CRITERIA:						
Will the change result in an efficient administrative and project delivery process?						n/a
Will the change result in an addition or cancellation of a capital project?						Yes
Will the underlying scope change alter the nature and type of capital project?						n/a
Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?						n/a
Will the change result in Council set debt and debt service limits being exceeded?						No
<i>In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes or N/A, No, respectively.</i>						

	REGIONAL MUNICIPALITY OF WOOD BUFFALO	CAPITAL BUDGET AMENDMENT Council
CURRENT PROJECT NAME: Flood Mitigation - Construction AMENDED PROJECT NAME:		
	Group I/O	Revenue I/O
	Expense I/O	Project Amendment
ORDER CODES (if assigned):	0222014	600870 (Multiple)

CURRENT PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2023 & Prior	\$ 102,000,000	\$ 3,451,996	\$ 21,569,128	\$ 76,978,876	\$ -	\$ -
2024	\$ 15,500,000	-	-	15,500,000	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
2029	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 117,500,000	\$ 3,451,996	\$ 21,569,128	\$ 92,478,876	\$ -	\$ -

CURRENT COST AND COMMITMENT				
As at	Current Budget	Actual to Date	Commitments	Available
10/4/2023	\$ 117,500,000	\$ 83,830,506	\$ 26,854,719	\$ 6,814,775

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

This amendment is to secure funds to proceed with the northern portion of the TaigaNova Eco-Industrial Park Flood Mitigation measures. This scope of work establishes flood mitigation along the northern vulnerable areas. This project was identified post April 2020 flood event and is therefore under Stage 2 of the Flood Mitigation framework. The Stage 2 projects were not included under the original Flood Mitigation scope or budget established in 2014.

The total anticipated cost of this project is \$18.5M however only \$13.9M in additional funding is being requested, as \$4.6M of costs will be funded from the existing flood mitigation budget.

The major aspects of this scope of work includes the following:

- Construction of approximately 2,250 linear meters of clay berm to the 1:200 ice jam flood event plus 0.5m freeboard elevation of 250.9 meters (approximately 70,000 m3 of clay import, place and compact to come from Waterways borrow source)
- re-establishing gravel Perimeter trail at completion of clay berm
- construction of a new concrete chamber on the storm pond discharge to allow addition of backflow prevention by means of a slide gate
- construction of a new concrete chamber on the treated effluent discharge line from the WWTP to allow addition of backflow prevention by means of a slide gate
- Establishing pumping locations at the TaigaNova storm pond and WWTP effluent discharge line for long term operational needs during annual River Breakup activities

We are requesting this amendment in advance of the 2024 Budget request, so that we can bring this project to the open market. The tender package has been completed and we are anticipating to post to Bids and Tenders in November 2023.

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
2023 & Prior	\$ 102,000,000	\$ 3,451,996	\$ 21,569,128	\$ 76,978,876	\$ -	\$ -
2024	\$ 22,100,000	-	-	22,100,000	-	-
2025	\$ 7,300,000	-	-	7,300,000	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
2029	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 131,400,000	\$ 3,451,996	\$ 21,569,128	\$ 106,378,876	\$ -	\$ -

Budget Change						
TOTAL	\$ 13,900,000	\$ -	\$ -	\$ 13,900,000	\$ -	\$ -

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? 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? n/a

Will the change result in Council set debt and debt service limits being exceeded? No

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



COUNCIL REPORT

Meeting Date: October 24, 2023

Subject: 2023 Q3 Capital Budget Fiscal Amendments Update

APPROVALS:

Henry Hunter

Director

Chief Administrative Officer

Recommended Motion:

THAT the 2023 Q3 Capital Budget Fiscal Amendments update, as summarized on Attachment 1 (2023 Capital Budget Fiscal Amendments, dated September 30, 2023), 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 third quarter ending September 30, 2023.

There were four (4) capital projects amended in the quarter as listed on Attachment 1, resulting in a net decrease of \$962,000 to the 2023 and prior years Capital Budget, consisting of an increase of \$36,838,000 to the 2023 budget, offset by a decrease of \$37,800,000 to the 2024 and future years budget. None of these amendments are due to funding increases or scope changes, and therefore the nature and type of capital projects are not altered.

The amendments were reviewed and recommended by the Capital Projects Steering Committee.

Background:

There were four (4) capital project amendments, all of which required a cash flow adjustment. Additionally, one amendment included a funding change and one included a budget reduction.

Flood Mitigation - Construction

- The Reach 5 construction contract for structure walls and earthworks was tendered in Q4 2022 and the contract was executed in Q1 2023.
- This amendment is requesting a cashflow adjustment to move committed funds of

\$14.5M from 2024 to 2023. The contract value remains the same.

Public Works North Facility - Construction

- This amendment was required to move \$7 million from future years to the 2023 budget, as work on the facility has proceeded ahead of schedule. The anticipated completion date of the project is now Q4 of 2024 instead of Q1 of 2025. The amendment also included a funding change of \$18.8 million from Capital Infrastructure Funds to Grant Funding, in order to recognize approved Municipal Sustainability Initiative funding for the project.

Saunderson Pressure Reducing Valve and Lower Townsite Supply Lines

- This amendment was required to move \$14.7 million from future years to the 2023 budget, as the contractor was ahead of schedule. The accelerated project timeline has reduced the impact to residents and businesses in the downtown area.

Confederation Way and Thickwood Blvd Milling and Paving

- As the project will be completed in 2023, the amendment was required to move \$638,000 from the 2024 budget to the 2023 budget, and to release the remaining 2024 project budget of \$962,000.

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 the amendments. The original approved budget and the revised budgets 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 third quarter 2023 Capital Budget Fiscal Amendments satisfies all the above conditions as stated in the Fiscal Responsibility Policy (FIN-160) with a net decrease of \$962,000 to the 2023 and prior years approved capital budgets approved by Council.

Strategic Plan Values:

Fiscal Management

Attachments:

- 1. 2023 Capital Budget Fiscal Amendments - September 30, 2023**
- 2. 2023 Cash Flow by Year - September 30, 2023**
- 3-6. 2023 Capital Budget Amendment Sheets**

Regional Municipality of Wood Buffalo
2023 Capital Budget Fiscal Amendments - September 30, 2023


Attachment 1

Project Description	Nature of Amendments	Total Project Cost	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources	Debenture	Att.
Original Project Budget								
1 Flood Mitigation - Construction	Original Budget	117,500,000	3,451,996	21,569,128	92,478,876	-	-	3
2 Saunderson PRV & Lower Townsite Supply Lines	Original Budget	47,600,000	-	-	47,600,000	-	-	4
3 Public Works North Facilities	Original Budget	48,500,000	-	-	48,500,000	-	-	5
4 Confederation Way & Thickwood Blvd Milling and Paving	Original Budget	3,300,000	-	-	3,300,000	-	-	6
Total Original Project Budget		\$ 216,900,000	\$ 3,451,996	\$ 21,569,128	\$ 191,878,876	\$ -	\$ -	
Revised Project Budget								
1 Flood Mitigation - Construction	Cash Flow	117,500,000	3,451,996	21,569,128	92,478,876	-	-	3
2 Saunderson PRV & Lower Townsite Supply Lines	Cash Flow	47,600,000	-	-	47,600,000	-	-	4
3 Public Works North Facilities	Cash Flow	48,500,000	-	-	48,500,000	-	-	5
4 Confederation Way & Thickwood Blvd Milling and Paving	Project Amendment	2,338,000	-	-	2,338,000	-	-	6
Total Revised Projects		\$ 215,938,000	\$ 3,451,996	\$ 21,569,128	\$ 190,916,876	\$ -	\$ -	
NET INCREASE/(DECREASE) IN CAPITAL FUNDING REQUIRED		\$ (962,000)	\$ -	\$ -	\$ (962,000)	\$ -	\$ -	

Regional Municipality of Wood Buffalo
2023 Cash Flow by Year - September 30, 2023

Attachment 2

	Funding Sources					
	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources	Debenture
Original Funding Sources						
2023 and prior	130,400,000	3,451,996	21,569,128	105,378,876	-	-
2024	67,100,000	-	-	67,100,000	-	-
2025 and thereafter	19,400,000	-	-	19,400,000	-	-
Original Funding Sources Total (a)	\$ 216,900,000	\$ 3,451,996	21,569,128	\$ 191,878,876	\$ -	\$ -
Revised Funding Sources						
2023 and prior	167,238,000	3,451,996	21,569,128	142,216,876	-	-
2024	46,000,000	-	-	46,000,000	-	-
2025 and thereafter	2,700,000	-	-	2,700,000	-	-
Revised Funding Sources Total (b)	\$ 215,938,000	\$ 3,451,996	21,569,128	\$ 190,916,876	\$ -	\$ -
Revision / Difference (b) - (a)	\$ (962,000)	\$ -	\$ -	\$ (962,000)	\$ -	\$ -

 REGIONAL MUNICIPALITY OF WOOD BUFFALO		CAPITAL BUDGET AMENDMENT Fiscal				
CURRENT PROJECT NAME: Flood Mitigation - Construction AMENDED PROJECT NAME:						
	Group I/O	Revenue I/O	Expense I/O	Project Amendment		
ORDER CODES (if assigned):	0222014	700494	600870 (Multiple)			
CURRENT PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debenture Financed
2023 & Prior	\$ 87,500,000	\$ 3,451,996	\$ 21,569,128	\$ 62,478,876	\$ -	\$ -
2024	\$ 30,000,000	-	-	30,000,000	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
2029	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 117,500,000	\$ 3,451,996	\$ 21,569,128	\$ 92,478,876	\$ -	\$ -
CURRENT COST AND COMMITMENT						
As at	Current Budget	Actual to Date	Commitments	Available		
7/4/2023	\$ 117,500,000	\$ 66,207,131	\$ 44,486,719	\$ 6,806,150		
DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT						
<p>The Flood Mitigation Program was initiated in 2014 to complete aboveground structural mitigation for Reaches 1-11.</p> <p>The Reach 5 construction contract for structure walls and earthworks was tendered in Q4 2022 and the contract was executed in Q1 2023.</p> <p>This amendment is requesting a cashflow adjustment to move committed funds of \$14.5M from 2024 to 2023. The contract value remains the same. The flood mitigation component of Reach 5 is still scheduled to be completed in Q4 2023, with landscaping potentially being completed in 2024. With the flood mitigation component of Reach 5 being completed in 2023, Administration anticipates that there won't be any need to block the Clearwater Drive/Riedel Street intersection with temporary measures for river breakup 2024.</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	Debenture Financed
2023 & Prior	\$ 102,000,000	\$ 3,451,996	\$ 21,569,128	\$ 76,978,876	\$ -	\$ -
2024	\$ 15,500,000	-	-	15,500,000	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
2029	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 117,500,000	\$ 3,451,996	\$ 21,569,128	\$ 92,478,876	\$ -	\$ -
Budget Change						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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?						n/a
Will the change result in Council set debt and debt service limits being exceeded?						No
In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes or N/A, No, respectively.						



CAPITAL BUDGET AMENDMENT

Fiscal

CURRENT PROJECT NAME: Saunderson PRV & Lower Townsite Supply Lines

AMENDED PROJECT NAME:

Group I/O

Revenue I/O

Expense I/O

Project Amendment

ORDER CODES (if assigned):

0382017

700893

601487

CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2023 & Prior	\$ 15,200,000	\$ -	\$ -	\$ 15,200,000	\$ -	\$ -
2024	15,000,000	-	-	15,000,000	-	-
2025	15,000,000	-	-	15,000,000	-	-
2026	2,400,000	-	-	2,400,000	-	-
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
2029	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 47,600,000	\$ -	\$ -	\$ 47,600,000	\$ -	\$ -

CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
8/2/2023	\$ 47,600,000	\$ 13,664,913	\$ 33,215,577	\$ 719,511

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

The contractor is ahead of schedule for underground utility installation on Biggs Avenue and Main Street, as well as facility work at the Saunderson PRV facility. Additionally, work to construct the Bell Crescent Pressure Reducing Valve (PRV) and flow control valves is expected to commence in 2023.

This budget amendment is required to advance funds of \$14,700,000 from future years to ensure funds are available to pay invoices for 2023.

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
2023 & Prior	\$ 29,900,000	\$ -	\$ -	\$ 29,900,000	\$ -	\$ -
2024	15,000,000	-	-	15,000,000	-	-
2025	2,700,000	-	-	2,700,000	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
2029	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 47,600,000	\$ -	\$ -	\$ 47,600,000	\$ -	\$ -

Budget Change

<i>TOTAL</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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FISCAL RESPONSIBILITY POLICY CRITERIA:

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

Yes

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

No

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

No


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

n/a

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

No

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

 REGIONAL MUNICIPALITY OF WOOD BUFFALO		CAPITAL BUDGET AMENDMENT Fiscal				
CURRENT PROJECT NAME: Public Works North Facilities AMENDED PROJECT NAME:						
		Group I/O	Revenue I/O	Expense I/O	Project Amendment	
ORDER CODES (if assigned):		0102020	701167	601994		
CURRENT PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2023 & Prior	\$ 26,000,000	-	-	\$ 26,000,000	-	-
2024	20,500,000	-	-	20,500,000	-	-
2025	2,000,000	-	-	2,000,000	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
2029	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 48,500,000	\$ -	\$ -	\$ 48,500,000	\$ -	\$ -
CURRENT COST AND COMMITMENT						
	As at	Current Budget	Actual to Date	Commitments	Available	
	8/24/2023	\$ 48,500,000	\$ 19,611,926	\$ 28,646,502	\$ 241,572	
DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT						
<p>This project is for design and construction of a new administration/maintenance facility, a fleet and equipment storage facility within the site will adequately support all functions of the Roads, Parks, and Fleet. The scope also includes site development, site servicing and environmental site remediation.</p> <p>The work started in July 2022 and is currently progressing ahead of schedule. The anticipated completion date of this project is now scheduled for Q4 - 2024 instead of Q1 - 2025.</p> <p>This budget amendment is required to advance funds of \$ 7,000,000 from future years to ensure funds are available to pay invoices for 2023 for ongoing work which are ahead of schedule.</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
2023 & Prior	\$ 33,000,000	-	-	\$ 33,000,000	-	-
2024	15,500,000	-	-	15,500,000	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
2029	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 48,500,000	\$ -	\$ -	\$ 48,500,000	\$ -	\$ -
Budget Change						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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?						n/a
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 or N/A, No, respectively.</i>						

<div style="display: inline-block; vertical-align: middle;"> REGIONAL MUNICIPALITY OF WOOD BUFFALO </div>		CAPITAL BUDGET AMENDMENT Fiscal				
CURRENT PROJECT NAME: Confederation Way & Thickwood Blvd Milling and Paving						
AMENDED PROJECT NAME:						
	Group I/O	Revenue I/O	Expense I/O	Project Amendment		
ORDER CODES (if assigned):	0162023	701489	602497			
CURRENT PROJECT BUDGET						
Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2023 & Prior	\$ 1,700,000	\$ -	\$ -	1,700,000	\$ -	\$ -
2024	1,600,000	-	-	1,600,000	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
2029	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 3,300,000	\$ -	\$ -	\$ 3,300,000	\$ -	\$ -
CURRENT COST AND COMMITMENT						
As at	Current Budget	Actual to Date	Commitments	Available		
8/22/2023	\$ 3,300,000	\$ 412,740	\$ 1,897,333	\$ 989,927		
DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT						
<p>This project is for Milling and paving, including deep patch repair for the required section of road, including adjustment and replacement of manhole, curb/gutter and sidewalks.</p> <p>The project is 90% complete and planned for total completion by November 2023.</p> <p>This amendment is to address the following:</p> <ol style="list-style-type: none"> 1. To advance the commitment of \$ 638,000 from 2024 to 2023 to ensure funds are available to process the invoices for 2023. 2. To release \$ 962,000 from total available 						
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
2023 & Prior	\$ 2,338,000	\$ -	\$ -	2,338,000	\$ -	\$ -
2024	-	-	-	-	-	-
2025	-	-	-	-	-	-
2026	-	-	-	-	-	-
2027	-	-	-	-	-	-
2028	-	-	-	-	-	-
2029	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 2,338,000	\$ -	\$ -	\$ 2,338,000	\$ -	\$ -
Budget Change						
TOTAL	\$ (962,000)	\$ -	\$ -	\$ (962,000)	\$ -	\$ -
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?						n/a
Will the change result in Council set debt and debt service limits being exceeded?						No
In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes or N/A, No, respectively.						



COUNCIL REPORT

Meeting Date: October 24, 2023

Subject: 2023 Q3 Progress Report - Council's Strategic Plan 2022-2025

APPROVALS:

Henry Hunter

Director

Chief Administrative Officer

Recommended Motion:

THAT the 2023 Q3 Progress Report – Council's Strategic Plan 2022-2025, be accepted as information.

Summary:

The intent of the Progress Report is to highlight progress on the milestones and actions of Council's Strategic Plan, 2022-2025 (Council's Strategic Plan) and highlight new and notable information. The Third Quarter (Q3) 2023 Progress Report (Progress Report, Attachment 1) provides an overview of progress made between Mid-June and Mid-September 2023, including the new addition of lead departments responsible for each task within Attachment I - Appendix III.

Background:

On December 13, 2022, Council unanimously approved Administration's approach to implementing Council's Strategic Plan and the proposed quarterly reporting schedule. Administration continues to review each of the associated 155 administrative tasks which contribute to meeting Council's expectation for delivery of all 28 milestones and actions included in Council's Strategic Plan.

Tasks focus on real incremental change and progress necessary to achieve each milestone and action. Implementation of tasks are at various stages, as outlined in the following table. Please note, the status of 'In Progress' or 'Completed' has only been indicated if Administration was confident that meaningful progress was demonstrated.

Council Values	# of Tasks	% Completed	% In Progress	% Not Started
Fiscal Management (FM)	40	7.5%	55%	37.5%
Building Partnerships (BP)	41	2.5%	29.4%	68.1%
Rural and Indigenous Communities and Relationships (RI)	19	15.8%	68.4%	15.8%
Local Economy (LE)	18	44.4%	50%	5.6%
Downtown Visualization (DV)	37	29.7%	46%	24.3%
Total	155			

Budget/Financial Implications:

The Operating and Capital budgets approved by Council in 2022 contain the resources necessary to accomplish the tasks being completed throughout 2023. Planning for 2024 is currently in progress.

Strategic Plan Values:

Fiscal Management
 Building Partnerships
 Rural and Indigenous Communities and Relationships
 Local Economy
 Downtown Visualization

Attachments:

1. 2023 Q3 Council's Strategic Plan Progress Report

2023 Q3 Council's Strategic Plan Progress Report Presentation

2023 Q3 PROGRESS REPORT

COUNCIL'S STRATEGIC PLAN 2022-2025



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

COUNCIL CONTRIBUTION HIGHLIGHTS

11

Council decisions impacted plan progress

12

Scheduled meetings to host by Council

66

Council meeting invites were in the Councillor calendar

10

Meetings in the Councillor calendar were Indigenous focused

18

Council advocated to other levels of government

5

Proclamations were made

\$62.5M

Net new capital and operating funding was approved

See appendix I for details.

Q3 2023 OVERALL TASK PROGRESS

■ Completed (17%) ■ In Progress (47%) ■ Not Started (36%)



WE VALUE FISCAL MANAGEMENT (FM)

COUNCIL'S PLAN IN ACTION HIGHLIGHT(S)

FM1a: Evaluate and implement an organizational review

- The second of five phases of the Service Delivery Review were completed.
- To date 10 programs and 56 services have been identified as part of the service inventory.

FM1b: Invest in the health and safety of our employees

- The Employee Health Surveillance and Office Ergonomics programs were launched.

FM2: Create a Council covenant to include leadership norms, summary of commitments and best practices to be applied in alignment with Council's Code of Conduct

- Planning for a facilitated session for Council's work in creating a Council covenant has begun.

FM3: Direct the implementation of a community resilience strategy

- A Risk Management Advisory Team supported revision of the capital business case process.

FM4: Confirm and/or develop service standards through strategic budget workshops

- 2024 budget preparation began and an interdepartmental workshop was hosted with Administration. Budget seminars with Council are scheduled.

ADDITIONAL WORK THAT IS ALIGNED TO COUNCIL'S VALUES

- Members of Council met with Indigenous leadership during the Fort Chipewyan | Fort Fitzgerald wildfire evacuations.

Our world is changing. The revenue we enjoy to provide services will not last forever. It is critical that we build our community and its future upon policies and investments that are fiscally, environmentally, and socially sustainable and enduring. Developing a long-term fiscal budget and strategy will ensure sustainable growth and high-level quality services.



As part of the Fort Chipewyan MWF025 Wildfire response, Mayor Sandy Bowman and Councillor Kendrick Cardinal took part in a meeting with Fort Chipewyan leadership and Directors of Emergency Management, Canadian Rangers and Canadian Armed Forces officers, as well as Alberta Emergency Management Agency officials.

Q3 2023 OVERALL FM TASK PROGRESS ■ Completed (7.5%) ■ In Progress (55%) ■ Not Started (37.5%)



We recognize there is value in working together. We welcome insight and appreciate collaboration from all groups and stakeholders in order to bring together elements that will help ensure communities continue to grow into the homes we love and homes which welcome others.



Community and Protective Services introduced the Wood Buffalo Workplace Inclusion Charter at an event at the Fort McMurray Golf Club.

WE VALUE BUILDING PARTNERSHIPS (BP)

COUNCIL'S PLAN IN ACTION HIGHLIGHT(S)

BP3: Establish an anti-racism bylaw and policy

- The first draft of an anti-racism policy is in progress.

BP6: Support opportunities and community partnerships that help promote a positive image of Wood Buffalo

- The Community Investment Program Policy was approved by Council. 2024 Program priorities were identified and the Program opened for grant applications.

ADDITIONAL WORK THAT IS ALIGNED TO COUNCIL'S VALUES

- The RMWB signed the Wood Buffalo Workplace Inclusion Charter.
- Fort McMurray became the third place in Canada to reach functional zero veteran homelessness.
- Administration partnered with Wood Buffalo Wellness Society to establish a temporary 24 hour per day; 7 days a week supportive housing program for individuals transitioning from living rough to other housing programs.
- Intersections ᑭᓐᓇᓴᓐ ᓄᓂᓴᓐ exhibit opened on the main floor of the Jubilee Building sharing the rich stories of the 2SLGBTQIA+ community.

Q3 2023 OVERALL BP TASK PROGRESS ■ Completed (2.5%) ■ In Progress (29.4%) ■ Not Started (68.1%)



WE VALUE RURAL AND INDIGENOUS COMMUNITIES AND RELATIONSHIPS (RI)

Our future cannot be separated from our past. As we grow communities into sustainable prosperity we need to learn from and work with local Indigenous partners and communities who have lived in a sustainable way with nature and the environment since time immemorial, as well as forge new relationships that make us leaders in building kinder, more supportive, and more understanding communities.



Staff learned about Dene hand games.

COUNCIL'S PLAN IN ACTION HIGHLIGHT(S)

RI2: Continue to advance the Municipality's response to Truth and Reconciliation Commission (TRC) and Missing and Murdered Indigenous Women, Girls and Two-Spirit People (MMIWG2S+) and Missing or Murdered and Exploited Indigenous Peoples (MMEIP)

- Teachings about Dene hand games and Indigenous land connection were offered.
- 96% of employees have now completed Indigenous Awareness training and 94% completed Moving Towards Reconciliation.

RI3: Commemorate, document, and raise awareness to ensure significant events impacting relationships with Indigenous Peoples are recognized, remembered and honoured

- The Municipality supported the Athabasca Tribal Council Cultural Festival.

RI4: Honor, acknowledge and commemorate residential school confirmations of gravesites, survivors and their families

- Leaders participated in healing gatherings.
- Administration engaged with the Athabasca Tribal Council to understand how to appropriately acknowledge the National Day for Truth and Reconciliation.

ADDITIONAL WORK THAT IS ALIGNED TO COUNCIL'S VALUES

- A ceremony marked the start of construction for the new Fort McKay Community Centre.

Q3 2023 OVERALL RI TASK PROGRESS ■ Completed (15.8%) ■ In Progress (68.4%) ■ Not Started (15.8%)



WE VALUE LOCAL ECONOMY (LE)

COUNCIL'S PLAN IN ACTION HIGHLIGHT(S)

LE2: Support development of a rural tourism engagement strategy

- Administration met with Fort McMurray Wood Buffalo Economic Development and Tourism. Information on Indigenous engagement in the region and copies of the Public Engagement Policy and the Public Engagement Framework were shared.

LE4: Advocate and partner with all levels of government to deliver consistent and accessible broadband services

- The construction phase of TELUS PureFibre rural broadband project is 100% completed in four locations and progress in the remaining three are more than 70% complete.

LE5: Deliver a pro-business environment for businesses with attention to excellence in customer service (red tape reduction)

- Administration started upgrading the planning and development permitting software that will contribute to the continuous improvement of services and customer service.

ADDITIONAL WORK THAT IS ALIGNED TO COUNCIL'S VALUES

- The Safety Codes Council of Alberta conducted a permitting audit. Results indicate that the Safety Codes branch is aligned with the processes, procedures and bylaws administered by the Safety Codes Council of Alberta and the Municipality.

We have the potential to make the region a destination of choice for economic development and quality of life by supporting growth of the local business community and to improve services to residents.



The Municipality has demonstrated a strong commitment to the administration of the safety codes operation within its jurisdiction.

Q3 2023 OVERALL LE TASK PROGRESS

■ Completed (44.4%) ■ In Progress (50%) ■ Not Started (5.6%)



WE VALUE DOWNTOWN VISUALIZATION (DV)

The downtown has struggled over time with indecisions, rapid changes in decision, and natural disasters for too long. It is time to choose what downtown will be and lay out a plan for redevelopment and disaster mitigation and carry on with implementation.



One of the 100 businesses with newly upgraded space supported by the Downtown Revitalization Incentives Program.

COUNCIL'S PLAN IN ACTION HIGHLIGHT(S)

DV2: Ensure a review and update of the Downtown Area Redevelopment Plan is completed

- Administration completed engagements and presented the final Downtown Area Redevelopment Plan to Council. Council approved the Plan.

DV4: Approve, enhance and enforce bylaws and beautification standards

- Enforcement of beautification standards continued to align with the Community Standards Bylaw for public and private property.

DV5: Incentivize private investment in the downtown

- One hundred businesses completed improvement projects downtown with support from the Downtown Revitalization Incentives Program.

DV7: Complete waterfront beautification

- The Waterfront Park project was reviewed, unnecessary elements were eliminated and Council directed Administration to proceed with the design and construction of the Snye Point area east of Hardin Street.

ADDITIONAL WORK THAT IS ALIGNED TO COUNCIL'S VALUES

- The Alberta Professional Planners Institute selected the Downtown Revitalization Incentive Program for the 2023 Award of Merit in the "implementation success" category at their conference in October.

Q3 2023 OVERALL DV TASK PROGRESS ■ Completed (29.7%) ■ In Progress (46%) ■ Not Started (24.3%)



APPENDIX I - COUNCIL CONTRIBUTION HIGHLIGHTS

COUNCIL DECISION HIGHLIGHTS

The highlights below reflect a high-level summary only and may not be reflective of all decisions made in Q3. For exact decisions and Council resolution details, please reference Council meeting minutes online [Meeting Calendar - Regional Municipality of Wood Buffalo \(iqm2.com\)](https://www.woodbuffalo.com/MeetingCalendar)

DECISIONS DIRECTLY ALIGNED TO MILESTONES, ACTIONS AND TASKS.

BUILDING PARTNERSHIPS (BP)

- BP6: The Community Investment Program Policy was approved.

DOWNTOWN VISUALIZATION (DV)

- DV2: The Downtown Area Redevelopment Plan was approved.
- DV7: Council directed Administration to proceed with the waterfront concept design, as presented by completing the design and construction of the Snye Point area east of Hardin Street.

DECISIONS ALIGNED TO COUNCIL'S VALUES

FISCAL MANAGEMENT (FM)

- Council ratified the Collective agreement with the Canadian Union of Public Employees Local 1505 for a four-year nominal term from January 2021 - December 31, 2024.

RURAL AND INDIGENOUS RELATIONSHIPS AND COMMUNITIES (RI)

- Council directed administration to complete the sale of 8 municipal lots in Janvier to Chard Métis at a nominal fee.

LOCAL ECONOMY (LE)

- Council approved \$50,000,000 from the Capital Infrastructure Reserve for the Northside Twin Arena, to be in Abraham Land subdivision.
- Council directed Administration to review the current sign provisions under the Land Use Bylaw and bring forward a bylaw or bylaw amendment(s).

DOWNTOWN VISUALIZATION (DV)

- Council held a public hearing and approved Bylaw No. 23/008 to re-district the municipally owned lots in Ptarmigan Court from Manufactured Home Residential District to Environmental Preservation District.
- The amendment to the City Centre Area Redevelopment Plan Bylaw was approved.
- Council directed administration to proceed with offering an immediate voluntary buyout of properties with dwellings with a main floor elevation of 250.9 meters or less in Draper, at the assessed values used for the 2023 taxation year, and that the voluntary buyout be offered until

September 12, 2023; and up to \$14,912,170 be allocated from the emerging issues reserve for immediate voluntary buyouts.

- The Draper Household Flood Risk Reduction Grant Program Policy was approved.

MEETING OVERVIEW

- 78 meetings were included in Council's calendar and 10 were Indigenous focused:
 - 12 scheduled meetings to host
 - 66 invites to meetings

Here's a further breakdown of the types of meetings:

- Community Events/Engagement - 38
- Conferences/Conventions/Symposiums - 3
- Council/Committee Meetings - 15
- Cultural Events - 5
- Networking Events/Fundraisers - 6
- Government Engagements (other levels of govt) - 5
- Political Functions - 1
- Stakeholders/Industry Engagements - 4
- Other - 1

COUNCIL ADVOCATED TO OTHER LEVELS OF GOVERNMENT

- A total of 18 letters were sent to various Government of Alberta Ministers and one First Nation Chief from Mayor Bowman.

PROCLAMATIONS

Mayor Bowman made 5 proclamations. More information can be found online: Proclamations - Regional Municipality of Wood Buffalo (rmwb.ca)

1. World Elder Abuse Awareness
2. National Indigenous Peoples Day
3. Canadian Multiculturalism Day
4. National Injury Prevention Day
5. FASD Awareness Day

TOTAL AMOUNT OF NET NEW CAPITAL AND OPERATING FUNDING

Capital

July	2023 Northside Twin Arena Complex	\$50,000,000
July	Downtown Revitalization Incentives Program	\$2,600,000
July	East Clearwater Highway	<u>\$(5,000,000)</u>
		<u>\$47,600,000</u>

Operating (Funded from Emerging Issues Reserve)

July	Draper Voluntary Buyout Program	<u>\$14,912,170</u>
		<u>\$14,912,170</u>

Total amount of net new capital and operating funding approved	<u><u>\$62,512,170</u></u>
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APPENDIX II - ADDITIONAL WORK THAT IS ALIGNED TO COUNCIL'S VALUES

FISCAL MANAGEMENT (FM)

FM1b: Invest in the health and safety of our employees

- Following receipt of the Certificate of Recognition (COR), Administration identified five priorities to ensure the Municipality maintains COR status while continuously improving safety programming.

BUILDING PARTNERSHIPS (BP)

BP3: Establish an anti-racism bylaw and policy

- Allyship training to support anti-racism efforts within the organization has been developed.
- A Directors' Table and Managers' Table were formed and meet quarterly to integrate anti-racism and diversity, equity and inclusion efforts more broadly across the organization.
- Gender Based Analysis Plus (GBA+) training was provided to directors, managers, and Council. Training was also added to the LEARN platform for staff.

BP6: Support opportunities and community partnerships that help promote a positive image of Wood Buffalo

- Administration presented an off-highway vehicle update to Council.
- Mayor's Advisory Council on Youth (MACOY's) presented to Council and shared an annual update.
- Two public art workshops led by artists exhibiting in IgNIGHT were offered to residents. A new media art and interactive technology and creation of stencil cut designs for light-based artwork were completed.
- Nominate your Neighbour and local business programs launched in June.
- Meetings were held to address impacts of encampments on surrounding businesses while providing education and awareness about the complexity of issues.
- The RMWB accepted wildfire evacuees from Northwest Territories and worked in collaboration with the Provincial Emergency Coordination Centre to support evacuees with temporary accommodations.
- Administration offered residents the opportunity to register for the 2023 International Communities in Bloom Symposium and Awards at Shell Place.
- Nominations opened for Council's Excellence Awards.
- A call for artists to transform traffic boxes into colorful and inspired works of art was launched.
- Residents were invited to share what matters most through a series of community engagement opportunities.

RURAL AND INDIGENOUS RELATIONSHIPS AND COMMUNITIES (RI)

RI1: Create and enhance reconciliation spaces

- Treaty 8 and Unceded Métis Territory signs highlighting land acknowledgement were installed on Highway 63 and 881.

RI2: Continue to advance the Municipality's response to Truth and Reconciliation Commission (TRC) and Missing and Murdered Indigenous Women, Girls and Two-Spirit People (MMIWG2S+) and Missing or Murdered and Exploited Indigenous Peoples (MMEIP)

- It's "Time to Read" documentary series continued.
- The MMEIP Taskforce continued to meet.
- The Truth and Reconciliation challenge began in September.
- Administration reported on the Municipal response(s) to Truth and Reconciliation through presentations to the department of Finance, the Mayors Advisory Council on Youth (MACOY) and District 5 – Rural Municipalities of Alberta.

LOCAL ECONOMY (LE)

LE1: Establish reporting metrics for economic development and tourism to ensure maximum accountability, transparency and clarity for Council and taxpayers

- FMWBEDT quarterly update outlined its 2022 Economic Impact report and shared information about its activities through the first half of 2023. The presentation highlighted economic development advocacy work, efforts in business and investment attraction and in partnerships.

LE5: Deliver a pro-business environment for businesses with attention to excellence in customer service (red tape reduction)

- The Wood Buffalo Development Advisory Committee presented the committees 2023-2024 priorities with a continued focus on red tape reduction initiatives.

APPENDIX III - TASK LIST

Fiscal Management (FM)			
FM1a: Evaluate and implement an organizational review			
Task #	Task List	Lead Department(s)	Q3
FM1a-1	Develop a scope of work	Human Resources	Completed
FM1a-2	Initiate the process to select a consultant		Completed
FM1a-3	Complete organizational review		In Progress
FM1a-4	Draft a final report		Not Started
FM1a-5	Present final report to Council		Not Started
FM1a-6	Implement recommendations		Not Started
FM1a-7	Monitor and report progress of implementation		Not Started
FM1a-8	Record lessons learned		Not Started
FM1b: Invest in the health and safety of our employees			
Task #	Task List	Lead Department(s)	Q3
FM1b-1	Complete a consolidated summary of municipal health initiatives	Human Resources	In Progress
FM1b-2	Complete a consolidated summary of municipal safety initiatives		In Progress
FM1b-3	Engage the Joint Health and Safety Committee(s) to identify additional projects or initiatives		In Progress
FM1b-4	Implement existing health and safety initiatives and programs that are not already active		In Progress
FM1b-5	Promote existing initiatives and programs		In Progress
FM1b-6	Assess training and learning opportunities		In Progress
FM1b-7	Identify any gaps in the existing training and learning programs		In Progress
FM1b-8	Develop or enhance training and learning programs		In Progress
FM1b-9	Implement new or enhanced training and learning programs		In Progress
FM2: Create a Council covenant to include leadership norms, summary of commitments and best practices to be applied in alignment with Council's Code of Conduct			
Task #	Task List	Lead Department(s)	Q3
FM2-1	Develop a suggested approach	Strategic Planning and Program Management	In Progress
FM2-2	Confirm planned approach with Council		In Progress
FM2-3	Develop a scope of work		Not Started
FM2-4	Initiate the process to select a Consultant to support development of a Council covenant		Not Started
FM2-5	Draft a covenant for review with Council		Not Started
FM2-6	Finalize Council covenant		Not Started
FM3: Direct the implementation of a community resilience strategy			
Task #	Task List	Lead Department(s)	Q3
FM3-1	Confirm a shared understanding of the term resiliency	Regional Emergency Services	In Progress
FM3-2	Share and educate municipal departments on their role in resiliency		Not Started
FM3-3	Revise capital business case process to improve risk informed decision making to Council		Completed
FM3-4	Provide a methodology and/or a tool for reporting on continuity of operations readiness by municipal services annually		In Progress
FM3-5	Finalize tools, documentation and education to support annual reporting		In Progress
FM3-6	Review and report on continuity of operations readiness by completing a municipal continuity scorecard		Not Started
FM3-7	Develop a process and methodology for land use governance and policy		Not Started
FM4: Confirm and/or develop service standards through strategic budget workshops			
Task #	Task List	Lead Department(s)	Q3
FM4-1	Review and confirm existing service standards	Finance	In Progress
FM4-2	Schedule annual budget workshops		In Progress
FM4-3	Confirm budget workshop outcomes annually with Council		In Progress
FM4-4	Establish a feedback mechanism during budget workshops with Council to support next steps		In Progress
FM5: Ensure government grants are fully utilized			
Task #	Task List	Lead Department(s)	Q3
FM5-1	Confirm a shared understanding of the terms: grants, fully utilized	Finance	Not Started
FM5-2	Review current status of grant research, # of applications and amount of funding approved, received, spent or returned each year		In Progress
FM5-3	Identify opportunities to adjust existing documentation, processes, forms, procedures to best position the organization to fully utilize government grants		In Progress
FM5-4	Confirm reporting measures, preferred format and frequency		Not Started
FM5-5	Update or create a standard operating procedure that includes reporting		Not Started
FM5-6	Increase staff awareness, education and training regarding grants and grant processes		Not Started

Building Partnerships (BP)			
BP1: Host or attend regular meetings throughout the region			
Task #	Task List	Lead Department(s)	Q3
BP1-1	Confirm a shared understanding of the terms: meetings, hosting, attending	Legislative Services	In Progress
BP1-2	Review existing guiding documents, directives, processes and standard operating procedures		In Progress
BP1-3	Draft revised workflow and standard operating procedure		In Progress
BP1-4	Finalize workflow and standard operating procedure through the collaborative working group		Not Started
BP1-5	Communicate finalized standard operating procedure		Not Started
BP1-6	Monitor, report and consider revision of the standard operating procedure		Not Started
BP2: Participate as Council in meetings with Indigenous leaders and communities			
Task #	Task List	Lead Department(s)	Q3
BP2-1	Confirm a shared understanding of the terms: meetings, participation, communities, Council, Indigenous leaders	Legislative Services and Indigenous and Rural Relations	In Progress
BP2-2	Review existing guiding documents, directives, processes, standard operating procedures and acknowledge relationship based communication		In Progress
BP2-3	Draft a revised workflow and standard operating procedure(s)		Not Started
BP2-4	Review and finalize standard operating procedure(s) and workflow through the collaborative working group		Not Started
BP2-5	Communicate finalized standard operating procedure(s)		Not Started
BP2-6	Monitor, report and consider revision of the standard operating procedures		Not Started
BP3: Establish an anti-racism bylaw and policy			
Task #	Task List	Lead Department(s)	Q3
BP3-1	Review existing examples of policies in other communities	Community and Protective Services	Completed
BP3-2	Draft anti-racism policy		In Progress
BP3-3	Approve anti-racism policy		Not Started
BP3-4	Review existing examples of Bylaws in other communities		Not Started
BP3-5	Draft anti-racism Bylaw		Not Started
BP3-6	Approve anti-racism Bylaw		Not Started
BP4: Actively work together with large industry to share information, focus on regional priorities, develop infrastructure and cultural project partnerships			
Task #	Task List	Lead Department(s)	Q3
BP4-1	Confirm a shared understanding of the terms: large industry, regional priorities, cultural project partnerships	Strategic Planning and Program Management	In Progress
BP4-2	Confirm and document current relationship interceptions between administration and large industry		Not Started
BP4-3	Identify and document joint regional priorities		Not Started
BP4-4	Draft an engagement plan with consideration of gaps or opportunities for improvement		Not Started
BP4-5	Finalize engagement plan through a collaborative working group		Not Started
BP4-6	Communicate finalized engagement plan		Not Started
BP4-7	Monitor, report and consider revision of engagement plan		Not Started
BP5: Confirm best practices for consistent communication and feedback between Council and Administration			
Task #	Task List	Lead Department(s)	Q3
BP5-1	Conduct benchmarking and consider best practices	Chief Administrative Officer	In Progress
BP5-2	Review existing directives, processes, policies and practices on how Council receives information and provides feedback		In Progress
BP5-3	Develop suggested approach		Not Started
BP5-4	Confirm planned approach with Council		Not Started
BP5-5	Draft standard operating procedure		Not Started
BP5-6	Finalize standard operating procedure		Not Started
BP5-7	Communicate finalized standard operating procedure		Not Started
BP5-8	Monitor, report and consider revision of the standard operating procedure		Not Started
BP6: Support opportunities and community partnerships that help promote a positive image of Wood Buffalo			
Task #	Task List	Lead Department(s)	Q3
BP6-1	Confirm a shared understanding of the terms: opportunities, community partnerships, promote a positive image	Community and Protective Services	In Progress
BP6-2	Review existing guiding documents, directives, processes, standard operating procedures and permits		Not Started
BP6-3	Identify opportunities for efficiencies or reduced barriers		Not Started
BP6-4	Draft revised workflow and standard operating procedure		Not Started
BP6-5	Monitor, report and consider revision of workflow and standard operating procedure		Not Started
BP6-6	Report on the number of applications to the Community Investment Program that are aligned to this		Not Started
BP6-7	Support opportunities to host events and conferences that attract participants from outside of the region		In Progress
BP6-8	Support opportunities that promote a positive image of Wood Buffalo		In Progress

Rural and Indigenous Communities and Relationships (RI)			
RI1: Create and enhance reconciliation spaces			
Task #	Task List	Lead Department(s)	Q3
RI1-1	Confirm a shared understanding of the term reconciliation space(s)	Indigenous and Rural Relations	In Progress
RI1-2	Establish a Reconciliation Working Group		Completed
RI1-3	Create reconciliation space(s)		In Progress
RI1-4	Enhance reconciliation space(s)		In Progress
RI1-5	Report the number of reconciliation spaces that have been created or enhanced		Not Started
RI2: Continue to advance the Municipality's response to Truth and Reconciliation Commission (TRC) and Missing and Murdered Indigenous Women, Girls and Two-Spirit People (MMIWG2S+) and Missing or Murdered and Exploited Indigenous Peoples (MMEIP)			
Task #	Task List	Lead Department(s)	Q3
RI2-1	Confirm the number of training opportunities currently available to municipal employees	Indigenous and Rural Relations	In Progress
RI2-2	Confirm current attendance rate for mandatory staff training		In Progress
RI2-3	Document education opportunities (acknowledge relationship-based conversations and experience-based learning)		In Progress
RI2-4	Advance education and training opportunities available to municipal employees		In Progress
RI2-5	Participate in Missing or Murdered and Exploited Indigenous Peoples Task Force meetings and implement the local action plan		In Progress
RI2-6	Report on implementation of a local action plan that is inclusive of Missing or Murdered and Exploited Indigenous Peoples		In Progress
RI2-7	Report annually on the Municipal Responses to Truth and Reconciliation in Wood Buffalo		Completed
RI3: Commemorate, document, and raise awareness to ensure significant events impacting relationships with Indigenous Peoples are recognized, remembered and honoured			
Task #	Task List	Lead Department(s)	Q3
RI3-1	Confirm a shared understanding of the terms: commemorate, document, significant events	Indigenous and Rural Relations	Not Started
RI3-2	Host and participate in local events that raise awareness		In Progress
RI3-3	Complete a schedule of significant events		Completed
RI3-4	Confirm the extent to which the municipality should commemorate, document and raise awareness		In Progress
RI3-5	Track the amount of data published and number of stories amplified that contribute to raising awareness		Not Started
RI4: Honor, acknowledge and commemorate residential school confirmations of gravesites, survivors, and their families			
Task #	Task List	Lead Department(s)	Q3
RI4-1	Confirm a shared understanding of the terms: commemorate, honor, acknowledge	Indigenous and Rural Relations	In Progress
RI4-2	Engage communities to better understand how the municipality can contribute to acknowledging and commemorating		In Progress

Local Economy (LE)			
LE1: Establish reporting metrics for economic development and tourism to ensure maximum accountability, transparency and clarity for Council and taxpayers			
Task #	Task List	Lead Department(s)	Q3
LE1-1	Update Community Investment Program funding agreement	Finance and Community and Protective Services	Completed
LE1-2	Update municipal internal review process for Community Investment Program fund disbursement		Completed
LE1-3	Review reporting metrics in alignment with the funding agreement		In Progress
LE2: Support development of a rural tourism engagement strategy			
Task #	Task List	Lead Department(s)	Q3
LE2-1	Confirm and document what type of support Fort McMurray Wood Buffalo Economic Development and Tourism needs	Indigenous and Rural Relations	In Progress
LE2-2	Provide Fort McMurray Wood Buffalo Economic Development and Tourism with current municipal approaches for engagement		Completed
LE2-3	Monitor opportunities for support based on Fort McMurray Wood Buffalo Economic Development and Tourism established quarterly reporting		In Progress
LE3: Establish a Business Advisory Committee			
Task #	Task List	Lead Department(s)	Q3
LE3-1	Draft the section of the consolidated committees Bylaw in partnership with business organizations	Strategic Planning and Program Management	Completed
LE3-2	Present Bylaw to Council		Completed
LE3-3	Approve Bylaw		Completed
LE4: Advocate and partner with all levels of government to deliver consistent and accessible broadband services			
Task #	Task List	Lead Department(s)	Q3
LE4-1	Establish a partnership with TELUS to deliver consistent and accessible broadband services	Finance	Completed
LE4-2	Complete necessary construction work with service offerings available to all residents		In Progress
LE4-2a	Conklin Metis/Conklin		In Progress
LE4-2b	Willow Lake Metis Nation and Anzac		Completed
LE4-2c	Fort McKay First Nation and McKay Metis Nation		Completed
LE4-2d	Fort McMurray 468 First Nation and Anzac		In Progress
LE4-2e	Gregoire Lake Estates		Completed
LE4-2f	Chard Metis Nation and Chipewyan Prairie First Nation and Janvier		In Progress
LE4-2g	Draper		Completed
LE4-3	Complete rural broadband project to provide high speed internet services to Fort Chipewyan		Not Started
LE4-3a	Establish partnership with Telecommunications Provider in Fort Chipewyan to deliver consistent and accessible broadband services		Not Started
LE4-6	Continue to explore all provincial and federal grant funding opportunities		In Progress
LE5: Deliver a pro-business environment for businesses with attention to excellence in customer service (red tape reduction)			
Task #	Task List	Lead Department(s)	Q3
LE5-1	Present Planning and Development process review report and recommendations to Council	Strategic Planning and Program Management and Planning and Development	Completed
LE5-2	Implement Planning and Development process review recommendations		In Progress
LE5-3	Monitor Planning and Development process review progress		In Progress
LE5-4	Prioritize adjustments that support a pro-business environment		In Progress
LE5-5	Implement priority adjustments that support a pro-business environment		In Progress

Downtown Visualization (DV)			
DV1: Support the creation of a strategy for downtown that identifies and coordinates municipal investment and improvements			
Task #	Task List	Lead Department(s)	Q3
DV1-1	Confirm a shared understanding of the term strategy	Strategic Planning and Program Management and Planning and Development	Not Started
DV1-2	Identify existing municipal investments and improvements		Not Started
DV1-3	Coordinate existing municipal investments and improvements		In Progress
DV1-4	Create a strategy and implementation plan		In Progress
DV1-5	Present strategy to Chief Administrative Officer and/or Council		In Progress
DV1-6	Implement the strategy		Not Started
DV2: Ensure a review and update of the Downtown Area Redevelopment Plan is completed			
Task #	Task List	Lead Department(s)	Q3
DV2-1	Review all sections of the current City Centre Area Redevelopment Plan	Planning and Development	Completed
DV2-2	Complete background document review		Completed
DV2-3	Create an initial draft of the Downtown Area Redevelopment Plan		Completed
DV2-4	Conduct engagements		Completed
DV2-5	Create a final draft of the Downtown Area Redevelopment Plan		Completed
DV2-6	Approve Downtown Area Redevelopment Plan		Completed
DV3: Support the creation of detailed land map for future downtown planning that guides the public and businesses on the vision for downtown			
Task #	Task List	Lead Department(s)	Q3
DV3-1	Update the Downtown Area Redevelopment Plan to include concept land map(s)	Planning and Development and Environmental Services	Not Started
DV3-2	Review the current Land Use Bylaw relevant to downtown		Not Started
DV3-3	Create initial draft of the updated Land Use Bylaw relevant to downtown		Not Started
DV3-4	Conduct engagements		Not Started
DV3-5	Create final draft of the updated Land Use Bylaw relevant to downtown		Not Started
DV3-6	Present amendments to the Land Use Bylaw to Council (including detailed zoning land use map)		Not Started
DV4: Approve, enhance, and enforce bylaws and beautification standards			
Task #	Task List	Lead Department(s)	Q3
DV4-1	Confirm a shared understanding of the terms: enforce, beautification	Community and Protective Services	In Progress
DV4-2	Complete a review of all Bylaws and identify those that have any connection to a beautification standard		In Progress
DV4-3	Confirm which Bylaws require further enhancement and identify new or emerging Bylaws		In Progress
DV4-4	Conduct engagements as required		In Progress
DV4-5	Develop a plan for enforcing Bylaws		Completed
DV4-6	Enforce Bylaws		In Progress
DV5: Incentivize private investment in the downtown			
Task #	Task List	Lead Department(s)	Q3
DV5-1	Continue to implement the current Downtown Revitalization Incentive Program	Planning and Development	In Progress
DV5-2	Evaluate existing Downtown Revitalization Incentive Program		In Progress
DV5-3	Make adjustments to the existing Downtown Revitalization Incentive Program, Policy and Administrative Directive		In Progress
DV5-4	Implement new or adjusted incentives		In Progress
DV6: Conclude flood mitigation infrastructure investments			
Task #	Task List	Lead Department(s)	Q3
DV6-1	Report quarterly progress to Council	Engineering and Environmental Services	In Progress
DV6-2	Revise approach for Flood Program		Completed
DV6-3	Conduct monthly project meetings		In Progress
DV7: Complete waterfront beautification			
Task #	Task List	Lead Department(s)	Q3
DV7-1	Review the current design for the Waterfront Park Project	Planning and Development and Public Works	Completed
DV7-2	Eliminate any unnecessary elements from the current design		Completed
DV7-3	Steward toward a project that remains in alignment with the engagement feedback from the Indigenous Communities		Completed
DV7-4	Present updated design to Council as soon as possible		In Progress
DV7-5	Confirm Council's direction for next steps		In Progress
DV7-6	Implement Council's direction		In Progress



2023 Q3 Progress Report Council's Strategic Plan 2022-2025

Presenter: Kelly Hansen, Director and Monica Lance, Program Manager
Department: Strategic Planning and Program Management
Meeting Date: October 24, 2023



Overview

- 2023 Annual Reporting Schedule
- Organizational Approach
- New and Notable Additions
- Q3 Council Highlights and Progress Report Highlights
- Next Steps

2023 Annual Reporting Schedule

Q1

- Completed on April 25, 2023

Q2

- Completed on July 11, 2023

Q3

- In Progress

Q4

- Planned for Q1 2024
- Consolidated Year-End Summary to be included

Organizational Approach

- Five (5) Interdepartmental Working Groups have met with representatives from lead departments.
- Progress towards the completion of 155 identified tasks have been managed and monitored.
- The status of each task and milestone have been reviewed and updated to reflect progress.

New and Notable Additions

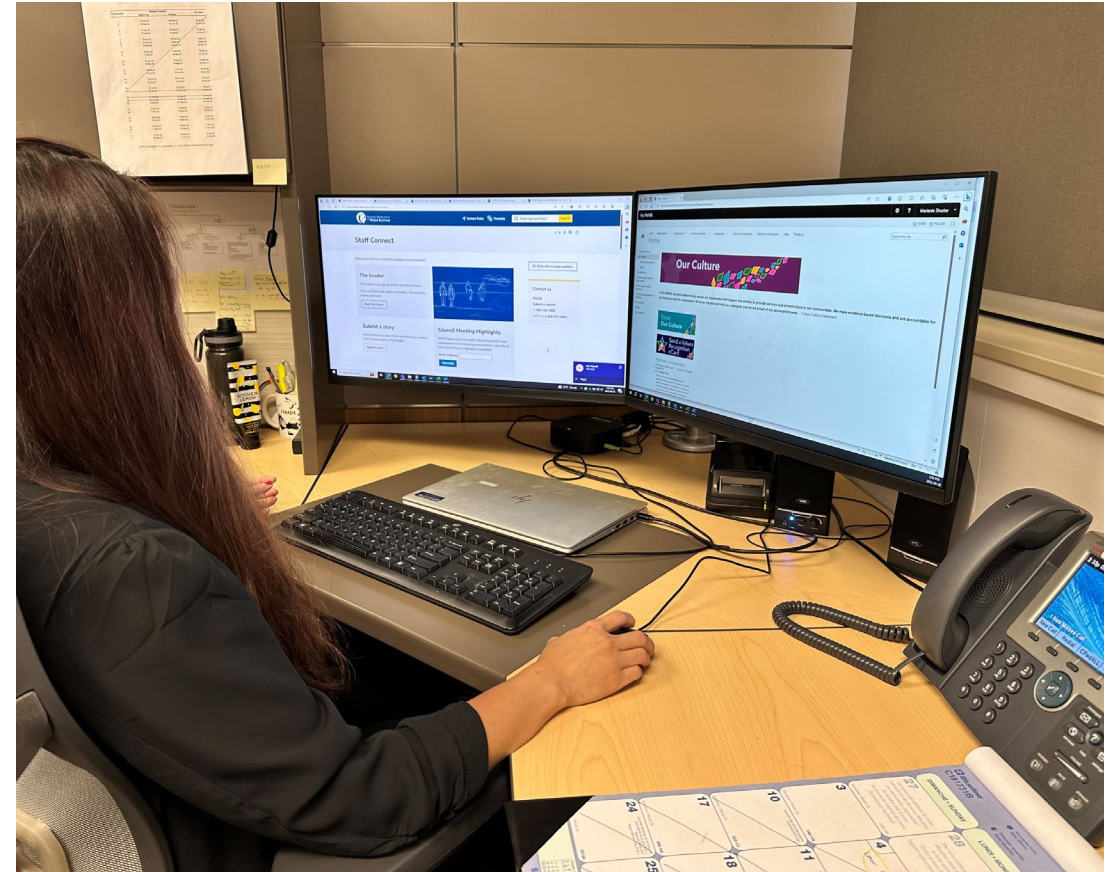
- Lead departments were added for ease of reference on Attachment I - Appendix III
- Employee survey is now available
- A new interactive dashboard allows for online monitoring of progress by Council and all staff.

Q3 Progress Report: Council Highlights

- 11 decisions impacted plan progress
- 12 scheduled meetings to host by Council
- 66 invites to meetings were in the Council Calendar
- 10 meetings in the Council calendar were Indigenous focused
- 18 times Council advocated to other levels of government
- 5 proclamations were made
- \$62.5M net new capital and operating funding was approved

Fiscal Management (FM): Highlights

- The second phase of the Service Delivery Review was completed.
- To date 10 programs and 56 services have been identified as part of the service inventory.
- The Employee Health Surveillance and Office Ergonomics programs were launched.
- Planning for a facilitated session for Council's work in creating a Council covenant has begun.



Employee who participated in an ergonomic workplace assessment

Fiscal Management (FM): Highlights

- A Risk Management Advisory Team supported revision of the capital business case process.
- 2024 budget preparation processes began and a workshop was hosted with Administration.
- Budget seminars with Council are scheduled.



As part of the Fort Chipewyan MWF025 Wildfire response, Mayor Sandy Bowman and Councillor Kendrick Cardinal took part in a meeting with Fort Chipewyan leadership and Directors of Emergency Management, Canadian Rangers and Canadian Armed Forces officers, as well as Alberta Emergency Management Agency officials.

Building Partnerships (BP): Highlights

- The first draft of an anti-racism policy is in progress.



Community and Protective Services Department introduced the Wood Buffalo Workplace Inclusion Charter.

Building Partnerships (BP): Highlights

- The Community Investment Program Policy was approved.
- 2024 Community Investment Program priorities were identified.
- The Community Investment Program opened for grant applications.



Community Investment Program Staff

Rural and Indigenous Communities and Relationships (RI): Highlights

- Teachings about Dene hand games and Indigenous land connection were offered.
- 96% of employees completed Indigenous Awareness Training and 94% completed Moving Towards Reconciliation.



Staff learned about Dene hand games

Rural and Indigenous Communities and Relationships (RI): Highlights

- The Municipality supported the Athabasca Tribal Council Cultural Festival.
- Municipal leadership participated in healing gatherings.
- Engaged with the Athabasca Tribal Council to understand how to appropriately acknowledge the National Day for Truth and Reconciliation.

Local Economy (LE): Highlights

- Administration met with Fort McMurray Wood Buffalo Economic Development and Tourism. Information on Indigenous engagement in the region and copies of the Public Engagement Policy and the Public Engagement Framework were shared.
- The construction phase of TELUS PureFibre rural broadband project is 100% completed in 4 locations and progress in the remaining 3 are more than 70% complete.
- Administration started upgrading the planning and development permitting software that will contribute to the continuous improvement of services and customer service.

Downtown Visualization (DV): Highlights

- Administration completed engagements and presented the final Downtown Area Redevelopment Plan to Council.
- Enforcement of beautification standards continued to align with the Community Standards Bylaw for public and private property.

Downtown Visualization (DV): Highlights

- One hundred businesses completed improvement projects downtown with support from the Downtown Revitalization Incentives Program.
- The waterfront park project was reviewed, unnecessary elements were eliminated, and administration was directed to proceed with design and construction.



One of 100 businesses with newly upgraded space; supported by funding from the Downtown Revitalization Incentives Program

Next Steps – Monitor and Manage Progress

- Further assess tasks that have not started and/or are in progress.
- Work in partnership with each of the five working groups to confirm next steps required to ensure completion of all plan milestones and actions.

Thank You





COUNCIL REPORT

Meeting Date: October 24, 2023

Subject: Utility Services - Councillor K. McGrath

APPROVALS:

Henry Hunter

Director

Chief Administrative Officer

Recommended Motion:

THAT Administration be directed to review and bring forward a bylaw or bylaw amendments that allow for withholding access to municipal utility services where there is a history of unpaid amounts owing for these services including the landfill.

Summary:

At the Council meeting held on October 10, 2023, Councillor K. McGrath served notice of his intent to bring forward the following motion for Council's consideration at the October 24, 2023 Council Meeting:

THAT Administration be directed to review and bring forward a bylaw or bylaw amendments that allow for withholding access to municipal utility services where there is a history of unpaid amounts owing for these services including the landfill.

Rationale for Recommendation:

Pursuant to Procedure Bylaw No. 18/020, the motion is now before Council for consideration.

Strategic Plan Values:

Fiscal Management