

# COUNCIL MEETING AGENDA

Tuesday, December 10, 2024, 6:00 p.m.

Jubilee Centre Council Chamber

9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

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## Pages

1. Call to Order
2. Move into Closed Session
3. Closed Session (Commencing at 3:30 p.m.)
  - 3.1 Advice from Officials/Privileged Information – Integrity Commissioner Report  
(in camera pursuant to sections 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)
  - 3.2 Advice from Officials/Privileged Information – Integrity Commissioner Report for Action  
(in camera pursuant to sections 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)
4. Return to Open Session
5. Adoption of Agenda (Public Session Commencing at 6:00 p.m.)
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<b>11.</b>	<b><u>Adjournment</u></b>	



## COUNCIL MINUTES

**November 26, 2024, 6:00 p.m.**  
**Jubilee Centre Council Chamber**  
**9909 Franklin Avenue, Fort McMurray, AB T9H 2K4**

- Present:**
- Sandy Bowman, Mayor
  - Ken Ball, Councillor (via MS Teams)
  - Funky Banjoko, Councillor (via MS Teams)
  - Kendrick Cardinal, Councillor (via MS Teams)
  - Shafiq Dogar, Councillor (via MS Teams)
  - Allan Grandison, Councillor
  - Stella Lavallee, Councillor
  - Keith McGrath, Councillor (via MS Teams)
  - Loretta Waquan, Councillor (via MS Teams)
  - Stu Wigle, Councillor
- Absent:**
- Lance Bussieres, Councillor
- Also Present:**
- H. Hunter, Chief Administrative Officer
  - J. Brown, Chief Legislative Officer
  - D. Bergey, Director, Community Services
  - L. Farquharson, Chief Financial Officer
  - D. Fraser, Director, Indigenous and Rural Relations
  - K. Hansen, Director, Organizational Support Services
  - M. Harrison, Chief of Staff
  - A. Owens, Director, Planning and Development Services
  - A. Rempp, Director, Environmental Services
  - K. Smith, Director, Public Works
  - S. Trylinski, Director, Legal Services
  - E. White, Director, Project Management Office
  - H. Fredeen, Legislative Officer

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**1. Call to Order**

Mayor S. Bowman called the meeting to order at 4:03 p.m.

**2. Move into Closed Session**

**MOVER:** K. Cardinal

**SECONDER:** A. Grandison

THAT Council close item 3.1 to the public and move into Closed Session at 4:03 p.m. pursuant to sections 21(1) and 24(1) of the *Freedom of Information and Protection of Privacy Act*.

FOR (6): S. Bowman, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, and K. McGrath

ABSENT (5): K. Ball, F. Banjoko, L. Bussieres, L. Waquan, and S. Wigle

**CARRIED (6 to 0)**

**3. Closed Session (Commencing at 4:00 p.m.)**

**3.1 Disclosure Harmful to Intergovernmental Relations / Advice from Officials - Land Matter**

(in camera pursuant to sections 21(1) and 24(1) of the *Freedom of Information and Protection of Privacy Act*)

The following individuals were in closed session to provide information and advice to Council:

H. Hunter, Chief Administrative Officer, J. Brown, Legislative Services, A. Owens and B. Armstrong, Planning and Development Services, and C. Davis, Legal Services.

Entrance

Councillor S. Wigle entered the meeting at 4:05 p.m.

**4. Return to Open Session**

**MOVER:** A. Grandison

**SECONDER:** S. Wigle

THAT Council move out of Closed Session at 4:16 p.m.

FOR (7): S. Bowman, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, and S. Wigle

ABSENT (4): K. Ball, F. Banjoko, L. Bussieres, and L. Waquan

**CARRIED (7 to 0)**

**5. Adoption of Agenda (Public Session Commencing at 6:00 p.m.)**

Recess and Entrance

A recess occurred from 4:16 p.m. to 6:02 p.m. at which time Councillor K. Ball entered the meeting.

**MOVER:** A. Grandison

**SECONDER:** S. Wigle

THAT the Agenda be adopted as presented.

FOR (8): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, and S. Wigle

ABSENT (3): F. Banjoko, L. Bussieres, and L. Waquan

**CARRIED (8 to 0)**

**6. Consent Agenda**

Following a request from Councillor S. Wigle, 2024 Q3 Capital Project Status Update was removed from the Consent Agenda and added as the final item under New and Unfinished Business.

**MOVER:** S. Wigle

**SECONDER:** S. Dogar

THAT the recommendations contained in items 6.1, 6.3, 6.4, 6.5, and 6.6, be approved.

FOR (8): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, and S. Wigle

ABSENT (3): F. Banjoko, L. Bussieres, and L. Waquan

**CARRIED (8 to 0)**

**6.1 Minutes of Council Meeting – November 12, 2024**

**MOVER:** S. Wigle

**SECONDER:** S. Dogar

THAT the Minutes from the Council Meeting held on November 12, 2024, be approved

**CARRIED**

**6.2 2024 Q3 Capital Budget Fiscal Amendment Update**

**MOVER:** S. Wigle

**SECONDER:** S. Dogar

THAT the 2024 Q3 Capital Budget Fiscal Amendment Update, as summarized on Attachment 1 (2024 Capital Budget Fiscal Amendments, dated September 30, 2024), be accepted as information.

**CARRIED**

**6.3 2024 Q3 Financial Performance Report**

**MOVER:** S. Wigle  
**SECONDER:** S. Dogar

THAT the 2024 Q3 Financial Performance Report be accepted as information.

**CARRIED**

**6.4 Bylaw No. 24/027 – Amendment to the Natural Resource Extraction Support Project Tax Incentive Bylaw No. 24/009 (1st Reading)**

**MOVER:** S. Wigle  
**SECONDER:** S. Dogar

THAT Bylaw No 24/027 being an amendment to the Natural Resources Extraction Support Project Tax Incentive Bylaw, be read a first time.

**CARRIED**

**6.5 Bylaw No. 24/028 – Election Bylaw (1st Reading)**

**MOVER:** S. Wigle  
**SECONDER:** S. Dogar

THAT Bylaw No. 24/028, being the Election Bylaw, be read a first time.

**CARRIED**

**6.6 Council Appointed Advisory Committee Meeting Minutes**

**MOVER:** S. Wigle  
**SECONDER:** S. Dogar

THAT the Minutes from Council Appointed Committee Meetings as provided below, be accepted as information:

**CARRIED**

**7. Presentations**

**7.1 Deanne Bergey and Aaron Anderson, Community Services re: Vehicle for Hire Annual Report**

Entrance

Councillor F. Banjoko entered the meeting at 6:06 p.m.

Deanne Bergey, and Aaron Anderson, Community Services, and Michael Sieger, Vehicle for Hire Committee, presented the Vehicle for Hire Committee Annual Report noting that there has been a noticeable decline in issued permits and chauffeur licenses. It was recommended by the Committee that a renewal fee of

\$150 be implemented for Vehicle for Hire Licenses to align with similar markets and to promote consumer affordability and sustainability.

## **8. New and Unfinished Business**

### **8.1 Advisory Committee on Aging Annual Update**

#### Exits and Return

Councillor A. Grandison exited the meeting at 6:22 p.m. and returned at 6:23 p.m.

Councillor F. Banjoko exited the meeting at 6:29 p.m.

Deanne Bergey, Community Services, and Carolyn Evancio, Advisory Committee on Aging, presented the 2024 Wood Buffalo Age-Friendly Work Plan Annual Update noting that in April 2024, the Municipality received Age Friendly recognition from the Honourable J. Nixon, Minister of Seniors, Community and Social Services and subsequently received recognition from Dr. Tam, Chief Public Health Officer of Canada for being an Age-Friendly Community and promoting social inclusion, accessibility and education and awareness.

**MOVER:** S. Wigle

**SECONDER:** A. Grandison

THAT the Advisory Committee on Aging Annual Report be accepted as information.

FOR (8): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, and S. Wigle

ABSENT (3): F. Banjoko, L. Bussieres, and L. Waquan

**CARRIED (8 to 0)**

### **8.2 Bylaw No. 24/026 – Fees, Rates and Charges 2025 Bylaw (2nd and 3rd Reading)**

Laurie Farquharson, and Toni Elliot, Corporate Services, presented the Fees, Rates and Charges 2025 Bylaw noting an increase to fees where a direct benefit is received and that a cost neutral fee structure is required including Parks and Roads fees (Schedule F), Planning and Development fees (Schedules H, K, L), and Environmental Services fees (Schedule M, N, P).

**MOVER:** S. Wigle

**SECONDER:** K. Ball

THAT Bylaw No. 24/026, being the Fees, Rates and Charges 2025 Bylaw, be read a second time.

FOR (7): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, and S. Wigle

AGAINST (1): K. McGrath

ABSENT (3): F. Banjoko, L. Bussieres, and L. Waquan

**CARRIED (7 to 1)**

**MOVER:** A. Grandison

**SECONDER:** S. Wigle

THAT Bylaw No. 24/026, Fees Rates and Charges 2025 Bylaw be amended by inserting the following as a new section 5 in Schedule J – Vehicle for Hire:

5. Renewal for Vehicle for Hire License

(A License shall only be eligible for renewal within 60 days of its expiry, otherwise a new License must be applied for and the Application for Vehicle for Hire fee shall apply)

- Taxi.....\$150
- Shuttle.....\$150
- Limousine..... \$150
- Transportation Network Vehicle..... \$150
- Independent Owner Operation.....\$150; and

THAT the remaining sections be renumbered accordingly.

FOR (6): K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, and S. Wigle

AGAINST (2): S. Bowman, and K. McGrath

ABSENT (3): F. Banjoko, L. Bussieres, and L. Waquan

**CARRIED (6 to 2)**

**MOVER:** A. Grandison

**SECONDER:** K. Ball

THAT Bylaw No. 24/026, as amended, be read a third and final time.

FOR (6): K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, and S. Wigle

AGAINST (2): S. Bowman, and K. McGrath

ABSENT (3): F. Banjoko, L. Bussieres, and L. Waquan

**CARRIED (6 to 2)**



**8.3 Bylaw No. 24/024 – Revision Bylaw to Municipal Development Plan 2024-2044, Schedule A of Bylaw No. 24/015 (2nd and 3rd Reading)**

Amanda Owens and Alex Wang, Planning and Development Services, presented the Revision Bylaw to the Municipal Development Plan 2024-2044 Bylaw No. 24/015, noting that the proposed revisions include minor clerical errors that do not affect the Bylaw principle or substance.

**MOVER:** A. Grandison

**SECONDER:** S. Dogar

THAT Bylaw No. 24/024, being a bylaw to revise the Municipal Development Plan 2024-2044, be read a second time.

FOR (8): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, and S. Wigle

ABSENT (3): F. Banjoko, L. Bussieres, and L. Waquan

**CARRIED (8 to 0)**

**MOVER:** S. Wigle

**SECONDER:** A. Grandison

THAT Bylaw No. 24/024, be read a third and final time.

FOR (8): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, and S. Wigle

ABSENT (3): F. Banjoko, L. Bussieres, and L. Waquan

**CARRIED (8 to 0)**

**8.4 Bylaw No. 24/021 Land Use Bylaw Amendment Re-designating Lot 56, Plan 832 1906 from HC – Hamlet Commercial District to HR – Hamlet Residential District**

**8.4.1 Public Hearing re: Bylaw No. 24/021 – Land Use Bylaw Amendment Re-designated Lot 56 Plan 832 1906 from HC – Hamlet Commercial District to HR – Hamlet Residential District**

Mayor S. Bowman declared the Public Hearing open at 6:55 p.m.

Amanda Owens and Alex Wang, Planning and Development Services, provided an overview of the proposed Land Use Bylaw amendment to redesignate Lot 56, Plan 832 1906, in Janvier, from HC - Hamlet Commercial District to HR - Hamlet Residential District, noting that the re-designation will allow the property owner to construct a single detached home on the property.

No verbal or written submissions were received.

Mayor S. Bowman declared the Public Hearing closed at 7:06 p.m.

**8.4.2 Bylaw No. 24/021 - Land Use Bylaw Amendment – Re-Designating Lot 56, Plan 832 1906 from HC – Hamlet Commercial District to HR – Hamlet Residential District (2nd and 3rd Reading)**

**MOVER:** S. Wigle

**SECONDER:** A. Grandison

THAT Bylaw No. 24/021, being an amendment to Land Use Bylaw No. 99/059, to re-designate land described as Lot 56, Plan 832 1906 from HC – Hamlet Commercial District to HR – Hamlet Residential District, be read a second time.

FOR (8): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, and S. Wigle

ABSENT (3): F. Banjoko, L. Bussieres, and L. Waquan

**CARRIED (8 to 0)**

**MOVER:** A. Grandison

**SECONDER:** K. Ball

THAT Bylaw No. 24/021 be read a third and final time.

FOR (8): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, and S. Wigle

ABSENT (3): F. Banjoko, L. Bussieres, and L. Waquan

**CARRIED (8 to 0)**

**8.5 Bylaw No. 24/025 Fort McMurray Regional Airport Area Structure Plan Amendment**

**8.5.1 Public Hearing re: Bylaw No. 24/025 – Fort McMurray Regional Airport Area Structure Plan Amendment**

Recess and Entrance

A recess occurred from 7:09 p.m. to 7:20 p.m. at which time Councillor L. Waquan joined the meeting.

Mayor S. Bowman declared the Public Hearing open at 7:21 p.m.

Amanda Owens and Jennifer Wardle, Planning and Development Services, provided an overview of the proposed Amendment to the Fort McMurray Regional Airport Area Structure Plan Bylaw No. 12/009 to redesignate lands described as a portion of Plan 481RS from Airside Business Industrial and Airside Reserve to Landside Business Industrial, noting that the amendment would allow for commercial uses in the former airport terminal building.

Written Submissions

It was noted for the record that two letters in support of the proposed Area Structure Plan amendment were received from Phoenix Heli-Flight and Robby's Tractor Trailer Services Ltd.

#### Verbal Submissions

Denean Robinson, Fort McMurray Airport Authority (the "Authority"), spoke in support of the proposed ASP Amendment, noting that the redesignation would allow the Authority to repurpose the building and allow for commercial leasing opportunities to generate revenue.

#### Point of Order

Councillor S. Wigle called a Point of Order on Councillor S. Dogar as his comments were unrelated to the Public Hearing. Mayor Bowman upheld the Point of Order.

Mayor S. Bowman declared the Public Hearing closed at 7:37 p.m.

### **8.5.2 Bylaw No. 24/025 - Fort McMurray Regional Airport Area Structure Plan Amendment (2nd and 3rd Reading)**

**MOVER:** A. Grandison

**SECONDER:** S. Dogar

THAT Bylaw No. 24/025, being a map amendment to Fort McMurray Regional Airport Area Structure Plan Bylaw No. 12/009 to redesignated lands described as a portion of Plan 481RS from "Airside Business Industrial" and "Airside Reserve" to "Landside Business Industrial", be read a second time.

FOR (9): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, L. Waquan, and S. Wigle

ABSENT (2): F. Banjoko, and L. Bussieres

**CARRIED (9 to 0)**

**MOVER:** S. Wigle

**SECONDER:** S. Dogar

THAT Bylaw No. 24/025 be read a third and final time.

FOR (9): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, L. Waquan, and S. Wigle

ABSENT (2): F. Banjoko, and L. Bussieres

**CARRIED (9 to 0)**

### **8.6 2027 Alberta 55 Plus Summer Games**

Deanne Bergy and Janelle Fleury, Community Service and Barb Reitz, 2027 Alberta 55 Plus Summer Games Bid Committee provided an overview of the request for support of the 2027 Alberta 55 Plus Summer Game noting that the volunteer driven event aligns with Council's Strategic Plan by fostering partnerships, engaging the community, and enhancing the profile of the region.

**MOVER:** S. Wigle

**SECONDER:** K. Ball

THAT \$500,000 be committed from the Reserve Funds to support the 2027 Alberta 55 Plus Summer Games, contingent upon RMWB being awarded the bid; and

THAT Administration be directed to support the 2027 Alberta 55 Plus Summer Games Host Community Committee, contingent upon being awarded the bid.

FOR (9): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, L. Waquan, and S. Wigle

ABSENT (2): F. Banjoko, and L. Bussieres

**CARRIED (9 to 0)**

#### **8.7 Increasing Pickleball Courts using Existing Assets – Additional Information**

Keith Smith, Public Works, provided a presentation on increasing pickleball courts, noting that Administration recommends using the current rink surface located at Hinge Bay, as the location has lighting, would allow for four courts, has a parking lot with recent resurfacing and no basketball hoops or lines, with a cost of \$24,000.

##### Delegate

Ian Kelly, Fort McMurray Pickleball Club, spoke in support of Administration's recommendation noting that it is the quickest and most cost-effective option.

**MOVER:** A. Grandison

**SECONDER:** S. Wigle

THAT Option 1 be approved, and that Administration bring forward funding as part of the 2025 Operating Budget.

FOR (3): A. Grandison, S. Lavallee, and K. McGrath

AGAINST (6): S. Bowman, K. Ball, K. Cardinal, S. Dogar, L. Waquan, and S. Wigle

ABSENT (2): F. Banjoko, and L. Bussieres

**DEFEATED (3 to 6)**

**MOVER:** S. Wigle  
**SECONDER:** K. Ball

THAT option 2 be approved, and that Administration bring forward funding as part of the 2025 Operating Budget.

FOR (7): S. Bowman, K. Ball, S. Dogar, S. Lavallee, K. McGrath, L. Waquan, and S. Wigle

AGAINST (2): K. Cardinal, and A. Grandison

ABSENT (2): F. Banjoko, and L. Bussieres

**CARRIED (7 to 2)**

## **8.8 2024 Request for Tax and Accounts Receivable Arrears Write off**

Laurie Farquharson, Financial Services, provided an overview of the 2024 Request for Tax and Accounts Receivable Arrears Write-Offs noting that the write-offs will have no impact to the 2024 Operating Budget as the allowance for doubtful accounts will offset the amounts.

**MOVER:** A. Grandison  
**SECONDER:** S. Wigle

THAT the recommended Property Tax and Accounts Receivable Arrears Write-Off of \$24,247.37 dated November 26, 2024, outlined in Attachment 1, be approved.

FOR (9): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, L. Waquan, and S. Wigle

ABSENT (2): F. Banjoko, and L. Bussieres

**CARRIED (9 to 0)**

## **8.9 2024 Q3 Capital Project Status Update**

Laurie Farquharson, Corporate Services, provided an overview of the 2024 Q3 Capital Project Status Report, noting that the report provides a comprehensive snapshot of approved capital projects which includes 2024 and prior approved budget details including the spend to date, progress to date and future plans.

**MOVER:** S. Wigle  
**SECONDER:** K. Ball

THAT the Capital Project Status Report, as summarized on Attachment 1, be accepted as information.

FOR (9): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, L. Waquan, and S. Wigle

ABSENT (2): F. Banjoko, and L. Bussieres

**CARRIED (9 to 0)**

**9. Councillors' Motions**

**9.1 Veterans Crosswalk – Mayor S. Bowman**

Vacating and Assuming of Chair

Mayor S. Bowman vacated the Chair and Acting Mayor A. Grandison assumed the Chair at 8:34 p.m.

Mayor S. Bowman spoke to his motion noting that the crosswalk will commemorate war veterans all year long and would teach the youth of today the sacrifices that the veterans have made for our Country.

Delegates

Pat Duggan and Ryan Pitchers, Royal Canadian Legion Branch No. 165 (the "Legion"), spoke in support of the motion and indicated that the Legion will assist with the proposed veteran's crosswalk initiative.

**MOVER:** S. Bowman

**SECONDER:** S. Dogar

THAT Administration engage with Royal Canadian Legion Branch No. 165 to develop proposed options for the installation of a crosswalk to honour and commemorate Canadian Forces veterans and active service members; and

THAT any options include proposed designs, locations and capital cost estimates, and for these options to be presented to Council in collaboration with Royal Canadian Legion Branch No. 165 by March 31, 2025.

FOR (9): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, L. Waquan, and S. Wigle

ABSENT (2): F. Banjoko, and L. Bussieres

**CARRIED (9 to 0)**

**9.2 Updating RMWB Brand Standards – Councillor K. Cardinal**

Assuming of Chair

Mayor Bowman assumed the Chair at 8:52 p.m.

Exit and Return

Cr. Grandison exited the meeting at 8:53 p.m. and returned at 8:55 p.m.

Councillor K. Cardinal spoke to his motion indicating that he would like to see indigenous imagery and symbols incorporated into the Municipality's current branding and promotional items.

**MOVER:** K. Cardinal

**SECONDER:** L. Waquan

THAT Administration explore opportunities to update the Regional Municipality of Wood Buffalo's brand standards to incorporate meaningful representation of Indigenous culture in the region.

FOR (9): S. Bowman, K. Ball, K. Cardinal, S. Dogar, A. Grandison, S. Lavallee, K. McGrath, L. Waquan, and S. Wigle

ABSENT (2): F. Banjoko, and L. Bussieres

**CARRIED (9 to 0)**

**10. Adjournment**

The meeting adjourned at 9:07 p.m.

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Mayor

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Chief Legislative Officer

**Meeting Date:** December 10, 2024**Subject:** 2024 Council's Excellence Awards**Approvals:** Jade Brown

Chief Legislative Officer

Henry Hunter

Chief Administrative Officer

**Recommendation(s):**

THAT the recommended recipients for the Council's Excellence Awards outlined on Attachment 1, be approved.

**Summary | Background:**

Each year, the Council's Excellence Awards (CEA, or the Awards) honour people whose impact fosters a culture of home and belonging in the region by going above and beyond for the benefit of the community.

Council is asked to confirm the 2024 Council Excellence Award recipients as discussed in the November 20, 2024, Closed Session so that Administration may advance planning of the Awards Ceremony scheduled for January 27, 2025.

The CEA program and Awards Ceremony provide a venue to communicate and recognize the achievements of residents in the region. They help inspire residents to positively contribute to the quality of life in the region and provide an opportunity for the outstanding individuals to be applauded and appreciated in the presence of their peers.

The nomination period ran from August 21 – October 14, 2024. Following is a description of categories, and the number of nominations per category that were received:

1. **Citizen of the Year:** Honours an individual or group of individuals with outstanding contributions and achievements to the community, as a volunteer or professional that has improved the quality of life in the RMWB. (17 nominations)
2. **Everyday Hero:** Someone dedicated to improving the lives of those around them, demonstrates selflessness through random acts of kindness and is making a positive impact in the region. (22 nominations)
3. **Indigenous Advocate:** recognizes an individual or group of individuals who has made significant contributions to Indigenous communities in the region. (6 nominations)





4. **Youth Award:** recognizes a youth or group of youths whose exceptional achievements have improved the quality of life in the region or have brought positive recognition to the region. (20 nominations)

A selection panel comprised of municipal staff independently reviewed and evaluated nominees based on eligibility and respective award criterion. Nominees were scored by the panel based on the merits of the information provided in the nomination form and the respective criteria for the award for which they were nominated. The top three-scoring nominees in every category were brought forward for Council's review during a Closed Session on November 20, 2024.

All nominees and their nominators will be invited to the Council's Excellence Awards Ceremony being planned for January 27, 2025. CEA winners will not be announced and made public until the Awards Ceremony.

### **Budget | Financial Considerations:**

Funds for the 2024 Council's Excellence Awards and Ceremony were approved as part of the 2024 Operating Budget and will be carried forward to 2025. No additional funds are requested for the 2024 Council Excellence Awards.

### **Strategic Plan Alignment | Impact:**

Building Partnerships

### **Attachment(s):**

1. 2024 Council's Excellence Award Recipients



**Meeting Date:** December 10, 2024

**Subject:** Appointment of Wood Buffalo Economic  
Development Corporation Board of Directors

**Approvals:** Jade Brown Henry Hunter  
Chief Legislative Officer Chief Administrative Officer

**Recommendation(s):**

1. THAT the Wood Buffalo Economic Development Corporation Board of Directors appointments as outlined in Attachment 1 be approved effective immediately; and
2. THAT the Mayor be directed, on behalf of Council, to exercise the Regional Municipality of Wood Buffalo's membership rights in the Wood Buffalo Economic Development Corporation (the "Corporation") and execute a written Special Resolution of the Member, making the following changes to the composition of the Corporation's Board of Directors, effective immediately:
  - A. terminating the appointment of the current Directors and Officers of the Corporation, with the exception of Kendrick Cardinal, Keith McGrath and the Chief Administrative Officer who shall maintain their appointment as Directors; and
  - B. appointing the individuals identified in Attachment 1 as Directors.

**Summary | Background:**

At the October 23, 2024, Council meeting, Council passed the following resolution:

*THAT the Mayor be directed to exercise the Regional Municipality of Wood Buffalo's membership rights in the Wood Buffalo Economic Development Corporation and execute a written Special Resolution of the Member appointing the remaining members of Council as Directors of the Board of Directors; and*

*THAT Administration undertake a public recruitment campaign and bring forward all applications received to Council for review in closed session, for the purpose of replacing existing Directors for the Wood Buffalo Economic Development Corporation with public members and adding two voting Council members by the end of December 2024, with Board Members required to be permanent residents of the region; and*



*THAT the Corporation's new Board of Directors return to Council, within 90 days of appointment, to make recommendations and provide options on a reduced budget, shared services approach with the Municipality and any other recommendations.*

Administration launched a recruitment campaign on October 31, 2024, encouraging applications from permanent residents of the region with expertise in economic development, tourism, strategic planning, governance and leadership, innovation, as well as knowledge of and experience in policy, advocacy and regulatory fields.

The recruitment campaign concluded on November 17, 2024, and yielded 46 applications. Council reviewed applications during a closed session on November 20, 2024. Following Council's review of the applications, appointment recommendations are being made in keeping with the Articles of Incorporation for the Corporation. All applicants recommended for appointment have confirmed their continued interest in serving on the Wood Buffalo Economic Development Corporation.

### **Strategic Plan Alignment | Impact:**

**Building Partnerships:** The appointment of a new local Board of Directors for the Corporation recognizes the value in working together with residents, groups and community stakeholders to achieve common goals.

**Local Economy:** The appointment of a new board comprised of residents of the region will help Council work towards task LE1 (Council's Strategic Plan 2022-2025) ensuring Council and taxpayers receive maximum accountability and transparency from the Corporation.

Additionally, a local board with diverse community representation may offer valuable perspectives and ideas to make the region a destination of choice for economic development and quality of life by fostering local business growth and enhancing services for residents.

### **Rationale for Recommendation(s):**

Wood Buffalo Economic Development Corporation's Board of Directors appointments are necessary for the Board to oversee the strategic direction and operations of the Corporation. The list of recommended appointees is included in Attachment 1 (confidential until approved by Council). Once approved, the appointments will become publicly available.

### **Attachment(s):**

1. Wood Buffalo Economic Development Corporation Board of Directors appointments





## COUNCIL APPOINTMENTS

Wood Buffalo Economic Development Corporation				
Name	Position	Term Duration	Term Start Date	Term End Date
Chris Wilson	Director	3 years	January 1, 2025	December 31, 2027
Doug Golosky	Director	3 years	January 1, 2025	December 31, 2027
Kunle Oladebo	Director	3 years	January 1, 2025	December 31, 2027
Erica Dunbar	Director	2 years	January 1, 2025	December 31, 2026
Miranda Beaton	Director	2 years	January 1, 2025	December 31, 2026
Kevin Courtorielle	Director	2 years	January 1, 2025	December 31, 2026
Melanie Antoine	Director	2 years	January 1, 2025	December 31, 2026
Terrence Cooper	Director	1 year	January 1, 2025	December 31, 2025



**Meeting Date:** December 10, 2024

**Subject:** 2025 Board and Committee Appointments

**Approvals:** Jade Brown

Chief Legislative Officer

Henry Hunter

Chief Administrative Officer

## Recommendation(s):

THAT the Council Committee Appointments as outlined in Attachment 1 be approved effective January 1, 2025.

## Summary | Background:

The Regional Municipality of Wood Buffalo's annual Boards and Committees Volunteer Recruitment Campaign was held from September 3 until October 27, 2024. The objective of the campaign was to recruit volunteers to fill current and anticipated vacancies starting on January 1, 2025.

Robust communication and public engagement strategies were developed to support the campaign and encourage applications from residents in the Urban Service Area and rural communities. This year's campaign also included an Information and Networking Session, held on October 2, 2024. This new approach brought current and prospective members together to network, learn about various boards and committee mandates, and apply for vacancies. The event was exceptionally successful with 38 visitors, which surpassed attendance for information sessions held in previous years.

The recruitment campaign concluded on October 27, 2024, and yielded 136 applications for 70 vacancies, with many applicants interested in multiple boards and committees.

Following Council's review of the applications, appointment recommendations are being made in keeping with the provisions of the respective municipal bylaws and regulations. The intent of the selection process is to provide a transparent and consistent system for appointing members with consideration of the attributes, skills, and competencies required to sit on specific boards and committees.

All applications will be kept on file, and should a vacancy occur on any of the boards and committees during the calendar year, applicants may be contacted to confirm their interest in the opening, so an appointment recommendation can be brought forward for Council's consideration.



All applicants recommended for appointment starting on January 1, 2025 (Attachment 1), have confirmed their continued interest in serving on Council-appointed Boards or Committees.

**Strategic Plan Alignment | Impact:**

Building Partnerships: Council-appointed Boards and Committees are a demonstration of Council's commitment to working together with all groups and stakeholders to achieve common goals and bring together elements that will help ensure communities across the region continue to grow.

**Rationale for Recommendation(s):**

Member appointments are necessary to ensure the continued viability of the various Council-appointed Boards and Committees. The confidential list of recommended appointees is included in Attachment 1.

**Attachment(s):**

1. 2025 Committee Appointments



## COUNCIL COMMITTEE APPOINTMENTS

Advisory Committee on Aging			
Name	Sector	Term Duration	End Date
Harvey Tulk	Senior-at-Large (Urban Representative)	2 Years	December 31, 2026

Assessment Review Board			
Name	Sector	Term Duration	End Date
Sean Schaffer	Member-at-Large	2 Years	December 31, 2026
Alex McKenzie	Member-at-Large	2 Years	December 31, 2026
Lisa Hartigan	Member-at-Large	2 Years	December 31, 2026
Shazia Yasin Mughal	Member-at-Large	1 Year	December 31, 2025

Combative Sports Commission			
Name	Sector	Term Duration	End Date
Scott Barr	Member with Combative Sports Knowledge and Experience	2 Years	December 31, 2026
Fatima Mian	Public-at-Large	2 Years	December 31, 2026
Hamdi Shanab	Public-at-Large	1 Year	December 31, 2025
Vishal Choudhary	Public-at-Large	1 Year	December 31, 2025

Communities in Bloom Committee			
Name	Sector	Term Duration	End Date
Lindsey King	Public-at-Large	2 Years	December 31, 2026
Nicole McMillan	Public-at-Large	2 Years	December 31, 2026
Bridget Andam	Public-at-Large	2 Years	December 31, 2026

Community Identification Committee			
Name	Sector	Term Duration	End Date
Qasim Malik	Public-at-Large	2 Years	December 31, 2026
Shazia Yasin Mughal	Public-at-Large	2 Years	December 31, 2026

Community Standards Appeal Committee			
Name	Sector	Term Duration	End Date
Trevor Salisbury	Public-at-Large	2 Years	December 31, 2026
Andrew Green	Public-at-Large	2 Years	December 31, 2026
Rebecca Perrier	Public-at-Large	1 Year	December 31, 2025

Fort McMurray Airport Authority			
Name	Sector	Term Duration	End Date
Allan Kallal	Director-at-Large	4 Years	December 31, 2028

Public Art Committee			
Name	Sector	Term Duration	End Date
Diane Din Ebongue	Public-at-Large	2 Years	December 31, 2026
Jacqueline Morissette	Public-at-Large	2 Years	December 31, 2026
Kayla Erlandson	Public-at-Large	2 Years	December 31, 2026
Sangeeta Varshney	Public-at-Large	2 Years	December 31, 2026
Todd Hillier	Public-at-Large	1 Year	December 31, 2025

Regional Advisory Committee on Inclusion, Diversity and Equity			
Name	Sector	Term Duration	End Date
Bim Ogunye	Public-at-Large	2 Years	December 31, 2026
Christine Godby	Public-at-Large	2 Years	December 31, 2026
Christine Kindopp	Public-at-Large	2 Years	December 31, 2026
Lynel Jan Baguio	Public-at-Large	2 Years	December 31, 2026

Regional Recreation Corporation Board			
Name	Sector	Term Duration	End Date
Jason Vargo	Director-at-Large	2 Years	December 31, 2026
Lonnie Pilgrim	Director-at-Large	2 Years	December 31, 2026
Vanessa Cheeseman	Director-at-Large	2 Years	December 31, 2026

Subdivision and Development Appeal Board			
Name	Sector	Term Duration	End Date
Andrew Green	Public-at-Large	3 Years	December 31, 2027
Trevor Salisbury	Public-at-Large	3 Years	December 31, 2027
Alex McKenzie	Public-at-Large	2 Years	December 31, 2026
Rolando Hyman	Public-at-Large	2 Years	December 31, 2026

Vehicle for Hire Committee			
Name	Sector	Term Duration	End Date
Jama Ali Mursal	Public-at-Large, Ward 1	2 Years	December 31, 2026



<b>Wood Buffalo Development Advisory Committee</b>			
<b>Name</b>	<b>Sector</b>	<b>Term Duration</b>	<b>End Date</b>
Aurick de Sousa	Community Development Sector	2 Years	December 31, 2026
Bilal Abbas	Public-at-Large	2 Years	December 31, 2026
Bim Ogunye	Education Sector	2 Years	December 31, 2026
Omer Hussein	Health and Wellness Field	2 Years	December 31, 2026
Purva Sharma	Arts, Culture and Recreation Sector	2 Years	December 31, 2026

<b>Wood Buffalo Downtown Revitalization Advisory Committee</b>			
<b>Name</b>	<b>Sector</b>	<b>Term Duration</b>	<b>End Date</b>
Ahmed Jouda	Business Community	3 Years	December 31, 2027
Lindsay Yayechnick	Business Community	3 Years	December 31, 2027
Nayef Mahgoub	Land Development	3 Years	December 31, 2027

<b>Wood Buffalo Housing and Development Corporation Board</b>			
<b>Name</b>	<b>Sector</b>	<b>Term Duration</b>	<b>End Date</b>
Alex McKenzie	Director-at-Large	3 Years	December 31, 2027
Kelly MacIntyre	Director-at-Large	3 Years	December 31, 2027
Celestine Ezech	Director-at-Large	2 Years	December 31, 2026
Tom Lawrence	Director-at-Large	2 Years	December 31, 2026
Margaret Dutton	Director-at-Large	2 Years	December 31, 2026
John Ross Carruthers	Director-at-Large	1 Year	December 31, 2025

<b>Wood Buffalo Regional Library Board</b>			
<b>Name</b>	<b>Sector</b>	<b>Term Duration</b>	<b>End Date</b>
Gloria Abada	Public-at-Large	3 Years	December 31, 2027
Melissa LaRose-Wark	Public-at-Large	3 Years	December 31, 2027
Shazia Yasin Mughal	Public-at-Large	2 Years	December 31, 2026

<b>Wood Buffalo Waterfront Advisory Committee</b>			
<b>Name</b>	<b>Sector</b>	<b>Term Duration</b>	<b>End Date</b>
Charles Wilkinson	Public-at-Large	3 Years	December 31, 2027
Gary Gerein	Public-at-Large	3 Years	December 31, 2027
Rene Wells	Safety and Security Sector	3 Years	December 31, 2027
Erica Brewer	Recreation Representative	2 Years	December 31, 2026

# Request for Presentation

**Meeting Date:**      **December 10, 2024**

**Subject:**      **Mitchel Bowers, Regional Advisory Committee  
on Inclusion, Diversity and Equity re: Protection  
of Trans Rights**

**Approvals:**      **Jade Brown**      **Henry Hunter**  
Director      Chief Administrative Officer

**Presenter(s):**

Name	Title   Organization
Mitchel Bowers	Regional Advisory Committee on Inclusion, Diversity and Equity

**Attachment(s):**

1. Request for Presentation – Protection of Trans Rights
2. Presentation



**From:** [no-reply@rmwbext.ca](mailto:no-reply@rmwbext.ca)  
**To:** [Legislative Assistants](#)  
**Subject:** Council Meeting Presentation Request – Mitchel Bowers  
**Date:** Friday, October 18, 2024 10:02:34 PM

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**External Message - Please be cautious when opening links or attachments in email**

A Council Meeting Presentation Request has been submitted at Friday October 18th 2024 9:59 PM with reference number 2024-10-18-007.

- **Preferred date of presentation**  
11/12/2024
- **Name of speaker/presenter**  
Mitchel Bowers
- **Organization name (if applicable)**  
RACIDE
- **Do you wish to speak in person or virtually via MS teams?**  
In person
- **Presentation topic**  
Protection of Trans Rights
- **List specific points/concerns**  
The provincial government has proposed the biggest roll back of 2SLGBTQ+ rights in Canadian history. Formal legislation is expected to be released in the near future.  
The RMWB and its elected officials have a duty to stand up against hate, misinformation and to stand up for the protection of human rights.
- **Action being requested of Council**  
Release a formal statement condemning the anti-trans policies and reiterate their commitment to protecting trans people and their constitutional rights.
- **Are you providing any supporting documentation (i.e. PowerPoint presentation)?**  
Yes

**Name of contact person**

Mitchel Bowers

- **Phone number (daytime)**

FOIP Section 17(1)

- **Email address**

FOIP Section 17(1)

- **Mailing address**

FOIP Section 17(1)

- **City / Town**

Fort McMurray

- **Postal code**

FOIP Section 17(1)

- **Acknowledgment**

I have read and understand that my name and supporting materials (if any) will be made publicly available in the Council agenda. My contact information will NOT be included in the public record.

# Regional Advisory Committee on Diversity, Equity and Inclusion

Presenter: Mitchel Bowers, Vice-Chair

Department: Advisory Committee on Inclusion, Diversity and Equity

Meeting Date: November 12, 2024



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

# Committee Mandate

- Advise Council and engage the community on policies, programs and activities aimed at promoting inclusion, diversity and equity.
- Ensure that the contributions, interests and needs of all sectors of the Municipality's diverse population are reflected in the Regional Municipality of Wood Buffalo's mission, operations and service delivery.



# What's Happening

**On October 31st the UCP introduced three bills into the legislature:**

- Health Statutes Amendment Act, 2024 (No.2) - Alberta Bill 26
- Education Amendment Act, 2024 - Alberta Bill 27
- Fairness and Safety in Sport Act - Alberta Bill 29



# What's Happening

What do these policies do?

- Puberty blockers and hormone therapies for gender affirmation will not be permitted for children aged 15 and under.
- Gender Affirming surgeries will be banned for minors aged 17 and under.
- Parental notification and consent will be required for a school to alter the name or pronouns of any child under age 15.
- Parents will have to "opt-in" their children every time a teacher plans to teach about gender identity, sexual orientation or sexuality. Alberta law already requires parental notification and option to opt students out.
- Transgender women will be banned from competing in women's sports leagues.





# Impacts

## Some of the potential impacts of the Provincial gender policies for youth:

- Limiting schools and teachers to provide safe and inclusive spaces for all students
- People will be less aware of gender-diverse people, which will lead to a decrease in understanding and respect for the 2SLGBTQ+ community, making schools less safe.
- Negative impacts on the mental and physical health of transgender or gender-diverse people because of limited life-affirming care and sports exclusion.
- Potential Increase in youth suicide rates.
- Potential Increase in youth homelessness: 25% to 40% of homeless youth in Canada are 2SLGBTQI+ due to not all homes being safe for them.
- 90% of trans youth in Alberta experience bullying and harassment at school.



# Impacts

## New studies!

- 100% of participants found that being transgender in Alberta is hard, scary, weird, or complicated, with 32% believing that the government does not take 2SLGBTQ+ issues seriously, nor value trans or non-binary Albertans.
- 100% of youth participants have experienced transphobia in some form.
- 92% described some experience with attempts at conversion therapy practices because of their gender identity or expression.
- Anti-trans legislation increases suicide rate of trans and non-binary youth by 72%

## What's Happening Locally?



# Our Request

- Listen to and prioritize the voices of queer and trans people as the experts in their experiences.
- Send a letter to the province and make a public statement that:
  - Affirms the protections of basic human rights that are protected by the Canadian Charter of Rights and Freedoms
  - Affirms that the RMWB is a safe and inclusive community that prioritizes the safety of the transgender community
  - Denounce and commit to reducing the hate and misinformation targeted towards transgender people
  - Object to the unscientific and divisive policies put forward by the province



# Resources

- [A Guide to Supporting Queer Youth](#)
- [End Transphobic Violence in Schools Training](#)
- [Faith and 2SLGBTQ+ Youth](#)
- [What's Happening in Alberta](#)
- [Gender Affirming Care Facts](#)
- [Evidence Based Healthcare](#)
- [Trans Athletes Facts](#)
- [Canadian Centre for Ethics in Sport](#)
- [Recent report on Alberta trans youth](#)

If there is an aspect of these proposed policies that you would like more information on, please email [chair@prideymm.ca](mailto:chair@prideymm.ca)



# Thank You



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

**Meeting Date:** December 10, 2024**Subject:** Bylaw No. 24/027 – Amendment to the NRESP Tax Incentive Bylaw No. 24/009**Approvals:** Susan Trylinski

Director

Henry Hunter

Chief Administrative Officer

**Recommendation(s):**

THAT Bylaw No 24/027 being an amendment to the Natural Resources Extraction Support Project Tax Incentive Bylaw, be read a second time.

THAT Bylaw No. 24/027, be read a third and final time.

**Summary | Background:**

The Natural Resources Extraction Support Project Tax Incentive Bylaw passed earlier this spring. The intent was to have the program close at the end of 2024. Due to interest in the program, and potential future applications, Administration recommends extending the deadline for applications an additional year, to December 31, 2025. There are also proposed clarifications to the map and language required in agreements.

**Alternatives:**

In the alternative, the program will close in December 2024.

**Budget | Financial Considerations:**

There are no budget considerations for this amendment.

**Strategic Plan Alignment | Impact:**

This amendment will bolster the current NRESP Tax Incentive Bylaw links with Council's Strategic Plan areas of Fiscal Management and Local Economy.

**Rationale for Recommendation(s):**

Administration has seen additional interest in the NRESP Program; therefore, Administration recommends that the deadline for applications be extended to December 31, 2025.



Update of the Tax Incentive Zone map is recommended to provide one that is easier to understand for applicants. Furthermore, references to the Base Tax Amount were intended to only be used for expansion projects and not new projects. This amendment makes that intention clear.

**Attachment(s):**

1. REDLINE Version of the NRESP Tax Incentive Bylaw No. 24/009
2. Bylaw No. 24/027 – Amendment to the NRESP Tax Incentive Bylaw No. 24/009



## **BYLAW NO. 24/009**

### **A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO PROVIDE NON-RESIDENTIAL PROPERTY TAX INCENTIVES FOR NATURAL RESOURCE EXTRACTION SUPPORT PROJECTS**

**WHEREAS** Section 364.2 of the *Municipal Government Act*, RSA 2000, c. M-26 allows for a municipality to encourage development by providing a full or partial exemption from property taxes;

**AND WHEREAS**, the Council of the Regional Municipality of Wood Buffalo commits to promoting investment in the Region;

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

#### **PART 1. DEFINITIONS AND INTERPRETATION**

##### **Short Title**

1. This Bylaw may be cited as the “Tax Incentive Bylaw”.

##### **Definitions**

2. In this Bylaw:
  - (a) “Administration” means includes the CAO and any other person who exercises a power, function, or duty of the Municipality, including natural person powers, whether under delegation from the CAO or by any other authority or agreement;
  - (b) “Applicant” means the Assessed Person or authorized agent of the Assessed Person who applies for the Property Tax Exemption under this Bylaw;
  - (c) “Application” means the Property Tax Exemption Application, in the form prescribed by the Municipality;
  - (d) “Assessed Person” has the same meaning as in section 284(1) of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, or any successor legislation;
  - (e) “Base Tax Amount” means the amount of Municipal property taxes levied on the property in the year the Application was submitted.
  - (f) “Council” means the Regional Council of the Regional Municipality of Wood Buffalo;



- (g) “Eligible Capital Costs” means the lower of:
- (i) the actual total capital costs incurred to build the project, or
  - (ii) the estimated cost to the Applicant to build the project as outlined in the complete Application;
- and shall include any new expenditures on labour, engineering, materials, or other costs associated with the construction, but shall not include the costs of any improvements or Machinery and Equipment that existed on the land before construction commenced or the land itself, maintenance and turnaround costs, or other non-capital costs such as legal/regulatory/permitting fees;
- (h) “Employer-Assisted Housing Benefit” means forgivable loans, grants, or matched savings provided by the Applicant to help employees purchase a home within the Regional Municipality of Wood Buffalo.
- (i) “Expansion” means a development that adds to an existing facilities’ physical space but does not include the replacement or upgrading of components of an existing facility;
- (j) “Full Time Equivalent Skilled Worker” means an employee that works 35 or more hours a week in a job that requires a university degree, post-secondary diploma or certificate, or trade credential recognized in Canada;
- (k) “Machinery and Equipment” has the same meaning as in *Matters Relating to Assessment and Taxation Regulation*, 2018, Alta Reg 203/2017 as amended, or any successor legislation;
- (l) “Municipality” means the Regional Municipality of Wood Buffalo;
- (m) “Natural Resource Extraction Support Project” means a project associated with the support of the natural resource extraction industry and may include, but is not limited to, projects that involve:
- (i) Manufacturing parts and equipment used by the natural resource extraction industry;
  - (ii) Repairing equipment used by the natural resource extraction industry;
  - (iii) Researching and developing new products and technology used by the natural resource extraction industry; and
  - (iv) Upgrading or reutilizing waste or byproducts of the natural resource extraction industry.

- (n) “Non-residential Property” has the same meaning as in section 297(4) of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, or any successor legislation;
- (o) “Qualifying Property” means the property that meets the criteria for a tax exemption under this Bylaw.
- (p) “*Safety Code Act*” means *Safety Codes Act*, RSA 2000, c S-1, as amended, or any successor legislation;
- (q) “Tax Incentive Agreement” means a contract between the Assessed Person and the Municipality confirming the exemption of taxes pursuant to this Bylaw; and
- (r) “Tax Incentive Zone” means the area clearly identified in Schedule “A” of this Bylaw.

### **Criteria**

3. To be eligible for a Tax Incentive Agreement, all of the following criteria must be met:

#### **Project Requirements:**

- (a) be a new construction or expansion project;
- (b) have a minimum of \$25 million and a maximum of \$500 million Canadian dollars in Eligible Capital Costs;
- (c) employ more than 250 personnel, including contractors and subcontractors, during the course of the construction period or employ more than 15 permanent Full Time Equivalent Skilled Workers on an ongoing basis once the project is operational;
- (d) be a Natural Resources Extraction Support Project;
- (e) not be linear property as defined by the *Municipal Government Act*;
- (f) not be worker accommodation; and
- (g) commence construction or obtain an occupancy permit after this bylaw comes into effect.

#### **Property Requirements:**

- (h) be located within the Tax Incentive Zone;
- (i) obtain all necessary development approvals from the Municipality;

- (j) not going through foreclosure;
- (k) not in violation of a development agreement; and
- (l) not in violation of the *Safety Code Act* at any time during the Tax Incentive Agreement.

**Applicant Requirements:**

- (m) be the Assessed Person or authorized agent for the Assessed Person;
- (n) not in arrears or have amounts owing to the Municipality;
- (o) not in bankruptcy or receivership;
- (p) in compliance with the terms and conditions of any grant or other financial assistance received from the Municipality; and
- (q) not involved in litigation against the Municipality.

**Application**

- 4. Applicants must submit a complete Application to the Municipality.
- 5. Applicants must submit a non-refundable application fee of \$5,000.
- 6. The Municipality has the discretion to reject incomplete or late applications.
- 7. Applicants may resubmit rejected applications provided they are received by the deadline with no further fee.
- 8. The deadline for applications is December 31, 2025.

**Exemption Amount**

- 9. Only the Municipal portion of property taxes may be exempted by this Bylaw.
- 10. The Tax Incentive Agreement will exempt a portion of taxes for the non-residential portion of the Qualifying Property based on the following formula:
  - 1% of the non-residential Eligible Capital Costs.
- 11. The Tax Incentive Agreement will exempt a portion of taxes for the machinery and equipment portion of the Qualifying Property based on the following formula:
  - 1% of the machinery and equipment Eligible Capital Costs.

12. If the Applicant has implemented an Employer-Assisted Housing Benefit, the Tax Incentive Agreement will exempt an additional portion of taxes for the non-residential portion of the Qualifying Property based on the following formula:  
  
0.5% of the non-residential Eligible Capital Costs, for a total maximum of 1.5% overall
13. If the Applicant has implemented an Employer-Assisted Housing Benefit, the Tax Incentive Agreement will exempt an additional portion of taxes for the machinery and equipment portion of the Qualifying Property based on the following formula:  
  
0.5% of the machinery and equipment Eligible Capital Costs, for a total maximum of 1.5% overall
14. Municipality has the sole discretion to determine if the Employer-Assisted Housing Benefit is sufficient for the purposes of this Bylaw.
15. Where Eligible Capital Costs include both expenditures on machinery and equipment and non-residential property, the Eligible Capital Costs will be allocated to each class of property for the purposes of calculating the Exemption under this section.
16. For all eligible tax years identified in the Tax Incentive Agreement, the Qualifying Property will receive a maximum 80% exemption on the incremental increase from the Base Tax Amount.

### **Exemption Period**

17. The Tax Incentive Agreement will be in effect for:
  - (a) \$50 million in Eligible Capital Costs: 10 consecutive taxation years;
  - (b) \$25 million in Eligible Capital Costs: 5 consecutive taxation years; or
  - (c) until the maximum exemption as calculated in sections 10 through 13 have been reached.

### **Agreement**

18. A Tax Incentive Agreement must be signed by all successful Applicants.
19. A Tax Incentive Agreement must include the following:
  - (a) The taxation years that are granted the exemption;
  - (b) The conditions of maintaining the exemption;
  - (c) The Base Tax Amount, **if the Application is regarding an Expansion;**

- (d) The amount of the exemption;
- (e) The date on which the exemption begins; and
- (f) The date on which the exemption ends.

### **Cancellation**

20. If at any time after an exemption is granted, the Municipality determines that:

- (a) The Applicant did not meet the eligibility criteria for an exemption,
- (b) The Applicant ceased to meet the eligibility criteria for an exemption or
- (c) There is a breach of any condition of the Tax Incentive Agreement;

The Municipality may cancel an exemption for the taxation year or years where the criteria was not met, or the breach occurred.

21. The Municipality may require the Applicant to provide additional information to verify that eligibility criteria have been met.
22. A decision to cancel an exemption must be provided to an Applicant in writing and contain the following:
- (a) Rationale for cancelling an exemption.
  - (b) Identify which taxation years are affected.
  - (c) Provide the date by which an appeal must be submitted.

### **Appeal**

23. Decisions to reject an Application or cancel a Tax Incentive Agreement may be appealed to Council.
24. Applicants must submit a request for appeal in writing to the Chief Legislative Officer within 30 days of receiving notice that an Application was rejected, or a Tax Incentive Agreement was cancelled.
25. Council may hear an appeal at a regularly scheduled meeting of Council or a special meeting of Council.
26. Council may uphold or revoke the decision of Administration to reject an Application or to cancel a Tax Incentive Agreement.

### **Effective Date**

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

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2024

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2024

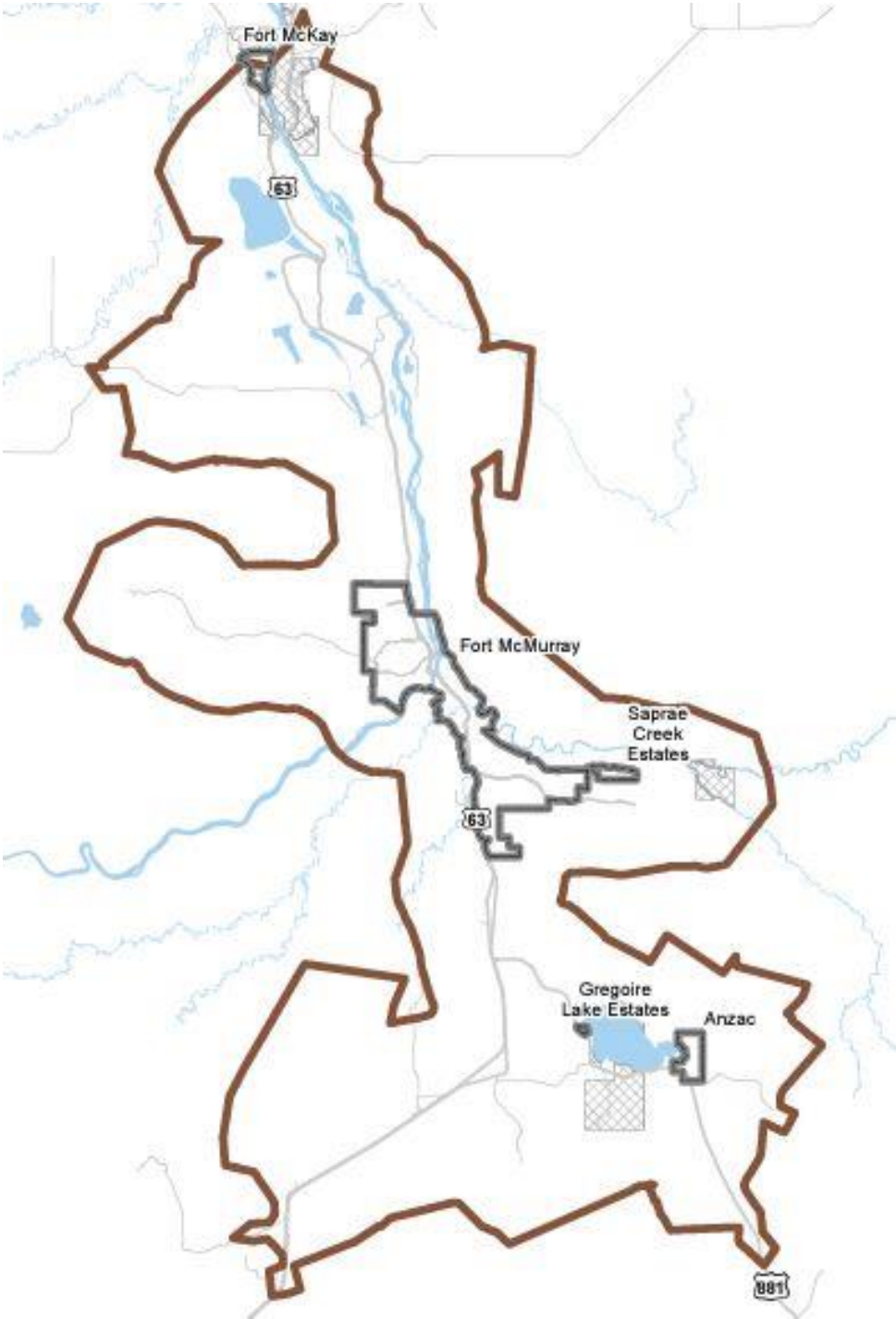
Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Signed and Passed this \_\_\_\_\_ day of \_\_\_\_\_ 2024

\_\_\_\_\_  
Mayor

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

Schedule “A”  
Tax Incentive Zone



**BYLAW NO. 24/027**

**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO PROVIDE NON-RESIDENTIAL PROPERTY TAX INCENTIVES FOR NATURAL RESOURCE EXTRACTION SUPPORT PROJECTS.**

**WHEREAS** Section 191(1) of the *Municipal Government Act*, RSA 2000, c. M-26 allows for a municipality to amend its Bylaws;

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

- (1) The Natural Resource Extraction Support Project Tax Incentive Bylaw No. 24/009, shall be amended by the following:
  - (a) Section 8 is amended by striking out “2024” and substituting “2025”.
  - (b) Section 19 (c) is amended by adding “, if the Application is regarding an Expansion;”
  - (c) Removing the current Schedule “A” – Tax Incentive Zone and replacing it with Schedule “A” – Tax Incentive Zone attached hereto and forming part of this Bylaw.
- (2) This Bylaw comes into effect on the day it is passed.

Read a first time this 26<sup>th</sup> day of November, 2024.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2024.

Read a third and final time this \_\_\_\_ day of \_\_\_\_\_, 2024.

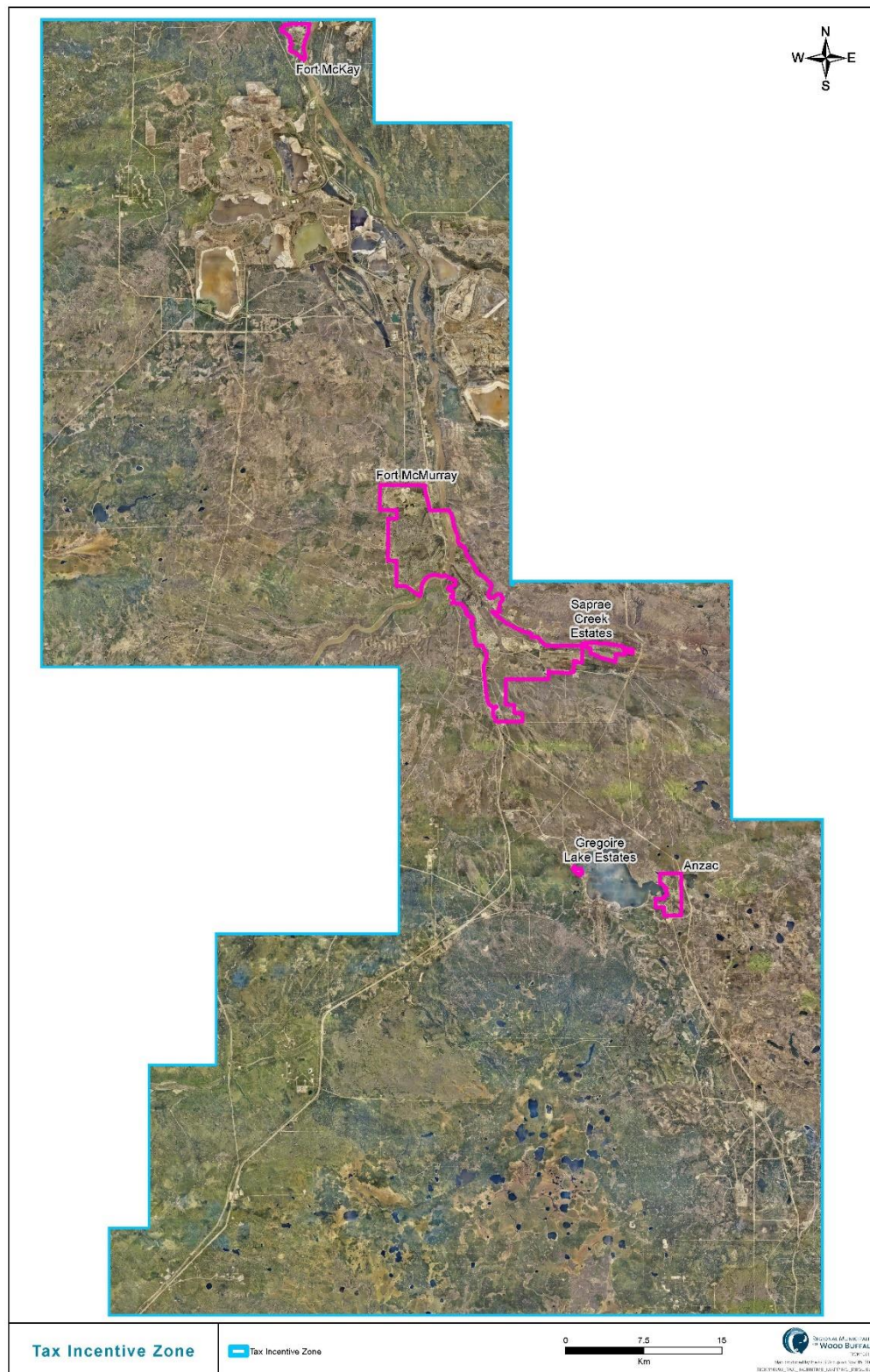
Signed and Passed this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

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



Schedule "A"  
Tax Incentive Zone



**Meeting Date:** December 10, 2024**Subject:** Bylaw No. 24/028 – Election Bylaw**Approvals:** Susan Trylinski

Director

Henry Hunter

Chief Administrative Officer

**Recommendation(s):**

THAT Bylaw No. 24/028, being the Election Bylaw, be second a first time.

THAT Bylaw No. 24/028, be read a third and final time.

**Summary | Background:**

Municipalities are granted the authority to conduct elections by the *Local Authorities Election Act*. This Act was recently amended by the provincial government following the proclamation of Bill 20, Municipal Affairs Statutes Amendment Act, 2024\*, the changes necessitated an update of the Regional Municipalities of Wood Buffalo's own Election Bylaw. Given the significant changes, it is advised that instead of amending the bylaw, that Council repeal Bylaw No. 20/021 (Attachment 2) and replace it with the proposed version as set out on Attachment 1, Bylaw No. 24/028.

In preparing the proposed bylaw, Administration worked with the City of Grande Prairie, City of Medicine Hat, City of Red Deer, and the City of St. Albert to create the shared contents of the proposed bylaw, to ensure similarly sized municipalities are using consistent, best practices in conducting municipal elections.

Bylaw No. 24/028 includes a new section on a permanent electors register, code of conduct for scrutineers, clarifies the authority of both the CAO and the Returning Officer, and in general, is more descriptive and easier to read.

One of the changes to the *Act* allows a municipality to request a criminal check of all nominees, however, there has been little guidance on what to do with this information once it is completed. It is also unclear if the information contained is intended to be released to the public or used by election staff only. Since this is purely optional, our recommendation is to not require a criminal record check.

An additional change in the *Act* allows municipalities to set the general Election Day as either the third Monday in October or the Saturday immediately preceding the third Monday in October. Historically, Election Day has been the third Monday in October. Additionally, should the province request Municipalities to hold a referendum vote as part



of a General Election, this would also take place on the third Monday in October. As a result, proposed Bylaw 24/028 has been drafted to observe the third Monday in October as the general Election Day.

Additional updates to the bylaw include the following:

#### Deposit Amounts

The updated bylaw proposes to a set deposit amount of \$100.00 for both the office of mayor and the office of councillor when filing the candidate's nomination. The former deposit amounts were set at \$250.00 for the office of mayor and \$100.00 for the office of councillor. This change has been incorporated based on benchmarking of other similarly sized in population municipalities across Alberta.

#### Number of Electors – Candidate Nominations

Benchmarking across Alberta has shown that most municipalities require more than the legislated minimum number of electors to sign a candidates nomination form. The proposed bylaw includes in section 22, that for the office of mayor, at least 100 electors sign the nomination and for the office of councillor, at least 25 electors sign the nomination. The Regional Municipality of Wood Buffalo's past practice has been to use the minimum requirements of the *Act* which is five electors.

#### **Alternatives:**

Council may choose to make second reading amendments to either adjust the deposit amounts, nomination requirements, to require criminal record checks or change the General Election date as described above, or any other amendments should Council choose.

#### **Budget | Financial Considerations:**

Although there are impacts to the budget as it relates to the changes of the *Act* and Bill 20, there are no financial considerations to adopting the proposed bylaw.

#### **Strategic Plan Alignment | Impact:**

Required by the *Act*.

#### **Rationale for Recommendation(s):**

The proposed Election Bylaw complies with all the changes made to the *Act*. One of the changes is the prohibition on electronic tabulators, therefore the proposed bylaw removes the section that allowed for their use. Some of the other changes include special ballots, voting procedure, and recounts.



**Attachment(s):**

1. Bylaw No. 24/028 – Election Bylaw
2. Bylaw No. 20/021 – Election Bylaw



## BYLAW NO. 24/028

### BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH THE RULES TO FOLLOW IN CONDUCTING ELECTIONS IN THE MUNICIPALITY

**WHEREAS** the *Local Authorities Election Act*, R.S.A. 2000 c. L-21, as amended, provides for the conduct of elections by local authorities and permits the local authority to pass a bylaw for the conduct of such elections;

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

#### Short Title

1. This Bylaw shall be cited as the “Election Bylaw”.

#### Definitions

2. For this Bylaw, the following definitions shall apply:
  - (a) “Act” means *Local Authorities Election Act*, R.S.A. 2000 c. L-21;
  - (b) “Advance Ballot” means a Ballot used during the Advance Vote;
  - (c) “Advance Vote” means a vote held in accordance with section 73 of the *Act*;
  - (d) “Advance Voting Station” means a place where an Elector votes during the Advance Vote;
  - (e) “Auxiliary Ballot Box” means a separate compartment in the ballot box for ballots that have been marked by Electors as Advance Ballots;
  - (f) “Ballot” means the printed or electronically produced document on which is indicated the office to be voted on, the names of the Candidates, the questions or bylaws posed to Electors, if any, and containing the spaces in which the Elector is to mark their vote;
  - (g) “Ballot Account” means an account of Ballots prepared in the form required by the *Act*;
  - (h) “Ballot Box” means the container for Ballots that have been marked by the Electors;

- (i) “Bylaw Enforcement Officer” means a bylaw enforcement officer appointed under section 555 of the *Municipal Government Act*, RSA 2000, c. M-26;
- (j) “Candidate” means an individual who has been nominated to run for election in a local jurisdiction as a mayor or councillor, or school board trustee.
- (k) “Chief Administrative Officer” or “CAO” means the person appointed by Council under section 205 of the *Municipal Government Act*, RSA 2000, c. M-26, to the position of chief administrative officer for the Municipality;
- (l) “Chief Electoral Officer” means the person appointed to such position pursuant to the *Election Act*, RSA 2000, c. E-1;
- (m) “Council” means the municipal council of the Municipality;
- (n) “Counting Centre” means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the determination of election results;
- (o) “Deputy” means deputy returning officer;
- (p) “Election Day” means the day fixed for voting in an election;
- (q) “Elector” means a person eligible to vote in an election;
- (r) “Mayor” means the Municipality’s Chief Elected Official pursuant to the *Municipal Government Act*, RSA 2000, c.M-26;
- (s) “Municipality” means the Regional Municipality of Wood Buffalo;
- (t) “Portable Ballot Box” means a cardboard container in the prescribed form, approved by the Returning Officer and intended for use in the collection of marked Ballots in an institutional vote, an elector assisted at home vote, or Special Ballot;
- (u) “Returning Officer” means the person appointed as a returning officer pursuant to section 8 of the Bylaw;
- (v) “Special Ballot” means a Ballot for an Elector whose name is contained in the permanent electors register and who is unable to vote at an Advance Vote or at the Voting Station on Election Day;
- (w) “Supportive Living Facility” means a lodge accommodation as defined in the *Alberta Housing Act*, RSA 2000, c. A-25, or a facility for adults or senior citizens that provides assisted living and accommodation but does not include a Treatment Centre;

- (x) "Treatment Centre" means a hospital or a facility under the *Mental Health Act*, RSA 2000, c. M-13, or any facility that provides medical treatment or care on an inpatient basis;
  - (y) "Violation Tag" means a tag or similar document issued by the Municipality under the *Municipal Government Act*, RSA 2000, c. M-26
  - (z) "Violation Ticket" means a ticket issued under Part 2 of the *Provincial Offences Procedure Act*, RSA 2000, c. P-34;
  - (aa) "Voting Station" means a place where an Elector votes; and
  - (bb) "Voting Subdivision" means that area of a local jurisdiction designated as a voting subdivision by the Returning Officer.
3. When a term used in this Bylaw is not defined, the term shall have the same meaning as defined or provided for in the *Municipal Government Act*, RSA 2000, c.M-26, or the *Act*.

### **Application**

4. This Bylaw applies to all elections conducted by the Municipality.
5. The provisions of this Bylaw apply in generally the same fashion, but with all necessary modifications, to
- (a) a By-election,
  - (b) a Ballot on a bylaw or question that is put to the Electors at a time other than a general election, and
  - (c) an election for school board trustees or any other election conducted in conjunction with an election for Council.

### **Joint Election with Another Elected Authority**

6. The Chief Administrative Officer is authorized to enter into agreements on behalf of the Municipality to conduct elections on behalf of other elected authorities in the Regional Municipality of Wood Buffalo, whose boundaries may or may not be contiguous with the Regional Municipality of Wood Buffalo but do have areas in common.
7. Where the Municipality and one or more Local Jurisdictions have entered into an agreement to do so, the Municipality may conduct elections on behalf of those Local Jurisdictions.

### **Authority of the Chief Administrative Officer and Returning Officer**

8. The Chief Administrative Officer may delegate any of their powers, duties, or functions under this Bylaw to any person.
9. The Council appoints the Chief Legislative Officer as the Returning Officer for the Municipality.
10. The Returning Officer is delegated the authority to appoint a:
  - (a) Substitute Returning Officer;
  - (b) Presiding Deputy;
  - (c) Deputies;
  - (d) Constables; and
  - (e) Other persons as required.

### **Voting Subdivisions, Voting Stations and Voting Station Hours**

11. In addition to the powers under the *Act*, the Returning Officer may:
  - (a) divide the Municipality into Voting Subdivisions and alter the boundaries of Voting Subdivisions and create additional Voting Subdivisions pursuant to the *Act*;
  - (b) designate more than one Voting Station for each Voting Subdivision;
  - (c) determine the location of all Voting Stations;
  - (d) post printed voting instructions at Voting Stations in languages other than English as the Returning Officer deems appropriate;
  - (e) designate the location of one or more institutional Voting Stations in addition to all other Voting Stations;
  - (f) establish the form of Ballot and voting procedures for any Advance Vote held on behalf of Local Jurisdiction in the area outside of the Municipality;
  - (g) delegate any of their powers, duties, or functions to any person appointed under section 10; and



- (h) apply to the Minister of Municipal Affairs for directions under the *Act*, and to the Lieutenant Governor in Council for regulations under the *Act*.

### **Permanent Electors Register**

- 12. The Chief Administrative Officer must prepare a permanent electors register of residents in the Municipality who are entitled to vote in elections.
- 13. The Municipality may:
  - (a) compile or revise the permanent electors register manually or by means of any computer-based system; and
  - (b) keep the permanent electors register in printed form or may store it in any computer-based system or any other information storage device that can reproduce any required information in legible printed form within a reasonable time.
- 14. The Municipality must enter into an agreement with the Chief Electoral Officer to:
  - (a) receive from the Chief Electoral Officer information that will assist the Municipality in compiling or revising the permanent electors register, and
  - (b) provide to the Chief Electoral Officer information that will assist the Chief Electoral Officer in preparing or revising information for the purpose of compiling or revising the register of electors under the *Election Act*, RSA 2000, c. E-1.
- 15. In compiling and revising the permanent electors register, the Municipality must:
  - (a) use information primarily received from the Chief Electoral Officer;
  - (b) enter any information in the permanent electors register that is collected under the *Act* during an election regarding:
    - (i) the residential address, including the postal code of the residence of the person, and the mailing address, including the postal code, if the mailing address is different from the residential address,
    - (ii) the surname, given name and middle initial of the person,
    - (iii) the residential telephone number of the person,

- (iv) the gender of the person,
  - (v) the day, month and year of birth of the person, and
  - (vi) whether the person is a public school resident or a separate school resident; and
- (c) may use any other information obtained by or available to the Municipality.

## **Nominations**

16. The Returning Officer must receive nominations for the Local Jurisdiction in accordance with the *Act*.
17. The Returning Officer may establish locations, in addition to the Local Jurisdiction office, where a Deputy may receive nominations.
18. The Returning Officer must publish on the Municipality's website a list of all locations where nominations may be received.
19. A person wishing to become a Candidate must file a nomination:
  - (a) in the prescribed form;
  - (b) within the period prescribed by the *Act*;
  - (c) with the Returning Officer or Deputy;
  - (d) in a location established in section 16; and
  - (e) accompanied by a deposit in the sum of \$100.00.
20. The deposit must be provided in cash, certified cheque, money order, e-transfer, debit card, or credit card to the Municipality.
21. The Candidate's deposit must be kept or returned to the Candidate in accordance with the *Act*.
22. Candidate nominations must be signed by:
  - (a) If the Candidate is nominated for the office of Mayor, at least 100 Electors; and
  - (b) if the Candidate is nominated for the office of Councillor, at least 25 Electors.

### **Death of a Candidate**

23. If a Candidate dies prior to the opening of Voting Stations on Election Day or any Advance Vote, the Returning Officer must post notice of the death in a conspicuous location in all relevant Voting Stations.

### **Election Day Preparation**

24. Election Day is the 3rd Monday in October in the year of a General Election.
25. The Returning Officer must establish the form of Ballot for each election.
26. Following Nomination Day, the Returning Officer will ensure sufficient Ballots for the election are printed.
27. The Returning Officer may direct that Ballots for elections occurring within the same voting subdivision for:
- (a) the office of the Mayor;
  - (b) the offices of Councillors;
  - (c) the offices of Trustees; and
  - (d) the submissions of bylaws and questions to Electors.
- be differentiated by colour or any other means.
28. The form of Blind and Visually Impaired Voter Template is set out in Schedule "A".
29. Elector assistance at Voting Stations will be provided pursuant to the *Act*.

### **Special Ballots**

30. An eligible Elector may apply to the Returning Officer for a Special Ballot in writing, in person, by email; or by secure website designated by the Returning Officer.
31. An eligible Elector must submit their application for a Special Ballot:
- (a) for a General Election, between August 1 of the year in which the General Election is held and 4:30 pm on the date the Advance Vote starts; and

- (b) for any other Election or a vote on a bylaw or question in accordance with the application periods stated in the resolution fixing the date of the Election.
- 32. The completed Special Ballot package must be received by a Returning Officer no later than:
  - (a) For a General election, 7:00 pm on the Friday immediately preceding Election Day; and
  - (b) For any other Election or vote on a bylaw, 7:00 pm on the business day immediately preceding the date of the election or vote on the bylaw.

### **Advance Vote**

- 33. The Returning Officer must hold an Advance Vote in accordance with the *Act*.
- 34. The Returning Officer will determine the number and location of the Advance Voting Stations and the days and the hours during which they will operate.
- 35. The voting procedure described in sections 42 through 48 must, as far as practical, apply to an Advance Vote and may be modified as necessary upon the direction of the Returning Officer.
- 36. The Deputy must ensure that on the completion of each day of the Advance Vote the Ballot Boxes used are sealed to prevent the insertion of additional Ballots and are delivered to the location specified by the Returning Officer.

### **Election Day Voting**

- 37. The Returning Officer or Deputy must ensure that a copy of the “Instructions for Electors” are posted:
  - (a) at each voting compartment in each Voting Station;
  - (b) at a conspicuous location within the Voting Station; and
  - (c) Until the close of the Voting Station.
- 38. On Election Day, all Voting Stations will be open continuously between 9:00 a.m. and 8:00 p.m.
- 39. The Returning Officer may alter voting hours:
  - (a) to correspond with hours established in areas where the Municipality partners in the conduct of the election of trustees; or

- (b) at work site vote locations to adequately accommodate site shift change hours.
40. Prior to issuing a ballot, a Deputy shall ensure that:
- (a) the Elector is in the correct Voting Station;
  - (b) the Elector produces identification as required by the *Act*;
  - (c) the Elector makes the statements prescribed by the *Act*;
  - (d) the elector register is completed;
  - (e) if the Municipality is conducting an election for a school district, the Elector is provided with a Ballot for the Elector's appropriate school district; and
  - (f) the Ballot issued to the Elector is initialed by the Deputy.
41. If an Elector does not have identification as required by the *Act*, they may validate the address of their residence if accompanied by an elector who:
- (a) validates the Elector's identity and the address of the Elector's residence in accordance with the *Act*; and
  - (b) vouches for the person in accordance with the *Act*.

### **Voting Procedure**

42. Upon receipt of a Ballot, the Elector must enter the voting compartment alone to mark the Ballot, or with an assistant as permitted by the *Act*.
43. Despite section 42, the elector may bring a minor child into the voting compartment.
44. The Elector must mark the Ballot with an "X" or other eligible mark in the space designated for a vote adjacent to the Candidate's name of their choice, or if there is more than one vacancy, the Candidates of the Elector's choice, and where there is a vote on a bylaw or questions, beside "yes" or "no".
45. When finished marking the Ballot, the Elector must, without showing the markings on the Ballot to anyone, provide the Ballot to the Deputy supervising the Ballot Box who must:
- (a) check the Ballot for the Deputy's initials; and

- (b) after confirming the presence of the Deputy's initials, insert the voted Ballot into the Ballot Box.
- 46. If the Deputy notes the Ballot is missing a Deputy's initials, the Deputy supervising the Ballot Box will escort the Elector to the Deputy who issued their Ballot. The Deputy will add their initials, without exposing the Elector's markings. The Elector will return to the Ballot Box to have their Ballot processed as set out in section 45.
- 47. At the request of an Elector, the Returning Officer must provide Elector assistance in accordance with section 78 of the *Act*.
- 48. Each Elector must follow the voting procedures contained in this Bylaw and as posted in the Voting Station, and upon the deposit of the Ballot into the Ballot Box, the Elector must leave the Voting Station.

### **Institutional Vote**

- 49. The Returning Officer may designate any Treatment Centre or Supportive Living Facility as an institutional Voting Station.
- 50. The Returning Officer must post the dates and times of the institutional vote at the institution at least two days before the vote is to be taken.
- 51. Deputies may attend with a Ballot Box on those patients or residents confined to their rooms and take the votes of any of those patients or residents who express a desire to vote.
- 52. Electors at an institutional Voting Station will place their Ballot into a Portable Ballot Box designated for Ballots from an institutional Voting Station only, instead of adhering to the requirements under sections 42 to 46.
- 53. A Portable Ballot Box may have its seal broken to allow the deposit of Ballots if the vote must be conducted throughout a facility to accommodate the physical disability of the residents or if the Deputies have to attend multiple buildings to conduct the institutional vote.
- 54. After the close of institutional Voting Stations, the Presiding Deputy will ensure the Ballot Box is labelled, sealed, signed for, and returned to the Counting Centre to be held in a secure area.

### **Elector Assistance at home**

- 55. An Elector who is unable to attend a Voting Station or Advance Voting Station due to physical disability may request elector assistance at home.

56. The Returning Officer will provide Elector assistance at home during the hours an Advance Voting Station is open.
57. The Returning Officer:
  - (a) must provide for the attendance of two Deputies at the residence of the Elector requesting elector assistance at home; and
  - (b) may direct that Portable Ballot Boxes be used for the collection of voted Ballots of such Electors assisted at home.
58. Any Portable Ballot Box used in the elector assistance at home vote:
  - (a) may have its seal broken to allow the deposit of Ballots in each subsequent residence that is attended for the taking of votes; and
  - (b) will be closed, labelled, sealed and signed for upon the completion of the elector assistance at home vote and will be returned to the Counting Centre to be held in a secure area until opened for the counting of Ballots on Election Day.

### **Spoiled and Rejected Ballots**

59. If an Elector has made a mistake when marking a Ballot, the Elector will return the Ballot to the Deputy from whom they received the Ballot, and may request a replacement Ballot.
60. If the Elector:
  - (a) requests a replacement Ballot, the Deputy will provide a replacement Ballot to the Elector and mark the returned Ballot as “SPOILED”; and
  - (b) declines to obtain another Ballot, the Deputy will mark the returned Ballot as “REJECTED”.
61. The Deputy must retain spoiled Ballots and rejected Ballots and keep them separately from all other Ballots and will not count them or include them in the tally of election results.

### **Counting of Ballots**

62. After the Voting Station closes, a Deputy must not permit more than the Candidate or the Candidate’s official agent or Scrutineer, or more than one official agent or Scrutineer of either side of a vote on any bylaw or question to be present at the same time in a Voting Station during the counting of the votes.

63. Except as modified for Special Ballots, Elector assistance at home, and institutional and Advance Voting Stations, the Presiding Deputy must ensure that the following functions are performed in the presence of at least two Deputies and the Candidates, official agents, or Scrutineers, if any:
  - (a) unused Ballots are counted;
  - (b) Ballots marked SPOILED or REJECTED are counted and placed in separate, sealed packages;
  - (c) Ballots from the Auxiliary Ballot Box are counted in the manner prescribed in this Bylaw;
  - (d) Ballots are counted;
  - (e) Ballot Account and result of the vote are certified by at least two Deputies;
  - (f) the prescribed Ballot Account is completed with one copy of the certified Ballot Account forms attached to it;
  - (g) the prescribed form to certify the number of persons who registered to vote at the Voting Station is completed;
  - (h) all election documents from the Voting Station, except for the Ballot Account and result of the vote, and elector registers with objections noted on them, are sealed in the Ballot Boxes for delivery to the Counting Centre;
  - (i) election results are transmitted to the Returning Officer in the manner prescribed by the Returning Officer;
  - (j) Ballot Boxes are closed and sealed so that they cannot be opened without breaking the seal, and the outside is marked with the Voting Station name or number and initialed by at least two Deputies.
64. At the close of institutional, elector assistance at home, and the Advance Voting Stations, the Presiding Deputy must ensure that the Auxiliary Ballot Boxes and Portable Ballot Boxes and all election materials from the Voting Station are securely transported to the Counting Centre.
65. At 7:30 p.m. on Election Day, the Auxiliary Ballot Boxes and Portable Ballot Boxes must be opened in the presence of at least two Deputies, and any Candidates, Scrutineers or official agents present, and the Special Ballots and Advance Ballots must be counted, but the results from that count must not be disclosed earlier than 8:00 p.m. on Election Day.



66. The Returning Officer must ensure that the same post-vote procedures identified in this Bylaw for regular Voting Stations are followed for counting and recording the Special Ballot, institutional, elector assistance at home and Advance Votes at the Counting Centre except for the auxiliary Ballot count and delivery requirements.

### **Counting Centre**

67. The Returning Officer must designate a single location as a Counting Centre and notify all Candidates, official agents and Scrutineers of the location of the Counting Centre.
68. The Returning Officer must ensure the Counting Centre is secure from unauthorized access by persons who are not entitled to be present during the processing and tabulation of results.
69. The count of Special Ballots, Advance Vote Ballots, and institutional vote Ballots may commence at 7:30 p.m. on Election Day.
70. The Returning Officer must preside at the Counting Centre and must:
- (a) receive all sealed Ballot Boxes;
  - (b) record receipt of Ballot Boxes;
  - (c) verify the seal of each Ballot Box;
  - (d) open the Ballot Box from each of the Special Ballots, Advance Vote Ballots and institutional vote Ballots, and count the Ballots;
  - (e) cause a tally to be produced from each Advance Vote and institutional vote; and
  - (f) produce a cumulative tally from all the Voting Stations.

### **Recount**

71. If, in accordance with section 98(1) of the *Act*, the Returning Officer directs a recount, the following procedure will be followed:
- (a) in the presence of the Returning Officer, and as many officers that the Returning Officer considers necessary to assist in the recount, Candidates, Scrutineers, and official agents, Ballots cast for the Voting Station being recounted will be removed from the Ballot Box and recounted using the process for counting set out in section 63;

- (b) after the recount has been completed, the Returning Officer must sign across the Ballot Box seals; and
  - (c) the Returning Officer will consider the number of votes to which an objection was noted, and declare the result in accordance with the provisions of the *Act*.
72. The Returning Officer must make a recount of the votes cast at one or more Voting Stations if the Returning Officer receives an application for a recount under section 98(1.2) of the *Act* and the Returning Officer is satisfied that the requirements to make an application for a recount have been satisfied.
73. On a recount required under section 98(1.2), the Returning Officer must follow the procedure for recount set out in the *Act*.

#### **Vote on a Bylaw or Question**

74. Wherever practical, and unless otherwise provided for by a resolution of Council, the date for a vote of the Electors on a question on which the opinion of the Electors is to be obtained or on a bylaw must be the date of the General Election.
75. Unless otherwise specified by legislation or decided by Council, a vote on any question or bylaw will be held in conjunction with a General (municipal) Election.

#### **Scrutineers**

76. A person who wishes to be recognized as a scrutineer must complete the statement prescribed by the *Act*.
77. Scrutineers must comply with the Standards for Conduct of Scrutineers set out in Schedule "B".
78. If a Scrutineer fails to comply with the Standards for Conduct of Scrutineers set out in Schedule "B", the Deputy may issue the Scrutineer a written warning concerning their actions in the form set out in Schedule "C".
79. The Deputy may remove a Scrutineer from the voting place if, in the opinion of the Deputy, the Scrutineer fails to comply with the Standards for Conduct of Scrutineers.

80. A Presiding Deputy will not allow more than one Candidate, or their official agent or Scrutineer, or more than one official agent, or one Scrutineer of either side of a vote on any bylaw or question to be present at the same time after the Voting Station is closed.

### **Offences**

81. Any person who contravenes section 77 of this Bylaw is guilty of an offence and is liable, on summary conviction, to pay a penalty as set out at Schedule “C” of this Bylaw.
82. A Bylaw Enforcement Officer is authorized to issue a Violation Tag to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened section 77 of this Bylaw.
83. The Violation Tag must be in a form approved by the Chief Administrative Officer and must state:
- (a) The name of the person;
  - (b) The description of the offence;
  - (c) The appropriate penalty for the offence as specified in Schedule “C” of this Bylaw;
  - (d) That the penalty must be paid within 30 days of the issuance of the Violation Tag; and
  - (e) Any other information as may be required by the Chief Administrative Officer.
84. Where a Violation Tag is issued under section 82 of this Bylaw, the person to whom it is issued may, in lieu of being prosecuted for the offence, pay to the Municipality the penalty specified on the Violation Tag.
85. Where a Violation Tag has been issued and the penalties specified on the Violation Tag have not been paid within the prescribed time, a Violation Ticket under Part 2 of the *Provincial Offences Procedures Act*, RSA 2000, c. P-34 may be issued.
86. Despite section 82 of this Bylaw, a Bylaw Enforcement Officer is authorized to immediately issue a Violation Ticket to any person whom the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened section 82 of this Bylaw.

**General**

87. Election Bylaw No. 20/021 and all amendments are hereby repealed.
88. A reference in this Bylaw to a statute or regulation means the statute or regulation as amended or replaced.
89. Schedule “E” to this Bylaw identifies the provision of the *Act* establishing the authority for the various provisions in this Bylaw.
90. This Bylaw comes into force when it is passed.

READ a first time this 26<sup>th</sup> day of November, 2024.

READ a second time this     day of     , 2024.

READ a third and final time this     day of     , 2024.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

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

**Schedule “A”  
Form of Ballot for Blind and Visually Impaired Voters**

**VOTER TEMPLATE**

**This template is for electors with low or no vision who wish to mark their own ballot.**

**INSTRUCTIONS:**

- 1. After greeting the elector, offer them the use of the voter template.**

*Would you like to use the elector template?*

*It's a tool that allows you to vote more independently, by giving you the option to mark the ballot yourself.*

*I will read the ballot to you.*

*You can feel along the cutouts on the template in the same order, so you are able to mark the ballot without assistance.*

- 2. If yes, place a pre-folded, opened ballot inside the template.**

**The bottom edge of the ballot should be held in place squarely by the bottom flap, with the template cut-outs aligned accurately with the white circles on the ballot.**

**INSTRUCTIONS CONTINUE ON INSERT**

**VOTER TEMPLATE INSTRUCTIONS**

- 3. Give the template to the elector and instruct them to choose up to one (1) candidate.**

*Here is the template. I have inserted the ballot squarely with the bottom fold of the template so that the ballot is aligned accurately with the holes for marking your selection.*

*There are [TOTAL NUMBER OF CANDIDATES] candidates, and you may vote for [NUMBER].*

- 4. When the elector is ready, read the candidates carefully and clearly. Continue until all names have been read.**

*Please feel for the bottom cut-out on the ballot template. I will read each candidate and their party affiliation to you in reverse order, from the bottom to top. This first candidate is:*

**[CANDIDATE'S NAME]**

**[PARTY AFFILIATION / INDEPENDENT].**

*Next is...: [REPEAT AS NEEDED].”*

**5. Ask the elector to proceed to the voting booth to mark their ballot.**

*Please take the ballot behind the voting screen. Using the pencil provided, mark the ballot with an 'X' in the circle beside the name of the candidate of your choice. Remove the ballot from the template and refold it from the right to the left to ensure the secrecy of your vote.*

*When you are done, take your ballot and the template to the person standing at the ballot box on your way out.*

*Would you like me to help you to the voting screen?*

**6. NOTE:** If requested by the elector, you may accompany them to the voting screen and re-read the candidates or instructions as they are marking their ballot. Remain in front of the voting screen unless the elector requests additional assistance.

**Schedule “B”**  
**Standards for Conduct of Scrutineers**

1. Before a person is recognized or appointed as a scrutineer and before they may perform the duties of a scrutineer, the person must:
  - a. provide the Returning Officer or Deputy with:
    - i. the written notice required by section 69(1) of the *Act*; or
    - ii. the written request required by section 70(1) of the *Act* for a vote on a bylaw or question; and
  - b. make and subscribe to a statement in the prescribed form as required by section 16(2) of the *Act*.
2. When performing the duties of a scrutineer, scrutineers must:
  - a. comply with the requirements of the *Act*;
  - b. comply with the requirements of this Bylaw;
  - c. comply with the direction of the Returning Officer or Deputy; and
  - d. perform their duties with integrity and respect and in a manner that is helpful and courteous to electors, election workers, other scrutineers, the public, and anyone else involved in the election.
3. Scrutineers may:
  - a. observe the conduct of an election from the location designated within a voting station by the Returning Officer or a Deputy pursuant to section 69(5) or 70(4) of the *Act*;
  - b. observe the sealing of ballot boxes at the opening of voting stations to ensure that ballot boxes are empty prior to the start of the voting process and observe the opening of ballot boxes after the close of voting stations to ensure that all ballots are removed from the ballot boxes prior to the counting process;
  - c. observe that each ballot box is opened and that the ballots are counted as provided for in section 85(1) of the *Act* from the location designated by the Returning Officer or Deputy;
  - d. observe that each special ballot box, advance vote ballot box, and institutional vote ballot box is opened and that all ballots are counted at

the counting centre as provided for in section 85.1(5) of the *Act* from the location designated by the Returning Officer or Deputy;

- e. observe recounts conducted by the Returning Officer pursuant to this bylaw, section 98(2) of the *Act* or observe a judicial recount pursuant to section 106(1) of the *Act*;
- f. request to view individual elector registers when election workers are not assisting electors;
- g. request to view the names and addresses of electors who have applied for and been provided special ballot packages pursuant to section 77.1(4) of the *Act* when election workers are not assisting electors;
- h. request a copy of the ballot account as provided for in section 89(2) of the *Act* and, if the scrutineer desires, sign the ballot account as provided for in section 89(1) of the *Act*; and
- i. use cellphones, laptops, and other electronic devices within a voting station or the counting centre so long as no audio or video recordings are taken, no photographs are taken, and no phone calls are made or taken.

4. A scrutineer must not:

- a. interfere with the orderly conduct of an election, including interfering with the voting process or the counting process;
- b. view an elector completing their ballot, assist an elector with completing their ballots, vouch for an elector pursuant to section 53(5) of the *Act*, or prevent an elector from completing their ballot;
- c. take photographs within a voting station or the counting centre, including photographs of the permanent electors register, individual elector registers, or the special ballot elector register;
- d. make copies of, transcribe, or interfere with election materials in a voting station or the counting centre, including the permanent electors register, individual elector registers, and the special ballot elector register;
- e. make or take phone calls in a voting station or the counting centre while they are within a voting station or the counting centre, including for the exchange of information between a scrutineer and a candidate or official agent;
- f. engage in political campaigning or promotion for or against any candidate, or for or against any position on a vote on a bylaw or question,



within or outside of voting stations or the counting centre, including wearing campaign materials such as buttons, hats, and t-shirts; or

- g. engage in harassing or discriminatory behaviour or make abusive, derisive, threatening or insulting statements or gestures to or about another person.
5. If a Scrutineer fails to comply with this Standards for Conduct of Scrutineers, the Presiding Deputy may:
- a. issue the scrutineer a written warning concerning their actions; or
  - b. remove a scrutineer from the voting place.
6. The Returning Officer and Deputy must not:
- a. for a general election or by-election, allow a candidate to have a scrutineer or official agent present in a voting station or the counting centre while the candidate is present in the voting station or counting centre pursuant to section 69(3) or 85.1(6) of the *Act*;
  - b. for a general election or by-election, allow a candidate to have both an official agent and a scrutineer present in a voting station or in the counting centre at the same time pursuant to section 69(3.1) or 85.1(6) of the *Act*;
  - c. for a vote on a bylaw or question, allow more than one scrutineer for each side of the bylaw or question to be present in the voting station or the counting centre at the same time pursuant to section 70(3) and 85.1(6) of the *Act*; or
  - d. permit more than one of the candidates, the candidate's official agent, the candidate's scrutineer, or more than one scrutineer for either side of a vote on any bylaw or question, to be present during the counting of ballots pursuant to section 85(2) of the *Act*.
7. No person may impede a scrutineer from performing the duties of a scrutineer pursuant to section 69(7) of the *Act* so long as the scrutineer is complying with the requirements of this bylaw and the *Act*.

**Schedule “C”**  
**Form: Warning of Failure to Comply with the**  
**Standards for Conduct of Scrutineers**

**Warning of Failure to Comply with the Standards for Conduct of Scrutineers**

<b>Electoral Division of:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>To:</b> (print full name of individual creating disturbance or disrupting proceedings in space to the right)	
<b>At:</b> (print name of voting place)	(the “Voting Place”)
<b>I have determined that you are not complying with the Standards for Conduct of Scrutineers as follows:</b>	
<b>Description of actions resulting in the Warning:</b>	
If you continue to contravene the Standards for Conduct of Scrutineers, you will be removed from the voting place.	

Scrutineer was removed from the voting place at: (use only if Scrutineer continues to violate the Standards for Conduct of Scrutineers)	Time:
<input type="checkbox"/> RO Notified	
_____ (print name of Election Officer Issuing Warning)	_____ (Signature of Election Officer Issuing Warning)
<b>Scrutineer’s Copy</b>	

### Warning of Failure to Comply with the Standards for Conduct of Scrutineers

<b>Electoral Division of:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>To:</b> (print full name of individual creating disturbance or disrupting proceedings in space to the right)	
<b>At:</b> (print name of voting place)	(the "Voting Place")
<b>I have determined that you are not complying with the Standards for Conduct of Scrutineers as follows:</b>	
<b>Description of actions resulting in the Warning:</b>	
If you continue to contravene the Standards for Conduct of Scrutineers, you will be removed from the voting place.	

Scrutineer was removed from the voting place at: (use only if Scrutineer continues to violate the Standards for Conduct of Scrutineers)	Time:
<input type="checkbox"/> RO Notified	
_____ (print name of Election Officer Issuing Warning)	_____ (Signature of Election Officer Issuing Warning)
<b>Returning Officer's Copy</b>	

**Schedule “D”  
Offence Penalties**

A person who contravenes section 77 of this Bylaw may be subject to a fine of:

- a. \$250.00 for a first offence; and
- b. \$500.00 for any subsequent offence.

**Schedule "E"**  
**Connection between Sections of the Bylaw and the Act**

<b>Section of the Bylaw</b>	<b>Authorizing section in the <i>Local Authorities Election Act</i></b>	<b>Content</b>
6 & 7	2(2) & 3(1)	Joint elections
9	13(1)	Appointment of returning officer
10	13(2.1)	Substitute returning officer
11	36(1) & 37(3)	Returning officer authorities
17	28(1.1)	Locations to receive nominations
19(e)	27(1)(d) & 29(1)	Nomination deposit and amount
20	30(1)	Methods of receipt of deposit
21	27(2)	Number of electors required for nomination
24	11(1)	Election day
28	78(4.2)	Blind elector template
30	77.1(2)	Special ballots
31	77.1(2.1)	Special ballot request timelines
32	77.21(2)	Special ballot submission timelines
33	73(3)	Advance vote
38	46(2) & 46(2.1)	Voting station times
49	80(1)	Institutional vote locations
55 - 58	79(1)	Elector assistance at home
65	85.1(4)	Counting centres (early count)



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

## **Administrative Consolidation of Election Bylaw**

(being Bylaw No.20/021 of the Regional Municipality of Wood Buffalo, as amended by Bylaw No. 21/002, consolidated and printed under the authority of the Chief Administrative Officer of the Regional Municipality of Wood Buffalo)

This is certified to be a true copy of  
consolidated Bylaw No. 20/021 of the  
Regional Municipality of Wood Buffalo.

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Jade Brown  
Chief Legislative Officer

*The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change. For example (BL 10/004) refers to Bylaw No. 10/004.*

## **BYLAW NO. 20/021**

### **BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH THE RULES TO FOLLOW IN CONDUCTING ELECTIONS IN THE MUNICIPALITY**

**WHEREAS** the *Local Authorities Election Act*, R.S.A. 2000 c. L-21, as amended, provides for the conduct of elections by local authorities and permits the local authority to pass a bylaw for the conduct of such elections;

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

#### **Short Title**

1. This Bylaw shall be cited as the “Election Bylaw”.

#### **Definitions**

2. For the purpose of this Bylaw, the following definitions shall apply:
  - (a) “Act” means *Local Authorities Election Act*, R.S.A. 2000 c. L-21, as amended, or replaced from time to time;
  - (b) “automated voting system” means the vote tabulators, memory storage devices, remote accumulation systems, printers, computers and software used to count votes and generate election results electronically;
  - (c) “auxiliary ballot box” means a separate compartment in the ballot box for ballots that have been marked by electors but not counted by the vote tabulator;
  - (d) “ballot” has the meaning described in section 13 of this Bylaw;
  - (e) “Council” means the municipal council of the Municipality;
  - (f) “counting centre” means a controlled access area designated by the Returning Officer where election results are determined;
  - (g) “Municipality” means the Regional Municipality of Wood Buffalo;
  - (h) “privacy sleeve” means an open-ended envelope used to cover ballots to conceal the elector’s mark(s) without covering the initials of the election official who issued the ballot to the elector;

- (i) “register tape” means a printed record generated by a vote tabulator which shows the votes cast for each election and the total votes cast;
  - (j) “Returning Officer” means the person appointed as a returning officer pursuant to section 13 of the Act;
  - (k) “vote tabulator” means a device with a memory storage component into which marked ballots are inserted, which automatically counts the votes on the ballot for an election;
3. When a term used in this Bylaw is not defined, the term shall have the same meaning as defined or provided for in the Act.

### **Application**

4. This Bylaw applies to all elections conducted by the Municipality.

### **Joint Election with Another Elected Authority**

5. The Chief Administrative Officer is authorized to enter into agreements on behalf of the Municipality to conduct elections on behalf of other elected authorities in the Regional Municipality of Wood Buffalo, whose boundaries may or may not be contiguous with the Regional Municipality of Wood Buffalo but do have areas in common.

### **Voting Subdivisions, Voting Stations and Voting Station Hours**

6. The Returning Officer may divide the Municipality into voting subdivisions and may alter the boundaries of voting subdivisions and create additional voting subdivisions provided that any alterations shall be made in accordance with the requirements prescribed by the Act.
7. The Returning Officer shall designate the location of one voting station in each voting subdivision and may designate more than one voting station for each voting subdivision, as prescribed by the Act.
8. The Returning Officer may establish voting stations at work sites and direct that those workers who are electors who wish to vote and are required to work at the site during the hours for which the voting station is open, shall vote at that voting station, notwithstanding that those workers do not reside in the voting subdivision in which that voting station is located.
9. Votes shall be taken at voting stations between 9:00 a.m. and 8:00 p.m. on election day, except:
- (a) for institutional voting stations or work site voting stations, for which the Returning Officer shall fix the times on election day at which the votes in the institutional or work site voting stations shall be taken; and



- (b) as allowed under the advance vote provisions of this Bylaw.

## **Nominations**

- 10. Nominations shall be accepted during the nomination period prescribed by the Act at the local jurisdiction office and any location established by the Returning Officer.
- 11. Candidates' nomination forms must contain the requisite number of signatures under the Act and shall be accompanied by a deposit in Canadian funds in the form of cash, certified cheque or money order as follows:
  - (a) for the office of mayor, the candidate's nomination form must be accompanied by a deposit of \$250.00; and
  - (b) for the office of councillor, the candidate's nomination form must be accompanied by a deposit of \$100.00;
- 11.1 Notwithstanding the requirements of Section 11 of this Bylaw, for the purposes of the 2021 general election year, any nomination deposit may also be satisfactorily provided to the Returning Officer by in-person payments using either a debit card or a credit card. **(BL 21/002)**
- 12. If the Municipality is conducting an election for another local authority, the nomination forms of candidates in that local authority must meet the requirements set by that local authority.

## **Death of a Candidate**

- 13. If a candidate for any position dies after nomination day but before the opening of the voting stations on election day:
  - (a) the election for that position shall be discontinued; and
  - (b) a new election for that office shall be held as soon as practicable.

## **Ballots**

- 14. Ballots for all elections shall be in the general form prescribed in Schedule "A", unless otherwise prescribed by the Returning Officer.
- 15. Ballots containing different elections occurring within the same voting subdivisions may be differentiated by colour or any other means as directed by the Returning Officer.

## **Special Ballots**

- 16. An elector who meets the requirements prescribed by the Act may in writing, by telephone, fax, in person, email or by secure website established by the Municipality, apply for a special ballot in the manner prescribed by the Act:

- (a) between August 1 in the year of a general election and 12:00 noon on the Friday before a general election; or
  - (b) as determined by resolution of Council for a vote on a question or bylaw that does not coincide with an election.
- 17. In order to be counted in an election, a special ballot must be marked and submitted to the Municipality in the manner prescribed by the Act:
  - (a) by 4:00 p.m. on election day for a general election; or
  - (b) as determined by resolution of Council for a vote on a question or bylaw that does not coincide with an election.
- 18. The Returning Officer shall ensure that special ballots are issued, administered, and counted in accordance with the requirements prescribed by the Act and this Bylaw.
- 19. The special ballot box will be unsealed at the counting centre after 7:30 p.m. on election day, and the sealed special ballots will, in the presence of two deputies and the candidates, scrutineers or agents present, be unsealed and inserted into the vote tabulator designated for special ballots.
- 20. If the vote tabulator rejects a special ballot and it is possible to ascertain the votes on the special ballot, the deputies in the counting centre will follow the same procedure as identified in this Bylaw for replacing ballots that are rejected by a vote tabulator.

### **Use of Automated Voting System**

- 21. The Returning Officer is authorized to conduct an election or any portion of an election in the Municipality using an automated voting system.
- 22. If an automated voting system is used in an election, the Returning Officer shall:
  - (a) take whatever reasonable safeguards may be necessary to secure the automated voting system from unauthorized access, entry, use or tampering; and
  - (b) ensure the equipment is not part of or connected to an electronic network, except that the equipment be securely connected to a network after the close of the voting stations for the purpose of transmitting information to the Municipality.

## Voting Procedures

23. The voting procedures outlined in this Bylaw must be followed for elections employing an automated voting system, except for the special ballot process, unless otherwise stated.
24. Despite the voting procedures for automated voting systems set out in this Bylaw, the Returning Officer may choose to conduct an election or any portion thereof using a paper ballot system, in which case the procedures for such elections prescribed by the Act shall be followed.
25. Prior to issuing a ballot, a deputy shall ensure that:
  - (a) the elector is in the correct voting station;
  - (b) the elector produces identification as required by the Act;
  - (c) if the elector is unable to produce identification as required by the Act, the elector is vouched for eligibility by an elector;
  - (d) the elector makes the statements prescribed by the Act;
  - (e) the elector register is completed;
  - (f) if the Municipality is conducting an election for a school district, the elector is provided with a ballot for the elector's appropriate school district; and
  - (g) the ballot issued to the elector is initialed by the deputy.
26. Upon receiving a ballot with the privacy sleeve, the elector shall enter the voting compartment alone to mark the ballot, or with an assistant as permitted by the Act.
27. After has finished marking the ballot, the elector shall place the marked ballot in the privacy sleeve provided with the ballot and proceed to the ballot box.
28. The deputy at the ballot box shall ensure:
  - (a) that the ballot was initialed by a deputy;
  - (b) the ballot is inserted into the vote tabulator directly from the privacy sleeve, without revealing the elector's choices on the ballot.
29. If an elector makes an error in marking a ballot, the elector will return the original ballot to the deputy who issued the ballot.
30. If an elector requests another ballot, the deputy must issue a new ballot to the elector and mark the original ballot "spoiled".

31. If an elector returns the ballot and states that the elector is declining to vote, the elector is not entitled to another ballot for that office and the deputy must deposit the declined ballot into the vote tabulator.
32. If a ballot is rejected by the vote tabulator, the deputy at the ballot box shall advise the elector to obtain another ballot from the deputy who issued the ballot, and:
  - (a) if the elector requests a replacement ballot, the deputy shall issue a new ballot to the elector and mark the original ballot “spoiled”; or
  - (b) if the elector declines to obtain a replacement ballot, the deputy shall mark the original ballot “rejected”.
33. Spoiled and rejected ballots shall be retained separately from each other and from all other ballots and shall not be counted in the election results.
34. After the ballot has been successfully inserted in the vote tabulator, the elector shall immediately leave the voting station.
35. If the vote tabulator fails to work or stops working, electors shall insert their marked ballots into the auxiliary ballot box.
36. The auxiliary ballot box shall remain closed until the voting station closes, at which time the presiding deputy in the presence of at least one other deputy and any candidates, scrutineers or official agents present, shall open the auxiliary ballot box and insert the ballots from the auxiliary ballot box into the vote tabulator.
37. If the vote tabulator rejects a ballot, and it is possible to ascertain the votes on the ballot, a deputy shall:
  - (a) prepare a duplicate ballot to reflect the intent of the elector, and mark it “Duplicate”;
  - (b) mark the original ballot “spoiled”;
  - (c) mark a serial number on both the duplicate ballot and the original ballot; and
  - (d) insert the duplicate ballot in the vote tabulator.
38. If the vote tabulator or the automated voting system fails, the Returning Officer shall:
  - (a) direct that ballots from any or all voting stations be counted manually at the voting station;
  - (b) direct that the ballot boxes be delivered to the counting centre and the ballots be counted using vote tabulators at the counting centre in the same manner as prescribed for counting ballots from the auxiliary ballot box; and

- (c) give such other directions as may be required for the proper conduct of the election.

### **Elector Assistance at the Voting Station**

- 39. An elector who is unable to vote in the usual manner can request assistance from a deputy in marking the ballot.
- 40. Upon the elector making the statement prescribed by the Act, the deputy shall assist that elector in marking the ballot and shall immediately deposit the ballot in the vote tabulator.
- 41. An elector who is unable to vote in the usual manner can choose to be assisted by a friend or relative, who is at least 18 years of age and has accompanied the voter to the voting station.
- 42. Upon the elector and the friend or relative assisting the elector making the prescribed statements, the deputy shall permit the friend or relative to accompany the elector into the voting compartment to assist the elector in marking the ballot. The elector or the friend or relative shall immediately deposit the ballot in the vote tabulator.
- 43. The Returning Officer is authorized to:
  - (a) provide electronic ballot marking devices for blind and visually impaired electors during the advance vote; and
  - (b) ensure that advertisements for advance voting stations contain statements that the electronic ballot marking devices will be available only at designated advance voting stations and will not be available on election day.

### **Elector Assistance at Home**

- 44. An elector who is unable to attend a voting station or an advance voting station because of physical disability, may, before the date established by the Returning Officer, request the Returning Officer have two deputies attend at the elector's residence to take the elector's vote between the hours of 9:00 a.m. and 6:00 p.m. on election day.

### **Institutional Vote**

- 45. Institutional voting stations shall be established for any election conducted under this Bylaw at treatment centres and supportive living facilities designated by the Returning Officer and at any other facility designated by the Returning Officer, who is authorized to set the times on election day when the institutional voting will be held.

### **Advance Vote**

46. There shall be an advance vote for each election conducted under this Bylaw.
47. The Returning Officer shall determine the number, locations, days and hours when the advance votes will be held and shall ensure each advance vote is conducted in accordance with the requirements prescribed by the Act.
48. If vote tabulators are used for the advance vote, upon completion of each day of the advance vote, the presiding deputy shall ensure that:
  - (a) no additional ballots are inserted in the vote tabulator between the completion of that day's advance vote and the beginning of the next scheduled advance vote day for that election;
  - (b) no register tapes for the advance vote are generated; and
  - (c) the vote tabulators, complete with the memory storage units, are delivered to the counting centre, or other location(s) specified by the Returning Officer.

### **Counting Centre**

49. The Returning Officer shall designate a single location as a counting centre and notify all candidates, official agents and scrutineers of the location of the counting centre.

### **Counting of Votes**

50. After a voting station closes, except as modified for special ballots, elector assistance at home, institutional and advance voting stations, the presiding deputy shall ensure that the following functions are performed in the presence of at least two deputies and the candidates, official agents or scrutineers, if any, and provided that a deputy shall not permit more than the candidate or the candidate's official agent or scrutineer, or more than one official agent or scrutineer of either side of a vote on any bylaw or question to be present at the same time in a voting station during the counting of the votes:
  - (a) ballots from the auxiliary ballot box are inserted in the vote tabulator for counting in the manner prescribed in this Bylaw;
  - (b) after the votes from the auxiliary ballot box are counted, the vote tabulator is secured so that no more ballots can be inserted;
  - (c) produce as many copies of the register tape from the vote tabulator as directed by the Returning Officer;
  - (d) register tapes are certified by at least two deputies;

- (e) election results are transmitted to the Returning Officer in the manner prescribed by the Returning Officer;
  - (f) unused ballots are counted;
  - (g) ballots marked spoiled or rejected are counted and placed in separate, sealed packages;
  - (h) the prescribed ballot account is completed with one copy of the certified register tape attached to it;
  - (i) the prescribed form to certify the number of persons who registered to vote at the voting station is completed;
  - (j) all election documents from the voting station, except for the ballot account, certified register tapes, and elector registers with objections noted on them, are sealed in the ballot box(es) for delivery to the counting centre;
  - (k) the ballot box(es) is closed and sealed so that it cannot be opened without breaking the seal, and the outside is marked with the voting station name or number and initialed by at least two deputies.
51. At the close of institutional, elector assistance at home, and the advance voting stations, the presiding deputy shall ensure that the vote tabulator if used, the ballot box(es) and all election materials from the voting station are securely transported to the counting centre.
52. At 7:30 p.m. on election day, the vote tabulators containing the counts from special ballots, institutional ballots, elector assistance at home ballots, and the advance vote ballots shall be opened in the presence of at least two deputies, and any candidates, scrutineers or official agents present, and the register tapes from the vote tabulators be generated, but the results from those vote tabulators must not be disclosed earlier than 8:00 p.m. on election day.
53. If a vote tabulator is not used, the Returning Officer shall ensure that the same procedures are followed for counting the ballots from the special ballot, institutional, elector assistance at home and advance votes as identified in this Bylaw for counting ballots from the auxiliary ballot box.
54. The Returning Officer shall ensure that the same post-vote procedures identified in this Bylaw for regular voting stations are followed for counting and recording the special ballot, institutional, elector assistance at home and advance votes at the counting centre except for the auxiliary ballot count and delivery requirements.

### **Recount Procedure**

55. If the Returning Officer directs a recount in accordance with the Act, the following procedure shall be followed:

- (a) vote tabulators must be placed at the counting centre;
  - (b) in the presence of the Returning Officer, at least two deputies, and any candidates, scrutineers or official agents present, the vote tabulators shall be cleared and the opening register tape showing a zero-count produced;
  - (c) the seal on the ballot box(es) for the election and voting stations being recounted shall be broken, the ballots cast removed from the ballot box(es) and inserted into the vote tabulators for counting in the same manner prescribed in this Bylaw.
56. After the recount, the Returning Officer shall correct the ballot account if necessary and declare the result in accordance with the provisions of the Act.

### **General**

57. Modified Voting Bylaw No. 98/072 and Election Bylaw No. 13/010 and all amendments are hereby repealed.
58. This Bylaw comes into force when it is passed.

READ a first time this 8<sup>th</sup> day of September, 2020  
READ a second time this 24<sup>th</sup> day of November, 2020  
READ a third and final time this 24<sup>th</sup> day of November, 2020  
SIGNED and PASSED this 24<sup>th</sup> day of November, 2020.

### Amendment(s)


21/002




























Schedule “A” Form for a Ballot

DRO's Initials

Regional Municipality of Wood Buffalo  
ELECTION – Month XX, 20XX

To Vote:  
Completely fill in the oval  beside the name(s) of the candidate(s) of your choice.

<div><div>MAYOR Regional Municipality of Wood Buffalo</div><div>This ballot shall not be marked for more than one (1) candidate.</div></div>	<div><div>COUNCILLOR WARD X Regional Municipality of Wood Buffalo</div><div>This ballot shall not be marked for more than six (6) candidates.</div></div>	<div><div>SCHOOL TRUSTEE School District or Division</div><div>This ballot shall not be marked for more than five (5) candidates.</div></div>
Candidate 	Candidate 	Candidate 
Candidate 	Candidate 	Candidate 
Candidate 	Candidate 	Candidate 
Candidate 	Candidate 	Candidate 
Candidate 	Candidate 	Candidate 
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**Meeting Date:** December 10, 2024

**Subject:** Municipal Census 2025

**Approvals:** Amanda Owens

Director

Henry Hunter

Chief Administrative Officer

## Recommendation:

THAT Administration conduct a municipal census in 2025 in accordance with the Census Regulation and the Alberta Municipal Affairs Census manual.

## Summary | Background:

A municipal census is required in 2025 to update the population and demographic information of the Regional Municipality of Wood Buffalo (RMWB). Census 2025 is the first to be conducted under the new Alberta Municipal Affairs' Municipal Census Regulation. Municipal Census 2025 seeks to establish a new, accurate and reliable benchmark of the permanent and non-permanent population of the region in alignment with the Census Regulation and Census Manual.

The up-to-date population information will enable the RMWB to access available population-based funding. Since 2018, the RMWB has received a total of \$122 million in various population-based grants from the Government of Canada and the Government of Alberta.

The detailed demographic information collected through the census is important for planning and delivering municipal programs and services and for understanding how the RMWB is changing over time. Further, it supports industry partners, businesses, and social profit organizations to plan initiatives that best suit the RMWB's needs.

The RMWB has traditionally conducted a census every one to three years to monitor and update its demographic and housing profile. The results of Municipal Census 2021 show that the population of the region has changed in recent years.

In compliance with the Municipal Census Regulation, the 2025 Municipal Census for the RMWB will be conducted over three (3) consecutive months, starting April 1, 2025, and concluding on June 30, 2025. April 1, 2025, has been designated as the official Census Day and serves as the reference point for enumeration. All individuals living or working within the RMWB's boundaries on Census Day are required to be counted to ensure an accurate population assessment.



Conducting a census in the RMWB presents significant challenges due to the region's vast geographic area and diverse workforce composition. To address these unique challenges, Administration will draw on past experience to enhance the accuracy and efficiency of the 2025 Census.

The enumeration process will include all individuals within the RMWB, covering the Urban Service Area, rural Communities, and project accommodations. Enumeration will be conducted through three (3) primary methods: self-reported online responses, door-to-door interviews, and telephone interviews. Upon Council's approval of a 2025 Census, Administration will prioritize efforts to maximize public awareness and participation, emphasizing the importance of the census.

The census team will work closely with internal and external stakeholders to ensure accurate enumeration and to engage the public on the importance of the Census through awareness and education initiatives. Strong collaboration will also enhance enumeration efforts in rural communities and multi-family dwellings within the Urban Service Area. However, accurately counting the residential shadow population in the Urban Service Area – such as mobile workers and individuals sharing rooms and suites in single-family homes – will remain a unique challenge.

### **Budget | Financial Considerations:**

The proposed budget for Census 2025 is \$533,359.50. It includes hiring and paying enumerators, temporary staff, training, advertising, supplies, mailing, online data collection, and technical support. All expenses related to Census 2025 will be tracked and reported.

### **Strategic Plan Alignment | Impact:**

Conducting a municipal census is crucial to ensure the RMWB secures the maximum available population-based grants, including the Local Government Fiscal Framework (LGFF) fund, the Canadian Community-Building Fund (CCBF), and similar funding opportunities. This initiative aligns seamlessly with the Council's 2022–2025 Strategic Plan, supporting its priority of Fiscal Management.

### **Rationale for Recommendation(s):**

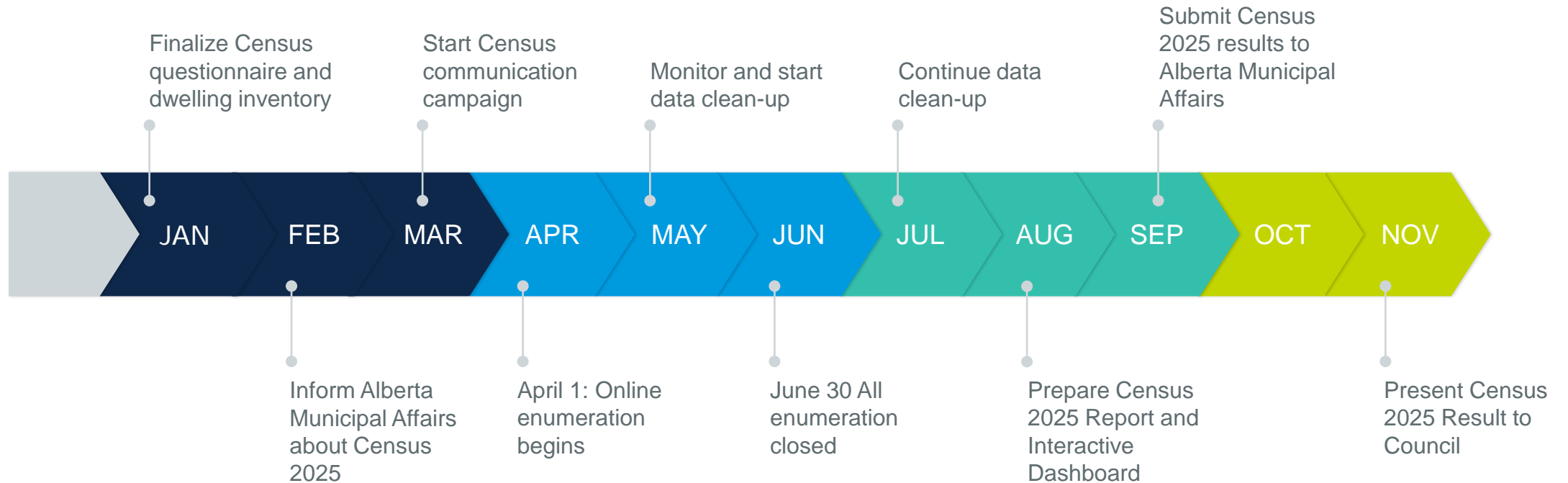
Accurate and up to date population data is critical for emergency management preparedness, projects and initiatives, and municipal programs aimed at improving economic growth and social conditions of the residents in the region.

### **Attachment(s):**

1. Municipal Census 2025 Timeline



# Census 2025 Timelines



**Meeting Date:** December 10, 2024**Subject:** Designation of Affordable Housing Accommodations**Approvals:** Laurie Farquharson

Chief Financial Officer

Henry Hunter

Chief Administrative Officer

**Recommendation(s):**

THAT the tax exemption for Affordable Housing Accommodations from property taxes as outlined in this report, be approved.

**Summary | Background:**

Housing affordability is a key priority for the Government of Alberta, and recently, it has taken steps to ensure that property tax exemptions support the provision and delivery of affordable housing. The *Municipal Affairs Statutes Amendment Act*, which came into effect on October 31, 2024, amended the *Municipal Government Act* (MGA) as follows.

- Section 363 provides property tax exemptions for affordable housing accommodations as defined by the *Affordable Housing Act* (AHA).

On January 1, 2025, the provisions that have property tax implications will come into force and will be applicable for the 2025 taxation year.

To support the implementation of the MGA amendments, the Minister of Seniors, Community and Social Services has issued a Ministerial Order No. 2024-011 (Attachment 1). The Ministerial Order clarifies the definition of affordable housing accommodation under the AHA. In order for a housing accommodation to be designated as an affordable housing accommodation, which may be at the unit level, it must:

- be subject to an agreement between the owner and operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
- have rental rates which are below market rates, pursuant to the agreement with an order of government; and
- be owned or operated by a not-for-profit organization, incorporated under the *Societies Act*, *Companies Act* or *Business Corporations Act*, a management body established under the AHA, or a similar organization as determined under the Ministerial Order, that has a stated mission or mandate to serve those in core



housing need (as defined in section 8(2)(a) of the *Social Housing Accommodation Regulation*) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10 year strategy to improve and expand affordable housing*.

The Ministry of Seniors, Community and Social Services (SCSS) will maintain a list of affordable housing accommodations, which will be reviewed on an annual basis and publicly posted for municipalities and housing providers to access. A list of accommodations under agreement with the ASHC for 2025 is outlined in Attachment 2.

### **Alternatives:**

As the approving authority, Section 363 of the MGA permits a council to develop a bylaw to make the accommodations listed under the ministerial order taxable. Municipal taxes will be applied to the accommodation leaving them exempt from Provincial requisitions.

### **Budget | Financial Considerations:**

The list of accommodations for 2025 will result in an estimated municipal tax revenue loss of \$465,000.

### **Strategic Plan Alignment | Impact:**

The Municipality is committed to addressing homelessness by supporting the efforts of the homeless-serving sector through funding administration and program enhancement. This tax exemption is consistent with the Municipality's comprehensive approach to tackling homelessness.

### **Rationale for Recommendation(s):**

The tax exemption can enhance affordable housing availability while also alleviating operational costs for not-for-profit organizations dedicated to supporting the affordable housing sector.

### **Attachment(s):**

1. Ministerial Order No. 2024-011
2. 2025 Affordable Housing Accommodations





ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES  
Office of the Minister

## Ministerial Order No. 2024-011

WHEREAS, pursuant to section 1(a) of the *Alberta Housing Act* (the Act), "affordable housing accommodation" means a housing accommodation designated by the Minister as an affordable housing accommodation under section 31.1(1);

AND WHEREAS, pursuant to section 31.1(1) of the Act, the Minister may designate a housing accommodation as an affordable housing accommodation if the Minister is of the opinion that in the circumstances the housing accommodation is suitable for designation as an affordable housing accommodation;

AND WHEREAS, pursuant to section 3(3) of the Act, the Minister may delegate to any person any power, authority or obligation conferred or imposed on the Minister under the Act.

THEREFORE, I, JASON NIXON, Minister of Seniors, Community and Social Services, pursuant to section 31.1(1) of the *Alberta Housing Act*, hereby:

1. Establish the circumstances under which a housing accommodation is suitable for designation as an affordable housing accommodation are that it must:
  - a. be subject to an agreement between the owner or operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
  - b. have rental rates which are below market rates, pursuant to the agreement referred to in subclause (a); and,
  - c. be owned or operated by a not-for-profit organization incorporated under the *Societies Act*, *Companies Act*, or *Business Corporations Act*, a management body established under the *Alberta Housing Act*, or similar organization as determined under this Ministerial Order, that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the *Social Housing Accommodation Regulation*) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*.
2. Delegate to the Assistant Deputy Minister, Housing Division, the authority to designate a housing accommodation as an affordable housing accommodation, in accordance with the circumstances set out in clause 1, including the authority to determine a similar organization under clause 1(c).

3. Direct the Assistant Deputy Minister, Housing Division, to create and maintain a list of designated affordable housing accommodations to be reviewed and updated at least annually, or upon notification of the transfer of a housing accommodation designated as an affordable housing accommodation under this Ministerial Order.

DATED this 2 day of August, 2024.



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Jason Nixon  
Minister of Seniors, Community and Social Services



# Municipality of Wood Buffalo

## Affordable Housing Designation Projects

### Grant Agreements

Project Name	Organization	Address Line 1	Unit Type	Agreement Expiry Date	Unit Count
Meadow Creek Village Stage 1 - The Breakwater	Wood Buffalo Housing and Development Corporation	185A and 185B Parsons Creek Drive	61 x 1 Bedroom 44 x 2 Bedroom	12/1/2026	105
Valley View Prospect View	Wood Buffalo Housing and Development Corporation	101 Plamondon Drive	24 x 1 Bedroom 44 x 2 Bedroom 22 x 3 Bedroom	12/1/2027	90
MUHC - Fort McMurray-Lac La Biche - 051	Metis Urban Housing Corporation	103, 112, 211, 212, 302, 404 610 Signal Road	2 Bedroom	5/1/2028	6
MUHC - Fort McMurray-Lac La Biche - 050	Metis Urban Housing Corporation	222 Bird Crescent	3 Bedroom	5/1/2028	1
MUHC - Fort McMurray-Lac La Biche - 050	Metis Urban Housing Corporation	109 Fraser Avenue	3 Bedroom	5/1/2028	1
MUHC - Fort McMurray-Lac La Biche - 050	Metis Urban Housing Corporation	29 Alberta Drive	3 Bedroom	5/1/2028	1
MUHC - Fort McMurray-Lac La Biche - 050	Metis Urban Housing Corporation	132 Erindale Road	3 Bedroom	5/1/2028	1
MUHC - Fort McMurray-Lac La Biche - 050	Metis Urban Housing Corporation	115 Astum Court	3 Bedroom	5/1/2028	1
MUHC - Fort McMurray-Lac La Biche - 051	Metis Urban Housing Corporation	#7 711 Beaconhill Drive	3 Bedroom	5/1/2028	1
MUHC - Fort McMurray-Lac La Biche - 051	Metis Urban Housing Corporation	#13 711 Beaconhill Drive	3 Bedroom	5/1/2028	1
MUHC - Fort McMurray-Lac La Biche - 050	Metis Urban Housing Corporation	129 Alberta Drive	4 Bedroom	5/1/2028	1
MUHC - Fort McMurray-Lac La Biche - 050	Metis Urban Housing Corporation	116 Simpson Way	4 Bedroom	5/1/2028	1
MUHC - Fort McMurray-Lac La Biche - 050	Metis Urban Housing Corporation	128 Beaufort Crescent	4 Bedroom	5/1/2028	1

MUHC - Fort McMurray-Lac La Biche - 050	Metis Urban Housing Corporation	220 Windsor Drive	4 Bedroom	5/1/2028	1
MUHC - Fort McMurray-Lac La Biche - 051	Metis Urban Housing Corporation	#20 711 Beaconhill Drive	4 Bedroom	5/1/2028	1

### Grant Agreements (continued)

Project Name	Organization	Address Line 1 (Building)	Unit Type	Agreement Expiry Date	Unit Count
The Compass	Waypoints Community Services Association	130 Prospect Drive	34 x 1 Bedroom 24 x 2 Bedroom 14 x 3 Bedroom 6 x Bachelor	11/1/2033	78
Sandpiper Cove	Wood Buffalo Housing and Development Corporation	101 - 204B Sandpiper Place	112 x 1 Bedroom 41 x 2 Bedroom 18 x 3 Bedroom	6/30/2032	171
Siltstone Place	Wood Buffalo Housing and Development Corporation	Lot 1A, Plan 012 3208	14 x 1 Bedroom 86 x 2 Bedroom 61 x 3 Bedroom 4 x 4 Bedroom	1/31/2036	165
Stony Mountain	Wood Buffalo Housing and Development Corporation	Lot 2, Block 1, Plan 082 8922	75 x 1 Bedroom 34 x 2 Bedroom 16 x 3 Bedroom	6/30/2031	125
Creekside	Wood Buffalo Housing and Development Corporation	135 Millennium Gate	19 x 3 Bedroom 17 x 4 or more Bedroom	12/1/2028	36
The Delta	Wood Buffalo Housing and Development Corporation	117 Millennium Gate	35 x 3 Bedroom	8/31/2028	57
The Shores	Wood Buffalo Housing and Development Corporation	210 Millenium Gate, Fort McMurray, AB	24 x 1 Bedroom 14 x 2 Bedroom	9/1/2037	38

### Housing Projects

Project Name	Organization	Address Line 1 (Building)	Unit Type	Agreement Expiry Date	Unit Count
Heritage Glen	Wood Buffalo Housing and Development Corporation	143C, 157D, 161A, 161B, 161D Dickens Drive, Fort McMurray, T9K 1R8	5 x 3 Bedroom	Ongoing	5

Centennial 1	Wood Buffalo Housing and Development Corporation	1012A 101-2 Centennial Drive; 1032A 103-2 Centennial Drive; 1042A 104-2 Centennial Drive; 2012A 201-2 Centennial Drive; 2022A 202-2 Centennial Drive; 2032A 203-2 Centennial Drive; 2042A 204-2 Centennial Drive	7 x 2 Bedroom	Ongoing	7
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### Municipal Agreements

Project Name	Organization	Address Line 1 (Building)	Unit Type	Agreement Expiry Date	Unit Count
	Wood Buffalo Wellness Society	10021 Biggs Avenue, Fort McMurray, AB T9H 1S4	30 x 1 Bedroom	3/31/2025 (likely to be extended annually)	30

**Meeting Date:** December 10, 2024**Subject:** Wood Buffalo Housing and Development Corporation  
Mortgage**Approvals:** Laurie Farquharson

Chief Financial Officer

Henry Hunter

Chief Administrative Officer

**Recommendation(s):**

THAT the amount of \$18,039,932 be allocated from a combination of 2024 fiscal savings and the Emerging Issues Reserve to pay out the Siltstone Mortgage held by the Wood Buffalo Housing and Development Corporation, by March 31, 2025 and

THAT the Wood Buffalo Housing and Development Corporation be directed to pay, in full the Siltstone mortgage, principal and penalties, prior to March 31, 2025.

**Summary | Background:**

Wood Buffalo Housing and Development Corporation (WBH) is a controlled corporation under section 75 (1) of the *Municipal Government Act* (MGA). WBH was established by the Regional Municipality of Wood Buffalo (RMWB) in 2001 to provide affordable housing programs for the region. The mandate of these programs is supported by the Province of Alberta under section 1(a) of the *Alberta Housing Act*.

Since 2016, WBH has been facing cash flow challenges and has requested assistance from the Municipality. On March 8, 2022, Council passed a motion to provide \$5,000,000 towards WBH mortgage debt servicing. And on April 25, 2023, Council approved a motion to provide \$6,475,076 as a sustaining grant to WBH to payout two mortgages and cashflow for mortgage payments.

In addition, Administration was directed to work with WBH to retire the debt of Siltstone Place in 2026, which has projected a balance at term of \$18,039,932. Annual interest and principal payments are \$1,466,124.

With the payout of the Siltstone Place mortgage, there would be three (3) mortgages remaining. The following tables summarize the current mortgage debt by property:



Property	Current Interest rate	Term Due Date	Principal Balance Oct 15, 2024	Principal at Term	Annual Payments (P&I)
Venture Terrace	2.51%	1/1/2026	1,599,998	1,308,167	270,179
Sandpiper Cove	1.67%	1/9/2030	4,278,428	3,233,995	238,933
Edgewater Court*	3.39%	1/1/2029	3,167,197	-	800,845
Siltstone Place	2.39%	1/9/2026	19,977,674	18,039,932	1,466,124
*Edgewater payout 2029			29,023,297	22,582,094	2,776,081

### Alternatives:

Should Council choose to not payout the mortgage, WBH could incur increased debt due to higher mortgage rates than the current 2.39% against the Siltstone Place mortgage. The current 5-year fixed mortgage rates are approximately 4.5% give or take .25%. It is difficult to determine what the mortgage rates will be in 2026. Inflation continues to rise, and interest rates have been somewhat consistent over the past year. The interest against an \$18,039,932 mortgage would be substantial.

In addition, the Venture Terrace mortgage is also up for renewal on January 1, 2026, with a projected principal balance of \$1,308,167; the impacts of potentially higher interest rates could further exacerbate cash flow.

### Budget | Financial Considerations:

As a controlled corporation, the WBH financial position is consolidated with the RMWB for the year end Audited Financial Statements. Reducing the debt with fiscal savings and the Emerging Issues Reserve places the RMWB in a healthier financial position overall and provides improved cashflow to WBH to focus on enhanced planning for capital maintenance, replacement projects and improved long term sustainability.

The financial impact on the recommendation would be \$18,039,932.

### Strategic Plan Alignment | Impact:

The recommendations align with Council's 2022-2025 Strategic Plan within the Fiscal Management milestone. In addition, with an improved focus on capital maintenance and replacement projects, WBH would be addressing a critical community service for affordable housing, aligning with the Building Partnership milestone.



**Rationale for Recommendation(s):**

As a controlled corporation, WBH mortgage debt impacts the RMWBs consolidated financial position. With the future economic uncertainty of inflation and higher mortgage rates, aiding WBH to pay down the Siltstone mortgage ensures they are in a long term financially stable position to manage asset maintenance and replacement, while providing a critical service to RMWB residents.



**Meeting Date:** December 10, 2024**Subject:** Elected Officials Compensation, Travel, and Expenses Policy FIN-050**Approvals:** Laurie Farquharson

Chief Financial Officer

Henry Hunter

Chief Administrative Officer

**Recommendation(s):**

THAT the Elected Officials Compensation, Travel and Expenses Policy FIN-050, dated December 10, 2024, as outlined in attachment 2, be approved.

**Summary | Background:**

As directed by Council in November 2022, Administration engaged a Compensation Specialist, Gallagher Benefit Services (Canada) Group, to perform a custom Market Study and provide recommendations for Council's compensation.

The study included a review of nine comparator organizations within Canadian municipalities. The City of Grand Prairie and the City of Lethbridge were solicited but did not participate.

The participating comparator group consisted of:

- Cold Lake
- Parkland County
- Red Deer
- Rocky View County
- Spruce Grove
- St. Albert
- Strathcona County
- Yellowhead County
- Yellowknife

The Consultant developed a survey questionnaire to capture comparator information on base remuneration, per diems, and other available benefits and allowances. The responses were collated and summarized for comparative purposes.

For the role of Mayor, the 2023 pay was trending above the 75th percentile by 24.3%; and for the role of Councillor the pay is 49.5% below the 75th percentile. The options presented below are based on the comparator findings.

The following table presents the summary of the study;



Mayor		Councillor	
Municipality	2023 Annual	Municipality	2023 Annual
City of Cold Lake	\$65,950	City of Cold Lake	\$30,508
Yellowhead County	\$96,438	City of Yellowknife	\$31,320
Parkland County	\$102,550	<b>RM of Wood Buffalo</b>	<b>\$46,200</b>
Rocky View County	\$114,748	Parkland County	\$56,790
City of Spruce Grove	\$116,309	City of Spruce Grove	\$58,154
City of Yellowknife	\$116,884	City of St. Albert	\$58,306
City of Red Deer	\$125,575	Yellowhead County	\$63,977
City of St. Albert	\$149,675	City of Red Deer	\$69,066
<b>RM of Wood Buffalo</b>	<b>\$165,790</b>	Rocky View County	\$83,599
Strathcona County	\$172,303	Strathcona County	\$92,586

The study presents the options for consideration of base remuneration, effective for the new term of office following the fall election in 2025:

### Option 1:

Maintain the current 2024 rates for each of the roles; Mayor \$170,896, Councillor's \$47,623. There would be no budget impact with this option.

### Option 2:

Adjust compensation for Councillors to within 10% of the 75<sup>th</sup> percentile of the comparator market. Option 2 would have an annual budget increase of \$151,630 as of January 1, 2026, based on the following:

- Each Councillor's 2024 base honorarium adjusted to \$62,786, from \$47,623. Which equates to an increase of \$15,163 or 31.83%; and
- maintain the Mayor's 2024 base at \$170,896.

### Option 3:

As per option 2 with a phased implementation over the next 4-year term with an annual increase of 7.64% effective November 1 for each of 2025, 2026, 2027, and 2028.





Effective date	Annual Honorarium	Annual Increase over 2024	Annual Budget increase	Total Annual Increase
November 1, 2025	\$51,261	\$3,638	\$3,638	\$36,384
November 1, 2026	\$54,850	\$7,227	\$3,588	\$35,883
November 1, 2027	\$58,689	\$11,066	\$3,839	\$38,395
November 1, 2028	\$62,797	\$15,174	\$4,108	\$41,083
				<b>\$151,744</b>

Administration has updated the Elected Officials Compensation, Travel and Expenses Policy FIN-050 to reflect current travel guidelines and clarity on policies and procedures.

### **Budget | Financial Considerations:**

Dependant upon the option chosen, there would be financial impacts with option 2 of \$151,630 annually, effective Jan 1, 2026, and option 3 with an annual increase range of \$36,384 to \$41,083 as presented in the table above.

### **Strategic Plan Alignment | Impact:**

The recommendations in this report align with Council's 2022-2025 strategic plan for Fiscal Management and Building Partnerships by ensuring that the municipality is able to attract a broader skill set and diverse experiences to stand for election.

### **Rationale for Recommendation(s):**

Administration is recommending option 2, to raise the council compensation to a fair level compared to the comparator market on November 1, 2025. Option 2 would have an annual budget increase of \$151,630 as of January 1, 2026.

### **Attachment(s):**

1. Elected Officials Compensation, Travel, and Expenses Policy FIN-050 (option 1)
2. Elected Officials Compensation, Travel, and Expenses Policy FIN-050 (option 2)
3. Elected Officials Compensation, Travel, and Expenses Policy FIN-050 (option 3)
4. Elected Officials Compensation, Travel, and Expenses Policy FIN-050 - Redlined
5. Option 1 - Appendices Only Redlined
6. Option 2 - Appendices Only Redlined
7. Option 3 - Appendices Only Redlined



8. Council Remuneration Review Final Report



# COUNCIL POLICY



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

Document Name: Elected Officials Compensation, Travel, and Expenses  
 Department Name: Corporate Services  
 Document Number: FIN-050  
 Effective Date: December 10, 2024      Next Revision Date: December 10, 2027

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## **STRATEGIC PLAN LINKAGE**

Fiscal Management

## **PURPOSE AND OBJECTIVE**

Elected Officials for the Regional Municipality of Wood Buffalo (the “Municipality”) are required to commit a substantial amount of time and effort to fulfill the duties and responsibilities of their elected office. The Municipality commits to providing a fair and equitable level of compensation to Elected Officials to fulfill their duties. The Municipality will reimburse Elected Officials for approved Expenses incurred while conducting Council Business. The Municipality will provide administrative support and technology to Elected Officials to assist in the performance of their duties.

The purpose of the Elected Officials Compensation, Travel, and Expenses Policy (the “Policy”) is to:

- set fair, consistent, and adequate compensation for Elected Officials;
- set compensation at a level that will attract citizens as candidates for public office;
- recognize that the Municipality is a specialized municipality, formed under the authority of Section 83 of the *Municipal Government Act*, RSA 2000 c M-26 (the “Act”);
- recognize that the Municipality includes both urban and rural communities; and
- support Elected Officials with resources, including technology and training, to ensure they are well positioned to perform their duties efficiently and effectively.

## **GENERAL PRINCIPLES**

### **1. Definitions:**

- 1.1. “Approving Authority” means the Chief Administrative Officer, Chief Legislative Officer, or other employee who has been delegated the authority to approve the submitted Expense claim.
- 1.2. “Chief Administrative Officer” means the individual appointed to the position of Chief Administrative Officer or their designate.
- 1.3. “Council” means the collective group of Elected Officials who govern the Municipality.
- 1.4. “Council Business” means the activities Elected Officials undertake in order to meet their general duties as prescribed by sections 153 and 154 of the Act, which may include

attending Council and Council Committee meetings, community gatherings, and events sanctioned by the Municipality, as well as meeting with the Chief Administrative Officer, other government officials, or constituents.

- 1.5. "Councillors" means the Elected Officials of the Municipality, excluding the Mayor.
- 1.6. "Detailed Receipt" means an original itemized receipt that includes a list of every item purchased, individual costs, and GST number when applicable.
- 1.7. "Elected Officials" means the Mayor and Councillors.
- 1.8. "Expenses" means the eligible costs incurred by Elected Officials when conducting Council Business.
- 1.9. "General Election" means an election held to fill vacancies on Council caused by the passage of time, as defined in the *Municipal Government Act*.
- 1.10. "Hosting" means occasions when an Elected Official chooses to pay for the expenses of a third party incurred while conducting Council Business.
- 1.11. "Local Travel" means travel that occurs within the geographic boundaries of the Regional Municipality of Wood Buffalo.
- 1.12. "Mayor" means the person elected or appointed as the chief elected official, as defined in the *Municipal Government Act*.
- 1.13. "Miscellaneous Expense" means an infrequent, unpredictable and low value Expense incurred when performing Council Business, including, but not limited to, office supplies, one-time expense, and unexpected fees that are of a low dollar value.
- 1.14. "Out-of-Town Travel" means travel that occurs outside the geographic boundaries of the Regional Municipality of Wood Buffalo.
- 1.15. "Technology Allowance" means a taxable monthly allowance for Elected Officials that is intended to cover costs associated with maintaining a high-speed Internet connection at their place of residence and a personal cell phone or mobile device, when not using a device provided by the Municipality.
- 1.16. "Transition Allowance" means a taxable allowance for Elected Officials that is payable upon conclusion of service as an Elected Official to provide funding for retirement or transition purposes.
- 1.17. "Transportation Allowance" means a taxable monthly allowance for Elected Officials that is intended to cover Local Travel costs incurred when conducting Council Business.

## **2. Responsibilities:**

### **2.1. Council to:**

- 2.1.1. approve this Policy and any future amendments;
- 2.1.2. collaborate with Legislative Services to prepare annual budget for Council;
- 2.1.3. comply with the Council Code of Conduct Bylaw 18/009 and the rules and requirements outlined in this Policy when submitting Expense claims; and

- 2.1.4. review Expense claims submitted by Elected Officials when there is a formal request for Council review and make final decisions regarding reimbursement.

**2.2. Approving Authority to:**

- 2.2.1. review Expense claims for accuracy and compliance with this Policy;
- 2.2.2. authorize payment of all Expense claims that fully comply with the provisions of this Policy;
- 2.2.3. submit approved Expenses to Accounts Payable for processing and reimbursement; and
- 2.2.4. provide a reason in writing to Elected Officials when reimbursement is not approved.

**2.3. Chief Administrative Officer (“CAO”) to:**

- 2.3.1. carry out duties of the Approving Authority for Expense claims submitted by the Mayor; and
- 2.3.2. forward any Expense claims submitted by the Mayor to the Chief Financial Officer for a secondary review, when required.

**2.4. Chief Legislative Officer to:**

- 2.4.1. consult with Council on an annual basis to review and budget the funds required for Elected Officials to carry out their respective duties;
- 2.4.2. prepare separate individual budgets for the Mayor and Councillor positions related to travel, public relations, and promotional Expenses;
- 2.4.3. publish Expense reports for each Elected Official quarterly;
- 2.4.4. coordinate travel of Elected Officials to take advantage of group rates or discounts to the extent feasible and practical;
- 2.4.5. carry out duties of the Approving Authority for Expense claims submitted by Councillors; and
- 2.4.6. forward any Expense claims submitted by Councillors to the Chief Financial Officer for a secondary review, when required.

**2.5. Chief Financial Officer to:**

- 2.5.1. conduct a secondary review of Expense claims submitted by Elected Officials, when requested by the CAO or Chief Legislative Officer;
- 2.5.2. make a decision on whether the Expenses forwarded for secondary review will be reimbursed; and
- 2.5.3. provide a reason in writing to Elected Officials when reimbursement is not approved.

**3. General Procedures:**

**3.1. Annual Budgets:**

- 3.1.1. Annual budgets for compensation, travel, and Expenses shall be prepared in consultation with Elected Officials and shall adhere to any guidelines established by Council, in accordance with the Act.

- 3.1.2. Budgets referred to in section 3.1.1 are subject to Council approval through the annual budget process.
- 3.1.3. A resolution of Council is required to authorize any expenditure in excess of any individual annual budget allocation.

**3.2. Annual Honorariums:**

- 3.2.1. Elected Officials will receive an annual honorarium to compensate for their responsibilities as a member of Council.
- 3.2.2. The annual honorarium will be adjusted effective January 1st of each calendar year based on the lesser of the percentage change in the Average Weekly Wages for Alberta, as reported by Statistics Canada for the immediately preceding year, or the percentage increase granted to exempt staff.
- 3.2.3. Refer to Appendix A for current annual honorarium rates for Elected Officials.
- 3.2.4. Honorariums shall be paid on a bi-weekly basis to Elected Officials during the term that they hold office in one of the following ways, depending on applicability:
  - 3.2.4.1. from the beginning of the organizational meeting of Council following a General Election to immediately before the beginning of the organizational meeting of Council after the next General Election; or
  - 3.2.4.2. in the case of a vacancy that is filled, from the taking of the oath of office to immediately before the beginning of the organizational meeting of Council following a General Election; or
  - 3.2.4.3. in the case of a resignation, from the taking of the oath of office or from the beginning of the organizational meeting of Council following a General Election to the date on which the written resignation is received by the CAO.
- 3.2.5. Elected Officials shall immediately advise the CAO, or designate, of any changes in their personal banking arrangements so that their honorarium is deposited to the correct account.

**3.3. Per Diems for Deputy Mayor and Acting Mayor:**

- 3.3.1. When serving as Deputy or Acting Mayor during a scheduled or unscheduled absence of the Mayor, a Councillor may claim additional compensation in the form of a per diem.
- 3.3.2. The per diem will be applied to any period of uninterrupted service as Deputy Mayor or Acting Mayor, excluding the first full day of service.
- 3.3.3. The per diem rate is based on the difference between the annual salary of the Mayor and the Councillor divided by 248 business days and rounded up to the nearest dollar.

**3.4. Participation in Employee Benefits Program:**

- 3.4.1. Elected Officials shall have the option of participating in the Municipality's exempt employee benefit programs during their term of office, with the exception of pension plans, short-term (weekly indemnity), and long-term disability.
- 3.4.2. Elected Officials shall have the option of participating in the benefit programs for which they are eligible on either an individual or family basis, depending on the program.

- 3.4.3. Participation by Elected Officials in the benefit programs will:
  - 3.4.3.1. start in the month of taking the oath of office when a vacancy is filled; and
  - 3.4.3.2. continue in the month of the General Election or until the end of the month of the organizational meeting of Council after the next General Election or until the end of the month that the CAO receives a resignation.
- 3.4.4. Upon leaving office, Elected Officials shall have the option of converting life and dependent life insurance to personal coverage at their own personal cost, in accordance with the terms and conditions of the group life insurance policy.
- 3.4.5. Elected Officials shall immediately advise the CAO, or designate, of any personal or family changes that may impact or change their participation in the benefit programs.
- 3.4.6. The Municipality may, from time to time, amend the programs or components thereof that are available to Elected Officials. Changes in the plans, cost-share structure, or premiums which are implemented for the Municipality's exempt employees also apply to Elected Officials.

**3.5. Transition Allowance:**

- 3.5.1. Elected Officials shall be eligible to receive a Transition Allowance in recognition of the total period of time they have served as an Elected Official with the Municipality.
- 3.5.2. The Transition Allowance provides funding for retirement or transition purposes that is payable only upon conclusion of service as an Elected Official.
- 3.5.3. The Transition Allowance shall be calculated equivalent to two (2) weeks of the annual honorarium for each full year of service as an Elected Official, with partial years prorated based on months of service.
- 3.5.4. The compensation used for calculating the Transition Allowance shall be the honorarium at the time of leaving office.
- 3.5.5. The Transition Allowance may be paid to Elected Officials in the following ways:
  - 3.5.5.1. paid directly to the Elected Official in a lump sum less any mandatory withholdings for income tax and other deductions;
  - 3.5.5.2. transferred directly to a registered retirement savings plan for the Elected Official; or
  - 3.5.5.3. partially transferred directly to a registered retirement savings plan for the Elected Official, with the remaining balance paid directly to the Elected Official in a lump sum less the requisite deductions.
- 3.5.6. Elected Officials shall have the option of receiving the Transition Allowance by January 31st or March 31st of the year immediately following their last year of service as an Elected Official.
- 3.5.7. In the event of death, the Transition Allowance, less the requisite deductions, will be paid to the estate of the Elected Official.

**3.6. Registered Retirement Savings Plan:**

- 3.6.1. Elected Officials shall be eligible to receive a matching contribution to a registered retirement savings plan (RRSP) of their choosing.
- 3.6.2. The maximum value of the contribution to be made by the Municipality shall be no greater than 7.5% of the eligible honorarium.

**3.7. Information Technology:**

- 3.7.1. The Municipality will provide information technology ("IT") devices to each Elected Official, including, but not limited to, a laptop, printer, tablet, and cell phone, depending on individual requirements.
- 3.7.2. Replacement of IT devices will be based on the corporate lifecycle policy of each item. If an item is lost or stolen, a replacement will be provided only once during a Council term. Subsequent replacements shall be at the Elected Official's personal expense.
- 3.7.3. The IT devices provided to Elected Officials shall be used for Council Business.
- 3.7.4. Elected Officials should exercise appropriate care and diligence to protect the IT devices supplied by the Municipality against physical damage, viruses, and other threats.
- 3.7.5. Each Elected Official will be provided with a monthly taxable Technology Allowance in the amount of \$100 to maintain a high-speed Internet connection at their place of residence.
- 3.7.6. Elected Officials who choose to use a personal cell phone or mobile device, in lieu of a municipally provided device, for municipal purposes will receive an additional monthly taxable Technology Allowance of \$150 to cover the cost of the device, data plans, and maintenance costs.
- 3.7.7. At the time of leaving office, Elected Officials shall have the option of purchasing the IT devices from the Municipality on an as-is basis. The cost to the Elected Official will equal the book value of the IT devices at the time of purchase. All records and information that are property of the Municipality shall be removed from all IT devices at the time of purchase by the Elected Official.

**3.8. Transportation Allowance:**

- 3.8.1. The Mayor may choose one of the following options for transportation while conducting Council Business:
  - 3.8.1.1. a monthly Transportation Allowance of \$1000 for the use of a personal vehicle to conduct Council Business, which is used to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totaling less than twenty (20) kilometres in distance;
  - 3.8.1.2. a vehicle leased by the Municipality, with the cumulative monthly costs for leasing and all operating costs, including fuel, maintenance and insurance, not to exceed \$1200, with the option to purchase the vehicle at the normal residual value at the end of the lease term, or upon leaving office; or
  - 3.8.1.3. a municipal fleet vehicle and gas card for use while conducting Council Business.



- 3.8.2. Each Councillor shall be provided a monthly Transportation Allowance of \$275 for the use of a personal vehicle to conduct Council Business. The Transportation Allowance will be used to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totalling less than twenty (20) kilometres in distance.
- 3.8.3. When an Elected Official travels from Anzac, Conklin, Fort Chipewyan, Fort McKay, Gregoire Lake Estates, Janvier South, or Saprae Creek to attend Council meetings within the urban service area (i.e., Fort McMurray), the mileage rate shall apply. Refer to Appendix B for current mileage rates.
- 3.8.4. Reimbursements for fuel are not permitted. Elected Officials are reimbursed for travel related Expenses as noted in sections 3.8.2 and 3.8.3.

3.9. **Council Business Expenses:**

- 3.9.1. Each Elected Official is provided with an annual individual budget allocation for the following:
  - 3.9.1.1. Local Travel Expenses incurred in conducting the day-to-day business of the Municipality;
  - 3.9.1.2. registration and travel Expenses incurred because of attendance at municipal conferences, workshops, and other training and development opportunities;
  - 3.9.1.3. public relations Expenses related to supporting local endeavours and Hosting of dignitaries or residents;
  - 3.9.1.4. promotional material Expenses related to promoting the Municipality; and
  - 3.9.1.5. reasonable Miscellaneous Expenses incurred while conducting Council Business.
- 3.9.2. Each Elected Official is authorized by Council to use their individual approved budget to fulfill the duties of the position at their discretion with the objective of performing duties effectively, consistent with relevant statutes, bylaws, and municipal policies.
- 3.9.3. No Elected Official shall exceed individual budgets without the prior approval of Council, by resolution passed at a public meeting.
- 3.9.4. Legislative Services shall publish Expense reports to the municipal website on a quarterly basis.
- 3.9.5. All business-related Expenses must be within an approved budget or, when access to other funds is required, be authorized by an Approving Authority.

3.10. **Travel by Elected Officials on Council Business:**

- 3.10.1. Allowable travel Expenses include travel arrangements, accommodations, and meals.
- 3.10.2. Where an Elected Official is required to travel by air, Legislative Services will make travel arrangements, in advance of scheduled Council meetings or other Council Business, to ensure flight availability and the most economical mode of transportation.

- 3.10.3. Due to limited flight availability, Elected Officials will communicate their intent to travel, providing reasonable notice to Legislative Services to make flight arrangements.
- 3.10.4. Travel by Elected Officials on Council Business will occur via the most direct route possible to the travel destination, using economy transportation that is convenient, timely, and safe. This shall also apply if personal business of an Elected Official is combined with Council Business that results in travel on longer routes.
- 3.10.5. Elected Officials may choose to travel by private vehicle or boat (claiming mileage rates), but in such instances will only be reimbursed to the equivalent of the lowest economical airfare and resulting taxi or airport shuttle fares for the same destination, if applicable.
- 3.10.6. Reimbursement rates for private vehicle or boat use shall be set at the maximum non-taxable rate allowed by the Canada Revenue Agency for the Province of Alberta for the current calendar year.
- 3.10.7. Elected Officials who use a private vehicle or boat for the purpose of conducting Council Business shall carry a minimum of \$1,000,000 liability insurance provided by a third-party insurance carrier.
- 3.10.8. If Elected Officials travel by air, or a combination of air and another mode of travel, they must use the Fort McMurray International Airport as their point of departure and return except for travel to and from Fort Chipewyan.
- 3.10.9. Travel to and from Fort Chipewyan must be done using either:
  - 3.10.9.1. the most economical airfare, where travelling by air; or
  - 3.10.9.2. the most economical mode of ground transportation.
- 3.10.1. Elected Officials shall be reimbursed for the cost of a rental vehicle while conducting Council Business. At no time, however, will the cost of a rental vehicle be reimbursed when used in conjunction with another mode of ground transportation (e.g., private vehicle, taxi, boat, and bus). A collision damage waiver (extra insurance) must be purchased if the vehicle is rented in the individual's name, as opposed to the Municipality.
  - 3.10.1.1. Reimbursement for the cost of a rental vehicle while conducting Council Business does not apply to Local Travel.
- 3.10.2. **Additional Requirement for Out-of-Country Travel on Council Business:**
  - 3.10.2.1. Elected Officials must submit a written request for Council approval to authorize out-of-country travel on Council Business prior to making travel arrangements.
- 3.11. **Accommodation During Travel on Council Business:**
  - 3.11.1. Elected Officials should, whenever possible, take advantage of government rates at accommodations which are reasonable, comfortable, safe, and conveniently located for relatively short stays.
  - 3.11.2. Elected Officials may choose to use private arrangements for accommodation while travelling on Council Business. When using private accommodations, a receipt is not required.
  - 3.11.3. Refer to Appendix B for the current rate for private accommodations.

**3.12. Meal Allowances for Travel on Council Business:**

- 3.12.1. Elected Officials may claim a full day meal allowance for each twenty-four (24) hour period spent in travel status without requiring receipts.
- 3.12.2. When an Elected Official is on travel status for a portion of a day, individual meal allowances may be claimed without a receipt.
- 3.12.3. The breakfast allowance may not be claimed when the departure time is later or the return arrival time is earlier than 0600 hours (6:00 a.m.).
- 3.12.4. The lunch allowance may not be claimed when the departure time is later or the return arrival time is earlier than 1300 hours (1:00 p.m.).
- 3.12.5. The dinner allowance may not be claimed when the departure time is later or the return arrival time is earlier than 1930 hours (7:30 p.m.).
- 3.12.6. Refer to Appendix B for current meal allowances.
- 3.12.7. Meal allowances may not be claimed when meals are included in travel fares, meals are part of a registration fee, or meals are covered under other circumstances.
- 3.12.8. Alcohol will not be reimbursed.

**3.13. Incidental Expenses for Travel on Council Business:**

- 3.13.1. When an Elected Official is on travel status for a period of twelve (12) hours or more, incidental Expenses may be claimed without requiring receipts.
- 3.13.2. Refer to Appendix B for the current rate for incidental Expenses.

**3.14. Other Expenses for Travel on Council Business:**

- 3.14.1. Upon provision of Detailed Receipts, Elected Officials will be reimbursed for the reasonable cost of laundry, dry cleaning, local and long-distance telephone charges for business calls, in-room Internet charges, and sundry Expenses for Out-of-Town, out-of-province, and out-of-country travel on Council Business.

**3.15. Public Relation Expenses for Elected Officials:**

- 3.15.1. Each Elected Official may use their individual public relations budget at their discretion to fund activities, including, but not limited to, Hosting, providing sponsorships, holding ward and resident meetings, purchasing municipally-branded promotional materials, providing gifts, and attending events.
- 3.15.2. Public relations budgets may be used to purchase an additional ticket for an Elected Official's spouse when it is deemed appropriate that the spouse accompany the Elected Official to a municipal or community event.
- 3.15.3. The following principles shall be applied to public relations Expenses:
  - 3.15.3.1. No Expense may be incurred for any reason that provides an advantage to a sitting member of Council. This shall include personal advertising and personally-branded promotional products, events, and services.
  - 3.15.3.2. No Expense may be incurred under this budget within six (6) months of a General Election.
  - 3.15.3.3. No Expense may be incurred under this budget by an Elected Official who is registered in a nomination process or election, or has otherwise

commenced a campaign to hold office for school board trustee, provincial public office, federal public office, First Nations Band Council, or Metis government, except where the Elected Official has received prior approval of the whole of Council, by resolution.

- 3.15.3.4. Councillors should demonstrate a prudent use of resources focusing on transparency and accountability.
- 3.15.3.5. Expenses must support Council objectives.
- 3.15.3.6. Any Expense that either exceeds the approved budget or falls outside approved guidelines requires prior approval of Council, by resolution.
- 3.15.4. Public relations Expenses, or those involving a third party, such as Hosting, shall only be reimbursed when supported by an explanation of the business conducted, a list of attendees or participants, and Detailed Receipts.
- 3.15.5. In addition to the Hosting activities of individual Councillors, the Mayor may, on behalf of Council and at their discretion, use budgeted funds for Hosting purposes. Eligible Expenses include, but are not limited to, the purchasing of tables or provision of gifts at community and charitable events or fundraising initiatives.

**3.16. Expense Claims:**

- 3.16.1. Elected Officials must submit a completed Expense claim to the appropriate Approving Authority within ten (10) business days of incurring the Expenses, or in the case of travel Expenses, within ten (10) business days after returning from travel.
- 3.16.2. Elected Officials must obtain and submit Detailed Receipts and other required documents to substantiate Expenses for Council Business.
- 3.16.3. Submitted Expense claims will be reviewed for accuracy and compliance with this Policy and other governing documents of the Municipality.
- 3.16.4. Expense claims submitted by Councillors will be reviewed by the Chief Legislative Officer, and Expense claims submitted by the Mayor will be reviewed by the CAO.
- 3.16.5. The Chief Legislative Officer and CAO shall approve any Expense claims that comply with the Policy. Where the CAO or Chief Legislative Officer believes an Expense claim may deviate from the Policy, they shall forward the Expense claim to the Chief Financial Officer for a secondary review. The Chief Financial Officer shall approve any Expense claim that complies with this Policy and deny any Expense claim that does not comply with this Policy.
- 3.16.6. Elected Officials shall reimburse the Municipality for any funds received in excess of approved Expenses.

**3.17. Request for Council Review of Expense Claims:**

- 3.17.1. When an Expense claim submitted by an Elected Official is not approved for reimbursement, the Elected Official can submit a written request for Council review to the Chief Legislative Officer.
- 3.17.2. The written request for review must be submitted to the Chief Legislative Officer within thirty (30) business days of first receiving notice that the Expense claim was denied.

- 3.17.3. The Chief Legislative Officer will add the request for Council review to the agenda for an upcoming public Council meeting where Council will review the Expense claim and make a final decision on reimbursement.

**3.18. Consequences of Non-Compliance:**

- 3.18.1. Elected Officials are responsible for ensuring their compliance with this Policy.
- 3.18.2. Failure to comply with this Policy may result in:
  - 3.18.2.1. processing and reimbursement delays;
  - 3.18.2.2. an Elected Official being required to repay the Municipality for any amounts that are ineligible or in excess of the budget; and
  - 3.18.2.3. an Elected Official being in non-compliance with the Council Code of Conduct Bylaw and subject to investigation by the Integrity Commissioner.

**3.19. Review:**

- 3.19.1. This Policy shall be formally reviewed not later than twelve (12) months prior to the next General Election, with the changes being effective for the following term of office.

**4. Appendices:**

- 4.1. Appendix A: Annual Honorarium Rates for Elected Officials
- 4.2. Appendix B: Meal Allowances, Incidental Expenses Allowance, Private Accommodation Rates, and Mileage Rates Effective December 10, 2024

**5. Rescind and Replace:**

This Policy rescinds and replaces the Elected Officials Compensation, Travel and Expenses Policy LEG-050, dated February 25, 2020.

**APPROVAL**

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

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Sandy Bowman, Mayor

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Jade Brown, Chief Legislative Officer

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Date

**SUPPORTING REFERENCES AND POSITION RESPONSIBLE**

Legal References: Council Code of Conduct Bylaw No. 18/009  
Income Tax Act, R.S.C. 1985, c 1 (5th Supp.)  
Municipal Government Act, R.S.A. 2000, c M-26

Cross References:

Position Responsible: Chief Financial Officer

**COUNCIL POLICY DETAILS AND REVISION HISTORY**

<b>Effective Date</b>	<b>Action</b>	<b>Description</b>
October 15, 2001	Introduction	New Elected Officials Compensation, Travel, Expense, and Support Policy LEG-050.
June 8, 2010	Revisions – Substantive	The Policy was revised to include private accommodations as an eligible option for reimbursement. Sections related to allowances (vehicle, technology, and meals) and mileage rates were changed. New definitions were added for clarity.
October 17, 2017	Revisions – Substantive	The Policy was renamed Elected Officials Compensation, Travel, and Expenses Policy. Responsibilities were revised for Council, Councillors, and Legislative Services. The Audit Committee Chair was added to the Responsibilities section. Changes were made to all sections under General Procedures, and annual remuneration rates were adjusted.
October 9, 2018	Revisions – Substantive	The Policy was revised to remove tax exemption for remuneration under the regulations of the Canada Revenue Agency.
February 25, 2020	Revisions – Substantive	The Policy was revised to address air travel through Fort McMurray International Airport. The Statement section was removed, and the Strategic Plan Linkage section was added.
December 10, 2024	Revisions – Substantive	All sections of the Policy were revised, appendices were added, and the Policy was formatted to align with the current template. The Policy number was changed from LEG-050 to FIN-050.

## Appendix A: Annual Honorarium Rates for Elected Officials

Elected Official	January 1, 2024 Honorarium	Nov 1, 2025 Honorarium	Increase in Honorarium
Mayor	\$170,896	\$170,896	\$0
Councillor	\$47,623	\$47,623	\$0

*\*Honorariums are paid bi-weekly. The current rate was effective January 1, 2024*



## Appendix B: Meal Allowances, Incidental Expenses Allowance, Private Accommodation Rates, and Mileage Rates Effective December 10, 2024

### Meal Allowances

Expense	Allowance
Breakfast	\$27.95
Lunch	\$27.00
Dinner	\$56.85
<b>Full Day Meal Allowance</b>	<b>\$111.80</b>

### Private Non-commercial Accommodation Rate

Expense	Allowance
Private accommodation	\$50.00

### Incidental Expenses Allowance

Expense	Allowance
Incidentals	\$17.50

### Mileage Rate

Kilometers	Rate
Rate for the first 5,000 km	70¢
Rate after 5,000 km	64¢

# COUNCIL POLICY



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

Document Name: Elected Officials Compensation, Travel, and Expenses

Department Name: Corporate Services

Document Number: FIN-050

Effective Date: December 10, 2024

Next Revision Date: December 10, 2027

## **STRATEGIC PLAN LINKAGE**

Fiscal Management

## **PURPOSE AND OBJECTIVE**

Elected Officials for the Regional Municipality of Wood Buffalo (the “Municipality”) are required to commit a substantial amount of time and effort to fulfill the duties and responsibilities of their elected office. The Municipality commits to providing a fair and equitable level of compensation to Elected Officials to fulfill their duties. The Municipality will reimburse Elected Officials for approved Expenses incurred while conducting Council Business. The Municipality will provide administrative support and technology to Elected Officials to assist in the performance of their duties.

The purpose of the Elected Officials Compensation, Travel, and Expenses Policy (the “Policy”) is to:

- set fair, consistent, and adequate compensation for Elected Officials;
- set compensation at a level that will attract citizens as candidates for public office;
- recognize that the Municipality is a specialized municipality, formed under the authority of Section 83 of the *Municipal Government Act*, RSA 2000 c M-26 (the “Act”);
- recognize that the Municipality includes both urban and rural communities; and
- support Elected Officials with resources, including technology and training, to ensure they are well positioned to perform their duties efficiently and effectively.

## **GENERAL PRINCIPLES**

### **1. Definitions:**

- 1.1. “Approving Authority” means the Chief Administrative Officer, Chief Legislative Officer, or other employee who has been delegated the authority to approve the submitted Expense claim.
- 1.2. “Chief Administrative Officer” means the individual appointed to the position of Chief Administrative Officer or their designate.
- 1.3. “Council” means the collective group of Elected Officials who govern the Municipality.
- 1.4. “Council Business” means the activities Elected Officials undertake in order to meet their general duties as prescribed by sections 153 and 154 of the Act, which may include

attending Council and Council Committee meetings, community gatherings, and events sanctioned by the Municipality, as well as meeting with the Chief Administrative Officer, other government officials, or constituents.

- 1.5. "Councillors" means the Elected Officials of the Municipality, excluding the Mayor.
- 1.6. "Detailed Receipt" means an original itemized receipt that includes a list of every item purchased, individual costs, and GST number when applicable.
- 1.7. "Elected Officials" means the Mayor and Councillors.
- 1.8. "Expenses" means the eligible costs incurred by Elected Officials when conducting Council Business.
- 1.9. "General Election" means an election held to fill vacancies on Council caused by the passage of time, as defined in the *Municipal Government Act*.
- 1.10. "Hosting" means occasions when an Elected Official chooses to pay for the expenses of a third party incurred while conducting Council Business.
- 1.11. "Local Travel" means travel that occurs within the geographic boundaries of the Regional Municipality of Wood Buffalo.
- 1.12. "Mayor" means the person elected or appointed as the chief elected official, as defined in the *Municipal Government Act*.
- 1.13. "Miscellaneous Expense" means an infrequent, unpredictable and low value Expense incurred when performing Council Business, including, but not limited to, office supplies, one-time expense, and unexpected fees that are of a low dollar value.
- 1.14. "Out-of-Town Travel" means travel that occurs outside the geographic boundaries of the Regional Municipality of Wood Buffalo.
- 1.15. "Technology Allowance" means a taxable monthly allowance for Elected Officials that is intended to cover costs associated with maintaining a high-speed Internet connection at their place of residence and a personal cell phone or mobile device, when not using a device provided by the Municipality.
- 1.16. "Transition Allowance" means a taxable allowance for Elected Officials that is payable upon conclusion of service as an Elected Official to provide funding for retirement or transition purposes.
- 1.17. "Transportation Allowance" means a taxable monthly allowance for Elected Officials that is intended to cover Local Travel costs incurred when conducting Council Business.

## **2. Responsibilities:**

### **2.1. Council to:**

- 2.1.1. approve this Policy and any future amendments;
- 2.1.2. collaborate with Legislative Services to prepare annual budget for Council;
- 2.1.3. comply with the Council Code of Conduct Bylaw 18/009 and the rules and requirements outlined in this Policy when submitting Expense claims; and

- 2.1.4. review Expense claims submitted by Elected Officials when there is a formal request for Council review and make final decisions regarding reimbursement.

**2.2. Approving Authority to:**

- 2.2.1. review Expense claims for accuracy and compliance with this Policy;
- 2.2.2. authorize payment of all Expense claims that fully comply with the provisions of this Policy;
- 2.2.3. submit approved Expenses to Accounts Payable for processing and reimbursement; and
- 2.2.4. provide a reason in writing to Elected Officials when reimbursement is not approved.

**2.3. Chief Administrative Officer (“CAO”) to:**

- 2.3.1. carry out duties of the Approving Authority for Expense claims submitted by the Mayor; and
- 2.3.2. forward any Expense claims submitted by the Mayor to the Chief Financial Officer for a secondary review, when required.

**2.4. Chief Legislative Officer to:**

- 2.4.1. consult with Council on an annual basis to review and budget the funds required for Elected Officials to carry out their respective duties;
- 2.4.2. prepare separate individual budgets for the Mayor and Councillor positions related to travel, public relations, and promotional Expenses;
- 2.4.3. publish Expense reports for each Elected Official quarterly;
- 2.4.4. coordinate travel of Elected Officials to take advantage of group rates or discounts to the extent feasible and practical;
- 2.4.5. carry out duties of the Approving Authority for Expense claims submitted by Councillors; and
- 2.4.6. forward any Expense claims submitted by Councillors to the Chief Financial Officer for a secondary review, when required.

**2.5. Chief Financial Officer to:**

- 2.5.1. conduct a secondary review of Expense claims submitted by Elected Officials, when requested by the CAO or Chief Legislative Officer;
- 2.5.2. make a decision on whether the Expenses forwarded for secondary review will be reimbursed; and
- 2.5.3. provide a reason in writing to Elected Officials when reimbursement is not approved.

**3. General Procedures:**

**3.1. Annual Budgets:**

- 3.1.1. Annual budgets for compensation, travel, and Expenses shall be prepared in consultation with Elected Officials and shall adhere to any guidelines established by Council, in accordance with the Act.

- 3.1.2. Budgets referred to in section 3.1.1 are subject to Council approval through the annual budget process.
- 3.1.3. A resolution of Council is required to authorize any expenditure in excess of any individual annual budget allocation.

**3.2. Annual Honorariums:**

- 3.2.1. Elected Officials will receive an annual honorarium to compensate for their responsibilities as a member of Council.
- 3.2.2. The annual honorarium will be adjusted effective January 1st of each calendar year based on the lesser of the percentage change in the Average Weekly Wages for Alberta, as reported by Statistics Canada for the immediately preceding year, or the percentage increase granted to exempt staff.
- 3.2.3. Refer to Appendix A for current annual honorarium rates for Elected Officials.
- 3.2.4. Honorariums shall be paid on a bi-weekly basis to Elected Officials during the term that they hold office in one of the following ways, depending on applicability:
  - 3.2.4.1. from the beginning of the organizational meeting of Council following a General Election to immediately before the beginning of the organizational meeting of Council after the next General Election; or
  - 3.2.4.2. in the case of a vacancy that is filled, from the taking of the oath of office to immediately before the beginning of the organizational meeting of Council following a General Election; or
  - 3.2.4.3. in the case of a resignation, from the taking of the oath of office or from the beginning of the organizational meeting of Council following a General Election to the date on which the written resignation is received by the CAO.
- 3.2.5. Elected Officials shall immediately advise the CAO, or designate, of any changes in their personal banking arrangements so that their honorarium is deposited to the correct account.

**3.3. Per Diems for Deputy Mayor and Acting Mayor:**

- 3.3.1. When serving as Deputy or Acting Mayor during a scheduled or unscheduled absence of the Mayor, a Councillor may claim additional compensation in the form of a per diem.
- 3.3.2. The per diem will be applied to any period of uninterrupted service as Deputy Mayor or Acting Mayor, excluding the first full day of service.
- 3.3.3. The per diem rate is based on the difference between the annual salary of the Mayor and the Councillor divided by 248 business days and rounded up to the nearest dollar.

**3.4. Participation in Employee Benefits Program:**

- 3.4.1. Elected Officials shall have the option of participating in the Municipality's exempt employee benefit programs during their term of office, with the exception of pension plans, short-term (weekly indemnity), and long-term disability.
- 3.4.2. Elected Officials shall have the option of participating in the benefit programs for which they are eligible on either an individual or family basis, depending on the program.

- 3.4.3. Participation by Elected Officials in the benefit programs will:
  - 3.4.3.1. start in the month of taking the oath of office when a vacancy is filled; and
  - 3.4.3.2. continue in the month of the General Election or until the end of the month of the organizational meeting of Council after the next General Election or until the end of the month that the CAO receives a resignation.
- 3.4.4. Upon leaving office, Elected Officials shall have the option of converting life and dependent life insurance to personal coverage at their own personal cost, in accordance with the terms and conditions of the group life insurance policy.
- 3.4.5. Elected Officials shall immediately advise the CAO, or designate, of any personal or family changes that may impact or change their participation in the benefit programs.
- 3.4.6. The Municipality may, from time to time, amend the programs or components thereof that are available to Elected Officials. Changes in the plans, cost-share structure, or premiums which are implemented for the Municipality's exempt employees also apply to Elected Officials.

**3.5. Transition Allowance:**

- 3.5.1. Elected Officials shall be eligible to receive a Transition Allowance in recognition of the total period of time they have served as an Elected Official with the Municipality.
- 3.5.2. The Transition Allowance provides funding for retirement or transition purposes that is payable only upon conclusion of service as an Elected Official.
- 3.5.3. The Transition Allowance shall be calculated equivalent to two (2) weeks of the annual honorarium for each full year of service as an Elected Official, with partial years prorated based on months of service.
- 3.5.4. The compensation used for calculating the Transition Allowance shall be the honorarium at the time of leaving office.
- 3.5.5. The Transition Allowance may be paid to Elected Officials in the following ways:
  - 3.5.5.1. paid directly to the Elected Official in a lump sum less any mandatory withholdings for income tax and other deductions;
  - 3.5.5.2. transferred directly to a registered retirement savings plan for the Elected Official; or
  - 3.5.5.3. partially transferred directly to a registered retirement savings plan for the Elected Official, with the remaining balance paid directly to the Elected Official in a lump sum less the requisite deductions.
- 3.5.6. Elected Officials shall have the option of receiving the Transition Allowance by January 31st or March 31st of the year immediately following their last year of service as an Elected Official.
- 3.5.7. In the event of death, the Transition Allowance, less the requisite deductions, will be paid to the estate of the Elected Official.

**3.6. Registered Retirement Savings Plan:**

- 3.6.1. Elected Officials shall be eligible to receive a matching contribution to a registered retirement savings plan (RRSP) of their choosing.
- 3.6.2. The maximum value of the contribution to be made by the Municipality shall be no greater than 7.5% of the eligible honorarium.

**3.7. Information Technology:**

- 3.7.1. The Municipality will provide information technology ("IT") devices to each Elected Official, including, but not limited to, a laptop, printer, tablet, and cell phone, depending on individual requirements.
- 3.7.2. Replacement of IT devices will be based on the corporate lifecycle policy of each item. If an item is lost or stolen, a replacement will be provided only once during a Council term. Subsequent replacements shall be at the Elected Official's personal expense.
- 3.7.3. The IT devices provided to Elected Officials shall be used for Council Business.
- 3.7.4. Elected Officials should exercise appropriate care and diligence to protect the IT devices supplied by the Municipality against physical damage, viruses, and other threats.
- 3.7.5. Each Elected Official will be provided with a monthly taxable Technology Allowance in the amount of \$100 to maintain a high-speed Internet connection at their place of residence.
- 3.7.6. Elected Officials who choose to use a personal cell phone or mobile device, in lieu of a municipally provided device, for municipal purposes will receive an additional monthly taxable Technology Allowance of \$150 to cover the cost of the device, data plans, and maintenance costs.
- 3.7.7. At the time of leaving office, Elected Officials shall have the option of purchasing the IT devices from the Municipality on an as-is basis. The cost to the Elected Official will equal the book value of the IT devices at the time of purchase. All records and information that are property of the Municipality shall be removed from all IT devices at the time of purchase by the Elected Official.

**3.8. Transportation Allowance:**

- 3.8.1. The Mayor may choose one of the following options for transportation while conducting Council Business:
  - 3.8.1.1. a monthly Transportation Allowance of \$1000 for the use of a personal vehicle to conduct Council Business, which is used to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totaling less than twenty (20) kilometres in distance;
  - 3.8.1.2. a vehicle leased by the Municipality, with the cumulative monthly costs for leasing and all operating costs, including fuel, maintenance and insurance, not to exceed \$1200, with the option to purchase the vehicle at the normal residual value at the end of the lease term, or upon leaving office; or
  - 3.8.1.3. a municipal fleet vehicle and gas card for use while conducting Council Business.

- 3.8.2. Each Councillor shall be provided a monthly Transportation Allowance of \$275 for the use of a personal vehicle to conduct Council Business. The Transportation Allowance will be used to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totalling less than twenty (20) kilometres in distance.
- 3.8.3. When an Elected Official travels from Anzac, Conklin, Fort Chipewyan, Fort McKay, Gregoire Lake Estates, Janvier South, or Saprae Creek to attend Council meetings within the urban service area (i.e., Fort McMurray), the mileage rate shall apply. Refer to Appendix B for current mileage rates.
- 3.8.4. Reimbursements for fuel are not permitted. Elected Officials are reimbursed for travel related Expenses as noted in sections 3.8.2 and 3.8.3.

**3.9. Council Business Expenses:**

- 3.9.1. Each Elected Official is provided with an annual individual budget allocation for the following:
  - 3.9.1.1. Local Travel Expenses incurred in conducting the day-to-day business of the Municipality;
  - 3.9.1.2. registration and travel Expenses incurred because of attendance at municipal conferences, workshops, and other training and development opportunities;
  - 3.9.1.3. public relations Expenses related to supporting local endeavours and Hosting of dignitaries or residents;
  - 3.9.1.4. promotional material Expenses related to promoting the Municipality; and
  - 3.9.1.5. reasonable Miscellaneous Expenses incurred while conducting Council Business.
- 3.9.2. Each Elected Official is authorized by Council to use their individual approved budget to fulfill the duties of the position at their discretion with the objective of performing duties effectively, consistent with relevant statutes, bylaws, and municipal policies.
- 3.9.3. No Elected Official shall exceed individual budgets without the prior approval of Council, by resolution passed at a public meeting.
- 3.9.4. Legislative Services shall publish Expense reports to the municipal website on a quarterly basis.
- 3.9.5. All business-related Expenses must be within an approved budget or, when access to other funds is required, be authorized by an Approving Authority.

**3.10. Travel by Elected Officials on Council Business:**

- 3.10.1. Allowable travel Expenses include travel arrangements, accommodations, and meals.
- 3.10.2. Where an Elected Official is required to travel by air, Legislative Services will make travel arrangements, in advance of scheduled Council meetings or other Council Business, to ensure flight availability and the most economical mode of transportation.



- 3.10.3. Due to limited flight availability, Elected Officials will communicate their intent to travel, providing reasonable notice to Legislative Services to make flight arrangements.
- 3.10.4. Travel by Elected Officials on Council Business will occur via the most direct route possible to the travel destination, using economy transportation that is convenient, timely, and safe. This shall also apply if personal business of an Elected Official is combined with Council Business that results in travel on longer routes.
- 3.10.5. Elected Officials may choose to travel by private vehicle or boat (claiming mileage rates), but in such instances will only be reimbursed to the equivalent of the lowest economical airfare and resulting taxi or airport shuttle fares for the same destination, if applicable.
- 3.10.6. Reimbursement rates for private vehicle or boat use shall be set at the maximum non-taxable rate allowed by the Canada Revenue Agency for the Province of Alberta for the current calendar year.
- 3.10.7. Elected Officials who use a private vehicle or boat for the purpose of conducting Council Business shall carry a minimum of \$1,000,000 liability insurance provided by a third-party insurance carrier.
- 3.10.8. If Elected Officials travel by air, or a combination of air and another mode of travel, they must use the Fort McMurray International Airport as their point of departure and return except for travel to and from Fort Chipewyan.
- 3.10.9. Travel to and from Fort Chipewyan must be done using either:
  - 3.10.9.1. the most economical airfare, where travelling by air; or
  - 3.10.9.2. the most economical mode of ground transportation.
- 3.10.1. Elected Officials shall be reimbursed for the cost of a rental vehicle while conducting Council Business. At no time, however, will the cost of a rental vehicle be reimbursed when used in conjunction with another mode of ground transportation (e.g., private vehicle, taxi, boat, and bus). A collision damage waiver (extra insurance) must be purchased if the vehicle is rented in the individual's name, as opposed to the Municipality.
  - 3.10.1.1. Reimbursement for the cost of a rental vehicle while conducting Council Business does not apply to Local Travel.
- 3.10.2. **Additional Requirement for Out-of-Country Travel on Council Business:**
  - 3.10.2.1. Elected Officials must submit a written request for Council approval to authorize out-of-country travel on Council Business prior to making travel arrangements.
- 3.11. **Accommodation During Travel on Council Business:**
  - 3.11.1. Elected Officials should, whenever possible, take advantage of government rates at accommodations which are reasonable, comfortable, safe, and conveniently located for relatively short stays.
  - 3.11.2. Elected Officials may choose to use private arrangements for accommodation while travelling on Council Business. When using private accommodations, a receipt is not required.
  - 3.11.3. Refer to Appendix B for the current rate for private accommodations.

**3.12. Meal Allowances for Travel on Council Business:**

- 3.12.1. Elected Officials may claim a full day meal allowance for each twenty-four (24) hour period spent in travel status without requiring receipts.
- 3.12.2. When an Elected Official is on travel status for a portion of a day, individual meal allowances may be claimed without a receipt.
- 3.12.3. The breakfast allowance may not be claimed when the departure time is later or the return arrival time is earlier than 0600 hours (6:00 a.m.).
- 3.12.4. The lunch allowance may not be claimed when the departure time is later or the return arrival time is earlier than 1300 hours (1:00 p.m.).
- 3.12.5. The dinner allowance may not be claimed when the departure time is later or the return arrival time is earlier than 1930 hours (7:30 p.m.).
- 3.12.6. Refer to Appendix B for current meal allowances.
- 3.12.7. Meal allowances may not be claimed when meals are included in travel fares, meals are part of a registration fee, or meals are covered under other circumstances.
- 3.12.8. Alcohol will not be reimbursed.

**3.13. Incidental Expenses for Travel on Council Business:**

- 3.13.1. When an Elected Official is on travel status for a period of twelve (12) hours or more, incidental Expenses may be claimed without requiring receipts.
- 3.13.2. Refer to Appendix B for the current rate for incidental Expenses.

**3.14. Other Expenses for Travel on Council Business:**

- 3.14.1. Upon provision of Detailed Receipts, Elected Officials will be reimbursed for the reasonable cost of laundry, dry cleaning, local and long-distance telephone charges for business calls, in-room Internet charges, and sundry Expenses for Out-of-Town, out-of-province, and out-of-country travel on Council Business.

**3.15. Public Relation Expenses for Elected Officials:**

- 3.15.1. Each Elected Official may use their individual public relations budget at their discretion to fund activities, including, but not limited to, Hosting, providing sponsorships, holding ward and resident meetings, purchasing municipally-branded promotional materials, providing gifts, and attending events.
- 3.15.2. Public relations budgets may be used to purchase an additional ticket for an Elected Official's spouse when it is deemed appropriate that the spouse accompany the Elected Official to a municipal or community event.
- 3.15.3. The following principles shall be applied to public relations Expenses:
  - 3.15.3.1. No Expense may be incurred for any reason that provides an advantage to a sitting member of Council. This shall include personal advertising and personally-branded promotional products, events, and services.
  - 3.15.3.2. No Expense may be incurred under this budget within six (6) months of a General Election.
  - 3.15.3.3. No Expense may be incurred under this budget by an Elected Official who is registered in a nomination process or election, or has otherwise

commenced a campaign to hold office for school board trustee, provincial public office, federal public office, First Nations Band Council, or Metis government, except where the Elected Official has received prior approval of the whole of Council, by resolution.

- 3.15.3.4. Councillors should demonstrate a prudent use of resources focusing on transparency and accountability.
- 3.15.3.5. Expenses must support Council objectives.
- 3.15.3.6. Any Expense that either exceeds the approved budget or falls outside approved guidelines requires prior approval of Council, by resolution.
- 3.15.4. Public relations Expenses, or those involving a third party, such as Hosting, shall only be reimbursed when supported by an explanation of the business conducted, a list of attendees or participants, and Detailed Receipts.
- 3.15.5. In addition to the Hosting activities of individual Councillors, the Mayor may, on behalf of Council and at their discretion, use budgeted funds for Hosting purposes. Eligible Expenses include, but are not limited to, the purchasing of tables or provision of gifts at community and charitable events or fundraising initiatives.

**3.16. Expense Claims:**

- 3.16.1. Elected Officials must submit a completed Expense claim to the appropriate Approving Authority within ten (10) business days of incurring the Expenses, or in the case of travel Expenses, within ten (10) business days after returning from travel.
- 3.16.2. Elected Officials must obtain and submit Detailed Receipts and other required documents to substantiate Expenses for Council Business.
- 3.16.3. Submitted Expense claims will be reviewed for accuracy and compliance with this Policy and other governing documents of the Municipality.
- 3.16.4. Expense claims submitted by Councillors will be reviewed by the Chief Legislative Officer, and Expense claims submitted by the Mayor will be reviewed by the CAO.
- 3.16.5. The Chief Legislative Officer and CAO shall approve any Expense claims that comply with the Policy. Where the CAO or Chief Legislative Officer believes an Expense claim may deviate from the Policy, they shall forward the Expense claim to the Chief Financial Officer for a secondary review. The Chief Financial Officer shall approve any Expense claim that complies with this Policy and deny any Expense claim that does not comply with this Policy.
- 3.16.6. Elected Officials shall reimburse the Municipality for any funds received in excess of approved Expenses.

**3.17. Request for Council Review of Expense Claims:**

- 3.17.1. When an Expense claim submitted by an Elected Official is not approved for reimbursement, the Elected Official can submit a written request for Council review to the Chief Legislative Officer.
- 3.17.2. The written request for review must be submitted to the Chief Legislative Officer within thirty (30) business days of first receiving notice that the Expense claim was denied.

- 3.17.3. The Chief Legislative Officer will add the request for Council review to the agenda for an upcoming public Council meeting where Council will review the Expense claim and make a final decision on reimbursement.

**3.18. Consequences of Non-Compliance:**

- 3.18.1. Elected Officials are responsible for ensuring their compliance with this Policy.
- 3.18.2. Failure to comply with this Policy may result in:
  - 3.18.2.1. processing and reimbursement delays;
  - 3.18.2.2. an Elected Official being required to repay the Municipality for any amounts that are ineligible or in excess of the budget; and
  - 3.18.2.3. an Elected Official being in non-compliance with the Council Code of Conduct Bylaw and subject to investigation by the Integrity Commissioner.

**3.19. Review:**

- 3.19.1. This Policy shall be formally reviewed not later than twelve (12) months prior to the next General Election, with the changes being effective for the following term of office.

**4. Appendices:**

- 4.1. Appendix A: Annual Honorarium Rates for Elected Officials
- 4.2. Appendix B: Meal Allowances, Incidental Expenses Allowance, Private Accommodation Rates, and Mileage Rates Effective December 10, 2024

**5. Rescind and Replace:**

This Policy rescinds and replaces the Elected Officials Compensation, Travel and Expenses Policy LEG-050, dated February 25, 2020.

**APPROVAL**

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

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Sandy Bowman, Mayor

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Jade Brown, Chief Legislative Officer

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Date

**SUPPORTING REFERENCES AND POSITION RESPONSIBLE**

Legal References: Council Code of Conduct Bylaw No. 18/009  
Income Tax Act, R.S.C. 1985, c 1 (5th Supp.)  
Municipal Government Act, R.S.A. 2000, c M-26

Cross References:

Position Responsible: Chief Financial Officer

**COUNCIL POLICY DETAILS AND REVISION HISTORY**

<b>Effective Date</b>	<b>Action</b>	<b>Description</b>
October 15, 2001	Introduction	New Elected Officials Compensation, Travel, Expense, and Support Policy LEG-050.
June 8, 2010	Revisions – Substantive	The Policy was revised to include private accommodations as an eligible option for reimbursement. Sections related to allowances (vehicle, technology, and meals) and mileage rates were changed. New definitions were added for clarity.
October 17, 2017	Revisions – Substantive	The Policy was renamed Elected Officials Compensation, Travel, and Expenses Policy. Responsibilities were revised for Council, Councillors, and Legislative Services. The Audit Committee Chair was added to the Responsibilities section. Changes were made to all sections under General Procedures, and annual remuneration rates were adjusted.
October 9, 2018	Revisions – Substantive	The Policy was revised to remove tax exemption for remuneration under the regulations of the Canada Revenue Agency.
February 25, 2020	Revisions – Substantive	The Policy was revised to address air travel through Fort McMurray International Airport. The Statement section was removed, and the Strategic Plan Linkage section was added.
December 10, 2024	Revisions – Substantive	All sections of the Policy were revised, appendices were added, and the Policy was formatted to align with the current template. The Policy number was changed from LEG-050 to FIN-050.

## Appendix A: Annual Honorarium Rates for Elected Officials

Elected Official	January 1, 2024 Honorarium	Nov 1, 2025 Honorarium	Increase in Honorarium
Mayor	\$170,896	\$170,896	\$0
Councillor	\$47,623	\$62,786	\$15,163

*\*Honorariums are paid bi-weekly. The current rate was effective January 1, 2024*

## Appendix B: Meal Allowances, Incidental Expenses Allowance, Private Accommodation Rates, and Mileage Rates Effective December 10, 2024

### Meal Allowances

Expense	Allowance
Breakfast	\$27.95
Lunch	\$27.00
Dinner	\$56.85
<b>Full Day Meal Allowance</b>	<b>\$111.80</b>

### Private Non-commercial Accommodation Rate

Expense	Allowance
Private accommodation	\$50.00

### Incidental Expenses Allowance

Expense	Allowance
Incidentals	\$17.50

### Mileage Rate

Kilometers	Rate
Rate for the first 5,000 km	70¢
Rate after 5,000 km	64¢



# COUNCIL POLICY



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

Document Name: Elected Officials Compensation, Travel, and Expenses  
 Department Name: Corporate Services  
 Document Number: FIN-050  
 Effective Date: December 10, 2024      Next Revision Date: December 10, 2027

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## **STRATEGIC PLAN LINKAGE**

Fiscal Management

## **PURPOSE AND OBJECTIVE**

Elected Officials for the Regional Municipality of Wood Buffalo (the “Municipality”) are required to commit a substantial amount of time and effort to fulfill the duties and responsibilities of their elected office. The Municipality commits to providing a fair and equitable level of compensation to Elected Officials to fulfill their duties. The Municipality will reimburse Elected Officials for approved Expenses incurred while conducting Council Business. The Municipality will provide administrative support and technology to Elected Officials to assist in the performance of their duties.

The purpose of the Elected Officials Compensation, Travel, and Expenses Policy (the “Policy”) is to:

- set fair, consistent, and adequate compensation for Elected Officials;
- set compensation at a level that will attract citizens as candidates for public office;
- recognize that the Municipality is a specialized municipality, formed under the authority of Section 83 of the *Municipal Government Act*, RSA 2000 c M-26 (the “Act”);
- recognize that the Municipality includes both urban and rural communities; and
- support Elected Officials with resources, including technology and training, to ensure they are well positioned to perform their duties efficiently and effectively.

## **GENERAL PRINCIPLES**

### **1. Definitions:**

- 1.1. “Approving Authority” means the Chief Administrative Officer, Chief Legislative Officer, or other employee who has been delegated the authority to approve the submitted Expense claim.
- 1.2. “Chief Administrative Officer” means the individual appointed to the position of Chief Administrative Officer or their designate.
- 1.3. “Council” means the collective group of Elected Officials who govern the Municipality.
- 1.4. “Council Business” means the activities Elected Officials undertake in order to meet their general duties as prescribed by sections 153 and 154 of the Act, which may include

attending Council and Council Committee meetings, community gatherings, and events sanctioned by the Municipality, as well as meeting with the Chief Administrative Officer, other government officials, or constituents.

- 1.5. "Councillors" means the Elected Officials of the Municipality, excluding the Mayor.
- 1.6. "Detailed Receipt" means an original itemized receipt that includes a list of every item purchased, individual costs, and GST number when applicable.
- 1.7. "Elected Officials" means the Mayor and Councillors.
- 1.8. "Expenses" means the eligible costs incurred by Elected Officials when conducting Council Business.
- 1.9. "General Election" means an election held to fill vacancies on Council caused by the passage of time, as defined in the *Municipal Government Act*.
- 1.10. "Hosting" means occasions when an Elected Official chooses to pay for the expenses of a third party incurred while conducting Council Business.
- 1.11. "Local Travel" means travel that occurs within the geographic boundaries of the Regional Municipality of Wood Buffalo.
- 1.12. "Mayor" means the person elected or appointed as the chief elected official, as defined in the *Municipal Government Act*.
- 1.13. "Miscellaneous Expense" means an infrequent, unpredictable and low value Expense incurred when performing Council Business, including, but not limited to, office supplies, one-time expense, and unexpected fees that are of a low dollar value.
- 1.14. "Out-of-Town Travel" means travel that occurs outside the geographic boundaries of the Regional Municipality of Wood Buffalo.
- 1.15. "Technology Allowance" means a taxable monthly allowance for Elected Officials that is intended to cover costs associated with maintaining a high-speed Internet connection at their place of residence and a personal cell phone or mobile device, when not using a device provided by the Municipality.
- 1.16. "Transition Allowance" means a taxable allowance for Elected Officials that is payable upon conclusion of service as an Elected Official to provide funding for retirement or transition purposes.
- 1.17. "Transportation Allowance" means a taxable monthly allowance for Elected Officials that is intended to cover Local Travel costs incurred when conducting Council Business.

## **2. Responsibilities:**

### **2.1. Council to:**

- 2.1.1. approve this Policy and any future amendments;
- 2.1.2. collaborate with Legislative Services to prepare annual budget for Council;
- 2.1.3. comply with the Council Code of Conduct Bylaw 18/009 and the rules and requirements outlined in this Policy when submitting Expense claims; and

- 2.1.4. review Expense claims submitted by Elected Officials when there is a formal request for Council review and make final decisions regarding reimbursement.

**2.2. Approving Authority to:**

- 2.2.1. review Expense claims for accuracy and compliance with this Policy;
- 2.2.2. authorize payment of all Expense claims that fully comply with the provisions of this Policy;
- 2.2.3. submit approved Expenses to Accounts Payable for processing and reimbursement; and
- 2.2.4. provide a reason in writing to Elected Officials when reimbursement is not approved.

**2.3. Chief Administrative Officer (“CAO”) to:**

- 2.3.1. carry out duties of the Approving Authority for Expense claims submitted by the Mayor; and
- 2.3.2. forward any Expense claims submitted by the Mayor to the Chief Financial Officer for a secondary review, when required.

**2.4. Chief Legislative Officer to:**

- 2.4.1. consult with Council on an annual basis to review and budget the funds required for Elected Officials to carry out their respective duties;
- 2.4.2. prepare separate individual budgets for the Mayor and Councillor positions related to travel, public relations, and promotional Expenses;
- 2.4.3. publish Expense reports for each Elected Official quarterly;
- 2.4.4. coordinate travel of Elected Officials to take advantage of group rates or discounts to the extent feasible and practical;
- 2.4.5. carry out duties of the Approving Authority for Expense claims submitted by Councillors; and
- 2.4.6. forward any Expense claims submitted by Councillors to the Chief Financial Officer for a secondary review, when required.

**2.5. Chief Financial Officer to:**

- 2.5.1. conduct a secondary review of Expense claims submitted by Elected Officials, when requested by the CAO or Chief Legislative Officer;
- 2.5.2. make a decision on whether the Expenses forwarded for secondary review will be reimbursed; and
- 2.5.3. provide a reason in writing to Elected Officials when reimbursement is not approved.

**3. General Procedures:**

**3.1. Annual Budgets:**

- 3.1.1. Annual budgets for compensation, travel, and Expenses shall be prepared in consultation with Elected Officials and shall adhere to any guidelines established by Council, in accordance with the Act.

- 3.1.2. Budgets referred to in section 3.1.1 are subject to Council approval through the annual budget process.
- 3.1.3. A resolution of Council is required to authorize any expenditure in excess of any individual annual budget allocation.

**3.2. Annual Honorariums:**

- 3.2.1. Elected Officials will receive an annual honorarium to compensate for their responsibilities as a member of Council.
- 3.2.2. The annual honorarium will be adjusted effective January 1st of each calendar year based on the lesser of the percentage change in the Average Weekly Wages for Alberta, as reported by Statistics Canada for the immediately preceding year, or the percentage increase granted to exempt staff.
- 3.2.3. Refer to Appendix A for current annual honorarium rates for Elected Officials.
- 3.2.4. Honorariums shall be paid on a bi-weekly basis to Elected Officials during the term that they hold office in one of the following ways, depending on applicability:
  - 3.2.4.1. from the beginning of the organizational meeting of Council following a General Election to immediately before the beginning of the organizational meeting of Council after the next General Election; or
  - 3.2.4.2. in the case of a vacancy that is filled, from the taking of the oath of office to immediately before the beginning of the organizational meeting of Council following a General Election; or
  - 3.2.4.3. in the case of a resignation, from the taking of the oath of office or from the beginning of the organizational meeting of Council following a General Election to the date on which the written resignation is received by the CAO.
- 3.2.5. Elected Officials shall immediately advise the CAO, or designate, of any changes in their personal banking arrangements so that their honorarium is deposited to the correct account.

**3.3. Per Diems for Deputy Mayor and Acting Mayor:**

- 3.3.1. When serving as Deputy or Acting Mayor during a scheduled or unscheduled absence of the Mayor, a Councillor may claim additional compensation in the form of a per diem.
- 3.3.2. The per diem will be applied to any period of uninterrupted service as Deputy Mayor or Acting Mayor, excluding the first full day of service.
- 3.3.3. The per diem rate is based on the difference between the annual salary of the Mayor and the Councillor divided by 248 business days and rounded up to the nearest dollar.

**3.4. Participation in Employee Benefits Program:**

- 3.4.1. Elected Officials shall have the option of participating in the Municipality's exempt employee benefit programs during their term of office, with the exception of pension plans, short-term (weekly indemnity), and long-term disability.
- 3.4.2. Elected Officials shall have the option of participating in the benefit programs for which they are eligible on either an individual or family basis, depending on the program.

- 3.4.3. Participation by Elected Officials in the benefit programs will:
  - 3.4.3.1. start in the month of taking the oath of office when a vacancy is filled; and
  - 3.4.3.2. continue in the month of the General Election or until the end of the month of the organizational meeting of Council after the next General Election or until the end of the month that the CAO receives a resignation.
- 3.4.4. Upon leaving office, Elected Officials shall have the option of converting life and dependent life insurance to personal coverage at their own personal cost, in accordance with the terms and conditions of the group life insurance policy.
- 3.4.5. Elected Officials shall immediately advise the CAO, or designate, of any personal or family changes that may impact or change their participation in the benefit programs.
- 3.4.6. The Municipality may, from time to time, amend the programs or components thereof that are available to Elected Officials. Changes in the plans, cost-share structure, or premiums which are implemented for the Municipality's exempt employees also apply to Elected Officials.

**3.5. Transition Allowance:**

- 3.5.1. Elected Officials shall be eligible to receive a Transition Allowance in recognition of the total period of time they have served as an Elected Official with the Municipality.
- 3.5.2. The Transition Allowance provides funding for retirement or transition purposes that is payable only upon conclusion of service as an Elected Official.
- 3.5.3. The Transition Allowance shall be calculated equivalent to two (2) weeks of the annual honorarium for each full year of service as an Elected Official, with partial years prorated based on months of service.
- 3.5.4. The compensation used for calculating the Transition Allowance shall be the honorarium at the time of leaving office.
- 3.5.5. The Transition Allowance may be paid to Elected Officials in the following ways:
  - 3.5.5.1. paid directly to the Elected Official in a lump sum less any mandatory withholdings for income tax and other deductions;
  - 3.5.5.2. transferred directly to a registered retirement savings plan for the Elected Official; or
  - 3.5.5.3. partially transferred directly to a registered retirement savings plan for the Elected Official, with the remaining balance paid directly to the Elected Official in a lump sum less the requisite deductions.
- 3.5.6. Elected Officials shall have the option of receiving the Transition Allowance by January 31st or March 31st of the year immediately following their last year of service as an Elected Official.
- 3.5.7. In the event of death, the Transition Allowance, less the requisite deductions, will be paid to the estate of the Elected Official.

**3.6. Registered Retirement Savings Plan:**

- 3.6.1. Elected Officials shall be eligible to receive a matching contribution to a registered retirement savings plan (RRSP) of their choosing.
- 3.6.2. The maximum value of the contribution to be made by the Municipality shall be no greater than 7.5% of the eligible honorarium.

**3.7. Information Technology:**

- 3.7.1. The Municipality will provide information technology ("IT") devices to each Elected Official, including, but not limited to, a laptop, printer, tablet, and cell phone, depending on individual requirements.
- 3.7.2. Replacement of IT devices will be based on the corporate lifecycle policy of each item. If an item is lost or stolen, a replacement will be provided only once during a Council term. Subsequent replacements shall be at the Elected Official's personal expense.
- 3.7.3. The IT devices provided to Elected Officials shall be used for Council Business.
- 3.7.4. Elected Officials should exercise appropriate care and diligence to protect the IT devices supplied by the Municipality against physical damage, viruses, and other threats.
- 3.7.5. Each Elected Official will be provided with a monthly taxable Technology Allowance in the amount of \$100 to maintain a high-speed Internet connection at their place of residence.
- 3.7.6. Elected Officials who choose to use a personal cell phone or mobile device, in lieu of a municipally provided device, for municipal purposes will receive an additional monthly taxable Technology Allowance of \$150 to cover the cost of the device, data plans, and maintenance costs.
- 3.7.7. At the time of leaving office, Elected Officials shall have the option of purchasing the IT devices from the Municipality on an as-is basis. The cost to the Elected Official will equal the book value of the IT devices at the time of purchase. All records and information that are property of the Municipality shall be removed from all IT devices at the time of purchase by the Elected Official.

**3.8. Transportation Allowance:**

- 3.8.1. The Mayor may choose one of the following options for transportation while conducting Council Business:
  - 3.8.1.1. a monthly Transportation Allowance of \$1000 for the use of a personal vehicle to conduct Council Business, which is used to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totaling less than twenty (20) kilometres in distance;
  - 3.8.1.2. a vehicle leased by the Municipality, with the cumulative monthly costs for leasing and all operating costs, including fuel, maintenance and insurance, not to exceed \$1200, with the option to purchase the vehicle at the normal residual value at the end of the lease term, or upon leaving office; or
  - 3.8.1.3. a municipal fleet vehicle and gas card for use while conducting Council Business.

- 3.8.2. Each Councillor shall be provided a monthly Transportation Allowance of \$275 for the use of a personal vehicle to conduct Council Business. The Transportation Allowance will be used to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totalling less than twenty (20) kilometres in distance.
- 3.8.3. When an Elected Official travels from Anzac, Conklin, Fort Chipewyan, Fort McKay, Gregoire Lake Estates, Janvier South, or Saprae Creek to attend Council meetings within the urban service area (i.e., Fort McMurray), the mileage rate shall apply. Refer to Appendix B for current mileage rates.
- 3.8.4. Reimbursements for fuel are not permitted. Elected Officials are reimbursed for travel related Expenses as noted in sections 3.8.2 and 3.8.3.

**3.9. Council Business Expenses:**

- 3.9.1. Each Elected Official is provided with an annual individual budget allocation for the following:
  - 3.9.1.1. Local Travel Expenses incurred in conducting the day-to-day business of the Municipality;
  - 3.9.1.2. registration and travel Expenses incurred because of attendance at municipal conferences, workshops, and other training and development opportunities;
  - 3.9.1.3. public relations Expenses related to supporting local endeavours and Hosting of dignitaries or residents;
  - 3.9.1.4. promotional material Expenses related to promoting the Municipality; and
  - 3.9.1.5. reasonable Miscellaneous Expenses incurred while conducting Council Business.
- 3.9.2. Each Elected Official is authorized by Council to use their individual approved budget to fulfill the duties of the position at their discretion with the objective of performing duties effectively, consistent with relevant statutes, bylaws, and municipal policies.
- 3.9.3. No Elected Official shall exceed individual budgets without the prior approval of Council, by resolution passed at a public meeting.
- 3.9.4. Legislative Services shall publish Expense reports to the municipal website on a quarterly basis.
- 3.9.5. All business-related Expenses must be within an approved budget or, when access to other funds is required, be authorized by an Approving Authority.

**3.10. Travel by Elected Officials on Council Business:**

- 3.10.1. Allowable travel Expenses include travel arrangements, accommodations, and meals.
- 3.10.2. Where an Elected Official is required to travel by air, Legislative Services will make travel arrangements, in advance of scheduled Council meetings or other Council Business, to ensure flight availability and the most economical mode of transportation.

- 3.10.3. Due to limited flight availability, Elected Officials will communicate their intent to travel, providing reasonable notice to Legislative Services to make flight arrangements.
- 3.10.4. Travel by Elected Officials on Council Business will occur via the most direct route possible to the travel destination, using economy transportation that is convenient, timely, and safe. This shall also apply if personal business of an Elected Official is combined with Council Business that results in travel on longer routes.
- 3.10.5. Elected Officials may choose to travel by private vehicle or boat (claiming mileage rates), but in such instances will only be reimbursed to the equivalent of the lowest economical airfare and resulting taxi or airport shuttle fares for the same destination, if applicable.
- 3.10.6. Reimbursement rates for private vehicle or boat use shall be set at the maximum non-taxable rate allowed by the Canada Revenue Agency for the Province of Alberta for the current calendar year.
- 3.10.7. Elected Officials who use a private vehicle or boat for the purpose of conducting Council Business shall carry a minimum of \$1,000,000 liability insurance provided by a third-party insurance carrier.
- 3.10.8. If Elected Officials travel by air, or a combination of air and another mode of travel, they must use the Fort McMurray International Airport as their point of departure and return except for travel to and from Fort Chipewyan.
- 3.10.9. Travel to and from Fort Chipewyan must be done using either:
  - 3.10.9.1. the most economical airfare, where travelling by air; or
  - 3.10.9.2. the most economical mode of ground transportation.
- 3.10.1. Elected Officials shall be reimbursed for the cost of a rental vehicle while conducting Council Business. At no time, however, will the cost of a rental vehicle be reimbursed when used in conjunction with another mode of ground transportation (e.g., private vehicle, taxi, boat, and bus). A collision damage waiver (extra insurance) must be purchased if the vehicle is rented in the individual's name, as opposed to the Municipality.
  - 3.10.1.1. Reimbursement for the cost of a rental vehicle while conducting Council Business does not apply to Local Travel.
- 3.10.2. **Additional Requirement for Out-of-Country Travel on Council Business:**
  - 3.10.2.1. Elected Officials must submit a written request for Council approval to authorize out-of-country travel on Council Business prior to making travel arrangements.
- 3.11. **Accommodation During Travel on Council Business:**
  - 3.11.1. Elected Officials should, whenever possible, take advantage of government rates at accommodations which are reasonable, comfortable, safe, and conveniently located for relatively short stays.
  - 3.11.2. Elected Officials may choose to use private arrangements for accommodation while travelling on Council Business. When using private accommodations, a receipt is not required.
  - 3.11.3. Refer to Appendix B for the current rate for private accommodations.



**3.12. Meal Allowances for Travel on Council Business:**

- 3.12.1. Elected Officials may claim a full day meal allowance for each twenty-four (24) hour period spent in travel status without requiring receipts.
- 3.12.2. When an Elected Official is on travel status for a portion of a day, individual meal allowances may be claimed without a receipt.
- 3.12.3. The breakfast allowance may not be claimed when the departure time is later or the return arrival time is earlier than 0600 hours (6:00 a.m.).
- 3.12.4. The lunch allowance may not be claimed when the departure time is later or the return arrival time is earlier than 1300 hours (1:00 p.m.).
- 3.12.5. The dinner allowance may not be claimed when the departure time is later or the return arrival time is earlier than 1930 hours (7:30 p.m.).
- 3.12.6. Refer to Appendix B for current meal allowances.
- 3.12.7. Meal allowances may not be claimed when meals are included in travel fares, meals are part of a registration fee, or meals are covered under other circumstances.
- 3.12.8. Alcohol will not be reimbursed.

**3.13. Incidental Expenses for Travel on Council Business:**

- 3.13.1. When an Elected Official is on travel status for a period of twelve (12) hours or more, incidental Expenses may be claimed without requiring receipts.
- 3.13.2. Refer to Appendix B for the current rate for incidental Expenses.

**3.14. Other Expenses for Travel on Council Business:**

- 3.14.1. Upon provision of Detailed Receipts, Elected Officials will be reimbursed for the reasonable cost of laundry, dry cleaning, local and long-distance telephone charges for business calls, in-room Internet charges, and sundry Expenses for Out-of-Town, out-of-province, and out-of-country travel on Council Business.

**3.15. Public Relation Expenses for Elected Officials:**

- 3.15.1. Each Elected Official may use their individual public relations budget at their discretion to fund activities, including, but not limited to, Hosting, providing sponsorships, holding ward and resident meetings, purchasing municipally-branded promotional materials, providing gifts, and attending events.
- 3.15.2. Public relations budgets may be used to purchase an additional ticket for an Elected Official's spouse when it is deemed appropriate that the spouse accompany the Elected Official to a municipal or community event.
- 3.15.3. The following principles shall be applied to public relations Expenses:
  - 3.15.3.1. No Expense may be incurred for any reason that provides an advantage to a sitting member of Council. This shall include personal advertising and personally-branded promotional products, events, and services.
  - 3.15.3.2. No Expense may be incurred under this budget within six (6) months of a General Election.
  - 3.15.3.3. No Expense may be incurred under this budget by an Elected Official who is registered in a nomination process or election, or has otherwise

commenced a campaign to hold office for school board trustee, provincial public office, federal public office, First Nations Band Council, or Metis government, except where the Elected Official has received prior approval of the whole of Council, by resolution.

- 3.15.3.4. Councillors should demonstrate a prudent use of resources focusing on transparency and accountability.
- 3.15.3.5. Expenses must support Council objectives.
- 3.15.3.6. Any Expense that either exceeds the approved budget or falls outside approved guidelines requires prior approval of Council, by resolution.
- 3.15.4. Public relations Expenses, or those involving a third party, such as Hosting, shall only be reimbursed when supported by an explanation of the business conducted, a list of attendees or participants, and Detailed Receipts.
- 3.15.5. In addition to the Hosting activities of individual Councillors, the Mayor may, on behalf of Council and at their discretion, use budgeted funds for Hosting purposes. Eligible Expenses include, but are not limited to, the purchasing of tables or provision of gifts at community and charitable events or fundraising initiatives.

**3.16. Expense Claims:**

- 3.16.1. Elected Officials must submit a completed Expense claim to the appropriate Approving Authority within ten (10) business days of incurring the Expenses, or in the case of travel Expenses, within ten (10) business days after returning from travel.
- 3.16.2. Elected Officials must obtain and submit Detailed Receipts and other required documents to substantiate Expenses for Council Business.
- 3.16.3. Submitted Expense claims will be reviewed for accuracy and compliance with this Policy and other governing documents of the Municipality.
- 3.16.4. Expense claims submitted by Councillors will be reviewed by the Chief Legislative Officer, and Expense claims submitted by the Mayor will be reviewed by the CAO.
- 3.16.5. The Chief Legislative Officer and CAO shall approve any Expense claims that comply with the Policy. Where the CAO or Chief Legislative Officer believes an Expense claim may deviate from the Policy, they shall forward the Expense claim to the Chief Financial Officer for a secondary review. The Chief Financial Officer shall approve any Expense claim that complies with this Policy and deny any Expense claim that does not comply with this Policy.
- 3.16.6. Elected Officials shall reimburse the Municipality for any funds received in excess of approved Expenses.

**3.17. Request for Council Review of Expense Claims:**

- 3.17.1. When an Expense claim submitted by an Elected Official is not approved for reimbursement, the Elected Official can submit a written request for Council review to the Chief Legislative Officer.
- 3.17.2. The written request for review must be submitted to the Chief Legislative Officer within thirty (30) business days of first receiving notice that the Expense claim was denied.

- 3.17.3. The Chief Legislative Officer will add the request for Council review to the agenda for an upcoming public Council meeting where Council will review the Expense claim and make a final decision on reimbursement.

**3.18. Consequences of Non-Compliance:**

- 3.18.1. Elected Officials are responsible for ensuring their compliance with this Policy.
- 3.18.2. Failure to comply with this Policy may result in:
  - 3.18.2.1. processing and reimbursement delays;
  - 3.18.2.2. an Elected Official being required to repay the Municipality for any amounts that are ineligible or in excess of the budget; and
  - 3.18.2.3. an Elected Official being in non-compliance with the Council Code of Conduct Bylaw and subject to investigation by the Integrity Commissioner.

**3.19. Review:**

- 3.19.1. This Policy shall be formally reviewed not later than twelve (12) months prior to the next General Election, with the changes being effective for the following term of office.

**4. Appendices:**

- 4.1. Appendix A: Annual Honorarium Rates for Elected Officials
- 4.2. Appendix B: Meal Allowances, Incidental Expenses Allowance, Private Accommodation Rates, and Mileage Rates Effective December 10, 2024

**5. Rescind and Replace:**

This Policy rescinds and replaces the Elected Officials Compensation, Travel and Expenses Policy LEG-050, dated February 25, 2020.

**APPROVAL**

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

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Sandy Bowman, Mayor

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Jade Brown, Chief Legislative Officer

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Date

**SUPPORTING REFERENCES AND POSITION RESPONSIBLE**

Legal References: Council Code of Conduct Bylaw No. 18/009  
Income Tax Act, R.S.C. 1985, c 1 (5th Supp.)  
Municipal Government Act, R.S.A. 2000, c M-26

Cross References:

Position Responsible: Chief Financial Officer

**COUNCIL POLICY DETAILS AND REVISION HISTORY**

<b>Effective Date</b>	<b>Action</b>	<b>Description</b>
October 15, 2001	Introduction	New Elected Officials Compensation, Travel, Expense, and Support Policy LEG-050.
June 8, 2010	Revisions – Substantive	The Policy was revised to include private accommodations as an eligible option for reimbursement. Sections related to allowances (vehicle, technology, and meals) and mileage rates were changed. New definitions were added for clarity.
October 17, 2017	Revisions – Substantive	The Policy was renamed Elected Officials Compensation, Travel, and Expenses Policy. Responsibilities were revised for Council, Councillors, and Legislative Services. The Audit Committee Chair was added to the Responsibilities section. Changes were made to all sections under General Procedures, and annual remuneration rates were adjusted.
October 9, 2018	Revisions – Substantive	The Policy was revised to remove tax exemption for remuneration under the regulations of the Canada Revenue Agency.
February 25, 2020	Revisions – Substantive	The Policy was revised to address air travel through Fort McMurray International Airport. The Statement section was removed, and the Strategic Plan Linkage section was added.
December 10, 2024	Revisions – Substantive	All sections of the Policy were revised, appendices were added, and the Policy was formatted to align with the current template. The Policy number was changed from LEG-050 to FIN-050.

## Appendix A: Annual Honorarium Rates for Elected Officials

Elected Official	January 1, 2024 Honorarium	Increase in Honorarium of 7.64% annually over four (4) years	Increase in Honorarium over four (4) years
Mayor	\$170,896	\$0	\$0
Councillor	\$47,623		\$15,174.42 (By November 1, 2028)
November 1, 2025		\$51,261.40	\$3,638.40
November 1, 2026		\$54,849.70	\$7,226.70
November 1, 2027		\$58,689.17	\$11,066.17
November 1, 2028		\$62,797.42	\$15,174.42

*\*Honorariums are paid bi-weekly. The current rate was effective January 1, 2024. The recommendations for the phased analysis were based on the 2023 annual honorarium of \$46,200. The percentage has been adjusted to account for the 2024 honorarium increase.*

## Appendix B: Meal Allowances, Incidental Expenses Allowance, Private Accommodation Rates, and Mileage Rates Effective December 10, 2024

### Meal Allowances

Expense	Allowance
Breakfast	\$27.95
Lunch	\$27.00
Dinner	\$56.85
<b>Full Day Meal Allowance</b>	<b>\$111.80</b>

### Private Non-commercial Accommodation Rate

Expense	Allowance
Private accommodation	\$50.00

### Incidental Expenses Allowance

Expense	Allowance
Incidentals	\$17.50

### Mileage Rate

Kilometers	Rate
Rate for the first 5,000 km	70¢
Rate after 5,000 km	64¢

# COUNCIL POLICY



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

Document Name: Elected Officials Compensation, Travel, and Expenses

Department Name: Corporate Services Legislative Services

Document Number: FIN-050 LEG-050

Effective Date: February 25, 2020  
December 10, 2024

Next Revision Date: October 2020  
December 10, 2027

## STRATEGIC PLAN LINKAGE

- ~~• Responsible Government – This Policy safeguards the appropriate use and accounting of municipal funds, in line with the Municipality's vision of building a responsible government by demonstrating principles of accountability, integrity and transparency.~~

Fiscal Management

## PURPOSE AND OBJECTIVE

Elected Officials ~~must be compensated at levels which recognize differences in~~ for the Regional Municipality of Wood Buffalo (the "Municipality") are required to commit a substantial amount of time and effort ~~and responsibility~~, to fulfill the duties and ~~to help attract citizens as candidates for public responsibilities of their elected office.~~ The Municipality commits to providing a fair and equitable level of compensation to Elected Officials ~~must also be reimbursed to fulfill their duties.~~ The Municipality will reimburse Elected Officials for ~~reasonable costs~~ approved Expenses incurred while conducting ~~during the conduct of Council business~~Business. The Municipality, ~~and will be supported with staff~~ provide administrative support and technology to Elected Officials to assist in the performance of their duties.

The purpose ~~and objectives~~ of the Elected Officials Compensation, Travel, and Expenses Policy (the "Policy") ~~is are~~ to:

1.	<ul style="list-style-type: none"> <li><del>provide set</del> fair, consistent, and adequate compensation for <del>Council members</del> Elected Officials;</li> </ul>
	<ul style="list-style-type: none"> <li><del>set compensation</del> at a level that will <del>also</del> attract citizens as candidates for public office;</li> </ul>
	<ul style="list-style-type: none"> <li>recognize that the Municipality is a specialized municipality, formed under the authority of Section 83 of the <i>Municipal Government Act</i>, RSA 2000 c M-26 (the "Act");</li> </ul>
2.	<ul style="list-style-type: none"> <li><del>recognize that the uniqueness of the Regional Municipality of Wood Buffalo, because of its blend of</del> includes both urban and rural communities, <del>vast growth, economic climate, and geographic size</del>; and</li> </ul>
3.	<ul style="list-style-type: none"> <li><del>ensure that Council members do not personally incur the costs of conducting Council business</del>; and</li> </ul>



4.	<ul style="list-style-type: none"> <li>support <del>Council members</del> Elected Officials with <del>staff resources</del>, including <del>and</del> technology <del>so that</del> and training, to ensure they <del>can</del> are well positioned to perform their duties efficiently and effectively.</li> </ul>
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## **GENERAL PRINCIPLES**

### **1. Definitions:**

- ~~1.1. “Allowances” are funds provided to Council for a specific purpose and may be accountable or non-accountable, as determined by the Canada Revenue Agency.~~
- 1.1. “Approving Authority” means the Chief Administrative Officer, Chief Legislative Officer, or other employee who has been delegated the authority to approve the submitted Expense claim.
- 1.2. “Chief Administrative Officer ~~or CAO~~” ~~means is~~ the individual appointed to the position of Chief Administrative Officer, or ~~his/her~~ their designate.
- 1.3. “Council” ~~means is~~ the collective group of Elected Officials who govern the Municipality.
- 1.4. “Council Business” ~~refers to means~~ the activities ~~conducted by Council~~ Elected Officials undertake in ~~keeping with the provisions order to~~ meet their general duties as prescribed by sections 153 and 154 of the ~~Municipal Government Act~~ Act, which ~~Examples of Council business may include attendance at attending Council and Council Committee meetings, community gatherings, and events municipally-sanctioned by the Municipality events, as well as meetings with the Chief Administrative Office, other government officials, or CAO, meetings with constituents, and social events.~~
- 1.5. “Councillors” ~~are means~~ the Elected Officials of the Municipality, excluding the Mayor.
- 1.6. “Detailed Receipt” means an original itemized receipt that includes a list of every item purchased, individual costs, and GST number when applicable.
- 1.7. “Elected Officials” are the Mayor and Councillors.
- 1.8. “Expenses” ~~are means~~ the costs incurred by Elected Officials when conducting Council ~~business~~ Business.
- 1.9. “General Election” means an election held to fill vacancies on Council caused by the passage of time, as defined in the Act ~~Municipal Government Act~~.
- 1.10. “Hosting” means occasions when an Elected Official chooses to pay for the expenses of a third party incurred while conducting ~~business~~ Business
- ~~1.11. “Municipality” is the Regional Municipality of Wood Buffalo.~~
- ~~1.12. “Receipt” is the original documentation provided by a vendor which provides detail about the item(s)/services(s) received and the amount of GST paid. Debit and/or credit card slips are not considered receipts, and are not sufficient for reimbursement purposes.~~
- ~~1.13. “Service” is the total period of time spent serving as an Elected Official of the Municipality.~~

- 1.11. "Local Travel" means travel that occurs within the geographic boundaries of the Regional Municipality of Wood Buffalo.
- 1.12. "Mayor" means ~~is the Chief Elected Officer~~ person elected or appointed as the chief electoral official, as defined in the ~~Act-Municipal Government Act~~.
- 1.13. "Miscellaneous Expense" means an infrequent, unpredictable and low value Expense incurred when performing Council Business, including, but not limited to, office supplies, one-time expense, and unexpected fees that are of a low dollar value.
- 1.14. "Out-of-Town Travel" means travel that occurs outside the ~~geographic~~ boundaries of the Regional Municipality of Wood Buffalo.
- 1.15. "Technology Allowance" means a taxable monthly allowance for Elected Officials that is intended to cover costs associated with maintaining a high-speed Internet connection at their place of residence and a personal cell phone or mobile device, when not using a device provided by the Municipality.
- 1.16. "Transition Allowance" means a taxable allowance for Elected Officials that is payable upon conclusion of service as an Elected Official to provide funding for retirement or transition purposes.
- 1.17. "Transportation Allowance" means a taxable monthly allowance for Elected Officials that is intended to cover Local Travel costs incurred when conducting Council Business.

## 2. Responsibilities:

### 2.1. Council to:

- 2.1.1. ~~Approve~~ approve this Policy and any future amendments; ~~to this Policy.~~
- 2.1.2. collaborate with Legislative Services to prepare annual budget for Council;
- 2.1.3. comply with the Council Code of Conduct Bylaw 18/009 and the rules and requirements outlined in this Policy when submitting Expense claims; and
- 2.1.4. review Expense claims submitted by Elected Officials when there is a formal request for Council review and make final decisions regarding reimbursement.
- ~~2.1.2. Engage the services of an industry professional to review this Policy in accordance with the terms of reference that are specified by Council.~~

### ~~2.2. Mayor to:~~

- ~~2.2.1. Carry out duties of approving authority for travel of all Councillors.~~
- ~~2.2.2. Review and authorize all acceptable and reasonable claims that consist of deviations to this Policy.~~
- ~~2.2.3. Advise impacted Councillor(s) of any expenses which are deemed as being ineligible for reimbursement.~~

### ~~2.3. Audit Committee Chair to:~~

- ~~2.3.1. Review expense claims submitted by the Mayor for accuracy and compliance with this Policy.~~

- ~~2.3.2. Authorize payment of all claims submitted by the Mayor that fully comply with the provisions of this Policy.~~
- ~~2.3.3. Forward any expense claim submitted by the Mayor that does not fully comply with the provisions of this Policy to the Audit Committee for review and recommendation to Council.~~
- ~~2.3.4. In the absence of an Audit Committee, expense claims submitted by the Mayor will be reviewed and authorized in accordance with sections 2.3.1, 2.3.2 and 2.3.3. by the Chief Administrative Officer.~~

**~~2.4. Councillor to:~~**

- ~~2.4.1. Inform Council, in writing, of the intent to travel outside of Canada on municipal business, or for conference/training and development purposes, prior to any travel arrangements being made.~~
- ~~2.4.2. Obtain the necessary vouchers, receipts and/or other required documents to substantiate expenditures while on travel status. Only detailed, itemized receipts with GST number (if applicable) will be accepted; debit and credit card receipts do not provide sufficient information to substantiate expenditures.~~
- ~~2.4.3. Complete a Travel Expense Claim within 10 days of return, and submit the completed form to Legislative Services for processing.~~
- ~~2.4.4. Reimburse the Municipality for advances in excess of the expenses paid. The excess funds are payable upon submission of the Travel Expense Claim.~~

**2.2. Approving Authority to:**

- 2.2.1. review Expense claims for accuracy and compliance with this Policy;
- 2.2.2. authorize payment of all Expense claims that fully comply with the provisions of this Policy;
- 2.2.3. submit approved Expenses to Accounts Payable for processing and reimbursement; and
- 2.2.4. provide a reason in writing to Elected Officials when reimbursement is not approved.

**2.3. Chief Administrative Officer (“CAO”) to:**

- 2.3.1. carry out duties of the Approving Authority for Expense claims submitted by the Mayor; and
- 2.3.2. forward any Expense claims submitted by the Mayor to the Chief Financial Officer for a secondary review, when required.

**2.4. Chief Legislative Officer Services to:**

- ~~2.4.1. Review and budget sufficient funds consult with Council on an annual basis, in consultation with Council, to enable individual to review and budget the funds required for Elected Officials to carry out their respective duties;~~
- ~~2.5.2. Review all Councillors’ Expense Claims for accuracy and compliance with this Policy, and authorize payment of all claims that fully comply with the provisions of this Policy.~~

- ~~2.5.3. Forward any Councillor's Expense Claims that do not fully comply with the provisions of this Policy to the Mayor for payment authorization.~~
- 2.4.2. ~~Prepare~~ prepare separate individual budgets for the Mayor and Councillor positions related to ~~address travel expenses, conferences and~~ public relations, and promotional Expenses; ~~activities.~~
- 2.4.3. ~~Publish~~ publish Expense Report~~expense reports on a regular basis (minimum quarterly) relative to the expenses,~~ for each Elected Official quarterly;
- 2.4.4. ~~Coordinate~~ coordinate travel, ~~accommodation, and conference activities~~ of Elected Officials to take advantage of ~~benefit from~~ group rates or discounts to the extent feasible and practical;
- 2.4.5. carry out duties of the Approving Authority for Expense claims submitted by Councillors; and
- 2.4.6. forward any Expense claims submitted by Councillors to the Chief Financial Officer for a secondary review, when required.

## **2.5. Chief Financial Officer to:**

- 2.5.1. conduct a secondary review of Expense claims submitted by Elected Officials, when requested by the CAO or Chief Legislative Officer;
- 2.5.2. make a decision on whether the Expenses forwarded for secondary review will be reimbursed; and
- 2.5.3. provide a reason in writing to Elected Officials when reimbursement is not approved.

## **2.6. Finance Department to:**

- ~~2.6.1. Review all expense claims and advance requests for deviations from this Policy, as well as for mathematical inconsistencies.~~
- ~~2.6.2. Reimburse all authorized expense claims, and contact approving authority regarding claims or parts of claims that do not meet the requirements of this Policy.~~

## **3. Budgets**

### **3. General Procedures:**

#### **3.1. Annual Budgets:**

- 3.1.1. Annual budgets for compensation, travel, and Expenses ~~Budgets~~ shall be prepared in consultation with ~~the~~ Elected Officials and shall adhere to any guidelines established by Council, ~~in accordance with the Act.~~
- 3.1.2. ~~Budgets referred to in section 3.1.1 and~~ are subject to Council approval through the annual budget process.
- 3.1.3. A resolution of Council is required to authorize any expenditure in excess of any individual annual budget allocation.

#### **3.2 Remuneration**

##### Rates

~~3.2.1. The annual salary for the Mayor is set at \$165,790.00, effective January 1, 2019.~~

~~3.2.2. The annual salary for Councillors is set at \$46,200.00, effective January 1, 2019.~~

### 3.2. **Annual Honorariums:**

3.2.1. Elected Officials will receive an annual honorarium to compensate for their responsibilities as a member of Council.

3.2.2. The annual ~~honorarium salary for the Mayor and Councillors, as identified in subsections (a) and (b),~~ will be adjusted ~~on effective~~ January 1st of each calendar year based on the lesser of the percentage change in the Average Weekly Wages for Alberta, as reported by Statistics Canada for the immediately preceding year, or the percentage increase granted to exempt staff.

3.2.3. Refer to Appendix A for current annual honorarium rates for Elected Officials.

~~3.2.4. When serving as Deputy or Acting Mayor during a scheduled or unscheduled absence of the Mayor (examples include vacation, illness, and meetings/events that occur outside of the Municipality), a Councillor may claim additional remuneration in the form of a per diem. The per diem will be applied to any period of uninterrupted service, excluding the first full day of service. The per diem rate is based on the difference between the annual salary of the Mayor and the Councillor divided by 248 work days and rounded up to the nearest dollar.~~

#### Payment

3.2.4 ~~Remuneration~~ Honorariums shall be paid ~~to elected officials on a bi-weekly basis to Elected Officials~~ during the term that they hold office in one of the following ways, depending on applicability:

3.2.4.1 from the beginning of the organizational meeting of Council following a General ~~Municipal~~ Election to immediately before the beginning of the organizational meeting of Council after the next General ~~Municipal~~ Election; or

3.2.4.2 in the case of a vacancy that is filled, from the taking of the oath of office to immediately before the beginning of the organizational meeting of Council following a General ~~Municipal~~ Election; or

3.2.4.3 in the case of a resignation, from the taking of the oath of office or from the beginning of the organizational meeting of Council following a General ~~Municipal~~ Election to the date on which the written resignation is received by the CAO;

~~whichever is applicable.~~

~~3.2.6. Remuneration shall be paid bi-weekly to each Elected Official.~~

3.2.5 Elected Officials shall immediately advise the CAO, or designate, of any changes in their personal banking arrangements so that their ~~honorarium remuneration~~ is deposited to the correct account.

### 3.3. **Per Diems for Deputy Mayor and Acting Mayor:**

3.3.1. When serving as Deputy or Acting Mayor during a scheduled or unscheduled absence of the Mayor, a Councillor may claim additional compensation in the form of a per diem.

- 3.3.2. The per diem will be applied to any period of uninterrupted service as Deputy Mayor or Acting Mayor, excluding the first full day of service.
- 3.3.3. The per diem rate is based on the difference between the annual salary of the Mayor and the Councillor divided by 248 business days and rounded up to the nearest dollar.

### **3.3—Benefits**

#### Participation

#### **3.4. Participation in Employee Benefits Program:**

- 3.4.1. Elected Officials shall have the option of participating in the Municipality's **exempt** employee benefit programs during their term of office, with the exception of pension plans, short-term disability (weekly indemnity), and long-term disability **insurance**.
- 3.4.2. Elected Officials shall ~~also~~ have the option of participating **in the benefits programs for which they are eligible** on either an individual or family basis, depending on the program.
- 3.4.3. Participation by ~~the~~ Elected Officials in the benefit programs will:
  - 3.4.3.1. start in the month of taking the oath of office when a vacancy is filled; and
  - 3.4.3.2. continue in the month of the General ~~Municipal~~ Election or until the end of the month of the organizational meeting of Council after the next General ~~Municipal~~ Election or until the end of the month that the CAO receives a resignation.
- 3.4.4. Upon leaving office, Elected Officials shall have the option of converting life and dependent life insurance to personal coverage at their **own personal cost-and expense**, in accordance with the terms and conditions of the group life insurance policy.
- 3.4.5. Elected Officials shall immediately advise the CAO, or designate, of any personal or family changes that may impact or change their participation in the benefit programs.
- 3.4.6. **The Municipality may, from time to time, amend the programs or components thereof that are available to Elected Officials. Changes in the plans, cost-share structure, or premiums which are implemented for the Municipality's exempt employees also apply to Elected Officials.**

#### **3.5. Transition Allowance:**

- 3.5.1. Elected Officials shall be eligible to receive a ~~transition allowance~~ **Transition Allowance** in recognition of ~~service the total time they have served as an Elected Official with the Municipality, and to provide~~
- 3.5.2. **The Transition Allowance provides** funding for retirement or transition purposes that is payable only upon conclusion of ~~service services~~ as an Elected Official.
- 3.5.3. **The Transition Allowance allowance** shall be calculated ~~as follows:~~ **equivalent to two (2) weeks of the annual honorarium weeks' salary** for each full year of service as an Elected Official, with partial years prorated; ~~based on the months of service.~~



- 3.54 The compensation used for calculating the Transition Allowance shall be the honorarium ~~salary~~ at the time of leaving office.; ~~and~~
- ~~3.5.3.1. a pro-rated amount based on the number of months served, where an Elected Official served for part of a year (ie: 7 months service = 2 weeks' salary / 12 x 7 months).~~
- 3.5.5. The Transition Allowance ~~transition allowance will~~ may be paid ~~at the option of to the Elected Officials in the following ways, and may be:~~
- 3.5.5.1. paid directly to the Elected Official in a lump sum less **any** mandatory withholdings for income tax and other deductions;
- 3.5.5.2. transferred directly to a registered retirement savings plan for the Elected Official; or
- 3.5.5.3. partially transferred directly to a registered retirement savings plan for the Elected Official, with the remaining balance paid directly to the Elected Official in a lump sum less the requisite deductions.
- 3.5.6. Elected Officials shall have the option of receiving the **Transition Allowance** ~~transition allowance~~ by January 31<sup>st</sup> or March 31<sup>st</sup> of the year immediately following their last year of service **as an Elected Official on Council**.
- 3.5.7. In the event of death, the **Transition Allowance** ~~transition allowance~~, less the requisite deductions, will be paid to the estate of the Elected Official.
- 3.6. **Registered Retirement Savings Plan:**
- 3.6.1. Elected Officials shall be eligible to receive a matching contribution to a registered retirement savings plan (RRSP) of their choosing.
- 3.6.2. The maximum value of the contribution to be made by the Municipality shall be no greater than 7.5% of the eligible **honorarium** ~~remuneration~~.
- 3.7. **~~Office Support and Information Technology:~~**

**Technology**

- 3.7.1. The Municipality will provide ~~office~~ information technology ("IT") **devices** to each Elected Official, **including, but not limited to, a laptop, printer, tablet, and cell phone, depending on as required for their individual requirements-needs. Examples include laptops, printers, tablets and cell phones.**
- 3.7.2. Replacement of IT devices will be based on the corporate lifecycle policy of each item. If an item is lost or stolen, a replacement will be provided only once during a Council term. Subsequent replacements shall be at the Elected Official's personal expense.
- 3.7.3. The IT devices provided to Elected Officials shall be used for Council Business.
- 3.7.4. Elected Officials should exercise appropriate care and diligence to protect the IT devices supplied by the Municipality against physical damage, viruses, and other threats.
- 3.7.5. Each Elected Official will be provided with a monthly taxable **Technology Allowance** ~~technology allowance~~ in the amount of \$100 to maintain a high-speed Internet connection at their place of residence.

- 3.7.6. Elected Officials who choose to use a personal cell phone/ or mobile device, in lieu of a municipally provided devices, for municipal purposes will receive an additional monthly taxable Technology Allowance ~~technology allowance~~ of \$150, to cover the cost of the device, data plans, and maintenance costs.
- 3.7.7. At the time of leaving office, Elected Officials shall have the option of purchasing the IT devices ~~municipally-supplied office technology~~ from the Municipality on an as-is basis.- The cost to the Elected Official will equal the book value of the IT devices at the time of purchase.- ~~purchase price paid by the Municipality less 40% per year on a declining balance basis to the end of the term of service by the Elected Official.-~~ All records and information that are ~~is the~~ property of the Municipality shall be removed from all IT devices ~~the laptop~~ at the time of purchase by the Elected Official.
- 3.8. **Transportation Allowance:**
- 3.8.1. The Mayor may choose one of the following options for transportation while conducting Council Business ~~alternatives~~:
- 3.8.1.1. a monthly Transportation Allowance ~~allowance~~ of \$1000 for the use of a personal vehicle to conduct Council Business, which is business. ~~The allowance will be~~ used to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totaling less than twenty (20) kilometres ~~kilometers~~ in distance; ~~or~~
- 3.8.1.2. a vehicle leased by the Municipality, with the cumulative monthly costs for leasing and all operating costs, including fuel, maintenance and insurance, not to exceed \$1200, with the option to purchase the vehicle at the normal residual value at the end of the lease term, or upon leaving office; or
- 3.8.1.3. a municipal fleet vehicle and gas card for use while conducting ~~business of~~ Council Business.
- 3.8.2. Each Councillor shall be provided a monthly Transportation Allowance ~~allowance~~ of \$275 for the use of a personal vehicle to conduct Council Business ~~business~~. The Transportation Allowance ~~allowance~~ will be used to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totalling less than twenty (20) kilometres in distance.
- 3.8.3. When an Elected Official travels from Anzac, Conklin, Fort Chipewyan, Fort McKay, Gregoire Lake Estates, Janvier South, or Sapræ Creek to attend Council meetings within the urban service area (i.e., Fort McMurray), the mileage rate shall apply. Refer to Appendix B for current mileage rates.
- 3.8.4. Reimbursements for fuel are not permitted. Elected Officials are reimbursed for travel related Expenses as noted in sections 3.8.2 and 3.8.3.
- 3.8.5. ~~Elected Officials can claim mileage in excess of 20 kilometres as prescribed in the Municipality's Travel and Subsistence Procedure FIN-180.~~
- 3.9. **Council Business Expenses: ~~Expenditures~~**

Authority



- 3.9.1. Each Elected Official is provided with an annual individual budget allocation for the following:
    - 3.9.1.1. ~~Local Business-Travel Expenses—expenses~~ incurred in conducting the day-to-day business of the Municipality;. ~~Examples include travel to and from meetings, overnight accommodation and meals.~~
    - 3.9.1.2. ~~registration and travel Expenses Conference Registration—expenses~~ incurred because of attendance at municipal conferences, ~~(FCM, AUMA, RMA), workshops, and or other training and development opportunities;. Examples include conference, workshop, and training registration.~~
    - ~~3.9.1.3. Conference Travel—expenses incurred because of attendance at municipal conferences (FCM, AUMA, RMA), workshop or other training and development. Examples include travel arrangements (flights, mileage), accommodations and meals.~~
    - ~~3.9.1.3. public relation Expenses Public Relations—expenses~~ related to ~~hosting of dignitaries/residents or supporting~~ local endeavors and Hosting of dignitaries or residents;. ~~Examples include event tickets and sponsorships.~~
    - 3.9.1.4. promotional material Expenses ~~Promotional Materials—expenses~~ related to promoting the Municipality; and. ~~Examples include municipally-branded promotional items.~~
    - 3.9.1.5. reasonable Miscellaneous Expenses incurred while conducting Council Business.
  - 3.9.2. Each Elected Official is authorized by Council to ~~use their~~ ~~utilize his/her~~ individual approved budget to fulfill the duties of the position at ~~their his/her~~ discretion with the objective of performing duties effectively, consistent with relevant statutes, ~~or~~ bylaws, and municipal policies ~~and procedures of the Municipality.~~
  - 3.9.3. No Elected Official shall exceed individual budgets without the prior approval of Council, by resolution passed at a public meeting.
  - 3.9.4. ~~Legislative Services Administration~~ shall publish expense reports to the municipal website on, ~~at minimum,~~ a quarterly basis.
  - 3.9.5. All business-related Expenses must be within an approved budget or, when access to other funds is required, be authorized by an Approving Authority.
- 3.10. **Travel by Elected Officials on Council Business:**
- Transportation
- 3.10.1. Allowable travel Expenses include travel arrangements, accommodations, and meals.
  - 3.10.2. Where an Elected Official is required to travel by air, Legislative Services will make travel arrangements, in advance of scheduled Council meetings or other Council Business, to ensure flight availability and the most economical mode of transportation.

- 3.10.3. Due to limited flight availability, Elected Officials will communicate their intent to travel, providing reasonable notice to Legislative Services to make flight arrangements.
- 3.10.4. Travel by Elected Officials on Council ~~Business business~~ will occur via the most direct route possible to the travel destination, ~~using utilizing~~ economy transportation that is convenient, timely, and safe. This shall also apply if personal business of an Elected Official is combined with Council ~~Business business~~ that results in travel on longer routes.
- 3.10.5. Elected Officials may ~~choose elect~~ to travel by private vehicle ~~or boat (claiming mileage rates)~~, but in such instances will only be reimbursed to the equivalent of the lowest economical airfare and resulting taxi or airport shuttle fares for the same destination, if applicable.
- 3.10.6. Reimbursement rates for private vehicle ~~or boat~~ use shall be set at the maximum non-taxable rate allowed by the Canada Revenue Agency for the Province of Alberta for the current calendar year.
- 3.10.7. Elected Officials who ~~use-utilize~~ a private vehicle ~~or boat~~ for the purpose of conducting Council ~~Business business~~ shall carry a minimum of \$1,000,000 liability insurance provided by a third-party insurance carrier.
- 3.10.8. If Elected Officials ~~travel are travelling~~ by air, or ~~a~~ combination of air and another mode of travel, they must ~~use utilize~~ the Fort McMurray International Airport as their point of departure and return ~~except for travel to and from Fort Chipewyan~~.
- 3.10.9. ~~Travel to and from Fort Chipewyan must be done using either:~~
  - 3.10.9.1. ~~the most economical airfare, where travelling by air; or~~
  - 3.10.9.2. ~~the most economical mode of ground transportation.~~
- 3.10.10. Elected Officials shall be reimbursed for the cost of a rental vehicle while conducting Council ~~Business. business; however, at At~~ no time, ~~however~~, will the cost of a rental vehicle be reimbursed when used in conjunction with another mode of ground transportation (~~ie—e.g., private vehicles, taxi, boat, and bus~~). ~~A collision—The physical~~ damage waivers (extra insurance) must be purchased if the vehicle is rented in the individual's name, as opposed to the Municipality.
  - 3.10.10.1. ~~Reimbursement for the cost of a rental vehicle while conducting Council Business does not apply to Local Travel.~~
- 3.10.11. **Additional Requirement for Out-of-Country Travel on Council Business:**
  - 3.10.11.1. ~~Elected Officials must submit a written request for Council approval to authorize out-of-country travel on Council Business prior to making travel arrangements.~~
- 3.11. **Accommodation During Travel on Council Business:**
  - 3.11.1. Elected Officials should, whenever possible, ~~take advantage of access~~ government rates at ~~accommodations hotels or motels~~ which are reasonable, comfortable, safe, and conveniently located for relatively short stays.
  - 3.11.2. Elected Officials may choose to ~~use utilize~~ private arrangements for accommodation while travelling on Council ~~Business. business. Elected Officials~~

~~may claim \$50 for each night spent in~~ When using private accommodations, ~~without requiring a receipt~~ is not required.

3.11.3. Refer to Appendix B for the current rate for private accommodations.

### 3.12. **Meals Allowances for Travel on Council Business:**

~~3.12.1 Elected Officials may decide what to spend on meals, gratuities and the number of meals per day when conducting Council business, provided that the expenditures are reasonable and within budget for each Elected Official. Detailed receipts must be provided.~~

3.12.1. ~~Notwithstanding subsection (3.5.10),~~ Elected Officials may ~~choose to~~ claim a full day meal allowance ~~per diem rate of \$82.00~~ for each twenty-four (24) hour period spent in travel status without requiring receipts.

3.12.2 When an Elected Official is on travel status for a portion of a day, ~~individual the following~~ meal allowances may be claimed without a receipt.:

<del>Breakfast</del>	<del>Lunch</del>	<del>Dinner</del>
<del>\$17.00</del>	<del>\$22.00</del>	<del>\$33.00</del>

3.12.3. ~~Meal allowances may not be claimed when:~~ The breakfast allowance may not be claimed when the ~~Breakfast~~—The departure time is later or the ~~return~~ arrival time is earlier than 0600 hours (6:00 a.m.).

3.12.4. The lunch allowance may not be claimed when the ~~Lunch~~—The departure time is later or the ~~return~~ arrival time is earlier than 1300 hours (1:00 p.m.).

3.12.5. The dinner allowance may not be claimed when the ~~Dinner~~—The departure time is later or the ~~return~~ arrival time is earlier than 1930 hours (7:30 p.m.).

3.12.6. Refer to Appendix B for current meal allowances.

3.12.7. Meal allowances may not be claimed when meals ~~Meals~~ are included in travel fares, meals are ~~or as~~ part of a registration fee, or meals are covered under other circumstances. ~~for conferences, etc.~~

3.12.8. Alcohol will ~~Liquor shall not be reimbursed except as provided for in subsections (3.5.15) through (3.5.20) relating to Public Relations.~~

### 3.13. **Incidental Expenses for Travel on Council Business:**

3.13.1. When an Elected Official is on travel status ~~Incidental expenses of \$10.00 may be claimed for a period of twelve (12) hours or more, incidental Expenses may be claimed without requiring receipts spent in travel status, but shall not exceed \$10.00 per 24-hour period. Receipts are not required.~~

3.13.2. Refer to Appendix B for the current rate for incidental Expenses.

### 3.14. **Other Expenses for —Out-of-Town—Travel on Council Business:**

3.14.1. Upon provision of Detailed Receipts, Elected Officials will be reimbursed, ~~upon provision of itemized receipts,~~ for the reasonable cost of laundry, dry cleaning, local and long-distance telephone charges for business calls, ~~(excluding personal calls),~~ in-room Internet charges, and sundry Expenses ~~expenses for Out-of-Town—out-of-town, out-of-province, and out-of-country travel on when conducting Council Business—business.~~

### 3.15. Public Relations ~~Expenses~~ **Expenses for Elected Officials:**

- 3.15.1. Each Elected Official may ~~utilize~~**use** their individual public relations budget at their discretion to fund activities, ~~including, but not limited to, Hosting, providing such as hosting,~~ sponsorships, ~~holding ward and resident meetings,~~ purchasing municipally-branded promotional materials, ~~ward/resident meetings,~~ providing gifts, and attending ~~attendance at~~ events, ~~etc.~~
- 3.15.2. Public relations budgets may ~~also~~ be used to purchase an additional ticket for an Elected Official's spouse when it is deemed appropriate that ~~the spouse she or he~~ accompany the Elected Official to a municipal or community event.
- 3.15.3. The following principles shall be applied to public relations ~~Expenses~~**expenses**:
  - 3.15.3.1. No ~~Expense expense~~ may be incurred for any reason that provides an advantage to a sitting member of Council. This shall include personal advertising and personally-branded promotional products, events, and services.
  - 3.15.3.2. No ~~Expense expense~~ may be incurred under this budget within ~~six (6) months of a General Election an election without the prior approval of the whole of Council, by resolution.~~
  - 3.15.3.3. No ~~Expense~~ may be incurred under this budget by an Elected Official who is registered in a nomination process or election, or has otherwise commenced a campaign to hold office for school board trustee, provincial public office, federal public office, First Nations Band Council, or Metis government, except where the Elected Official has received prior approval of the whole of Council, by resolution.
  - 3.15.3.4. Councillors should demonstrate a prudent use of resources focusing on transparency and accountability.
  - 3.15.3.5. Expenses ~~must should~~ support Council objectives.
  - 3.15.3.6. Any ~~Expense expense~~ that either exceeds the approved budget or falls outside approved ~~policy and~~ guidelines requires prior approval of ~~the whole of~~ Council, by resolution.
- 3.15.4. Public relations ~~Expenses expenses, including alcohol, or that involve those involving~~ a third party, ~~such as Hosting, (ie: hosting)~~ shall only be reimbursed when supported by an explanation of the business conducted, a list of attendees/ or participants, and ~~is accompanied by properly itemized receipts~~**Detailed Receipts.**
- 3.15.5. In addition to the ~~Hosting hosting~~ activities of individual Councillors, the Mayor may, on behalf of Council and at ~~their his/her~~ discretion, ~~use~~**utilize** budgeted funds for ~~Hosting hosting~~ purposes. ~~Eligible Examples of eligible expenses may~~ include, but ~~are is~~ not limited to, the purchasing of tables ~~and/~~ or provision of gifts at community and charitable events or fundraising initiatives ~~(ie: Keyano College Gala, Festival of Trees, RCMP Regimental Ball, etc.).~~

### 3.16. **Expense Claims:**

#### ~~Coordination of Travel, Accommodation and Expenses~~

- 3.16.1. Elected Officials must submit a completed ~~The Travel~~ Expense claim to the appropriate Approving Authority ~~Claim will be completed by each Elected Official~~

within ten (10) business days of incurring the Expenses, or in the case of travel Expenses, within ten (10) business days after returning from travel. ~~return, and forwarded to Legislative Services with the requisite vouchers, receipts or other documents to support the expenditure claim.~~

- 3.16.2. Elected Officials must obtain and submit Detailed Receipts and other required documents to substantiate Expenses for Council Business.
  - 3.16.3. ~~Submitted Expense claims Travel and expenses of Councillors will be reviewed by Legislative Services for accuracy and compliance with this Policy and other governing documents of the Municipality. the policies and practices of the Municipality, and any differences of opinion will be referred to the Mayor for resolution.~~
  - 3.16.4. Expense claims submitted by Councillors will be reviewed by the Chief Legislative Officer, and Expense claims submitted by the Mayor will be reviewed by the CAO.
  - 3.16.5. The Chief Legislative Officer and CAO shall approve any Expense claims that comply with the Policy. Where the CAO or Chief Legislative Officer believes an Expense claim may deviate from the Policy, they shall forward the Expense claim to the Chief Financial Officer for a secondary review. The Chief Financial Officer shall approve any Expense claim that complies with this Policy and deny any Expense claim that does not comply with this Policy.
  - 3.16.6. Elected Officials shall reimburse the Municipality for any funds received in excess of approved Expenses.
- 3.17. **Request for Council Review of Expense Claims:**
- 3.17.1. When an Expense claim submitted by an Elected Official is not approved for reimbursement, the Elected Official can submit a written request for Council review to the Chief Legislative Officer.
  - 3.17.2. The written request for review must be submitted to the Chief Legislative Officer within thirty (30) business days of first receiving notice that the Expense claim was denied.
  - 3.17.3. The Chief Legislative Officer will add the request for Council review to the agenda for an upcoming public Council meeting where Council will review the Expense claim and make a final decision on reimbursement.
- 3.18. **Consequences of Non-Compliance:**
- 3.18.1. Elected Officials are responsible for ensuring their compliance with this Policy.
  - 3.18.2. Failure to comply with this Policy may result in:
    - 3.18.2.1. processing and reimbursement delays;
    - 3.18.2.2. an Elected Official being required to repay the Municipality for any amounts that are ineligible or in excess of the budget; and
    - 3.18.2.3. an Elected Official being in non-compliance with the Council Code of Conduct Bylaw and subject to investigation by the Integrity Commissioner.

**3.19. Review:**

- 3.1.1. This ~~A formal review of this~~ Policy shall be formally reviewed not later than ~~instituted at the mid-point of the 2017-2021 term of office, with all changes being adopted a minimum of twelve (12) months prior to the next General Election, with the changes being 2021 municipal election, and becoming effective for the following 2021-2025~~ term of office.

**4. Appendices:**

- 4.1 Appendix A: Annual Honorarium Rates for Elected Officials
- 4.2 Appendix B: Meal Allowances, Incidental Expenses Allowance, Private Accommodation Rates, and Mileage Rates Effective December 10, 2024

**5. Rescind and Replace:**

This Policy rescinds and replaces the Elected Officials Compensation, Travel and Expenses Policy LEG-050, dated February 25, 2020.

**APPROVAL**

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

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Sandy Bowman~~Don Scott~~, Mayor

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Jade Brown, Chief Legislative Officer

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Date



**SUPPORTING REFERENCES AND POSITION RESPONSIBLE**

Legal References: ~~[insert if applicable]~~ Council Code of Conduct Bylaw No. 18/009  
Income Tax Act, R.S.C. 1985, c 1 (5th Supp.)  
Municipal Government Act, R.S.A. 2000, c M-26

Cross References: ~~Income Tax Act (1985, c.1 (5<sup>th</sup> Supp.))~~  
~~Travel and Subsistence Procedure FIN-180~~

Position Responsible: Chief Financial Officer ~~Chief Legislative Officer, Legislative Services~~

**COUNCIL POLICY DETAILS AND REVISION HISTORY**

Date	Action	Description
October 15, 2001	Introduction	New Elected Officials Compensation, Travel, Expense, and Support Policy LEG-050.
June 8, 2010	Revisions – Substantive	The Policy was revised to include private accommodations as an eligible option for reimbursement. Sections related to allowances (vehicle, technology, and meals) and mileage rates were changed. New definitions were added for clarity.
October 17, 2017	Revisions – Substantive	The Policy was renamed Elected Officials Compensation, Travel, and Expenses Policy. Responsibilities were revised for Council, Councillors, and Legislative Services. The Audit Committee Chair was added to the Responsibilities section. Changes were made to all sections under General Procedures, and annual remuneration rates were adjusted.
October 9, 2018	<del>Minor Revision</del> Revisions – Substantive	The Policy was revised to remove <del>To address federal removal of tax exemption</del> for remuneration under the regulations of the Canada Revenue Agency.
February 25, 2020	<del>Minor Revision</del> Revisions – Substantive	The Policy was revised to address <del>Addressing</del> air travel through Fort McMurray International <del>Intl.</del> Airport. The Statement section was removed, and the Strategic Plan Linkage Section was added.
December 10, 2024	Revisions – Substantive	All sections of the Policy were revised, appendices were added, and the Policy was formatted to align with the current template. The Policy number was changed from LEG-050 to FIN-050.



**Option 1****Appendix A: Annual Honorarium Rates for Elected Officials**

Elected Official	January 1, 2024 Honorarium	Nov 1, 2025 Honorarium	Increase in Honorarium
Mayor	\$170,896	\$170,896	\$0
Councillor	\$47,623	\$47,623	\$0

*\*Honorariums are paid bi-weekly. The current rate was effective January 1, 2024.*

## Appendix B: Meal Allowances, Incidental Expenses Allowance, Private Accommodation Rates, and Mileage Rates Effective December 10, 2024

### Meal Allowances

Expense	Allowance
Breakfast	\$27.95
Lunch	\$27.00
Dinner	\$56.85
<b>Full Day Meal Allowance</b>	<b>\$111.80</b>

### Private Non-commercial Accommodation Rate

Expense	Allowance
Private accommodation	\$50.00

### Incidental Expenses Allowance

Expense	Allowance
Incidentals	\$17.50

### Mileage Rate

Kilometers	Rate
Rate for the first 5,000 km	70¢
Rate after 5,000 km	64¢

## Option 2

### Appendix A: Annual Honorarium Rates for Elected Officials

Elected Official	January 1, 2024 Honorarium	Nov 1, 2025 Honorarium	Increase in Honorarium
Mayor	\$170,896	\$170,896	\$0
Councillor	\$47,623	\$62,786	\$15,163

*\*Honorariums are paid bi-weekly. The current rate was effective January 1, 2024.*

## Appendix B: Meal Allowances, Incidental Expenses Allowance, Private Accommodation Rates, and Mileage Rates Effective December 10, 2024

### Meal Allowances

Expense	Allowance
Breakfast	\$27.95
Lunch	\$27.00
Dinner	\$56.85
<b>Full Day Meal Allowance</b>	<b>\$111.80</b>

### Private Non-commercial Accommodation Rate

Expense	Allowance
Private accommodation	\$50.00

### Incidental Expenses Allowance

Expense	Allowance
Incidentals	\$17.50

### Mileage Rate

Kilometers	Rate
Rate for the first 5,000 km	70¢
Rate after 5,000 km	64¢

### Option 3

#### Appendix A: Annual Honorarium Rates for Elected Officials

Elected Official	January 1, 2024 Honorarium	Increase in Honorarium of 7.64% annually over four (4) years	Increase in Honorarium over four (4) years
Mayor	\$170,896	\$0	\$0
Councillor	\$47,623		\$15,174.42 (By November 1, 2028)
November 1, 2025		\$51,261.40	\$3,638.40
November 1, 2026		\$54,849.70	\$7,226.70
November 1, 2027		\$58,689.17	\$11,066.17
November 1, 2028		\$62,797.42	\$15,174.42

*\*Honorariums are paid bi-weekly. The current rate was effective January 1, 2024. The recommendations for the phased analysis were based on the 2023 annual honorarium of \$46,200. The percentage has been adjusted to account for the 2024 honorarium increase.*

## Appendix B: Meal Allowances, Incidental Expenses Allowance, Private Accommodation Rates, and Mileage Rates Effective December 10, 2024

### Meal Allowances

Expense	Allowance
Breakfast	\$27.95
Lunch	\$27.00
Dinner	\$56.85
<b>Full Day Meal Allowance</b>	<b>\$111.80</b>

### Private Non-commercial Accommodation Rate

Expense	Allowance
Private accommodation	\$50.00

### Incidental Expenses Allowance

Expense	Allowance
Incidentals	\$17.50

### Mileage Rate

Kilometers	Rate
Rate for the first 5,000 km	70¢
Rate after 5,000 km	64¢



# Regional Municipality of Wood Buffalo Council Remuneration Review Final Report April 5, 2024

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Appendix A - Summary of Custom Market Survey Responses



## 1. Introduction

Gallagher was engaged by the Regional Municipality of Wood Buffalo (the “Municipality”) to undertake a comparative analysis of remuneration and other perquisites policy and practices provided to elected officials on Municipal Council.

Gallagher is a compensation and human resources consulting firm that offers expertise, data and tools for all aspects of total rewards design and management. The firm specializes in compensation design, job evaluation, and market reviews for private, public sector and not-for-profit clients.

The consulting team was comprised of Jane Mizanski and Ravi Patel who bring significant experience with compensation design and market studies in the public and private sector. This report outlines the scope of the assignment, the process undertaken, and the results of the review.

## 2. Background to the Assignment

The Regional Municipality of Wood Buffalo delivers a wide range of programs and services to a population of approximately 72,326<sup>1</sup> across a geographically dispersed area in Northern Alberta. The municipal council is comprised of ten (10) Councillors and one (1) Mayor. The vast size and diverse mix of urban and rural centres within the municipal boundaries adds a level of complexity to providing general governance and administration of municipal services to all its constituents.

The oil and gas sector has a significant presence within the Municipality. Council decisions regarding economic development, planning, environmental and service delivery, to name but a few, requires an understanding and awareness of this private sector business and the symbiotic relationship to the communities served. This is a complex industry and the stakeholder relationship requires informed Council members with requisite skills and qualifications to balance often competing interests.

This background is important to a discussion regarding compensation for elected officials.

The review was initiated to ensure the remuneration practices for members of Municipal Council are fair, equitable and in keeping with that of similar sized municipalities. The review is also in keeping with Article 3.7 of the Council Policy LEG-050 which specifies the entire (remuneration) policy be formally reviewed at the mid-point of the office term. The Consultant was to review and provide commentary on market data relative to the Municipality’s practices.

Determining appropriate compensation for elected officials is challenging due to the nature of the role, the ‘recruitment’ of individuals, public perceptions, and equity considerations, including:

- Market studies for staff / non-union positions typically focus on “competitive” pay or the “going rate” for similar skills and qualifications. In this custom market study for elected officials “competitiveness” reflects what municipalities of similar size and scope consider as fair

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<sup>1</sup> Statistics Canada 2021

remuneration, which is then used as a guide to recommend changes to the Municipality's approach.

- It is important to note that, unlike staff positions that can be objectively assessed based on required skills, qualifications, and accountabilities using a formal job evaluation tool to establish rank order, Council roles are not defined in these terms. Rather, the opportunity to serve in public office are available to any citizen who can bring a wide variety of skills, qualifications and experiences to the position – there are no minimum qualifications required to stand for election. Although there is no formal position specification or description, there are typically three roles, with an assumption that each holds progressively more responsibility, from Councillor to Deputy Mayor to Mayor.
- Elected officials are not deemed 'employees' of the organization, and do not fit the traditional model of a '9 – 5' job. Public perception often views the role as 'volunteer' status, and therefore not entitled to pay, or at best, a nominal honorarium.
- Remuneration for these roles is not bound by employment legislation such as minimum wage, however, the principles of minimum wage and or living wage are appearing more frequently in conversations regarding remuneration for elected officials.
- A further challenge to identify 'fair remuneration' and an equitable comparison across municipalities, lies in the differences in time and effort expended by each council and each member of council; effort can vary from some to extensive depending on the municipality, the issues, the constituents, and the individual's availability and interests.

Notwithstanding these differences and challenges, municipalities are increasingly interested in attracting a broader skill set and diverse experiences to stand for election, while being mindful of the perceived or real disconnect between pay and effort. This backdrop is relevant for overall context and informs perceived fairness and equity observations below.

### 3. Custom Market Study – Approach and Findings

Eleven municipalities were identified as comparator organizations for the custom market study; nine (9) participated in the review. Selecting comparator organizations was difficult due to the nuances and uniqueness of the RM of Wood Buffalo as noted above. However, in consideration of regional factors, this comparator group was deemed appropriate for the exempt group in previous market reviews and used as the basis for this custom Council review.

The participating comparator group consisted of:

- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| • Cold Lake       | • Rocky View County | • Strathcona County |
| • Parkland County | • Spruce Grove      | • Yellowhead County |
| • Red Deer        | • St. Albert        | • Yellowknife       |

The City of Grand Prairie and City of Lethbridge were solicited but did not participate.

	Population Census <sup>1</sup>	Geographic Size (square km)
Yellowhead County	10,426	22,239
City of Cold Lake	15,661	67
City of Yellowknife	20,340	103
Parkland County	32,205	2,376
City of Spruce Grove	37,645	38
Rocky View County	41,028	3,829
City of St. Albert	68,232	47.84
<b>RM of Wood Buffalo</b>	<b>72,326</b>	<b>60,844</b>
Strathcona County	99,225	1,171
City of Red Deer	100,844	104

<sup>1</sup> Census as per 2021 Statistics Canada

The Consultant developed a survey questionnaire to capture comparator information on base remuneration, per diems, and other available benefits. The responses were collated and summarized for comparative purposes. An overall summary of the survey responses is included as **Appendix A**.

### Base Remuneration

All comparators use base remuneration for total compensation; no comparator provided additional per diems to members of council for conducting council business (excluding per diem for education/conference situations, or sitting on Boards of Agencies or other organizations that pays board members directly). Remuneration is paid in consideration of attending Council and Committees meetings, and responding to constituency issues. The table below lists the **2023** base remuneration by role for each comparator in rank order lowest to highest.

Mayor		Councillor	
Municipality	2023 Annual	Municipality	2023 Annual
City of Cold Lake	\$65,950	City of Cold Lake	\$30,508
Yellowhead County	\$96,438	City of Yellowknife	\$31,320
Parkland County	\$102,550	<b>RM of Wood Buffalo</b>	<b>\$46,200</b>
Rocky View County	\$114,748	Parkland County	\$56,790
City of Spruce Grove	\$116,309	City of Spruce Grove	\$58,154
City of Yellowknife	\$116,884	City of St. Albert	\$58,306
City of Red Deer	\$125,575	Yellowhead County	\$63,977
City of St. Albert	\$149,675	City of Red Deer	\$69,066
<b>RM of Wood Buffalo</b>	<b>\$165,790</b>	Rocky View County	\$83,599
Strathcona County	\$172,303	Strathcona County	\$92,586

The Municipality has a defined salary administration practice and Total Rewards Philosophy to align exempt salaries to the 75<sup>th</sup> percentile of the comparator market. Where municipalities have a defined target pay policy it is typically uniform across the exempt employee group and elected

officials. The following analysis on Council remuneration assumes this alignment with the 75<sup>th</sup> percentile of the comparator responses.

### Definitions:

**50<sup>th</sup> Percentile (P50):** Represents the point below which 50% of the data points lie, and is typically referred to as the median or ‘middle’ of the comparator market.

**75<sup>th</sup> Percentile (P75):** Represents the point below which 75% of the data points lie. The 75<sup>th</sup> percentile is typically adopted where the organization intentionally strives to be an industry leader, an employer of choice, and or has significant recruitment challenges.

The average of the market comparator data is not used to formulate recommendations as the statistic can be skewed by one or two outlier data points among the comparators.

**Competitive:** Where the gap to market is  $\pm 5\%$  of the target pay philosophy, the Municipality is generally considered competitive to the comparator market. A positive (+) result indicates the percentage gap the Municipality’s job rates are on aggregate below the comparator result. A negative (–) result indicates the gap the Municipality’s rates are above the comparator results.

Base remuneration market analysis for both positions is illustrated below:

Regional Municipality of Wood Buffalo		2023 MARKET SUMMARY			
		(_%) = above market    +_% = below market			
		Median (P50)	% Gap	P75	% Gap
2023 Annual Base Salary					
Head of Council (Mayor)	\$165,790	\$116,309	(29.8%)	\$125,575	(24.3%)
Councillor	\$46,200	\$58,306	+26.2%	\$69,066	+49.5%

For the role of Mayor, the 2023 pay is trending above the 75<sup>th</sup> percentile by 24.3%; and for the role of Councillor the pay is 49.5% below the 75<sup>th</sup> percentile.

Although the comparators are comprised of municipalities that are within similar geographic areas there are notable differences such as population, urban vs urban and rural, physical size, and industry dominance. In consideration of these factors, the higher level of Mayor’s remuneration over the comparators can be rationalized. These same considerations apply albeit to a lesser degree to the role of Councillor, who each represent a sub-set of constituents, yet the remuneration is significantly below the 75<sup>th</sup> percentile and 50<sup>th</sup> / market median.

## **Per Diems/Additional Compensation**

Four (4) of the comparators pay a per diem (full day rate) where the member is attending a conference or workshop/training in support of their role and responsibilities<sup>2</sup>. This per diem is often paid in consideration that a Councillor would be required to be absent (vacation, unpaid leave) from their personal employment and may incur a loss of pay to attend a conference/workshop for greater than a work day. The Municipality does not offer this benefit.

## **Remuneration Administration and Benefits**

### Administration:

All comparators adjust their Council remuneration annually. The basis for determining the adjustment varies somewhat across the group but predominantly aligns to the cost of living adjustment awarded to staff. The Municipality determines annual adjustments for Council using the lesser calculation of: that applied to exempt staff and the Average Weekly Wages for Alberta of the preceding year. This approach has resulted in a zero (0.0%) percent increase to Council remuneration for the past three years. 2024 is the first year in which there was a nominal increase. The factors used by the Municipality are reasonable to the extent that they are publicly funded positions and in principle, reflect their constituents' situations. However, there may be some opportunity to filter the Alberta Wages element for the geographic location, or to consider the Alberta Consumer Price Index for inflation considerations.

### Benefits and Technology

The Municipality is aligned to the practices of the comparator group as it pertains to vehicle allowances, mileage reimbursement rates, access to health and dental benefits, group life insurance and pension contributions. Provision of and monthly stipends to offset costs for technology are comparable.

The Municipality offers a greater benefit to members with a Transition Allowance for their years of service. This is a somewhat unique provision that is only specifically available by one of the comparator organizations, and is not commonly available across the sector.

## **4. Policy Review**

The consultant reviewed Council Policy - LEG-050, providing observations and recommendations for changes to ensure clarity and consistency. The recommendations have been submitted under separate cover to staff for consideration and further consultation with the Municipality's legal counsel.

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<sup>2</sup> The per diem is predominantly made available to Councillors only as the role of Mayor is typically compensated as a full time role

## 5. Recommendations for Consideration

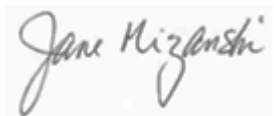
1. Adopt a pay policy that aligns Council remuneration to the 75<sup>th</sup> percentile of the comparator market. The Council remuneration policy should align to the same pay policy/philosophy as that established for the exempt employee group.
2. Base Remuneration:  
  
**Option 1:** maintain the current 2023 rates for each of the roles  
  
**Option 2:** adjust compensation for Councillor to within 10% of P75 of the comparator market: Councillor's base adjusted to \$62,786 (35.9% increase/\$16,586) effective the new term of office - November 1, 2025; and, maintain the Mayor's base at \$165,790 (2023).  
  
**Option 3:** as per option 2 with a phased implementation over the next 4 year term: for example, by 8% effective November 1 for each of: 2025, 2026, 2027 and 2028.
3. Continue to apply an annual economic adjustment to the approved 2023 base remuneration aligned to that approved for staff, effective January 1, 2024, and each year thereafter.
4. Establish a per diem rate of \$150 (full day) payable when a Councillor is attending a formal training/conference event greater than one day in duration, payable in addition to the current allowable expenses when on Council business.
5. Conduct an external market review once per term of Council to assess comparability of base remuneration and other practices and maintain external equity.

## 6. Conclusions

This report outlines the process used complete the market analysis and provide the foundation for observations and actions for consideration.

We appreciate the opportunity to work with the Regional Municipality of Wood Buffalo. We look forward to providing any future assistance you may require in maintaining your compensation program.

Yours very truly,



Jane Mizanski  
Senior Consultant

## **Appendix A**

### **Summary of Custom Market Survey Responses**

Survey Question	Regional Municipality of Wood Buffalo	2023 MARKET SUMMARY (_) = above market +_ % = below market					
		Average	% Gap	Median (P50)	% Gap	P75	% Gap
2023 Annual Base Salary							
Head of Council (Mayor)	\$165,790	\$117,826	(28.9%)	\$116,309	(29.8%)	\$125,575	(24.3%)
Deputy Mayor	N/A	\$65,090		\$69,711		\$76,485	
Councillor	\$46,200	\$60,478	+30.9%	\$58,306	+26.2%	\$69,066	+49.5%
Annual Salary Administration / Increase Policy:							
Are Council salaries adjusted annually?	Yes (lesser of Avg Wkly Wages Alberta preceeding year OR exempt staff adjustment)	All comparators adjust remuneration annually: CPI/the same adjustment as approved for exempt employees (n=6); market review with salary linked to population(Mayor) (n=1); avg of Provincial CPI, Avg wkly earnings Public Admin, and Local CPI (n=1) lesser of Local CPI and staff increase (n=1)					
Training and Conferences:							
Per diem when attending a conference /workshop?	No	per diem for educational purposes (n=4)					
Per Diem Rate Full day \$	-	\$259		\$256		\$277	
Car / Travel Allowances:							
Do any members receive a monthly or annual allowance for purchase/lease/use of personal vehicle for council business?	Yes Mayor - \$1000/mo for personal vehicle / lease \$1200 mo. /Municipal vehicle Councillor - \$275 mo for personal vehicle Mileage for trips >20kms	Yes (n = 4) Mayor: \$1,250; \$400; \$250; \$100 Councillor: \$1,250 Rural and \$750 Urban; \$200; \$60					
Kilometer reimbursement rate	CRA rates	\$0.68 CRA rate (n=1); \$0.70 (n=1); \$0.62 (n=1); \$0.68 (n=1)					
Is travel to/from Council or Committee meetings claimable?	Yes	No (n= 4); Yes (n=1)					
Benefits Plans							
Access to Health, Dental, Life Insurance	Yes, H&D, Life	Access to H&D: Y (n= 8) Health Care Spending Acct - Y (n=4) Access to Life Insurance: Y (n=8)					
Pension / Retirement	Matching contributions to 7.5% of pay	No benefits (n=1) Contribution Matching: 3%; 4%; 5%; 7.5%; 9% (n=5) Group RSP – er contributes 1% more than Elected official (n=1) F/Time Mayor – employee pension plan; Deputy Mayor, Councillor – 7% contribution matching (n=1) Flat amount \$2,200 each (approx. 2%/2.5%/2.6% of base rate) (n=1)					
Office Administration and Technology Assets							
Laptop/Ipad or equivalent	Yes	Provided - Y (n=8)					
Cell Phone	provided or \$150/mo towards cost of cell plan for personal phone	Provided - Y (n=7); N (n=1)					
Is the asset returned, gifted or option to buy out at end	Buyout	Returned (n=5); Buyout (n=3); Gifted laptop/ipad only (n=1)					
Allowance for the cost of internet service / cell phone service/data plan?	\$100/mo internet	Y (n=6) (average internet allowance is \$94/monthly and average cell phone allowance is \$108/monthly)					
** N=Observations do not always total 9 as not all responded to each question							
Municipal Comparator data from: City of Cold Lake, Parkland County, City of Red Deer, Rocky View County, City of St. Albert, City of Yellowknife, Strathcona County, Yellowhead County and City of Spruce Grove							



**Meeting Date:** December 10, 2024**Subject:** Economy and Localization of Jobs – Councillor F. Banjoko**Approvals:** Jade Brown

Chief Legislative Officer

Henry Hunter

Chief Administrative Officer

**Recommendation(s):**

THAT the Mayor issue a statement of support regarding localization of jobs. For the purpose of this motion, localization of jobs means individuals that work in the region are permanent residents of the region.

THAT the Mayor continue to actively engage with industry partners on initiatives in support of the localization of jobs.

THAT Administration, with at least one Council member, coordinate meetings with industry partners and relevant community stakeholders to discuss updates and strategies aimed at enhancing the economy of the region and provide updates to Council as available; such updates could include the industrial tax incentive program.

**Summary | Background:**

At the Council meeting held on October 22, 2024, Councillor F. Banjoko served notice of their intent to bring forward the following for Council's consideration at the December 10, 2024, Council Meeting.

THAT the Mayor issue a statement of support regarding localization of jobs. For the purpose of this motion, localization of jobs means individuals that work in the region are permanent residents of the region.

THAT the Mayor continue to actively engage with industry partners on initiatives in support of the localization of jobs.

THAT Administration, with at least one Council member, coordinate meetings with industry partners and relevant community stakeholders to discuss updates and strategies aimed at enhancing the economy of the region and provide updates to Council as available; such updates could include the industrial tax incentive program.



**Rationale for Recommendation(s):**

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



**Meeting Date:** December 10, 2024**Subject:** Wood Buffalo Economic Development Corporation  
Audit – Councillor L. Bussieres**Approvals:** Jade Brown

Chief Legislative Officer

Henry Hunter

Chief Administrative Officer

**Recommendation(s):**

THAT Council direct the CAO to immediately conduct a forensic investigation into the expenditures of the Wood Buffalo Economic Development Corporation. The investigation will be conducted by a specialist under the direct oversight of Council to ensure independence, objectivity and an unbiased result. Recommendations are to be presented to Council as soon as possible.

**Summary | Background:**

At the Council meeting held on November 12, 2024, Councillor L. Bussieres served notice of their intent to bring forward the following for Council's consideration at the December 10, 2024 Council Meeting.

THAT Council direct the CAO to immediately conduct a forensic investigation into the expenditures of the Wood Buffalo Economic Development Corporation. The investigation will be conducted by a specialist under the direct oversight of Council to ensure independence, objectivity and an unbiased result. Recommendations are to be presented to Council as soon as possible.

**Rationale for Recommendation(s):**

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



**Meeting Date:** December 10, 2024**Subject:** Illegitimate Bonuses – Councillor S. Dogar**Approvals:** Jade Brown

Chief Legislative Officer

Henry Hunter

Chief Administrative Officer

**Recommendation(s):**

THAT Council direct the CAO to immediately conduct a forensic investigation into how illegitimate bonuses were given to senior employees of the Regional Municipality of Wood Buffalo. The investigation will be conducted by a specialist under the direct oversight of Council to ensure independence, objectivity and an unbiased result. Recommendations are to be presented to Council as soon as possible.

Further, that the CAO bring a report to Council on how to immediately prevent the granting of any illegitimate bonuses until such time as the recommendations of the forensic audit can be debated, approved and implemented.

**Summary | Background:**

At the Council meeting held on November 12, 2024, Councillor S. Dogar served notice of their intent to bring forward the following for Council's consideration at the December 10, 2024 Council Meeting.

THAT Council direct the CAO to immediately conduct a forensic investigation into how illegitimate bonuses were given to senior employees of the Regional Municipality of Wood Buffalo. The investigation will be conducted by a specialist under the direct oversight of Council to ensure independence, objectivity and an unbiased result. Recommendations are to be presented to Council as soon as possible.

Further, that the CAO bring a report to Council on how to immediately prevent the granting of any illegitimate bonuses until such time as the recommendations of the forensic audit can be debated, approved and implemented.

**Rationale for Recommendation(s):**

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



**Meeting Date:** December 10, 2024

**Subject:** North Parsons Lands Deal – Councillor K. McGrath

**Approvals:** Jade Browm

Chief Legislative Officer

Henry Hunter

Chief Administrative Officer

## Recommendation(s):

THAT Council direct the CAO to cease negotiations with Allard Acquisitions Inc. on the North Parsons Lands until such time as Administration brings a report on the status of the sale of those lands to Council and that report, and any recommendations in the report can be publicly debated and authorized by Council.

## Summary | Background:

At the Council meeting held on November 12, 2024, Councillor K. McGrath served notice of their intent to bring forward the following for Council's consideration at the December 10, 2024 Council Meeting.

THAT Council direct the CAO to cease negotiations with Allard Acquisitions Inc. on the North Parsons Lands until such time as Administration brings a report on the status of the sale of those lands to Council and that report, and any recommendations in the report can be publicly debated and authorized by Council.

## Rationale for Recommendation(s):

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



**Meeting Date:** December 10, 2024

**Subject:** Master Land Agreement – Councillor K. McGrath

**Approvals:** Jade Brown

Chief Legislative Officer

Henry Hunter

Chief Administrative Officer

## **Recommendation(s):**

THAT Council strike a subcommittee composed of the Mayor and four Councillors to work with the CAO and Administration for the purpose of renegotiating the Master Land Agreement between the Regional Municipality of Wood Buffalo and the Government of Alberta.

## **Summary | Background:**

At the Council meeting held on November 12, 2024 Councillor K. McGrath served notice of their intent to bring forward the following for Council's consideration at the December 10, 2024 Council Meeting.

THAT Council strike a subcommittee composed of the Mayor and four Councillors to work with the CAO and Administration for the purpose of renegotiating the Master Land Agreement between the Regional Municipality of Wood Buffalo and the Government of Alberta.

## **Rationale for Recommendation(s):**

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

