



**CITY OF FORT SASKATCHEWAN
REGULAR COUNCIL MEETING
AGENDA**

Tuesday, February 11, 2020

Council Chambers - City Hall

Confidential In-Camera Session - 5:00 p.m.

Public Meeting - 6:00 p.m.

Pages

1. Call to Order

2. Confidential In-Camera Session (5:00 p.m.)

To discuss matters that fall within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act (FOIP).

2.1 Land Matter, FOIP Section 25(1), Economic & Other Interests of the Public Body and Section 29(1), Information that will be available to the Public

2.2 Intergovernmental Affairs Update, FOIP Section 21(1), Harmful to Intergovernmental Relations

2.2.1 Edmonton Metropolitan Region Task Force Update

2.3 City Manager Update, FOIP Section 24(1)(a), Advice from Officials (advice, proposals, recommendations for or by a public body)

3. Approval of Minutes of January 28, 2020 Regular Council Meeting

1

4. Delegations

Those individuals in attendance at the meeting will be provided with an opportunity to address Council regarding an item on the agenda, with the exception of those items for which a Public Hearing is required or has been held. Each individual will be allowed a maximum of five (5) minutes.

5. Presentation

5.1 The Wild Rose Old Tyme Fiddlers Association Event

7

Ken Clarke, Director/Chair

(15 min.)

6. Unfinished Business

7. New Business

- 7.1 Amendments to Business Development Incentives Policy FIN-014-C 8**

Mark Morrissey

- 7.2 River Valley Alliance Community Engagement Committee Public Member Appointment 38**

Andrew Kaiser

- 7.3 Appointment of 2020 Assessment Review Board Members 39**

Andrew Kaiser

8. Bylaws

- 8.1 Bylaw C5-20 - 2020 Supplementary Assessment Bylaw - 3 readings 41**

Jeremy Emann

- 8.2 Bylaw C7-20 - Designation Officer for Assessment Review Board - 3 readings 44**

Andrew Kaiser

- 8.3 Bylaw C8-20 - Assessment Review Board - 3 readings 51**

Andrew Kaiser

9. Notice of Motion

- 9.1 City Environmental Sustainability Initiatives 60**

Councillor Abitoye

10. Points of Interest

11. Councillor Inquiries

12. Adjournment

In accordance with Section 199 of the *Municipal Government Act*, notice is hereby given that telephone conferencing will be used to connect Councillor Kelly from a remote location.



CITY OF FORT SASKATCHEWAN MINUTES

REGULAR COUNCIL

Tuesday, January 28, 2020 - 5:00 p.m.
Council Chambers - City Hall

Present:

Members of Council:

Mayor Gale Katchur
 Councillor Jibs Abitoye
 Councillor Deanna Lennox
 Councillor Ed Sperling
 Councillor Gordon Harris
 Councillor Lisa Makin
 Councillor Brian Kelly (via telephone – 4:59 p.m.)

Administration:

Troy Fleming, City Manager
 John Dance, General Manager, Corporate Services
 Heather Cowie, General Manager, Community & Protective Services
 Janel Smith-Duguid, General Manager, Infrastructure & Planning Services
 Jeremy Emann, Chief Financial Officer
 Wendy Kinsella, Director, Corporate Communications
 Andrew Kaiser, Acting Director, Legislative Services
 Anthony Dionigi, Transit Supervisor
 Trish Norman, Revenue Services Coordinator
 Sheryl Exley, Legislative Officer – Governance

In accordance with Section 199 of the *Municipal Government Act*, notice is hereby given that telephone conferencing will be used to connect Councillor Kelly from a remote location.

1. Call to Order

Mayor Katchur called the January 28, 2020 regular Council meeting to order at 4:59 p.m.

2. Confidential In-Camera Session (4:59 p.m.)

R11-20

MOVED BY Councillor Makin that Council move in-camera at 4:59 p.m. to discuss the following items.

1. **Intergovernmental Affairs / Intermunicipal Relations Committee Update,**
 FOIP Section 21(1), Harmful to Intergovernmental Relations.

- a) **Edmonton Metropolitan Region Task Force Update**

b) Regional Transit Services Commission

2. **City Manager Update**, FOIP Section 24(1)(a), Advice from Officials (advice, proposals, recommendations for or by a public body).

In Favour (7): Mayor Katchur, Councillor Abitoye, Councillor Lennox, Councillor Sperling, Councillor Harris, Councillor Makin, and Councillor Kelly

CARRIED UNANIMOUSLY

In-Camera Attendance:

Council: Mayor Katchur, Councillor Kelly, Councillor Makin, Councillor Sperling, Councillor Lennox, Councillor Abitoye, and Councillor Harris.

Administration: Troy Fleming, John Dance, Heather Cowie, Janel Smith-Duguid, Wendy Kinsella, Andrew Kaiser, and Renee Fitzsimmons attended for the purpose of providing support for the items to be discussed.

R12-20

MOVED BY Councillor Lennox that Council return to open session at 5:54 p.m.

In Favour (7): Mayor Katchur, Councillor Abitoye, Councillor Lennox, Councillor Sperling, Councillor Harris, Councillor Makin, and Councillor Kelly

CARRIED UNANIMOUSLY

Mayor Katchur called a recess at 5:54 p.m.

The regular Council meeting reconvened at 6:02 p.m.

R13-20

MOVED BY Councillor Sperling that the January 28, 2020 agenda be amended by adding the following item under "New Business":

7.2 Letter of Support - FCM Resolution

In Favour (7): Mayor Katchur, Councillor Abitoye, Councillor Lennox, Councillor Sperling, Councillor Harris, Councillor Makin, and Councillor Kelly

CARRIED UNANIMOUSLY

3. Approval of Minutes of January 14, 2020 Regular Council Meeting

R14-20

MOVED BY Councillor Lennox that the minutes of the January 14, 2020 regular Council meeting be adopted as presented.

In Favour (7): Mayor Katchur, Councillor Abitoye, Councillor Lennox, Councillor Sperling, Councillor Harris, Councillor Makin, and Councillor Kelly

CARRIED UNANIMOUSLY

4. Delegations

None.

5. Presentations

5.1 Fort Saskatchewan Ringette Association Update

Rob Peirson, President of the Fort Saskatchewan Ringette Association (FSRA) was in attendance to provide an overview of ringette, including an update on FSRA's current activities.

Councillor Kelly disconnected from the meeting at 6:27 p.m.

Mayor Katchur called a recess at 6:27 p.m.

Councillor Kelly reconnected to the meeting at 6:28 p.m.

Mayor Katchur reconvened the meeting at 6:28 p.m.

5.2 Regional Transit Services Commission Update

Alan Thom from Ernst & Young was in attendance to provide information on the latest Regional Transit Services Commission report released to the public on January 22, 2020 and discuss the upcoming Council vote on joining the Commission.

Mayor Katchur called a recess at 7:46 p.m.

The regular Council meeting reconvened at 7:56 p.m.

6. Unfinished Business

None.

7. New Business

7.1 Property Tax Penalty Waiver Policy & Procedure FIN-029-C

Presented by: Andrew Kaiser, Acting Director, Legislative Services; Jeremy Emann, Chief Financial Officer; and Trish Norman, Revenue Services Coordinator

R15-20

MOVED BY Councillor Makin that Council adopt Property Tax Penalty Waiver Policy FIN-029-C.

In Favour (7): Mayor Katchur, Councillor Abitoye, Councillor Lennox, Councillor Sperling, Councillor Harris, Councillor Makin, and Councillor Kelly

CARRIED UNANIMOUSLY

7.2 Letter of Support - FCM Resolution

Presented by: Janel Smith-Duguid, General Manager, Infrastructure & Planning Services

R16-20

MOVED BY Councillor Sperling that Council approve the letter as written and attached as Appendix A to the Council Report dated January 28, 2020 supporting Strathcona County's Federation of Canadian Municipalities (FCM) resolution to advocate for the establishment of national utility corridors, and to repeal or amend Bills C-48 and C-69.

In Favour (7): Mayor Katchur, Councillor Abitoye, Councillor Lennox, Councillor Sperling, Councillor Harris, Councillor Makin, and Councillor Kelly

CARRIED UNANIMOUSLY

8. Bylaws

8.1 Bylaw C4-20 - A Bylaw of the City of Fort Saskatchewan to Amend User Fees, Rates & Charges Bylaw C16-19 - 3 readings

Presented by: Andrew Kaiser, Acting Director, Legislative Services

R17-20

MOVED BY Councillor Lennox that Council give first reading to Bylaw C4-20, which amends User Fees, Rates and Charges Bylaw C16-19.

In Favour (7): Mayor Katchur, Councillor Abitoye, Councillor Lennox, Councillor Sperling, Councillor Harris, Councillor Makin, and Councillor Kelly

CARRIED UNANIMOUSLY

R18-20

MOVED BY Councillor Lennox that Council give second reading to Bylaw C4-20, which amends User Fees, Rates and Charges Bylaw C16-19.

In Favour (7): Mayor Katchur, Councillor Abitoye, Councillor Lennox, Councillor Sperling, Councillor Harris, Councillor Makin, and Councillor Kelly

CARRIED UNANIMOUSLY

R19-20

MOVED BY Councillor Lennox that Council provide unanimous consent to proceed with third and final reading to Bylaw C4-20, which amends User Fees, Rates and Charges Bylaw C16-19.

In Favour (7): Mayor Katchur, Councillor Abitoye, Councillor Lennox, Councillor Sperling, Councillor Harris, Councillor Makin, and Councillor Kelly

CARRIED UNANIMOUSLY

R20-20

MOVED BY Councillor Lennox that Council give third reading to Bylaw C4-20, which amends User Fees, Rates and Charges Bylaw C16-19.

In Favour (7): Mayor Katchur, Councillor Abitoye, Councillor Lennox, Councillor Sperling, Councillor Harris, Councillor Makin, and Councillor Kelly

CARRIED UNANIMOUSLY

9. Notice of Motion

Councillor Abitoye gave notice that she will introduce the following motion at the February 11, 2020 Council meeting:

“That Council direct Administration to provide a summary report on any environmental sustainability initiatives currently being undertaken by the City, and make suggestions for any known additional actions that can be implemented to increase local environmental sustainability, and further that the report be presented to Council by the end of the third quarter 2020.”

10. Points of Interest

Members of Council were given the opportunity to bring forward information that would be of interest to the public.

11. Councillor Inquiries

Members of Council were given the opportunity to ask questions and provide concerns and comments.

12. Adjournment

The regular Council meeting of January 28, 2020 adjourned at 8:28 p.m.

Mayor

Acting Director, Legislative Services

CITY OF FORT SASKATCHEWAN

Public Presentation Report

The Wild Rose Old Tyme Fiddlers Association Event

Topic Identification:

Ken Clarke, Director/Chair with the Wild Rose Old Tyme Fiddlers Association will be in attendance to provide an overview of an event the Association will be hosting in Fort Saskatchewan at the Dow Centennial Centre from July 17 – 19, 2020.

The 26th Annual Grand North America Old Time Fiddle Championships is a 3 day event, which will attract 1,000 spectators from across Canada and over 70 of the best fiddle players in the country to come and compete for a monetary grand prize.

The Association has submitted an application for funds through the City's Tourism Hosting Grant, but have not yet learned of the outcome.

File No.:

Prepared by:	Sheryl Exley Legislative Officer - Governance	Date: February 4, 2020
Approved by:	Brenda Molter Director, Legislative Services	Date: February 4, 2020
Approved by:	Heather Cowie General Manager, Community & Protective Services	Date: February 4, 2020
Reviewed by:	Troy Fleming City Manager	Date: February 4, 2020
Submitted to:	City Council	Date: February 11, 2020

CITY OF FORT SASKATCHEWAN

Request for Decision

Amendments to Business Development Incentives Policy FIN-014-C

Motion:

That Council approve amendments to Business Development Incentives Policy FIN-014-C as outlined in Appendix A and as attached to the Council report dated February 11, 2020.

Purpose:

The purpose of this report is to provide Council with the following:

1. Information on the efficiency and effectiveness of using a Review Committee to analyze all incentive applications.
2. Recommended amendments to Business Development Incentives Policy FIN-014-C and an overview of proposed changes to Business Development Incentives Procedures FIN-014-A based on feedback from the Review Committee.
3. Information on an additional Business Development Incentive based on feedback from local businesses.

Recommendation:

That Council approve amendments to Business Development Incentives Policy FIN-014-C.

Background:

In May of 2019 Administration brought forward Business Development Incentives Policy FIN-014-C for approval by Council. From that presentation, Council inquired if small applications warranted an evaluation by the Review Committee. Administration committed to return to Council in the first quarter of 2020 to report on the effectiveness and efficiency of the current structure.

Throughout 2019, as the Review Committee was established and began reviewing incentive applications, a number of potential amendments to the Policy and Procedures was identified by the Review Committee. These potential amendments were intended to clarify intent, reduce risk, as well as improve efficiency. These potential amendments have been summarized in Appendix A.

Also, throughout 2019, Administration consulted with the local business community, soliciting feedback on the Business Development Incentives. Comments received helped inform some of the recommended changes to both the Policy and Procedure, as well as a suggested expansion to the program itself to include support for export development incentives.

Summary Analysis:

Review Committee:

In 2019, the Review Committee met four times. The total time spent over these meetings was 6 hours and 10 minutes. Of this, 55% of meeting time was spent developing a term of reference for the committee, reviewing the policy and procedures, and establishing a method to evaluate

applications. The remaining 45% of the time was spent reviewing applications and rendering a decision.

In total, 11 applications were reviewed. Eight were approved (with one approved application withdrawn by the applicant before the project was completed). The amount of funding approved (excluding the withdrawn application) was \$54,297. The estimated total project costs of these 8 approved applications was \$195,754.

At this time, no changes are being recommended to the role and structure of the Review Committee. Committee members felt that as the majority of their time in 2019 was spent developing a term of reference and procedures for analyzing and reviewing applications, they are not able to provide an informed recommendation on the effectiveness or efficiency of their current role or structure. Administration's recommendation is to maintain status quo for 2020 and re-evaluate in 2021.

Recommended Amendments to Policy

Based on feedback from the Review Committee and the local business community, Administration is recommending the following amendments to Policy FIN-014-C which are summarized in the table attached as Appendix A and illustrated in Appendix B.

- 1) Section 4.10 amended by adding the following as subsection e) *"Applicants who are found to be in violation of a Program Agreement may be prohibited from applying for any Program for a period of 10 years."*
- 2) Minor grammatical amendments in Section 4.11 and 4.12 as illustrated in Appendix A to provide clarity and improve reporting efficiency.

Export Development Incentive

Feedback indicated some small sized businesses are seeking support to develop export opportunities for their products and services. For some industries, the domestic market is hypercompetitive, and expansion opportunities primarily rest with markets outside the province and the country. A number of local businesses have completed or are undertaking the Trade Accelerator Program offered as a partnership with the Federal Government, which provides education on entering the global market place. Feedback from local businesses suggested that the Business Development Incentives could be improved by offering a program similar to the provincial government's Alberta Export Expansion Program (AEEP).

The Alberta Export Expansion Program provides funding to companies seeking to enhance access to international markets through participation in provincially led trade missions and exhibitions. The Program also brings international buyers to Alberta. Through the AEEP program, Alberta based companies are eligible for a maximum of \$25,000 in funding to cover 50% of the costs associated with accessing international markets. Eligible costs include:

- Airfare and accommodation including ground transportation;
- Registration at tradeshow and events;
- Conference room and meeting space; or
- Translation services for marketing materials.

The proposed Export Development Incentive would provide local businesses with funding for those same activities, and could be combined with provincial funding from AEEP. To be eligible, businesses would have to be part of a provincially or federally lead trade initiative, or in receipt of provincial funding from AEEP. The City would offer a maximum of \$5,000, and total public funding (provincial, federal, and municipal) could not exceed 50%.

Expanding the current Business Development Incentives to include support for export activities would help support the growth and retention of our business community and help them diversify their market. Administration is recommending that FIN-014-C would be amended as follows:

- 1) Section 4.9 would be amended to add “e) \$5,000 per application for the Export Development Incentive.”

Plans/Standards/Legislation:

The Business Development Incentives align with our Strategic Goals, specifically “How We Grow” and ensuring strong business retention, support and attraction strategies to help retain and grow our business and industry.

Financial Implications:

There are no direct financial implications. Funding for the Export Development Incentive will come from the existing budget for the Business Incentives.

Alternative:

If Council does not wish to expand the Business Development Incentives to include support for Export Development, then the policy could be approved with no amendments to Section 4.9.

Attachments:

1. Appendix A – Summary of Recommended Amendments to Policy FIN-014-C and Procedure FIN-014-A.
2. Appendix B – Amended Policy FIN-014-C to reflect proposed changes to policy.
3. Appendix C – Amended Procedures FIN-014-A to reflect proposed change to procedures.

File No.:

Prepared by:	Mark Morrissey Director of Economic Development	Date: January 24, 2020
Approved by:	Janel Smith-Duguid General Manager, Infrastructure & Planning	Date: February 5, 2020
Reviewed by:	Troy Fleming City Manager	Date: February 5, 2020
Submitted to:	City Council	Date: February 11, 2020

Appendix A

Summary of Recommended Amendments to Policy FIN-014-C and Procedures FIN-014-A

February 11, 2020 Regular Council Meeting

The following table summarizes the proposed changes to FIN-014-C Business Incentives Policy. Changes are highlighted in **RED** in the attached policy (Appendix B).

SUMMARY OF CHANGES TO POLICY FIN-014-C			
Section and/or Subsection	Current Wording	Proposed Change	Reason
4.9 e)	None	Addition of subsection e) <i>“\$5,000 per application for the Export Development Incentive”</i>	To expand the existing Business Development Incentives to include support for export related activities.
4.10 e)	None	Addition of subsection e) <i>“Applicants who are found to be in violation of a Program Agreement may be prohibited from apply for any Program for a period of 10 years”</i>	To further reduce the risk to the City by creating a significant penalty for anyone violating a Program Agreement. Similar conditions appear in federal and provincial policies/procedures to dissuade violations of conditions.
4.11 b)	...This information will include details such as:	“...This information <i>may</i> include details such as:”	Grammatical change recommended by review committee to streamline reporting.
4.12	...must adhere to all applicable zoning requirements...	“...must adhere to all applicable <i>requirements of the Land Use Bylaw</i> ,...”	Grammatical change recommended by Planning & Development to clarify intent.

Appendix A

Summary of Recommended Amendments to Policy FIN-014-C and Procedures FIN-014-A

February 11, 2020 Regular Council Meeting

The following table summarize changes to FIN-014-A Business Development Procedures. Changes related to the proposed Export Development Incentive are shown in **RED** in the attached procedures (Appendix C), while those recommended based on Review Committee feedback are highlighted in **YELLOW**.

SUMMARY OF CHANGES TO PROCEDURES FIN-014-A			
Section and/or Subsection	Current Wording	Proposed Change	Reason
3.3.4	None	Addition of Export Development Incentive	In response to feedback from the business community to support their plans to export products and services.
2.27	Small Business – means a for-profit business with less than 100 employees and under \$500,000 in annual gross revenue.	<i>Small Business – means a for-profit business with less than 50 employees.</i>	Aligns the definition of “Small Business” with that used by the province for corporate tax purposes.
3.3.5 c) iv. 2.	Repainting, cleaning, or re-facing of facades.	Replace “cleaning” with <i>restoring</i>	To clarify the intent of the incentive and remove ambiguity.
3.3.5 g) iii.	None	Addition of <i>“City funds will only be provided once all conditions of applicable permits have been satisfied.”</i>	Further reduce risk to the City by ensuring proposed projects only receive funds when all conditions of permitting have been met.

COUNCIL POLICY



FIN-014-C

Business Development Incentives

Date Issued: May 14, 2019 – R95-19

Mandated by: Council

Current Revision: May 14, 2019

Cross Reference:

- FIN-014-A Business Development Incentives

Next Review: January 1, 2022

Responsibility: City Manager

1. PURPOSE

- 1.1 To provide, in an impartial manner, Incentives for eligible City based businesses and non-residential property owners to encourage them to invest in their business and/or property.

2. POLICY

- 2.1 The City may, subject to budget approval and available funds, provide reimbursement-based Incentives to encourage investment in Resident Businesses that:
- a) maintains a permanent physical location within the City;
 - b) maintains a valid Business Licence; and
 - c) aligns with the Guiding Principles of this Policy.

3. DEFINITIONS

- 3.1 Applicant – means the individual, organization, or business submitting an application for financial support through a Business Development Incentive Program.
- 3.2 Business Licence – means a licence issued pursuant to the City's Business Licence Bylaw.
- 3.3 City – means the City of Fort Saskatchewan.
- 3.4 City Manager – means the Chief Administrative Officer for the City.
- 3.5 Community Wealth – means economic well-being of the community; including adequate opportunities for skilled employment, environmental stewardship, economic stability and growth, expansion of public service by strengthening of the municipal tax-base, and reduction of economic leakage.



- 3.6 Incentives – means a financial contribution where Eligibility Criteria and/or conditions are compulsory for the recipient, and there is a formal application/selection process and a future obligation is attached.
- 3.7 Individual Units – means a contained business with direct physical street-front access. Does not include businesses with street-front access through a shared entrance, common area, lobby, elevator, stairway, etc.
- 3.8 Multi-Unit Buildings – means a single building with multiple adjoining Individual Units.
- 3.9 Non-Resident Business – means a business which operates, in whole or in part, within the City's corporate limits, but which does not maintain a permanent business premises within the City's corporate limits.
- 3.10 Personal Use – means assets, equipment, initiatives, and/or property that is used for a purpose other than to directly benefit the business.
- 3.11 Program – means the business development incentives, which is a set of Incentives that establishes clearly defined objectives, terms, conditions, provisions, and eligibility criteria for a recipient to have access to public funds through an objective assessment and selection process.
- 3.12 Program Agreement – means a legal instrument documenting the terms and conditions under which an applicant receives public funds through the Program.
- 3.13 Resident Business – means a business that maintains a permanent business premises within the City's corporate limits.
- 3.14 Review Committee – means a committee selected by the City Manager with responsibility for evaluating applications received under this Policy. The Review Committee makes recommendations regarding the Program.

4. GUIDING PRINCIPLES

- 4.1 Funds available for Incentives are allocated annually through the Economic Development Department's budget approved by Council, or from other sources identified by the City Manager.
- 4.2 Council may choose to eliminate any or all of the Incentives at any time.
- 4.3 The provision of Incentives are based on objective evaluation of applications submitted by local business and/or property owners.
- 4.4 Applications are considered based on the scope and nature of the project, and will be evaluated on their ability to achieve any or all of the following objectives:
 - a) significant Community Wealth creation;
 - b) creation of skilled, full-time employment opportunities;
 - c) significant property improvements/intensification/beautification;
 - d) development of new products/services;
 - e) improvements in competitiveness, efficiency, and/or productivity;
 - f) contribution to overall economic well-being and stability of the City;

- g) economic diversification, including access to new markets; and/or
 - h) reduces economic leakage.
- 4.5 Applications are reviewed by a Review Committee, appointed by the City Manager, and comprised of necessary staff from the following departments:
- a) Economic Development;
 - b) Planning and Development;
 - c) Financial Services;
 - d) Legislative Services; and
 - e) Any other department representation deemed necessary.
- 4.6 Incentives are available to Resident Businesses. Non-Resident Businesses may be considered for funding for projects that benefit a local business and align with the intent and objectives of the Program.
- 4.7 Eligible projects must be within the municipal boundaries of the City.
- 4.8 Incentives will only be provided for assets, equipment, initiatives, and property that are exclusively for the operation of the business, and not for Personal Use or benefit.
- 4.9 The maximum amount available under each Incentive is as follows:
- a) \$500 per application for the Small Business Education Incentive
 - b) \$5,000 per application for the Equipment and Technology Incentive
 - c) \$5,000 per application for the Small Business Marketing Incentive
 - d) \$10,000 per application for the Storefront Improvement Incentive.
- i. In the case of Multi-Unit Buildings, the maximum amount available is \$10,000 per application per Individual Unit, and is not to exceed \$30,000 in total for the entire building.
- e) \$5,000 per application for the Export Development Incentive.
- 4.10 All efforts shall be taken to reduce risk to the City. These efforts include but are not limited to:
- a) successful Applicants will be required to enter into, and abide by, a binding Program Agreement;
 - b) Incentives will only be provided as a reimbursement at the completion of the project, and only after the Applicant has submitted sufficient documentation to verify that all of the conditions of the funding have been met to the satisfaction of the Review Committee;
 - c) Incentives require matching funds to be provided by the Applicant, and will not exceed 50% of eligible costs/expenses as identified by the Review Committee, to a maximum of the Incentive allocations; and
 - d) Applicants must demonstrate, to the satisfaction of the Review Committee, that they have the resources necessary to complete the project/initiative as outlined in the application.
- e) Applicants who are found to be in violation of a Program Agreement may be prohibited from applying for any Program for a period of 10 years.



4.11 Every effort shall be taken to maintain transparency and integrity of the Program. These efforts include but are not limited to:

- a) records of decisions and discussions of the Review Committee to be maintained; and
- b) information on Incentives awarded will be published on the City's website and reported in the tri-annual financial report. This information **may** include details such as:
 - i. amount of Incentive approved;
 - ii. recipient of the Incentive;
 - iii. total estimated project cost;
 - iv. nature and scope of the project;
 - v. expected impacts/benefits to the community; and
 - vi. actual amount of Incentive provided at project completion.

4.12 Projects and initiatives that involve property and/or building improvements, must adhere to all applicable **requirements of the land-use bylaw**, and codes/standards to be eligible for reimbursement.

5. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

5.1 The City Manager is authorized to establish procedures for the implementation of this Policy which are consistent with the Guiding Principles.

ADMINISTRATIVE PROCEDURE



FIN-014-A

Business Development Incentives

Date Issued: June 7, 2019

Responsibility: City Manager

Current Revision: June 7, 2019

Cross Reference:

- FIN-014-C Business Development Incentives
-

1. PURPOSE

- 1.2. To set out the process to review, approve, and administer the Program, as referenced in FIN-014-C Business Development Incentives Policy.

2. DEFINITIONS

- 2.2. Applicant – means the individual, organization, or business submitting an application for a Business Development Incentive.
- 2.3. Application Date – means the date in which the application was acknowledged as received by the Program Review Officer.
- 2.4. Asset – means a single piece of equipment, several components which form a technology or system, application, software and/or software licensing.
- 2.5. Business Licence – means a licence issued pursuant to the City's Business Licence Bylaw.
- 2.6. City – means the City of Fort Saskatchewan.
- 2.7. Council – means the municipal Council for the City of Fort Saskatchewan.
- 2.8. City Manager – means the Chief Administrative Officer for the City.
- 2.9. Commercial Property – means Property identified for commercial uses as defined the City's Land-Use Bylaw.
- 2.10. Community Wealth – means economic well-being of the community; including skilled employment opportunities, environmental stewardship, economic stability and growth, expansion of public service by strengthening of the municipal tax-base, and reduction of economic leakage.
- 2.11. Completion Date – means the date which all work on the proposed project must be completed to the satisfaction of the Review Committee.



- 2.12. Eligibility Criteria – means terms that specify who qualifies to receive support through the Program and/or the actions necessary to qualify for the Incentives prior to receipt of funds.
- 2.13. Eligible Expense – means those expenses related to an approved project as outlined in the Program Agreement.
- 2.14. Greenfield Development – means development on land or Property that did not have previous development, and that does not follow prior work completed on site. It does not require demolition or renovation of existing structures or facilities.
- 2.15. Incentives – means a financial contribution where Eligibility Criteria and/or conditions are compulsory for the recipient, and there is a formal application/selection process and a future obligation is attached.
- 2.16. Individual Unit – means a contained commercial or industrial business with direct physical street front access. Does not include contained commercial or industrial businesses with street front access through a shared entrance, common area, lobby, elevator, stairwell, etc.
- 2.17. Industrial Property – means Property identified for industrial uses as defined in the City's Land-Use Bylaw.
- 2.18. Multi-Unit Building – means a single building with multiple adjoining Individual Units.
- 2.19. Non-Resident Business – means a business not based within the municipal boundaries.
- 2.20. Program – means the business development incentives, which is a set of Incentives that establishes clearly defined objectives, terms, conditions, provisions, and Eligibility Criteria for a recipient to have access to public funds through an objective assessment and selection process.
- 2.21. Program Agreement – means a legal instrument documenting the terms and conditions under which an Applicant receives public funds through the Program.
- 2.22. Program Review Officer – means a staff member representing the Economic Development Department on the Review Committee.
- 2.23. Project Inspection – means the periodic inspection by the Project Review Officer and/or appropriate City staff to determine an Applicant's qualification for the Program, review project progress, and to evaluate the completed project with respect to the Program Agreement.
- 2.24. Property – means a parcel of land described in a Certificate of Title and contained within defined lot lines.
- 2.25. Resident Business – means a business based within the municipal boundaries.
- 2.26. Review Committee – means a committee selected by the City Manager with responsibility for evaluating applications received under this Procedure. The Review Committee makes recommendations regarding the Incentives.
- 2.27. Small Business – means a for-profit business with less than 50 employees.

- 2.28. Storefront – means the portion of the Property or building that enables direct physical and visual contact between the street and/or pedestrian zone and the interior of the building.

3. PROCEDURE

3.1 GUIDING PRINCIPLES

- 3.1.1 Applicants for Program must demonstrate how their application will contribute to the overall economic well-being of the City and generate Community Wealth.
- 3.1.2 Incentives are funded annually through Non-Resident Business Licence revenue and allocated annually through the Economic Development Department's budget, approved by Council, or from other sources identified by the City Manager.
- 3.1.3 In no way shall Incentives received from the City be seen as an endorsement of products, services, or ideas of any Applicant.
- 3.1.4 Applications are reviewed in an impartial manner by a Review Committee, which will be selected by the City Manager, comprising of necessary staff from each of the following departments: Economic Development, Planning & Development, Financial Services, Legislative Services, and other department representation as deemed necessary.
- 3.1.5 Incentives are available to Resident Businesses. Non-Resident Businesses may be considered for funding for projects that benefit a local business and align with the intent and objectives of the Business Development Incentives Policy.
- 3.1.6 Applicants are required to possess a valid Business Licence.
- 3.1.7 Support will be provided as a reimbursement for a portion of Eligible Expenses at the completion of the project, and only if all of the Eligibility Criteria have been met.
- 3.1.8 Applicants who receive an Incentive will be published on the City's website and published in the tri-annual financial report, at minimum of once per calendar year.
- 3.1.9 Applicants may, at the request of the Review Committee, be required to demonstrate that they possess the resources necessary to complete the project as outlined.
- 3.1.10 Applicants must be in good standing with the City and not be in arrears on taxes, utilities, fees, fines, or other amounts.
- 3.1.11 Applicants found to have falsified documents and/or reports, or submit information that is false or misleading, shall immediately reimburse the City any funds received from an Incentive.
- 3.1.12 Applicants, and their immediate family members must not be an employee, official, or representative of, the City of Fort Saskatchewan.
- 3.1.13 The City Manager may make minor exceptions to the Business Development Incentive Program Procedures in consultation with the Review Committee, within the Policy mandated by Council.

3.2 RESPONSIBILITIES

3.2.1 The City Manager or designate shall:

- a) select members of the Review Committee;
- b) approve, within signing authority, Program Agreements between the City and recipient;
- c) identify sources of funds; and
- d) establish program period, during which applications can be submitted.

3.2.2 The Review Committee shall:

- a) review and evaluate applications in an objective manner;
- b) seek additional information when necessary to make an informed decision on an application;
- c) establish the terms of the Program Agreements;
- d) provide additional definition and interpretation of the boundaries and terms of the Incentives as required;
- e) recommend changes to these Procedures to the City Manager;
- f) evaluate the Incentives annually and make recommendations to the City Manager regarding their continuation, cessation, and/or ongoing implementation; and
- g) meet every 2 months or as needed.

3.2.3 The Program Review Officer shall:

- a) serve as the City's primary contact for receipt of applications;
- b) evaluate applications for completeness;
- c) prepare reports on applications to the Review Committee;
- d) maintain records of decisions and discussions of the Review Committee;
- e) prepare appropriate schedules and documentation pursuant to the Program Procedures and Policy; and
- f) conduct Project Inspections of the project as necessary.

3.2.4 The Applicant shall:

- a) provide all documentation required by the application, and requested by the Review Committee;

- b) adhere to the stipulations and conditions of the Program Agreement;
- c) obtain all necessary permits and licences;
- d) provide all necessary reports and documentation at the conclusion of the project;
- e) ensure the project is complete by the Completion Date stated within the Project Agreement;
- f) ensure general upkeep and maintenance of the Property pursuant to the City's Community Standards Bylaw; and
- g) not submit documentation that is false, incomplete, incorrect or misleading.

3.3 GUIDELINES

3.3.1 SMALL BUSINESS EDUCATION INCENTIVE

a) PURPOSE

- i. The purpose of this Incentive is to encourage Resident Small Business owners to develop additional entrepreneurship skills and knowledge through educational programs, courses, seminars, conferences, or workshops.

b) ELIGIBILITY

- i. The Applicant must meet the following minimum requirements to be eligible to apply for the Small Business Education Incentive:
 - 1. must be a Resident Business within the City;
 - 2. must possess a valid Business Licence; and
 - 3. Applicant must be the owner of a Small Business.
- ii. Applicants, Property, or businesses that have received funds through the Small Business Education Incentive within the previous 3 years will not be eligible.

c) ELIGIBLE ASSISTANCE

- i. Maximum funding allowed under the Small Business Education Incentive is 50% of eligible costs to a maximum allocation of \$500 per application.
- ii. Amount of funds are allocated at the discretion of the Review Committee based on the maximum amount under the program, available funds, and the scope and nature of the project.
- iii. Eligible activities include, but are not limited to, participation in:
 - 1. programs;
 - 2. courses;
 - 3. seminars;
 - 4. webinars;



- 5. conferences; and/or
- 6. workshops.
- iv. Eligible costs include:
 - 1. registration/tuition fees; and/or
 - 2. course related text books and/or manuals.
- v. Ineligible costs include but are not limited to:
 - 1. travel and accommodation;
 - 2. salaries;
 - 3. operational costs;
 - 4. hosting and/or hospitality;
 - 5. food and beverage;
 - 6. printing fees;
 - 7. internet fees; and/or
 - 8. personal equipment/materials.

d) APPLICATION REQUIREMENTS

- i. Applications submitted under the Small Business Education Incentive must include the following components:
 - 1. a completed application form;
 - 2. detailed description of the educational activity to be undertaken, including course syllabus (if applicable), educational topic, program duration, completion requirements, diplomas or certificates to be awarded upon completion, etc;
 - 3. detailed program costing; and
 - 4. detailed description of how participation in the educational activity will support the Applicant and their business.

e) APPLICATION PROCESS

- i. Applicants are encouraged to consult with the Program Review Officer, or the Economic Development Department, prior to submitting an application.
- ii. Completed applications will be submitted to the Program Review Officer.
- iii. The Program Review Officer will acknowledge receipt of the application and the Application Date.
- iv. Costs related to an educational program that are incurred prior to the Application Date will not be eligible for the Incentive.
- v. Costs related to an educational program incurred after the Application Date, but before the Program Agreement is executed may be considered eligible at the discretion of the Review Committee.

f) COMMITTEE REVIEW

- i. All completed applications are reviewed and evaluated by the Review Committee.
- ii. The Review Committee meets every 2 months or as required.
- iii. The Review Committee will recommend to the City Manager approval, modification, or refusal regarding the decision to enter into a Program Agreement regarding any applications.
- iv. The Review Committee will determine whether an application is in compliance with the Policy and Procedure.
- v. The Review Committee will determine the eligibility of costs/expenses, and the allocation of funds depending on the nature and scope of the project, relative to the Incentive Policy and Procedure.
- vi. The Review Committee may, at their discretion, allocate funding that is less than the requested amount, depending on the nature and scope of the project.
- vii. Approvals are based on Eligibility Criteria and how well applications align with the Policy and Procedure.
- viii. There is no method of appeal for a decision of the Review Committee.

g) REIMBURSEMENT OF PROJECT COSTS

- i. City funds will only be provided once relevant documentation and reporting are received by the Project Review Officer and approved by the Review Committee.
- ii. City funds will only be provided for eligible costs/expenses as identified by the Program Agreement and shall not exceed the allocation approved by the Review Committee, or 50% of the actual costs/expenses incurred, whichever is less.
- iii. City funds will only be provided for the educational activity identified in the Program Agreement, no other costs/expenses will be eligible.
- iv. Applicants will not be eligible for reimbursement if at the time of completion they are in arrears for taxes, utilities, fines, or other fees owed to the City.
- v. The Applicant is responsible for payment of all invoices, and costs associated with the activity.

h) MUNICIPAL CONTROL

- i. Council may choose to eliminate the Small Business Education Incentive at any time.



- ii. The delivery of Incentive funding is subject to the terms of the Program Agreement.
- iii. Submitting an application does not commit the City to enter into a Program Agreement.
- iv. The acceptance of an application does not constitute approval, or that a Program Agreement will actually be entered into by the City.
- v. The Program period during which applications can be submitted is at the discretion of the City Manager or their designate.

3.3.2 EQUIPMENT AND TECHNOLOGY INCENTIVE

a) PURPOSE

- i. The purpose of this Incentive is to encourage Resident Small Business owners to invest in equipment and technology that will significantly increase the efficiency, productivity, and competitiveness of their business.

b) ELIGIBILITY

- i. The Applicant must meet the following minimum requirements to be eligible to apply for the Equipment and Technology Incentive:
 - 1. must be a Resident Business within the City;
 - 2. must possess a valid Business Licence;
 - 3. Applicant must be the owner of the business or their legal representative; and
 - 4. Applicant must be a Small Business.
- ii. Applicants, Property, and businesses that have received funds through the Program (excluding the Small Business Education Incentive, **and/or the Export Development Incentive**) within the previous 3 years will not be eligible.

c) ELIGIBLE ASSISTANCE

- i. Maximum funding allowed under the Equipment and Technology Incentive is 50% of eligible costs to a maximum allocation of \$5,000 per application for a single Asset.
- ii. Funds are allocated at the discretion of the Review Committee based on the maximum amount under the Incentive, available funds, as well as the scope and nature of the project.
- iii. Eligible Assets that can be funded include, but are not limited to:
 - 1. automation software or equipment;
 - 2. existing equipment replacement (where replacement creates efficiencies and/or improves productivity);
 - 3. computer hardware;



4. smart inventory control systems;
 5. computer software;
 6. electronic payment and Point-Of-Sale systems; and/or
 7. global positioning systems.
- iv. Eligible costs include:
1. cost to purchase eligible Assets;
 2. licence fees for eligible software (to a maximum of 12 months); and/or
 3. professional installation of Assets.
- v. Ineligible costs include but are not limited to:
1. lease or rental costs;
 2. vehicles;
 3. mobile devices;
 4. cameras, video cameras, and related equipment;
 5. computers that are not exclusively dedicated to operating a business system;
 6. Assets that may be for personal use; and/or
 7. Assets that were utilized prior to the Application Date.
- d) APPLICATION REQUIREMENTS
- i. Applications submitted under the Equipment and Technology Incentive must include the following components:
1. a completed application form;
 2. detailed description of the Asset to be acquired;
 3. detailed costing including documentation verifying costs/expenses; and
 4. detailed description of how the Asset will improve efficiency, productivity, and/or competitiveness.
- e) APPLICATION PROCESS
- i. Applicants are encouraged to consult with the Program Review Officer, or the Economic Development Department, prior to submitting an application.
 - ii. Completed applications will be submitted to the Program Review Officer.
 - iii. The Program Review Officer will acknowledge receipt of the application and the Application Date.
 - iv. Costs related to the purchase, licensing, or installation of the Asset incurred prior to the Application Date will not be eligible for the Incentive.
 - v. Costs related to the purchase, licensing or installation of the Asset incurred after the Application Date, but before the Program Agreement is executed may be considered eligible at the discretion of the Review Committee.

f) COMMITTEE REVIEW

- i. All completed applications are reviewed and evaluated by the Review Committee.
- ii. The Review Committee meets every 2 months or as required.
- iii. The Review Committee will recommend to the City Manager approval, modification, or refusal regarding the decision to enter into a Program Agreement regarding any application.
- iv. The Review Committee will determine whether an application is in compliance with the Policy and Procedure.
- v. The Review Committee will determine the eligibility of costs/expenses, and the allocation of funds depending on the nature and scope of the project, relative to the Policy and Procedure.
- vi. The Review Committee may, at their discretion, allocate funding that is less than the requested amount, depending on the nature and scope of the project.
- vii. Approvals are based on Eligibility Criteria and how well applications align with the Policy and Procedure.
- viii. There is no method of appeal for a decision of the Review Committee.

g) REIMBURSEMENT OF PROJECT COSTS

- i. City funds will only be provided once relevant documentation and reporting are received by the Project Review Officer and approved by the Review Committee.
- ii. City funds will only be provided for eligible costs/expenses as identified by the Program Agreement and shall not exceed 50% of the actual costs/expenses incurred, or the maximum allocation per application.
- iii. City funds will only be provided for the purpose identified in the Program Agreement, no other costs/expenses will be eligible.
- iv. Applicants will not be eligible for reimbursement if at the time of completion they are in arrears for taxes, utilities, fines, or other fees owed to the City.
- v. The Applicant is responsible for payment of all invoices, and costs associated with the Asset.
- vi. Should the eligible Asset be sold, returned, or otherwise disposed of within 3 years of the Application Date, the Applicant may be required to repay the funding provided.



- vii. Periodic Program Inspections may be conducted by the Program Review Officer for a period of 3 years following the application date to verify that the eligible Asset has not been sold, returned, or otherwise disposed of.

h) MUNICIPAL CONTROL

- i. Council may choose to eliminate the Equipment and Technology Incentive at any time.
- ii. The delivery of Incentive funding is subject to the terms of the Program Agreement.
- iii. Submitting an application does not commit the City to enter into a Program Agreement.
- iv. The acceptance of an application does not constitute approval, or that a Program Agreement will actually be entered into by the City.
- v. The Program period during which applications can be submitted is at the discretion of the City Manager or their designate.

3.3.3 SMALL BUSINESS MARKETING INCENTIVE

a) PURPOSE

- i. The purpose of this Incentive is to assist Resident Small Businesses improve the quality and effectiveness of their marketing efforts, and to help them reach a broader market.

b) ELIGIBILITY

- i. The Applicant must meet the following minimum requirements to be eligible to apply for the Small Business Marketing Incentive:
 1. must be a Resident Business within the City;
 2. must possess a valid Business Licence;
 3. Applicant must be the business owner or their legal representative; and
 4. Applicant must be a Small Business.
- ii. Applicants, Property, and businesses that have received funding through the Program (excluding the Small Business Education Incentive, **and/or the Export Development Incentive**) within the previous 3 years will not be eligible.

c) ELIGIBLE ASSISTANCE

- i. Maximum assistance allowed under the Small Business Marketing Incentive is 50% of eligible costs to a maximum allocation of \$5,000 per application for an eligible project.



-
- ii. Funds are allocated at the discretion of the Review Committee based on the maximum amount under the program, available funds, as well as the scope and nature of the project.
 - iii. Eligible projects and their related costs that can be funded include, but are not limited to:
 - 1. development of a marketing plan; and/or
 - 2. development of marketing materials and/or advertising for the implementation of a marketing plan or strategic marketing project
 - iv. Eligible costs include:
 - 1. professional fees related to the development of a marketing plan;
 - 2. website/mobile site design and development;
 - 3. graphic design;
 - 4. filming and film production;
 - 5. brand development;
 - 6. manufacturing/production costs associated with marketing materials;
 - 7. sign production and installation; and/or
 - 8. translation of marketing materials.
 - v. Ineligible costs include but are not limited to:
 - 1. advertising fees;
 - 2. sponsorship fees;
 - 3. website hosting/maintenance fees;
 - 4. staff salaries;
 - 5. conference/tradeshow/industry event registrations or related fees;
 - 6. hospitality, food and/or beverage;
 - 7. travel and accommodations;
 - 8. uniforms and corporate apparel/clothing;
 - 9. postage, telecommunications, and other related office costs including rent/lease expenses; and/or
 - 10. in-kind labour or materials.
- d) APPLICATION REQUIREMENTS
- i. Applications submitted under the Small Business Marketing Incentive must include the following components:
 - 1. a completed application form;
 - 2. detailed description of the project;
 - 3. for projects related to the development of marketing/advertising materials a detailed marketing plan is required;
 - 4. detailed costing including documentation verifying costs and expenses; and
 - 5. detailed description of how the project will be utilized by the Applicant and how it will help them reach a broader market.
- e) APPLICATION PROCESS



-
- i. Applicants are encouraged to consult with the Program Review Officer, or the Economic Development Department, prior to submitting an application.
 - ii. Completed applications will be submitted to the Program Review Officer.
 - iii. The Program Review Officer will acknowledge receipt of the application and the Application Date.
 - iv. Costs related to the project incurred prior to the Application Date will not be eligible for the Incentive.
 - v. Costs related to the project incurred after the Application Date, but before the Program Agreement is executed may be considered eligible at the discretion of the Review Committee.
 - f) **COMMITTEE REVIEW**
 - i. All completed applications are reviewed and evaluated by the Review Committee.
 - ii. The Review Committee meets every 2 months or as required.
 - iii. The Review Committee will recommend to the City Manager approval, modification, or refusal regarding the decision to enter into a Program Agreement regarding any application.
 - iv. The Review Committee will determine whether an application is in compliance with the Policy and Procedure.
 - v. The Review Committee will determine the eligibility of costs/expenses, and the allocation of funds depending on the nature and scope of the project, relative to the Policy and Procedure.
 - vi. The Review Committee may, at their discretion, allocate funding that is less than the requested amount, depending on the nature and scope of the project.
 - vii. Approvals are based on Eligibility Criteria and how well applications align with the Policy and Procedure.
 - viii. There is no method of appeal for a decision of the Review Committee.
 - g) **REIMBURSEMENT OF PROJECT COSTS**
 - i. City funds will only be provided once relevant documentation and reporting are received by the Project Review Officer and approved by the Review Committee.
 - ii. City funds will only be provided for eligible costs/expenses as identified by the Program Agreement and shall not exceed 50% of the actual costs/expenses incurred, or the maximum allocation per application.



- iii. City funds will only be provided for the purpose identified in the Program Agreement, no other costs/expenses will be eligible.
 - iv. Applicants will not be eligible for reimbursement if at the time of completion they are in arrears for taxes, utilities, fines, or other fees owed to the City.
 - v. The Applicant is responsible for payment of all invoices, and costs associated with the Asset.
- h) MUNICIPAL CONTROL
- i. Council may choose to eliminate the Small Business Marketing Incentive at any time.
 - ii. The delivery of Incentive funding is subject to the terms of the Program Agreement.
 - iii. Submitting an application does not commit the City to enter into a Program Agreement.
 - iv. The acceptance of an application does not constitute approval, or that a Program Agreement will actually be entered into by the City.
 - v. The Program period during which applications can be submitted is at the discretion of the City Manager or their designate.

3.3.4 EXPORT DEVELOPMENT INCENTIVE

a) PURPOSE

- i. The purpose of this Incentive is to assist Resident Small Businesses gain access to international markets for their products and services.

b) ELIGIBILITY

- i. The Applicant must meet the following minimum requirements to be eligible to apply for the Export Development Incentive:
 1. must be a Resident Business within the City;
 2. must possess a valid Business Licence;
 3. Applicant must be the business owner or their legal representative; and
 4. Applicant must be a Small Business.
 5. Applicant must be participating in an export related event recognized by the provincial or federal government or approved for support from a provincial or federal government export development related program.
- ii. Applicants, Property, and businesses are eligible to receive no more than 3 Export Development Incentives within a 5 year period.

c) ELIGIBLE ASSISTANCE



- i. Maximum assistance allowed under the Export Development Incentive is 50% of eligible costs to a maximum allocation of \$5,000 per application for an eligible project.
- ii. Funds can be combined with other funding sources and from other levels of government, however total public funds from all levels of government cannot exceed 50% of total project costs.
- iii. Funds are allocated at the discretion of the Review Committee based on the maximum amount under the program, available funds, as well as the scope and nature of the project.
- iv. Eligible projects and their related costs that can be funded include, but are not limited to:
 1. outbound international business travel;
 2. attendance at export related events and tradeshows; and/or
 3. interpretive services for marketing materials.
- v. Eligible costs include:
 1. one economy class return airfare with allowance for one checked piece of luggage;
 2. accommodation in a standard room not to exceed \$300 per person per night;
 3. public ground transportation;
 4. registration fees for export related tradeshows and events;
 5. translation services for marketing materials; and/or
 6. postage, shipping and handling fees for promotional materials and displays.
- vi. Ineligible costs include but are not limited to:
 1. advertising fees;
 2. sponsorship fees;
 3. staff salaries;
 4. hospitality, entertainment, food and/or beverage;
 5. personal travel and accommodations;
 6. uniforms and corporate apparel/clothing;
 7. telecommunications;
 8. administrative fees including excise taxes, duties, and levies;
 9. travel related documents including passports and entry visas; and/or
 10. in-kind labour or materials.

d) APPLICATION REQUIREMENTS

- i. Applications submitted under the Export Development Incentive must include the following components:
 1. a completed application form;
 2. detailed description of the project;



3. registration confirmation and detailed description of the export related event, or confirmation of funding from a provincial or federal export development program;
4. detailed costing including documentation verifying costs and expenses; and
5. detailed description of how the project will help the applicant reach a broader international market.

e) APPLICATION PROCESS

- i. Applicants are encouraged to consult with the Program Review Officer, or the Economic Development Department, prior to submitting an application.
- ii. Completed applications will be submitted to the Program Review Officer.
- iii. The Program Review Officer will acknowledge receipt of the application and the Application Date.
- iv. Costs related to the project incurred prior to the Application Date will not be eligible for the Incentive.
- v. Costs related to the project incurred after the Application Date, but before the Program Agreement is executed may be considered eligible at the discretion of the Review Committee.

f) COMMITTEE REVIEW

- i. All completed applications are reviewed and evaluated by the Review Committee.
- ii. The Review Committee meets every 2 months or as required.
- iii. The Review Committee will recommend to the City Manager approval, modification, or refusal regarding the decision to enter into a Program Agreement regarding any application.
- iv. The Review Committee will determine whether an application is in compliance with the Policy and Procedure.
- v. The Review Committee will determine the eligibility of costs/expenses, and the allocation of funds depending on the nature and scope of the project, relative to the Policy and Procedure.
- vi. The Review Committee may, at their discretion, allocate funding that is less than the requested amount, depending on the nature and scope of the project.
- vii. Approvals are based on Eligibility Criteria and how well applications align with the Policy and Procedure.
- viii. There is no method of appeal for a decision of the Review Committee.

g) REIMBURSEMENT OF PROJECT COSTS

- i. City funds will only be provided once relevant documentation and reporting are received by the Project Review Officer and approved by the Review Committee.
- ii. City funds will only be provided for eligible costs/expenses as identified by the Program Agreement and shall not exceed 50% of the actual costs/expenses incurred, or the maximum allocation per application.
- iii. The total level of public funding (federal, provincial, territorial, and municipal) cannot exceed 50% of total eligible expenses.
- iv. City funds will only be provided for the purpose identified in the Program Agreement, no other costs/expenses will be eligible.
- v. Applicants will not be eligible for reimbursement if at the time of completion they are in arrears for taxes, utilities, fines, or other fees owed to the City.
- vi. The Applicant is responsible for payment of all invoices, and costs associated with the Asset.

h) MUNICIPAL CONTROL

- i. Council may choose to eliminate the Export Development Incentive at any time.
- ii. The delivery of Incentive funding is subject to the terms of the Program Agreement.
- iii. Submitting an application does not commit the City to enter into a Program Agreement.
- iv. The acceptance of an application does not constitute approval, or that a Program Agreement will actually be entered into by the City.
- v. The Program period during which applications can be submitted is at the discretion of the City Manager or their designate.

3.3.5 STOREFRONT IMPROVEMENT INCENTIVE

a) PURPOSE

- i. The purpose of this Incentive is to encourage business and property owners to invest in initiatives that enhance the visual aesthetic of their property and adjoining streetscape.

b) ELIGIBILITY

- i. The Applicant must meet the following minimum requirements to be eligible to apply for the Storefront Improvement Incentive:



1. the property must be within the City;
2. must be the owner of the property and/or business, or their legal representative;
3. projects that are part of a Greenfield Development or proposed on land/property that was previously undeveloped will be deemed ineligible;
4. Individual Units within a Multi-Unit Building will be treated as individual Applicants;
5. Properties, businesses and/or Applicants that have received funding through the Program (excluding the Small Business Education Incentive, and/or the Export Development Incentive) within the previous 3 years will be deemed ineligible; and
6. government buildings/property, residential property without a ground-floor commercial use, churches and other religious institutions will not be eligible.

c) ELIGIBLE ASSISTANCE

- i. Maximum funding allowed under the Storefront Improvement Incentive is 50% of eligible costs to a maximum allocation of \$10,000 per application.
- ii. Individual Units within a Multi-Unit Building are each eligible for assistance, to a maximum of \$30,000 per Multi-Unit Building within a 3 year period.
- iii. Funds are allocated at the discretion of the Review Committee based on the maximum amount under the Program, available funds, as well as the scope and nature of the project.
- iv. Eligible costs include:
 1. architectural and/or engineering fees;
 2. repainting, restoring, or re-facing of facades;
 3. redesign and reconstruction of Storefront;
 4. repair or restoration of Storefront masonry, brickwork, stucco, wood, or other siding material;
 5. replacement of windows;
 6. replacement of cornices, eaves, parapets, and other architectural features;
 7. entrance-way modifications that improve the appearance and or access, including barrier free access for persons with mobility impairments.;
 8. installation of canopies and lighting;
 9. installation of exterior lighting;
 10. professional restoration of historic features;
 11. signage that is part of an overall storefront improvement; and
 12. curbside enhancements including temporary furniture for the purpose of a sidewalk café or similar setup.
- v. Ineligible costs include but are not limited to:
 1. repairs or restoration to structural foundations;
 2. repairs or restoration to parts of the building unrelated to the Storefront;
 3. roof repairs or restoration not related to exterior aesthetics;
 4. electrical or plumbing work not related to exterior aesthetics;



5. security bars, security systems, or non-architectural fencing;
6. non-permanent fixtures or interior window coverings;
7. personal property or equipment;
8. interior or exterior artificial plants;
9. sidewalks and/or paving not associated with improvements;
10. costs incurred prior to the Application Date; and
11. any improvements required to correct Building Code, Fire Code, or Property Standard orders.

d) APPLICATION REQUIREMENTS

- i. Applications submitted under the Storefront Improvement Incentive must include the following components:
 1. a completed application form;
 2. detailed explanation, written and graphic, of the project to be undertaken and how it reflects the Guiding Principles of the Policy and Procedure;
 3. project costing, detailing eligible expenses the Applicant is seeking support for (if necessary, the Review Committee may request a minimum of 2 quotes to verify project costing);
 4. photographs of the current property/facility and renderings/drawings of the expected results;
 5. current Land Title Certificate and/or a Corporate Registry Search if the property owner is a company;
 6. written permission from the Property owner if the applicant is a tenant of the building;
 7. tenants must provide a copy of their current lease agreement, demonstrating at least 3 years remaining from the Application Date;
 8. an approved development permit and/or approved building permit;
 9. meet all applicable building and safety codes, development requirements and comply with zoning requirements upon completion;
 10. if project is within the Downtown Redevelopment Area, it must adhere to the City's Downtown Area Redevelopment Plan's Design Policies and Guidelines;
 11. projects that propose to modify buildings or property designated under the Alberta Historical Resources Act, or identified as being of historic interest to the City or the Province of Alberta may be subject to additional approvals;
 12. the Review Committee may request additional information to verify that the Applicant possesses the resources to complete the project as outlined (this can include but is not limited to a list of similar projects completed, financial statements, letter of credit, etc.); and
 13. all contractors performing work on the project must be licensed by the Province of Alberta and possess a valid Business Licence issued by the City. They must also carry all required insurances.

e) APPLICATION PROCESS

- i. Applicants are encouraged to consult with the Program Review Officer, or the Economic Development Department, prior to submitting an application.
- ii. Completed applications will be submitted to the Program Review Officer.



- iii. The Program Review Officer will acknowledge receipt of the application and the Application Date.
- iv. Costs related to the project incurred prior to the Application Date will not be eligible for the Incentive.
- v. Costs related to the project incurred after the Application Date, but before the Program Agreement is executed may be considered eligible at the discretion of the Review Committee.
- vi. Prior to approval, the Project Review Officer along with appropriate City staff may conduct an inspection of the property/facility and/or proposed work site to determine the status of the property prior to the project commencing.

f) COMMITTEE REVIEW

- i. All completed applications are reviewed and evaluated by the Review Committee.
- ii. The Review Committee meets every 2 months or as required.
- iii. The Review Committee will recommend to the City Manager approval, modification, or refusal regarding the decision to enter into a Program Agreement regarding any application.
- iv. The Review Committee will determine whether an application is in compliance with the Policy and Procedure.
- v. The Review Committee will determine the eligibility of costs/expenses, and the allocation of funds depending on the nature and scope of the project, relative to the Policy and Procedure.
- vi. The Review Committee may, at their discretion, allocate funding that is less than the requested amount, depending on the nature and scope of the project.
- vii. Approvals are based on Eligibility Criteria and how well applications align with the Policy and Procedure.
- viii. There is no method of appeal for a decision of the Review Committee.

g) REIMBURSEMENT OF PROJECT COSTS

- i. City funds will only be provided once relevant documentation and reporting are received by the Project Review Officer and approved by the Review Committee.
- ii. City funds will only be provided for eligible costs/expenses as identified by the Program Agreement and shall not exceed 50% of the actual costs/expenses incurred, or the maximum allocation per application.

- iii. City funds will only be provided once all conditions of applicable permits have been satisfied.
- iv. City funds will only be provided for the purpose identified in the Program Agreement, no other costs/expenses will be eligible.
- v. Applicants will not be eligible for reimbursement if at the time of completion they are in arrears for taxes, utilities, fines, or other fees owed to the City.
- vi. The Applicant is responsible for payment of all invoices, and costs associated with the Asset.
- vii. If the Property owner, as Applicant, should sell or otherwise dispose of the property within 3 years of the Application Date, the City may require that funds provided under the Incentive be reimbursed.

h) MUNICIPAL CONTROL

- i. Council may choose to eliminate the Storefront Improvement Incentive at any time.
- ii. The delivery of Incentive funding is subject to the terms of the Program Agreement.
- iii. Submitting an application does not commit the City to enter into a Program Agreement.
- iv. The acceptance of an application does not constitute approval, or that a Program Agreement will actually be entered into by the City.
- v. The Program period during which applications can be submitted is at the discretion of the City Manager or their designate.

CITY OF FORT SASKATCHEWAN

Request for Decision

Public Member Appointment – River Valley Alliance Community Engagement Committee

Motion:

That Council approve the appointment of Kendell Slusarchuk to the River Valley Alliance (RVA) Community Engagement Committee for the balance of a two-year term commencing February 12, 2020 and expiring on December 31, 2021.

Purpose:

To provide Council with a recommended public member appointment to the RVA Community Engagement Committee.

Recommendation:

That Council approve the appointment of Kendell Slusarchuk to the RVA Community Engagement Committee.

Background:

In accordance with Council Policy GOV-007-C, advertising was completed in the fall of 2019 indicating the number of vacancies available for the City's various municipal boards and committees. Following advertising, the RVA Community Engagement Committee still had one vacancy. Advertising was ongoing via the City's website where interested applicants could submit an application to serve on the RVA Community Engagement Committee.

The Application Review Committee (ARC), consisting of Councillor Lisa Makin, a RVA representative, and City Staff Liaison for the RVA Community Engagement Committee, conducted interviews on January 30, 2020. The ARC's recommendation for the RVA Community Engagement Committee is Kendell Slusarchuk.

Plans/Standards/Legislation:

Municipal board and committee appointments are in alignment with the *Municipal Government Act*, and the Goal – Excellence in Government from Council's 2018 – 2022 Strategic Plan.

Prepared by:	Sheryl Exley Legislative Officer - Governance	Date: February 3, 2020
Approved by:	Brenda Molter Director, Legislative Services	Date: February 3, 2020
Approved by:	John Dance General Manager, Corporate Services	Date: February 3, 2020
Reviewed by:	Troy Fleming City Manager	Date: February 4, 2020
Submitted to:	City Council	Date: February 11, 2020

CITY OF FORT SASKATCHEWAN

Request for Decision

Assessment Review Board Members

Motion:

1. That Council appoint the following individuals, as members of the Assessment Review Board for a term ending December 31, 2020:

Judy Bennett	Stewart Hennig
Darlene Chartrand	Richard Knowles
Tina Groszko	Raymond Ralph

2. That Council appoint Raymond Ralph as Chair of the Assessment Review Board for a term ending December 31, 2020.
3. That Council appoint Richard Barham and Andrew Kaiser as Clerk of the Assessment Review Board for a term ending December 31, 2020 with Sheryl Exley serving as Alternate to Andrew Kaiser.

Purpose:

To appoint Board members, a Chair, and a Clerk to the Assessment Review Board (ARB).

Recommendation:

That Council appoint the Board members, Chair, and Clerk to the ARB listed above.

Background:

In 2009 the Minister of Municipal Affairs introduced amendments to the *Municipal Government Act* (MGA) changing the operation and makeup of the former ARB. As a result of the changes, the Capital Region Assessment Services Commission (CRASC) proposed providing ARB hearing services to its members. CRASC has been providing services to the City since January 2010.

As per Bylaw C14-10, the Assessment Complaints Manager, in consultation with the City, may appoint up to three Members from the list of individuals adopted by Council resolution as a Board Member for individual hearings. Further amendments to the MGA on January 1, 2019 requires that Council adopt by resolution the appointment of a Chair and a Clerk to the ARB.

The list includes the names of individuals who have successfully completed the provincially legislated training courses which qualifies them for appointment on the ARB, and available to CRASC participating municipalities. The Clerk for the ARB has also successfully completed the required training.

Council will be presented with a revised Assessment Complaints Manager Bylaw (C7-20) at the February 11, 2020 regular Council meeting, which will expand on the information included in this Bylaw and ensure compliance with the MGA.

Plans/Standards/Legislation:

The appointment of ARB members falls under the MGA, Part 11 Assessment Review Boards and City of Fort Saskatchewan Bylaw C14-10, as well as the 2018-22 Strategic Plan Goal, Excellence in Government.

File No.:

Prepared by:	Sheryl Exley Legislative Officer - Governance	Date: February 4, 2020
Approved by:	Brenda Molter Director, Legislative Services	Date: February 4, 2020
Approved by:	John Dance General Manager, Corporate Services	Date: February 4, 2020
Reviewed by:	Troy Fleming City Manager	Date: February 4, 2020
Submitted to:	City Council	Date: February 11, 2020

CITY OF FORT SASKATCHEWAN

Request for Decision

Bylaw C5-20 – 2020 Supplementary Assessment

Motions:

1. That Council give first reading to Bylaw C5-20, which authorizes the preparation of supplementary assessments for improvements within the municipality.
2. That Council give second reading to Bylaw C5-20, which authorizes the preparation of supplementary assessments for improvements within the municipality.
3. That Council provide unanimous consent to proceed with third and final reading to Bylaw C5-20, which authorizes the preparation of supplementary assessments for improvements within the municipality.
4. That Council give third reading to Bylaw C5-20, which authorizes the preparation of supplementary assessments for improvements within the municipality.

Purpose:

To request that three readings be given to Bylaw C5-20, 2020 Supplementary Assessment, which authorizes the preparation of supplementary assessments for improvements within the municipality for the purpose of levying supplementary property taxes.

Recommendation:

That Council give three readings to Bylaw C5-20, 2020 Supplementary Assessment, which authorizes the preparation of supplementary assessments for improvements within the municipality.

Background:

A municipality may prepare supplementary assessments for the purpose of levying supplementary property taxes. Supplementary assessments reflect increases in property values arising from new construction that has been completed and/or occupied during the current tax year and was not included in the municipality's annual assessment.

The *Municipal Government Act* (MGA) requires a supplementary assessment bylaw to be passed annually, prior to May 1 each year, if a municipality determines that a supplementary assessment is warranted. In accordance with Alberta's Bill 25: *Red Tape Reduction Implementation Act*, which came into effect on December 5, 2019, Section 325.1 was added to the MGA stating that "bylaws enacted under Sections 297 or 313 of the MGA remain in force after the year in which they are enacted and apply in respect of subsequent years until they are repealed."

Summary Analysis:

The City prepares supplementary assessments for improvements that are completed and/or occupied as at September 30 and were not included in the annual assessment and property tax notices that were distributed in May. The City levies supplementary property taxes using the current tax rates in effect and the pro-rated value of the improvement based on the number of months completed and/or occupied during the year. For example, a homeowner that completes

construction of his or her house in September would be subject to supplementary property taxes for the remaining three months of the year.

Plans/Standards/Legislation:

Section 313 of the MGA provides legislation for a supplementary assessment bylaw. Pursuant to Alberta's Bill 25, 2019: *Red Tape Reduction Implementation Act*, Bylaw C5-20, once adopted, shall be continuous and remain in force until such time that Council decides to repeal or amend the bylaw.

Financial Implications:

Supplementary property tax revenue of \$60,200 is included in the approved 2020 budget.

Communication Plan:

Supplementary assessment and property tax notices are mailed to property owners in October with the property taxes due November 30. Information on supplementary assessments and supplementary property taxes is available on the City's website.

Attachments:

Bylaw C5-20 - 2020 Supplementary Assessment

File No.:

Prepared by:	Jeremy Emann Chief Financial Officer	Date: January 15, 2020
Approved by:	John Dance General Manager, Corporate Services	Date: February 3, 2020
Reviewed by:	Troy Fleming City Manager	Date: February 4, 202
Submitted to:	City Council	Date: February 11, 2020

Date Signed: _____

CITY OF FORT SASKATCHEWAN

Request for Decision

Bylaw C7-20 – Assessment Complaints Designated Officer

Motion:

1. That Council give first reading to Bylaw C7-20, which repeals and replaces Assessment Complaints Designated Officer Bylaw C13-10.
2. That Council give second reading to Bylaw C7-20, which repeals and replaces Assessment Complaints Designated Officer Bylaw C13-10.
3. That Council provide unanimous consent to proceed with third and final reading to Bylaw C7-20, which repeals and replaces Assessment Complaints Designated Officer Bylaw C13-10.
4. That Council give third reading to Bylaw C7-20, which repeals and replaces Assessment Complaints Designated Officer Bylaw C13-10.

Purpose:

To provide Council with a summary of the Bylaw's intent, and how the proposed changes will clarify the interaction between Bylaw C7-20 and the *Municipal Government Act* (MGA).

Recommendation:

That Council give three readings to proposed Bylaw C7-20, which would replace Assessment Complaints Designated Officer Bylaw C13-10.

Background:

Part 11 of the MGA addresses matters related to Assessment Review Boards (ARBs), including the appointment of members, composition of boards, as well as the authorities and obligations of each party to an ARB hearing. The City has an agreement with the Capital Region Assessment Services Commission (CRASC) to provide services related to assessment, including ARB.

This spring, some discussion with members of CRASC prompted a review of the City bylaws related to ARB. A review of the bylaws was done and changes are proposed which clarify the obligations of the Designated Officer (as defined within the MGA), as well as their appointment and term.

Summary Analysis:

Following a review of the previous Bylaw, both internally and in tandem with CRASC, Bylaw C7-20 includes revisions which more closely align our bylaw with the current MGA. Significant changes, or those that came as a result of the discussions with CRASC, have been highlighted in red within Attachment 1. Minor changes that include formatting or those to ensure consistency in terminology within the document may not be highlighted.

Plans/Standards/Legislation:

The MGA provides that municipal Councils may by bylaw, establish designated officers and must state which powers, duties and functions are to be exercised by that position.

The MGA also sets out the responsibilities of a municipality related to assessment complaints, as well as the specific accountabilities of the assessment review board members and chair.

Financial Implications:

Approval of Bylaw C7-20 would not have any additional financial impacts on the City.

Internal Impacts:

The revisions included in Bylaw C7-20 do not change the obligations or authorities of the City or CRASC, and only expand upon what is included in Part 11 of the MGA.

Communication Plan:

If bylaw C7-20 is adopted, it would become publically available through the City website.

Attachments:

1. Proposed Bylaw C7-20 – Assessment Complaints Designated Officer
2. Current Assessment Complaints Designated Officer Bylaw C13-10

File No.:

Prepared by:	Andrew Kaiser Senior Legislative Officer	Date: February 4, 2020
Approved by:	Brenda Molter Director, Legislative Services	Date: February 4, 2020
Approved by:	John Dance General Manager, Corporate Services	Date: February 4, 2020
Reviewed by:	Troy Fleming City Manager	Date: February 4, 2020
Submitted to:	City Council	Date: February 11, 2020



CITY OF FORT SASKATCHEWAN

BYLAW C7-20

ASSESSMENT COMPLAINTS DESIGNATED OFFICER

WHEREAS, pursuant to section 210 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 (the MGA), as amended or repealed and replaced from time to time Council may establish a position to carry out the powers, duties or functions of a designated officer; and

WHEREAS, pursuant to section 203 of the MGA, Council may by bylaw delegate any of its powers, duties or functions to a designated officer; and

WHEREAS, pursuant to section 211 of the MGA, Council may revoke with or without cause the appointment of a person to the position of a designated officer; and

NOW THEREFORE, the Council of the City of Fort Saskatchewan in the Province of Alberta, in open meeting of Council, enacts as follows:

This Bylaw may be cited as the City of Fort Saskatchewan “Assessment Complaints Designated Officer Bylaw.”

1. PURPOSE

The purpose of this Bylaw is to establish the position of Assessment Complaints Designated Officer and to delegate powers, duties, or functions to that position.

2. DEFINITIONS

For the purposes of this Bylaw, the following words shall mean:

- (a) “Assessment Complaints Manager” means the Assessment Complaints Designated Officer appointed by Council resolution to administer Assessment Review Boards, or their delegate;
- (b) “Assessment Review Board” means the Assessment Review Board within the meaning of the MGA;
- (c) “Council” means the Council of the City of Fort Saskatchewan; and
- (d) “Member” means a Member of an Assessment Review Board duly appointed by Council or the Province and includes a Presiding Officer or a Member which is filling a vacancy.

3. APPOINTMENT OF ASSESSMENT COMPLAINTS DESIGNATED OFFICER

Council, by resolution, shall appoint an individual to the position of Assessment Complaints Designated Officer for the purpose of fulfilling the obligations of the chair within Part 11 of the MGA, in managing assessment complaints. The individual appointed to that position shall have the title “Assessment Complaints Manager”.

4. SUBDELEGATION

The Assessment Complaints Manager shall be authorized to further delegate, and to authorize further delegations of any powers, duties, or functions delegated to the Assessment Complaints Manager to another person.

5. ACCOUNTABILITY

Notwithstanding this Bylaw the Assessment Complaints Manager shall be accountable to Council for the exercise of all powers, duties, or functions delegated to the Assessment Complaints Manager.

6. ROLES

The Assessment Complaints Manager shall be responsible for:

- (a) fulfilling the obligations of the chair contained within Part 11 of the MGA;
- (b) in consultation with the City, coordinating the Assessment Review Boards that may be required by Council;
- (c) maintaining the list of potential Assessment Review Board Members;
- (d) recommending a list of Assessment Review Board Members for consideration by Council of their appointment; and
- (e) in consultation with the City, selecting from the list that Council has adopted, those Members needed to serve as an Assessment Review Board to hear assessment complaints that may be filed with the City.

7. ADMINISTRATIVE POWERS, DUTIES OR FUNCTIONS

The Assessment Complaints Manager:

- (a) has all the powers, duties or functions as delegated to the Assessment Complaints Manager by Council by this or any other bylaw, including the functions of the chair and/or the clerk within Part 11 of the MGA, subject to any applicable legislation; and
- (b) may exercise the powers, duties, or functions as may be required by Council from time to time.

8. NUMBER AND GENDER REFERENCES

All references in this Bylaw shall be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

9. SEVERABILITY

Each section of this Bylaw shall be read and construed as being separate and severable from each other section. Furthermore, should any section or part of this Bylaw be found to be improperly enacted for any reason, then such section or part shall be regarded as severed from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

10. EFFECTIVE DATE

This Bylaw becomes effective upon third and final reading.

11. REPEAL OF BYLAW

Upon third reading of Bylaw C7-20, Bylaw C13-10 and any amendments thereto are hereby repealed.

READ a first time this	day of	A.D., 2020
READ a second time this	day of	A.D., 2020
READ a third time and passed this	day of	A.D., 2020

MAYOR

DIRECTOR, LEGISLATIVE SERVICES

Date Signed: _____



CITY OF FORT SASKATCHEWAN

BYLAW C13-10

ASSESSMENT COMPLAINTS DESIGNATED OFFICER

WHEREAS, pursuant to section 210 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time Council may establish a position to carry out the powers, duties or functions of a designated officer; and

WHEREAS, pursuant to section 203 of the *Municipal Government Act*, Council may by bylaw delegate any of its powers, duties or functions to a designated officer; and

WHEREAS, pursuant to section 211 of the *Municipal Government Act*, Council may revoke with or without cause the appointment of a person to the position of a designated officer; and

NOW THEREFORE, the Council of the City of Fort Saskatchewan in the Province of Alberta, in open meeting of Council, enacts as follows:

This Bylaw may be cited as the City of Fort Saskatchewan "Assessment Complaints Designated Officer Bylaw."

1. PURPOSE

The purpose of this Bylaw is to establish the position of Assessment Complaints Designated Officer and to delegate powers, duties, or functions to that position.

2. DEFINITIONS

For the purposes of this Bylaw, the following words shall mean:

- (a) "Assessment Complaints Manager" means the Assessment Complaints Designated Officer appointed by Council resolution to administer Assessment Review Boards, or his delegate;
- (b) "Assessment Review Board" means the Assessment Review Boards within the meaning of the *Municipal Government Act*;
- (c) "CAO" means the Chief Administrative Officer of the City of Fort Saskatchewan or his delegate; and
- (d) "Council" means the Council of the City of Fort Saskatchewan.

3. APPOINTMENT OF ASSESSMENT COMPLAINTS DESIGNATED OFFICER

Council, by resolution, will appoint an individual to the position of Assessment Complaints Designated Officer for the purpose of managing assessment complaints. The individual appointed to that position will have the title "Assessment Complaints Manager."

4. SUBDELEGATION

The Assessment Complaints Manager is authorized to further delegate, and to authorize further delegations of any powers, duties, or functions delegated to the Assessment Complaints Manager to another person.

5. ACCOUNTABILITY

Notwithstanding this Bylaw the Assessment Complaints Manager is accountable to Council for the exercise of all powers, duties, or functions delegated to the Assessment Complaints Manager.

6. ROLES

The Assessment Complaints Manager will have four roles:

- (a) in consultation with the City, coordinate the Assessment Review Boards that may be required by Council;
- (b) maintain the list of potential Assessment Review Board members;
- (c) recommend the list of Assessment Review Board Members for consideration by Council of their appointment;

- (d) in consultation with the City select from the list that Council has adopted, those members needed to serve as an Assessment Review Board to hear assessment complaints that may be filed in the City of Fort Saskatchewan.

7. ADMINISTRATIVE POWERS, DUTIES OR FUNCTIONS

The Assessment Complaints Manager:

- (a) has all the powers, duties or functions as delegated to the Assessment Complaints Manager by Council by this or any other bylaw, including the functions of Assessment Clerk, subject to any applicable legislation;
- (b) may exercise the powers, duties, or functions as may be required by Council from time to time;

8. NUMBER AND GENDER REFERENCES

All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

9. SEVERABILITY

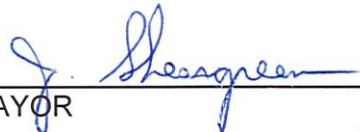
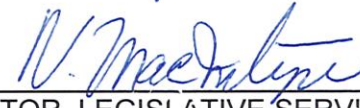
Each section of this Bylaw shall be read and construed as being separate and severable from each other section. Furthermore, should any section or part of this Bylaw be found to be improperly enacted for any reason, then such section or part shall be regarded as severed from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

10. EFFECTIVE DATE

This Bylaw becomes effective upon third and final reading.

READ a first time this 11th day of May A.D., 2010
READ a second time this 25th day of May A.D., 2010
READ a third time and finally passed this 25th day of May A.D., 2010

CITY OF FORT SASKATCHEWAN			
APPROVED		DATE	INT'L
Dir. Leg. Svcs.	Legal & Form	May 5 2010	vm
Dep't.	Content	May 5 2010	SL
City Mgr.	Principle	May 5 2010	SL


MAYOR

DIRECTOR, LEGISLATIVE SERVICES

Date Signed: May 26, 2010

CITY OF FORT SASKATCHEWAN

Request for Decision

Bylaw C8-20 – Assessment Review Boards

Motion:

1. That Council give first reading to Bylaw C8-20, which repeals and replaces Assessment Review Boards Bylaw C14-10.
2. That Council give second reading to Bylaw C8-20, which repeals and replaces Assessment Review Boards Bylaw C14-10.
3. That Council provide unanimous consent to proceed with third and final reading to Bylaw C8-20, which repeals and replaces Assessment Review Boards Bylaw C14-10.
4. That Council give third reading to Bylaw C8-20, which repeals and replaces Assessment Review Boards Bylaw C14-10.

Purpose:

To provide Council with a summary of the bylaw C8-20's content, and how it interacts with the proposed bylaw C7-20 and the *Municipal Government Act* (MGA).

Recommendation:

That Council give three readings to Bylaw C8-20, which repeals and replaces Assessment Review Boards Bylaw C14-10.

Background:

Part 11 of the MGA addresses matters related to Assessment Review Boards (ARBs), including the appointment of members, composition of boards, as well as the authorities and obligations of each party to an ARB hearing. The City has an agreement with the Capital Region Assessment Services Commission (CRASC) to provide services related to assessment, including ARB.

In consultation with CRASC bylaw C8-20 has been drafted, which expands upon the current ARB bylaw to further clarify board membership and the responsibilities of the Assessment Complaints Manager (CRASC) as they relate to Part 11 of the MGA.

Summary Analysis:

Bylaw C8-20 was prepared with the feedback of CRASC in mind, to ensure there was consistent and cohesive language between the proposed bylaw and the MGA. Significant changes, or those that came as a result of the discussions with CRASC, have been highlighted in red within Attachment 1. Minor changes that include formatting or those to ensure consistency in terminology within the document may not be highlighted.

Plans/Standards/Legislation:

The MGA provides that municipal Councils may by bylaw, establish designated officers and must state which powers, duties and functions are to be exercised by that position. Bylaw C7-20 (as

previously presented) appoints the designated officer, while bylaw C8-20 further details the Assessment Complaint Manager's role and responsibilities.

The MGA also sets out the duties of a municipality related to assessment complaints, as well as the specific accountabilities of the assessment review board members and the chair (as defined within Part 11).

Financial Implications:

Bylaw C8-20 has no financial impact on the City.

Internal Impacts:

The revisions included in bylaw C8-20 do not change the obligations or authorities of the City or CRASC, and only expand upon what is included in Part 11 of the MGA.

Communication Plan:

If adopted, bylaw C8-20 would become publically available on the City website.

Attachments:

1. Proposed Bylaw C8-20 – Assessment Review Boards
2. Current Assessment Review Board Bylaw C14-10

File No.:

Prepared by:	Andrew Kaiser Senior Legislative Officer	Date: February 4, 2020
Approved by:	Brenda Molter Director, Legislative Services	Date: February 4, 2020
Approved by:	John Dance General Manager, Corporate Services	Date: February 4, 2020
Reviewed by:	Troy Fleming City Manager	Date: February 4, 2020
Submitted to:	City Council	Date: February 11, 2020



CITY OF FORT SASKATCHEWAN

BYLAW C8-20

ASSESSMENT REVIEW BOARDS BYLAW

WHEREAS, pursuant to Part 11 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 (the MGA), Council **must** establish local and composite Assessment Review Boards;

NOW THEREFORE, the Council of the City of Fort Saskatchewan in the Province of Alberta, in open meeting of Council, enacts as follows:

This Bylaw may be cited as the City's "Assessment Review Boards Bylaw".

1. PURPOSE

The purpose of this Bylaw is to establish Assessment Review Boards under Part 11 of the MGA.

2. DEFINITIONS

For the purposes of this Bylaw, the following words shall mean:

- (a) "Assessment Complaints Manager" means the assessment complaints designated officer appointed by Council in accordance with Bylaw **C7-20** to administer the Boards, or their designate;
- (b) "Board" means Assessment Review Board, specifically either the Local Assessment Review Board (LARB) or the Composite Assessment Review Board (CARB), and includes a panel of either Board convened in accordance with the MGA;
- (c) "City" means the City of Fort Saskatchewan;
- (d) "Clerk" means the designated officer appointed by Council pursuant to section 456 of the MGA;
- (e) "Complaint" means a complaint under Part 11 of the MGA;
- (f) "Composite Assessment Review Board" or "CARB" means the Board established pursuant to this Bylaw having the jurisdiction to deal with the complaints arising from the assessment of all properties other than those specifically identified as being within the jurisdiction of a LARB property and such other matters as are set out in the MGA as being within the jurisdiction of a CARB;
- (g) "Council" means the municipal Council of the City of Fort Saskatchewan;
- (h) "Local Assessment Review Board" or "LARB" means the Board established pursuant to this Bylaw having the jurisdiction to deal with the complaints arising from the assessment of residential property with three (3) or fewer dwelling units, farmland and such other matters as are set out in the MGA as being within the jurisdiction of a LARB;
- (i) "Mayor" means the chief elected official of the City;

- (j) “Member” means a Member of a Board duly appointed by Council or the Province of Alberta and includes a Presiding Officer, or a Member which is filling a Vacancy;
- (k) “Minister” means the Minister determined under section 16 of Alberta’s *Government Organization Act* as the Minister responsible for the MGA;
- (l) “Presiding Officer” means a person chosen as Presiding Officer of a Board under section 7 of this Bylaw, in accordance with Part 11 of the MGA;
- (m) “Provincial Member” means a Member appointed by the Minister to sit on a CARB;
- (n) “Vacancy” means an absence from a hearing due to;
 - (i) direct or indirect interest in a matter before the Board, or
 - (ii) an inability or refusal by a Member to continue to fulfill their obligation as a Member.

3. ESTABLISHMENT OF ASSESSMENT REVIEW BOARDS

- (a) Single person Boards for the City are hereby established.
- (b) Three person Boards for the City are hereby established.

4. MEMBERSHIP

- (a) The Assessment Complaints Manager, in consultation with the City, **must** appoint **at least** three Members from the list of individuals adopted by Council resolution to the LARB.
- (b) **The Assessment Complaints Manager, in consultation with the City, must appoint at least two Members from the list of individuals adopted by Council resolution to the CARB.**
- (c) A Member is authorized to fill a Vacancy for any Board.
- (d) Council may by resolution appoint other individuals as Members.

5. TERM OF OFFICE

- (a) Members shall be appointed for a term of office for one year.
- (b) Council may, by resolution, specify the dates of the beginning and end of the term of office of a Member.
- (c) Council may, by resolution, appoint a Member for more than one term.

6. VACANCIES

- (a) The Assessment Complaints Manager may appoint a Member to fill a Vacancy.

7. PRESIDING OFFICER

- (a) The **Assessment Complaints Manager** will select one Member from those assigned to hear a Complaint to serve as the Presiding Officer for LARB hearings.
- (b) The Provincial Member will serve as the Presiding Officer for CARB hearings.

8. DUTIES OF PRESIDING OFFICER

The Presiding Officer shall:

- (i) ensure that hearings are conducted fairly;
- (ii) prepare and sign written decisions and reasons for any hearings over which the Presiding Officer presides;
- (iii) ensure that any dissenting opinions are prepared and signed by the Member dissenting; and
- (iv) review and, whenever appropriate, approve any other documents the Assessment Complaints Manager may prescribe from time to time for any hearings over which the Presiding Officer presides.

9. DUTIES OF THE ASSESSMENT COMPLAINTS MANAGER

The Assessment Complaints Manager shall:

- (i) **act as, and fulfil the obligations of, the chair for the purposes of Part 11 of the MGA**, and act as the chair at general meetings of the Members;
- (ii) act as the primary liaison between the Members, the Board, and Council;
- (iii) prepare a report for City for all Boards, which may include:
 - (a) recommendations to Council for new appointments or reappointments; and
 - (b) any other information or opinions requested or required by Council from time to time;
- (iv) monitor hearings and recommend to the Members measures to improve the fairness and efficiency of hearings; and
- (v) perform any other Board duties that Council may prescribe from time to time.

10. REMUNERATION AND EXPENSES

Council shall by resolution set the level of remuneration and rate of reimbursement for expenses to be paid to Members.

11. FILING FEE

The fees for filing each Complaint shall be as determined by the *Matters Relating to Assessment Complaints Regulation*, Schedule 2, and subsequently approved annually by Council in the City's Fees and Charges Bylaw as amended, repealed or replaced from time to time.

12. REFUND OF FILING FEE

The City shall refund any fee paid under Section 11 as required by the *Matters Relating to Assessment Complaints Regulation*.

13. SOLICITOR

An independent solicitor may be appointed by the Assessment Complaints Manager in consultation with the City to advise the Boards about assessment review and related matters.

14. NUMBER AND GENDER REFERENCES

All references in this Bylaw shall be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

15. SEVERABILITY

Each section of this Bylaw shall be read and construed as being separate and severable from each other section. Furthermore, should any section or part of this Bylaw be found to be improperly enacted for any reason, then such section or part shall be regarded as severed from the rest of the Bylaw and the Bylaw remaining after severance shall be effective and enforceable.

16. REPEAL OF BYLAW

Upon third reading of Bylaw C8-20, Bylaw C14-10 and any amendments thereto are hereby repealed.

17. EFFECTIVE DATE

This Bylaw becomes effective upon third and final reading.

READ a first time this	day of	A.D., 2020
READ a second time this	day of	A.D., 2020
READ a third time and finally passed this	day of	A.D., 2020

MAYOR

DIRECTOR, LEGISLATIVE SERVICES

Date Signed: _____



CITY OF FORT SASKATCHEWAN

BYLAW C14-10

ASSESSMENT REVIEW BOARDS BYLAW

WHEREAS, pursuant to Part 11 of the *Municipal Government Act*, Council may establish one or more Assessment Review Boards;

NOW THEREFORE, the Council of the City of Fort Saskatchewan in the Province of Alberta, in open meeting of Council, enacts as follows:

This Bylaw may be cited as the City of Fort Saskatchewan "Assessment Review Boards Bylaw".

1. PURPOSE

The purpose of this Bylaw is to establish Assessment Review Boards under Part 11 of the *Municipal Government Act*.

2. DEFINITIONS

For the purposes of this Bylaw, the following words shall mean:

- (a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended or repealed and replaced from time to time;
- (b) "Assessment Complaints Manager" means the designated officer appointed by Council in accordance with Bylaw C13-10 to administer the Boards or his designate;
- (c) "Authorized Substitute" means an individual who is authorized for appointment to fill a Vacancy;
- (d) "Board" means Assessment Review Board, specifically either the Local Assessment Review Board (LARB) or the Composite Assessment Review Board (CARB);
- (e) "City" means the City of Fort Saskatchewan;
- (f) "Complaint" means a complaint under Part 11 of the Act;
- (g) "Composite Assessment Review Board" or "CARB" means the Board established pursuant to this Bylaw having the jurisdiction to deal with the complaints arising from the assessment of all properties other than those specifically identified as being within the jurisdiction of a LARB property and such other matters as are set out in the Act as being within the jurisdiction of a CARB;
- (h) "Council" means the Council of the City of Fort Saskatchewan;
- (i) "Local Assessment Review Board" or "LARB" means the Board established pursuant to this Bylaw having the jurisdiction to deal with the complaints arising from the assessment of residential property with three (3) or fewer dwelling units, farmland and such other matters as are set out in the Act as being within the jurisdiction of a LARB;
- (j) "Mayor" means the chief elected official of the City of Fort Saskatchewan;
- (k) "Member" means a Member of a Board duly appointed by Council or the Province and includes a Presiding Officer, but does not include an Authorized Substitute, unless the Authorized Substitute is filling a Vacancy;
- (l) "Minister" means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the Act;
- (m) "Presiding Officer" means a person chosen as Presiding Officer of a Board under section 7 of this Bylaw;
- (n) "Provincial Member" means a member appointed by the Minister to sit on a CARB;
- (o) "Vacancy" means an absence from a hearing due to;
 - (i) direct or indirect interest in a matter before the Board, or
 - (ii) an inability or refusal by a Member to continue to fulfill his obligation as a Member of a Board.

3. ESTABLISHMENT OF ASSESSMENT REVIEW BOARDS

- (a) Single person Boards for the City are hereby established.
- (b) Three person Boards for the City are hereby established.

4. MEMBERSHIP

- (a) The Assessment Complaints Manager in consultation with the City, may appoint up to three Members from the list of individuals adopted by Council resolution to each Board.
- (b) A Member is an Authorized Substitute for any Board.
- (c) Council may by resolution appoint other individuals as Authorized Substitutes.

5. TERM OF OFFICE

- (a) Council may by resolution specify the dates of the beginning and end of the one year term of office of a Member or an Authorized Substitute.
- (b) Council may by resolution appoint a Member or an Authorized Substitute for more than one term.

6. VACANCIES

- (a) The Assessment Complaints Manager may appoint an Authorized Substitute to fill a Vacancy.
- (b) If no Authorized Substitute is available to fill a Vacancy, the Mayor may appoint an individual as an acting Member of a Board.

7. PRESIDING OFFICER

- (a) The Members will select one Member from those assigned to hear a Complaint to serve as the Presiding Officer for LARB hearings.
- (b) The Provincial Member will serve as the Presiding Officer for CARB hearings.
- (c) The Presiding Officer shall be the chair for the hearing.

8. DUTIES OF PRESIDING OFFICER

The Presiding Officer will:

- (i) ensure that hearings are conducted fairly;
- (ii) prepare and sign written decisions and reasons for any hearings over which the Presiding Officer presides;
- (iii) ensure that any dissenting opinions are prepared and signed by the Member dissenting; and
- (iv) review and, whenever appropriate, approve any other documents the Assessment Complaints Manager may prescribe from time to time for any hearings over which the Presiding Officer presides.

9. DUTIES OF THE ASSESSMENT COMPLAINTS MANAGER

The Assessment Complaints Manager will:

- (i) act as Chair at general meetings of the Members and Authorized Substitutes;
- (ii) act as the primary liaison between the Members and Authorized Substitutes, the Boards and Council;
- (iii) prepare a report for Council on all Boards, which may include:
 - (a) an evaluation of each Member and Authorized Substitute who wishes to be re-appointed;
 - (b) recommendations to Council for reappointment;
 - (c) an evaluation of the skills, knowledge and experience required by applicants for membership; and

- (d) any other information or opinions requested or required by Council or a Committee of Council from time to time;
- (iv) monitor hearings and recommend to the Members measures to improve the fairness and efficiency of hearings; and
- (v) perform any other Board duties that Council may prescribe from time to time.

10. REMUNERATION AND EXPENSES

Council may by resolution set the level of remuneration and rate of reimbursement for expenses to be paid to Members and Authorized Substitutes.

11. FILING FEE

The fees for filing each Complaint shall be as determined by Council and set out in the City's Fees and Charges Bylaw as amended, repealed or replaced from time to time.

12. REFUND OF FILING FEE

The City must refund a fee paid under section 11 as required by the Act.

13. SOLICITOR

An independent solicitor may be appointed by the Assessment Complaints Manager in consultation with the City to advise the Boards about assessment review and related matters.

14. NUMBER AND GENDER REFERENCES

All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

15. SEVERABILITY

Each section of this Bylaw shall be read and construed as being separate and severable from each other section. Furthermore, should any section or part of this Bylaw be found to be improperly enacted for any reason, then such section or part shall be regarded as severed from the rest of the Bylaw and the Bylaw remaining after severance shall be effective and enforceable.

16. REPEAL

Bylaw No. C17-98 and all amendments thereto are hereby repealed.

17. EFFECTIVE DATE

This Bylaw becomes effective upon third and final reading.

READ a first time this 11th day of May A.D., 2010
 READ a second time this 25th day of May A.D., 2010
 READ a third time and finally passed this 25th day of May A.D., 2010

CITY OF FORT SASKATCHEWAN			
APPROVED		DATE	INT'L
Dir. Leg. Svcs.	Legal & Form	MAY 5 2010	RM
Dep't.	Content	MAY 5/10	RD
City Mgr.	Principle	MAY 5/10	RD

J. Shesgreen
MAYOR

D. MacIntyre
DIRECTOR, LEGISLATIVE SERVICES

Date Signed: May 26, 2010

CITY OF FORT SASKATCHEWAN

Request for Decision

Notice of Motion – Environmental Sustainability

Motion:

That Council direct Administration to provide a summary report on any environmental sustainability initiatives currently being undertaken by the City, and make suggestions for any known additional actions that can be implemented to increase local environmental sustainability, and further that the report be presented to Council by the end of the third quarter 2020.

Purpose:

The purpose of this report is to consider a notice of motion to provide a report on any environmental sustainability initiatives being undertaken by the City, including any suggestions that could be implemented to increase local environmental sustainability.

Recommendation:

That Council advise how they wish to proceed.

Background:

On January 28, 2020, Councillor Abitoye provided notice that at the February 11, 2020 regular Council meeting, she would put forth a motion that Administration provide a summary report on any environmental sustainability initiatives currently being undertaken by the City, and make suggestions for any known additional actions that can be implemented to increase local environmental sustainability, and further that the report be presented to Council by the end of the third quarter 2020.

File No.:

Prepared by:	Sheryl Exley Legislative Officer - Governance	Date: January 30, 2020
Approved by:	Brenda Molter Director, Legislative Services	Date: February 3, 2020
Approved by:	Janel Smith-Duguid General Manager, Infrastructure & Planning	Date: February 3, 2020
Reviewed by:	Troy Fleming City Manager	Date: February 3, 2020
Submitted to:	City Council	Date: February 11, 2020