



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

Tuesday, December 13, 2022, 2:00 P.M.

Council Chambers - City Hall

Pages

1. Call to Order and Land Acknowledgement

Mayor Katchur

2. Consent Agenda

3. Approval of Minutes

3.1 * November 8, 2022 Regular Council Meeting 1

3.2 * November 15, 2022 Special Council Meeting 9

3.3 * November 16, 2022 Regular Council Meeting 11

3.4 * November 21, 2022 Regular Council Meeting 14

3.5 * November 24, 2022 Regular Council Meeting 17

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. Bylaws

5.1 Bylaw C30-22 - Establish 2023 User Fees, Rates and Charges for Services - 3 readings 23

Jeremy Emann

6. Unfinished Business

6.1 2023 Operating and Capital Budget Adoption 64

Jeremy Emann

- 6.2 Bylaw C26-22 - Amending Traffic Bylaw C17-22 - 2nd & 3rd readings 81
Coreen Rayner | Lee Hardman

7. New Business

- 7.1 2022 Property Tax Late Payment Penalty Waiver Request - Tax Roll #4623201 132
Trish Norman
- 7.2 * Transfer Station Capital Project - Alberta Recycling Management Authority Grant 140
Sadie Miller | Richard Gagnon
- 7.3 Public Member Appointments - City Boards and Committees 143
Andrew Kaiser
- 7.4 * Capital Region Assessment Services Commission Member Approval 145
Jeremy Emann

8. Notice of Motion

9. Points of Interest

10. Councillor Inquiries

11. Confidential Closed Session

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).

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

11.1.1 Edmonton Metropolitan Region Task Force Update

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

12. Adjournment

** Items potentially to be approved under Consent Agenda*



**CITY OF FORT SASKATCHEWAN MINUTES
REGULAR COUNCIL**

**Tuesday, November 8, 2022 - 2:00 p.m.
Council Chambers - City Hall**

Present:

Members of Council:

Mayor Gale Katchur
Councillor Patrick Noyen
Councillor Brian Kelly (*attended remotely via Webex*)
Councillor Jibs Abitoye
Councillor Birgit Blizzard
Councillor Lisa Makin
Councillor Gordon Harris

Administration:

Troy Fleming, City Manager
John Dance, General Manager, Corporate Services
Janel Smith-Duguid, General Manager, Infrastructure & Planning Services
Brenda Molter, Director, Legislative Services
Grant Schaffer, Director, Fleet, Facilities & Engineering
Clayton Northey, Manager, Accounting & Reporting
Mark Morrissey, Director, Economic Development
Andrew Kaiser, Senior Legislative Officer, Legislative Services
Jennifer Chapman, Legislative Officer - Governance

1. Call to Order and Land Acknowledgement

Mayor Katchur called the November 8, 2022 regular Council meeting to order at 2:00 p.m. and acknowledged that the City of Fort Saskatchewan is located within Treaty 6 Territory and Métis Nation of Alberta Region 4; the ancestral and traditional territory of the Nehiyawak, Dene, Blackfoot, Saulteaux, Nakota Sioux, and Métis. We acknowledge the many First Nations, Métis and Inuit whose footsteps have marked these lands for generations. It is because of our treaty relationship that we can live, work, and play on Treaty 6 Territory.

2. Approval of Minutes of October 25, Organizational Council Meeting

R274-22

MOVED BY Councillor Blizzard that the minutes of October 25, 2022 Organizational Council meeting be adopted as presented.

In Favour (7): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

3. Approval of Minutes of October 25, 2022 Regular Council Meeting

R275-22

MOVED BY Councillor Noyen that the minutes of the October 25, 2022 regular Council meeting be adopted as presented.

In Favour (7): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

4. Delegations

None.

5. Presentations

5.1 Hydrogen Hub Update

Mark Lea-Wilson, Hydrogen HUB Lead with Transition Accelerator was in attendance to provide Council with an update on the Hydrogen HUB for the Edmonton Region.

5.2 2022 Audit Plan

Clayton Northey, Manager, Accounting & Reporting, Robyn Eeson, Lead Engagement Partner and Taylor Rollheiser, Senior Manager with KPMG LLP were in attendance to present members of Council with their 2022 Audit Plan Report.

6. Unfinished Business

None.

7. New Business

7.1 River Road Realignment

Presented by: Grant Shaffer, Director, Fleet, Facilities & Engineering

R276-22

MOVED BY Councillor Blizzard that Council direct Administration to conduct public engagement regarding the possibility of converting River Road into a recreational trail and furthermore that the results of the engagement be presented to Council before the end of the first quarter in 2023.

In Favour (1): Councillor Blizzard

Against (6): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Makin, and Councillor Harris

DEFEATED

R277-22

MOVED BY Councillor Makin that Council refer the River Road Realignment – Request for Direction back to Administration to obtain feedback from applicable Industry and the Lions Campground administration and return to a regular Council meeting prior to the end of the first quarter in 2023.

In Favour (7): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

Mayor Katchur called a recess at 3:26 p.m.

The regular Council meeting reconvened at 3:36 p.m.

7.2 Industrial Competitiveness Report

Presented by: Mark Morrissey, Director, Economic Development

R278-22

MOVED BY Councillor Noyen that Council direct Administration to compile a study that:

- identifies obstacles and challenges to attracting investment within specific sectors to our industrial lands;
- benchmarks the City's competitiveness for each sector;
- quantifies any competitive gaps that may exist within these sectors;
- provides an environmental scan of what other jurisdictions are doing; and
- recommends options and priorities for financial and non-financial tools to encourage investment;

and further that the study be funded from the Economic Development Reserve up to \$50,000 and be presented to Council by the end of September 2023.

In Favour (6): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, and Councillor Makin

Against (1): Councillor Harris

CARRIED

8. Bylaws

8.1 Bylaw C18-22 - Code of Conduct Bylaw - 2nd & 3rd reading

Presented by: Brenda Molter, Director, Legislative Services

Council Resolution #R228-22 was introduced to Council during the September 27, 2022 regular Council meeting, and voted on at the November 8, 2022 regular Council meeting.

R228-22

MOVED BY Councillor Noyen that Council give second reading to the Council Code of Conduct Bylaw C18-22, as amended.

R279-22

MOVED BY Councillor Makin that Council amend Section 2 of Council Code of Conduct Bylaw C18-22 by adding a definition for Conflict of Interest:

- 2.5 "Conflict of Interest" means any situation that exists, or is perceived to exist, in which a Member:
 - 2.5.1 Takes part in a decision in which they are unable to remain impartial in choosing between the interests of the City and their personal interests, or those of a relative or business associate; or
 - 2.5.2 Received a direct or indirect personal gain, benefit, advantage, or privilege as a result of a Council decision in which they were directly involved.

In Favour (6): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Blizzard, Councillor Makin, and Councillor Harris

Against (1): Councillor Abitoye

CARRIED

R280-22

MOVED BY Councillor Kelly that Council amend Council Code of Conduct Bylaw C18-22 Section 9.4.2 by inserting the wording "that is deemed to be confidential by Council or Administration".

In Favour (7): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

Mayor Katchur called a recess at 4:57 p.m.

The regular Council meeting reconvened at 5:06 p.m.

Council Resolution R228-22 was voted on, as amended.

In Favour (6): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, and Councillor Makin

Against (1): Councillor Harris

CARRIED

R281-22

MOVED BY Councillor Noyen that Council give third reading to the Council Code of Conduct Bylaw C18-22.

In Favour (6): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, and Councillor Makin

Against (1): Councillor Harris

CARRIED

8.2 Bylaw C29-22 - Meeting Procedures Bylaw - 3 readings

Presented by: Andrew Kaiser, Senior Legislative Officer

R282-22

MOVED BY Councillor Abitoye that Council give first reading to the Meeting Procedures Bylaw C29-22.

In Favour (7): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

R283-22

MOVED BY Councillor Abitoye that Council give second reading to the Meeting Procedures Bylaw C29-22.

In Favour (7): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

R284-22

MOVED BY Councillor Abitoye that Council provide unanimous consent to proceed with third reading of Meeting Procedures Bylaw C29-22.

In Favour (7): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

R285-22

MOVED BY Councillor Abitoye that Council give third reading to Meeting Procedures Bylaw C29-22.

In Favour (7): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

9. Notice of Motions

9.1 Bike Skills Park

R286-22

MOVED BY Councillor Makin that Council direct Administration to allocate \$70,000 from the Financial Stabilization & Contingency Reserve to support an initial investigation of the feasibility of constructing a bike skills park within Fort Saskatchewan that includes:

1. defining different scope/program options;
2. options for supporting amenities;
3. potential locations;
4. a Class 5 estimate for the project along with operating impacts; and
5. exploring options for grant funding for the project;

and further that the report be brought back for consideration before the end of 2023.

In Favour (5): Mayor Katchur, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

Against (2): Councillor Noyen, and Councillor Kelly

CARRIED

9.2 City Recreation Facilities Report for the Collection of Customer Demographic Information

R287-22

MOVED BY Councillor Kelly that Council directs Administration to prepare a report outlining options and implications for the collection of detailed customer demographic information at City recreation facilities and that the report include:

1. Defining different levels of data collection options and associated benefits;

2. Costs and operational impacts of the collection and analysis of the information; and
3. Associated customer service and legal/logistical implications.

and further, that the report be brought back for consideration before the end of Q2 2023.

In Favour (4): Councillor Kelly, Councillor Abitoye, Councillor Makin, and Councillor Harris

Against (3): Mayor Katchur, Councillor Noyen, and Councillor Blizzard

CARRIED

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. Confidential Closed Session

R288-22

MOVED BY Councillor Makin that Council move in-camera at 6:01 p.m. to discuss the following items:

- a) **Intergovernmental Affairs Update**, FOIP Section 21(1), Harmful to Intergovernmental Relations

- **Edmonton Metropolitan Region Task Force Update**
- b) **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 Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

In-Camera Attendance:

Council: Mayor Katchur, Councillor Noyen, Councillor Kelly (*remotely via Webex*), Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris.

Administration: Troy Fleming, Janel Smith-Duguid, John Dance, and Brenda Molter who attended to provide background information and technical support.

R289-22

MOVED BY Councillor Harris that Council return to open session at 6:34 p.m.

In Favour (7): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

13. Adjournment

The regular Council meeting of November 8, 2022 adjourned at 6:34 p.m.

Mayor

Director, Legislative Services



CITY OF FORT SASKATCHEWAN MINUTES
SPECIAL COUNCIL MEETING

Tuesday, November 15, 2022 - 1:00 p.m.
Council Committee Room - City Hall

Present:

Members of Council:

Mayor Gale Katchur
 Councillor Patrick Noyen
 Councillor Brian Kelly
 Councillor Jibs Abitoye
 Councillor Birgit Blizzard
 Councillor Gordon Harris
 Councillor Lisa Makin

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
 Todd Martens, Fire Chief
 Richard Gagnon, Director, Public Works
 Grant Schaffer, Director, Fleet, Facilities & Engineering
 Bradley McDonald, Manager, Infrastructure Strategies
 Jeff Hutton, Project Consultant, Fleet, Facilities & Engineering

1. Call to Order

Mayor Katchur called the November 15, 2022 special Council meeting to order at 1:00 p.m.

2. Confidential Closed Session (1:00 p.m.)

R290-22

MOVED BY Councillor Harris that Council move to closed session at 1:00 p.m. to discuss the following items:

- a) **Water Services Discussion**, FOIP Section 24(1)(a), Advice from Officials (advice, proposals, recommendations for or by a public body).
- b) **Fire Services Level Discussion**, FOIP Section 24(1)(a), Advice from Officials (advice, proposals, recommendations for or by a public body).
- c) **City Manager Performance Review**, FOIP Section 19(2), Confidential Evaluations.

In Favour (7): Mayor Katchur, Councillor Abitoye, Councillor Blizzard, Councillor Harris, Councillor Kelly, Councillor Makin, and Councillor Noyen

CARRIED UNANIMOUSLY

Closed Session Attendance:

Council: Mayor Katchur, Councillor Abitoye, Councillor Blizzard, Councillor Harris, Councillor Kelly, Councillor Makin, and Councillor Noyen.

Administration: Troy Fleming, John Dance, Heather Cowie, Janel Smith-Duguid, Richard Gagnon, Grant Schaffer, Todd Martens, Bradley McDonald, and Jeff Hutton attended for the purpose of providing support for the items to be discussed.

Councillor Harris left the meeting at 1:17 p.m.

Councillor Harris returned to the meeting at 1:19 p.m.

Mayor Katchur called a recess at 2:09 p.m.

Richard Gagnon, Grant Schaffer, Bradley McDonald, and Jeff Hutton left the meeting at 2:09 p.m.

The special Council meeting reconvened at 2:14 p.m.

Councillor Kelly left the meeting at 3:10 p.m.

Councillor Kelly return to the meeting at 3:13 p.m.

Mayor Katchur called a recess at 3:30 p.m.

The special Council meeting reconvened at 3:33 p.m.

John Dance, Heather Cowie, Janel Smith-Duguid, and Todd Martens left the meeting at 3:59 p.m.

R291-22

MOVED BY Councillor Makin that Council return to open session at 4:15 p.m.

In Favour (7): Mayor Katchur, Councillor Abitoye, Councillor Blizzard, Councillor Harris, Councillor Kelly, Councillor Makin, and Councillor Noyen

CARRIED UNANIMOUSLY

3. Adjournment

The special Council meeting of November 15, 2022 adjourned at 4:15 p.m.

Mayor

City Manager



CITY OF FORT SASKATCHEWAN MINUTES

REGULAR COUNCIL

Wednesday, November 16, 2022 - 9:00 a.m.
Council Chambers - City Hall

Present:

Members of Council:

Mayor Gale Katchur
 Councillor Patrick Noyen
 Councillor Brian Kelly
 Councillor Jibs Abitoye
 Councillor Birgit Blizzard
 Councillor Gordon Harris
 Councillor Lisa Makin

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
 Andrew Kaiser, Acting Director, Legislative Services
 Jeremy Emann, Chief Financial Officer
 Coreen Rayner, Director, Protective Services
 Todd Martens, Fire Chief
 Craig Thomas, Director, Planning & Development
 Jennifer Hoyer, Director, Family & Community Support Services
 Brad Babiak, Director, Culture & Recreation
 Trevor Harder, Director, Information Technology
 Richard Gagnon, Director, Public Works
 Grant Schaffer, Director, Fleet, Facilities & Engineering
 Mark Morrissey, Director, Economic Development
 Brian Rogers, Manager, Roads & Utilities Services
 Shree Shinde, Manager, Current & Long Range Planning
 Clayton Northey, Manager, Accounting & Reporting
 Shannon Andruchow, Manager, Budget & Financial Planning
 Jessica Weller, Culture & Heritage Supervisor
 Josh Gennings, Supervisor, Shell Theatre
 Lindsay Poitras, Supervisor, Dow Centennial Centre, Arenas, and Taurus Field
 Erin Brush Duncan, Economic Development Officer
 Tosin Ajayi, Senior Accountant, Community & Protective Services *(attended remotely via Webex)*
 Sheryl Exley, Legislative Officer - Governance

1. Call to Order and Land Acknowledgement

Mayor Katchur called the November 16, 2022 regular Council meeting to order at 9:00 a.m. and acknowledged that the City of Fort Saskatchewan is located within Treaty 6

Territory and Métis Nation of Alberta Region 4; the ancestral and traditional territory of the Nehiyawak, Dene, Blackfoot, Saulteaux, Nakota Sioux, and Métis. We acknowledge the many First Nations, Métis and Inuit whose footsteps have marked these lands for generations. It is because of our treaty relationship that we can live, work, and play on Treaty 6 Territory.

2. City Manager Introduction 2023 Operating Budget

Troy Fleming, City Manager provided opening remarks to the 2023 Budget.

3. Operating Budget Overview

Jeremy Emann, Chief Financial Officer provided an overview of the 2023 Operating Budget.

4. Infrastructure and Planning Division

4.1 Public Works Department

Richard Gagnon, Director, Public Works highlighted the Department's 2023 requested Operating Budget adjustments.

Councillor Harris left the meeting at 9:47 a.m.

Councillor Harris entered the meeting at 9:49 a.m.

Mayor Katchur called a recess at 10:28 a.m.

The regular Council meeting reconvened at 10:38 a.m.

4.2 Fleet, Facilities and Engineering Department

Grant Schaffer, Director, Fleet, Facilities and Engineering highlighted the Department's 2023 Operating Budget adjustments.

4.3 Planning and Development Department

Craig Thomas, Director, Planning & Development highlighted the Department's 2023 requested Operating Budget adjustments.

4.4 Economic Development Department

Mark Morrissey, Director, Economic Development highlighted the Department's 2023 requested Operating Budget adjustments.

Mayor Katchur called a recess at 12:07 p.m.

The regular Council meeting reconvened at 1:00 p.m.

5. Community and Protective Services Division

5.1 Culture and Recreation Services Department

Brad Babiak, Director, Culture & Recreation Services highlighted the Department's 2023 requested Operating Budget adjustments.

5.2 Protective Services Department

Coreen Rayner, Director, Protective Services highlighted the Department's 2023 Operating Budget adjustments.

5.3 Fire Services

Todd Martens, Fire Chief highlighted the Department's 2023 requested Operating Budget adjustments.

Mayor Katchur called a recess at 2:36 p.m.

The regular Council meeting reconvened at 2:49 p.m.

5.4 Family and Community Support Services

Jennifer Hoyer, Director, Family & Community Support Services highlighted the Department's 2023 requested Operating Budget adjustments.

6. Corporate Services Division

6.1 Finance Services Department

Jeremy Emann, Chief Financial Officer highlighted the Department's 2023 requested Operating Budget adjustments.

6.2 Information Technology

Trevor Harder, Director, Information Technology highlighted the Department's 2023 requested Operating Budget adjustments.

7. Adjournment

The regular Council meeting of November 16, 2022 adjourned at 3:54 p.m.

Mayor

Acting Director, Legislative Services



CITY OF FORT SASKATCHEWAN MINUTES

REGULAR COUNCIL

Monday, November 21, 2022 - 9:00 a.m.
Council Chambers - City Hall

Present:

Members of Council:

Mayor Gale Katchur
 Councillor Patrick Noyen
 Councillor Brian Kelly
 Councillor Jibs Abitoye
 Councillor Gordon Harris
 Councillor Lisa Makin *(attended remotely via Webex)*

Regrets:

Councillor Birgit Blizzard

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 *(attended remotely via Webex)*
 Brenda Molter, Director, Legislative Services
 Jeremy Emann, Chief Financial Officer
 Bettina Ryan, Director, People Services
 Jesse Bailey, Director, Corporate Communications
 Richard Gagnon, Director, Public Works
 Brad Babiak, Director, Culture & Recreation Services
 Jennifer Hoyer, Director, Family & Community Support Services
 Grant Schaffer, Director, Fleet, Facilities & Engineering
 Trevor Harder, Director, Information Technology
 Shannon Andruchow, Manager, Budget & Financial Planning
 Sadie Miller, Waste Programs Supervisory
 Tosin Ajayi, Senior Accountant, Community & Protective Services *(attended remotely via Webex)*
 Sheryl Exley, Legislative Officer - Governance

1. Call to Order and Land Acknowledgement

Mayor Katchur called the November 21, 2022 regular Council meeting to order at 9:00 a.m. and acknowledged that the City of Fort Saskatchewan is located within Treaty 6 Territory and Métis Nation of Alberta Region 4; the ancestral and traditional territory of the Nehiyawak, Dene, Blackfoot, Saulteaux, Nakota Sioux, and Métis. We acknowledge the many First Nations, Métis and Inuit whose footsteps have marked these lands for generations. It is because of our treaty relationship that we can live, work, and play on Treaty 6 Territory.

2. Presentations

2.1 Fort Saskatchewan Public Library Board

Tricia Wall, Library Director, Nadia Den Boon, Library Board Chair, and Renetta Peddle, Library Board Past-Chair, Fort Saskatchewan Public Library Board were in attendance to present the Library's 2023 Operating Budget.

Councillor Harris left the meeting at 9:30 a.m.

2.2 Heartland Housing Foundation

Nancy Simmonds, Executive Director and Mike Derbyshire, Chair, Heartland Housing Board were in attendance virtually to present the Foundation's 2023 Operating Requisition to the City of Fort Saskatchewan.

Councillor Harris returned to the meeting at 9:32 a.m.

Mayor Katchur called a recess at 9:56 a.m.

The regular Council meeting reconvened at 10:04 a.m.

2.3 Edmonton Metropolitan Transit Services Commission

Paul Jankowski, Chief Executive Officer, James McDonald, Chief Operations Officer, and Lucas Warren, Communications Manager, Edmonton Metropolitan Transit Services Commission were in attendance to present the Commission's 2023 Budget request to the City of Fort Saskatchewan.

Mayor Katchur called a recess at 11:14 a.m.

The regular Council meeting reconvened at 11:24 a.m.

3. Continuation of 2023 Operating Budget - Corporate Services Division

3.1 People Services Department

Bettina Ryan, Director, People Services highlighted the Department's 2023 requested Operating Budget adjustments.

3.2 Corporate Communications

Jesse Bailey, Director, Corporate Communications highlighted the Department's 2023 requested Operating Budget adjustments.

Mayor Katchur called a recess at 11:46 a.m.

The regular Council meeting reconvened at 12:30 p.m.

3.3 Legislative Services Department

Brenda Molter, Director, Legislative Services highlighted the Department's 2023 requested Operating Budget adjustments.

4. Senior Leadership and Elected Officials

Janel Smith-Duguid highlighted the Senior Leadership and the Elected Officials; 2023 Operating Budget.

5. Community Grants and Programs

Jennifer Hoyer, Director, Family & Community Support Services presented the 2023 Community Grants and Programs.

6. Utilities

Richard Gagnon, Director, Public Works highlighted the 2023 Utilities Operating Budget adjustments.

7. Financial Reserves

Jeremy Emann, Chief Financial Officer provided an overview the City's Financial Reserves.

8. Adjournment

The regular Council meeting of November 21, 2023 adjourned at 2:31 p.m.

Mayor

Director, Legislative Services



CITY OF FORT SASKATCHEWAN MINUTES

REGULAR COUNCIL

Thursday, November 24, 2022 - 9:00 a.m.

Council Chambers - City Hall

Present:

Members of Council:

Mayor Gale Katchur

Councillor Patrick Noyen

Councillor Brian Kelly

Councillor Jibs Abitoye

Councillor Birgit Blizzard *(attended remotely via Webex | disconnected from the meeting at 3:02 p.m.)*

Councillor Lisa Makin *(attended remotely via Webex)*

Councillor Gordon Harris

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

Richard Gagnon, Director, Public Works

Grant Schaffer, Director, Fleet, Facilities & Engineering

Craig Thomas, Director, Planning & Development

Mark Morrissey, Director, Economic Development

Brad Babiak, Director, Culture & Recreation Services

Jennifer Hoyer, Director, Family & Community Support Services

Brenda Molter, Director, Legislative Services

Andrew Kaiser, Senior Legislative Officer & Acting Director, Legislative Services

Jenelle Hart, Manager, Park Services

Bradley McDonald, Manager, Infrastructure Strategies

Brian Roger, Manager, Roads & Utilities Services

Shannon Andruchow, Manager, Budget & Financial Planning *(attended remotely via Webex)*

Lindsay Poitras, Supervisor, Dow Centennial Centre, Arenas, and Taurus Field

Jessica Weller, Culture & Heritage Supervisor

Erin Brush Duncan, Economic Development Officer

Tosin Ajayi, Senior Accountant, Community & Protective Services *(attended remotely via Webex)*

Sheryl Exley, Legislative Officer - Governance

1. Call to Order and Land Acknowledgement

Mayor Katchur called the November 24, 2022 regular Council meeting to order at 9:01 a.m. and acknowledged that the City of Fort Saskatchewan is located within Treaty 6 Territory and Métis Nation of Alberta Region 4; the ancestral and traditional territory of the Nehiyawak, Dene, Blackfoot, Saulteaux, Nakota Sioux, and Métis. We acknowledge the many First Nations, Métis and Inuit whose footsteps have marked these lands for generations. It is because of our treaty relationship that we can live, work, and play on Treaty 6 Territory.

2. **Flagged Items and Council Discussion and Direction**

R292-22

MOVED BY Councillor Kelly that Project 72-0219 - River Valley Master Plan be removed from the 2023 Budget and that the scope of the future Open Space Master Plan includes creating an overarching vision for the river valley.

In Favour (6): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, and Councillor Harris

Against (1): Councillor Makin

CARRIED

R293-22

MOVED BY Councillor Abitoye that Council direct Administration to remove Project 19009 – Veterans Way Corridor Widening – Phase 1 and 21012 – Veterans Way Pedestrian Crossing North from the 2023 10-Year Capital Plan, and furthermore that the projects be reintegrated within the 2024 10-Year Capital Plan with no phases commencing prior to 2029.

In Favour (3): Mayor Katchur, Councillor Noyen, and Councillor Abitoye

Against (4): Councillor Kelly, Councillor Blizzard, Councillor Makin, and Councillor Harris

DEFEATED

R294-22

MOVED BY Councillor Kelly that Council direct Administration to return to Council in 2023 with a report providing additional consideration and analysis of the User Fees and Charges for the Fort Saskatchewan Cemetery.

In Favour (7): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

R295-22

MOVED BY Councillor Kelly that Budget Request #61-0071 - Urban Agriculture Plan be deferred to the 2025 Budget.

In Favour (6): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, and Councillor Harris

Against (1): Councillor Makin

CARRIED

Mayor Katchur called a recess at 10:20 a.m.

The regular Council meeting reconvened at 10:30 a.m.

R296-22

MOVED BY Councillor Noyen that Council direct Administration to maintain the current Residential Business License Fee of \$100.00 as outlined in the 2022 User Fees and Charges Bylaw.

In Favour (3): Mayor Katchur, Councillor Noyen, and Councillor Abitoye

Against (4): Councillor Kelly, Councillor Blizzard, Councillor Makin, and Councillor Harris

DEFEATED

R297-22

MOVED BY Councillor Makin that \$49,300 be added into the 2023 Operating Budget, to be funded by property taxes, to allow the reopening of the Dow Centennial Centre and Harbour Pool on statutory holidays, excluding the following statutory holidays: Christmas Day, Boxing Day, New Year's Day, Canada Day, and Truth and Reconciliation Day.

In Favour (4): Mayor Katchur, Councillor Noyen, Councillor Makin, and Councillor Harris

Against (3): Councillor Kelly, Councillor Abitoye, and Councillor Blizzard

CARRIED

R298-22

MOVED BY Councillor Kelly that Council direct Administration to report back to Council when presenting the 2024 Budget with the usage statistics of the Dow Centennial Centre and Harbour Pool on statutory holidays in 2023.

Mayor Katchur called a recess at 11:11 a.m.

The regular Council meeting reconvened at 11:13 a.m.

Council Resolution #298-22 was voted on.

In Favour (7): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

R299-22

MOVED BY Councillor Noyen that the one-time funding for Budget Request #74-0095 – Truth and Reconciliation in the amount of \$80,000 be removed from the 2023 Operating Budget.

In Favour (1): Councillor Noyen

Against (6): Mayor Katchur, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

DEFEATED

R300-22

MOVED BY Councillor Kelly that the amount of one-time funding for Budget Request #74-0095 – Truth and Reconciliation be reduced from \$80,000 to \$40,000 in the 2023 Operating Budget.

In Favour (5): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, and Councillor Harris

Against (2): Councillor Blizzard, and Councillor Makin

CARRIED

R301-22

MOVED BY Councillor Kelly that Budget Request # 51-0057 - Diversity, Inclusion and Mental Health Coordinator be amended to accommodate for a 0.5 FTE position.

Councillor Abitoye briefly left the meeting at 11:54 a.m.

Councillor Abitoye returned to the meeting at 11:55 a.m.

In Favour (4): Mayor Katchur, Councillor Noyen, Councillor Kelly, and Councillor Harris

Against (3): Councillor Abitoye, Councillor Blizzard, and Councillor Makin

CARRIED

Mayor Katchur called a recess at 11:58 a.m.

The regular Council meeting reconvened at 1:00 p.m.

R302-22

MOVED BY Councillor Kelly that the Residential Subdivision & Development Appeal fee be increased to \$1,500 in the 2023 Fees & Charges schedule, and if the appeal is successful, 80% of the fee be rebated back to the Appellant.

In Favour (2): Councillor Noyen, and Councillor Kelly

Against (5): Mayor Katchur, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

DEFEATED

R303-22

MOVED BY Councillor Abitoye that Council amend Budget Request 11-0011 - City Manager Performance Review by removing on-going funding of \$10,000 from property Tax revenue and replace with funding of \$10,000 on a one-time basis from the Financial Stabilization and Contingency Reserve, and further that Administration return to Council before the end of Q1 2023 to discuss the finalization for the terms of reference for the project.

In Favour (6): Mayor Katchur, Councillor Noyen, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

Against (1): Councillor Kelly

CARRIED

R304-22

MOVED BY Councillor Kelly that Budget Request #12-0238 – Utilities & Sustainability Department be amended and to defer the Manager of Sustainability position to the 2024 budget.

In Favour (6): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, and Councillor Harris

Against (1): Councillor Makin

CARRIED

3. Confidential Closed Session

R305-22

MOVED BY Councillor Kelly that Council move to closed session at 1:57 p.m. to discuss the following item:

- a) **BGC Fort Saskatchewan 2023 Community Grants and Programs Budget Request**, FOIP Section 24(1)(g), Advice from Officials (proposed or pending plans, policies, projects, which may have budgetary impacts).

In Favour (7): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

In-Camera Attendance:

Council: Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard (*remotely via Webex*), Councillor Makin (*remotely via Webex*), and Councillor Harris.

Administration: Troy Fleming, Janel Smith-Duguid, John Dance, Heather Cowie, and Andrew Kaiser who attended to provide background information and technical support.

R305-22

MOVED BY Councillor Abitoye that Council return to open session at 2:42 p.m.

In Favour (7): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Blizzard, Councillor Makin, and Councillor Harris

CARRIED UNANIMOUSLY

4. Continuation of Flagged Items and Council Discussion and Direction

Councillor Blizzard disconnected from the meeting at 3:02 p.m.

R306-22

MOVED BY Councillor Noyen that Budget Item #12-0161 - Infrastructure Lifecycle Reserves Contribution Increase be amended to remove the contributions to reserves for the Dow Centennial Centre Equipment in the amount of \$30,000 and the Playground Structures in the amount of \$28,354.

In Favour (1): Councillor Noyen

Against (5): Mayor Katchur, Councillor Kelly, Councillor Abitoye, Councillor Makin, and Councillor Harris

Absent (1): Councillor Blizzard

DEFEATED

5. Cancellation of the December 1, 2022 Regular Council Meeting

R307-22

MOVED BY Councillor Harris that Council cancel the December 1, 2022 regular Council meeting.

In Favour (6): Mayor Katchur, Councillor Noyen, Councillor Kelly, Councillor Abitoye, Councillor Makin, and Councillor Harris

Absent (1): Councillor Blizzard

CARRIED UNANIMOUSLY

6. Adjournment

The regular Council meeting of November 24, 2022 adjourned at 3:41 p.m.

Mayor

Acting Director, Legislative Services



CITY OF
FORT SASKATCHEWAN

**Request for Decision
Regular Council Meeting_Dec13_2022**

Bylaw C30-22 to Establish User Fees, Rates and Charges for Services

Motion:

1. That Council give first reading to Bylaw C30-22, which establishes user fees, rates, and charges for services provided by the City of Fort Saskatchewan.
2. That Council give second reading to Bylaw C30-22, which establishes user fees, rates, and charges for services provided by the City of Fort Saskatchewan.
3. That Council provide unanimous consent to proceed with third and final reading to Bylaw C30-22, which establishes user fees, rates, and charges for services provided by the City of Fort Saskatchewan.
4. That Council give third reading to Bylaw C33-22, which establishes user fees, rates, and charges for services provided by the City of Fort Saskatchewan.

Purpose:

To present Council with information on Bylaw C30-22, which establishes 2023 user fees, rates, and charges for services provided by the City of Fort Saskatchewan.

Background:

User Fees and Charges Policy FIN-009-C provides guiding principles and key factors to determine a consistent and transparent approach in establishing user fees and charges for goods and services offered by the City. Departments that charge user fees and charges have developed procedures to align with the Policy for setting and reviewing user fees and charges.

User fees and charges, established through the Policy and the 2023 budget process, are reflected in Bylaw C30-22. In order to collect the revenue outlined during the budget deliberations, it is necessary for Council to approve this Bylaw. Most user fees come into effect on January 1, 2023; however, certain recreation, culture and other user fees come into effect on other dates in 2023 to reflect the needs of specific user groups and the new school year.

Internal/External Impacts:

Following third reading of Bylaw C30-22, the Bylaw and user fee schedule will be posted to the City's website.

Plans/Standards/Legislation:

The *Municipal Government Act* provides that municipal Councils may by bylaw establish fees for services provided by the municipality.

Bylaw C30-22 to Establish User Fees, Rates and Charges for Services
Regular Council Meeting_Dec13_2022
Page 2

City's Strategic Plan:

- Goal - Well-Planned Community and Resilient Economy (strategically plan, prepare, and manage responsible and sustainable growth for our residents and businesses).

Alternatives:

1. That Council give three readings to Bylaw C30-22, which establishes 2023 user fees, rates, and charges for services provided by the City of Fort Saskatchewan.
2. That Council provide additional revisions to the 2023 user fees, rates, and charges for services provided by the City of Fort Saskatchewan.

Administrative Recommendation:

That Council give three readings to Bylaw C30-22, which establishes 2023 user fees, rates, and charges for services provided by the City of Fort Saskatchewan.

Attachments:

1. User Fees and Charges Bylaw C30-22
2. Schedule "A" to Bylaw C30-22

Prepared by:	Sheryl Exley Legislative Officer - Governance	Date: December 5, 2022
Approved by:	Brenda Molter Director, Legislative Services	Date: December 6, 2022
Approved by:	Jeremy Emann Chief Financial Officer	Date: December 6, 2022
Approved by:	John Dance General Manager, Corporate Services	Date: December 6, 2022
Approved by:	Troy Fleming City Manager	Date: December 6, 2022



CITY OF FORT SASKATCHEWAN

USER FEES, RATES AND CHARGES BYLAW

BYLAW C30-22

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

1. This Bylaw is cited as the User Fees, Rates and Charges Bylaw.
2. That the User Fees, Rates and Charges Manual attached as Schedule "A" to this Bylaw represents the user fees, rates and charges established by Council and are applicable to the municipal services provided by the City of Fort Saskatchewan as outlined in the Schedule.
3. That the City Manager is granted the authority and discretion, despite any enacted policy, procedure, or budget to amend user fees and charges under extraordinary circumstances, and further that Council be notified in writing or verbally in an open session meeting of Council.
4. That if there are any inconsistencies between the user fees, rates and charges imposed pursuant to this Bylaw and those imposed by any other bylaw of the City of Fort Saskatchewan, this Bylaw shall take precedence.
5. This Bylaw repeals Bylaw C31-21 and any associated amendments thereto.
6. This Bylaw comes into force and effect on January 1, 2023.

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

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

READ a third time and passed this _____ day of _____, 2022.

Mayor

Director, Legislative Services

Date Signed: _____

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.			Taxable = T Exempt = E	Approved

Division: Infrastructure and Planning

Department: Public Works

Damage Deposits

Picnic Tables/Benches	\$	50.00	each	E	January 1
Parks Gate Key Deposit (Refundable upon return of key)	\$	500.00	each	E	January 1

Rental Fees

Picnic Tables / Park Benches Rental	\$	11.00	each	T	January 1
Delivery - Within Municipal Boundaries ¹	\$	156.00	per truckload	T	January 1
Turner Park Picnic Shelter Rental	\$	11.00	per hour	T	January 1
¹ 6 picnic tables or 20 benches					

Permit Fees

Traffic Light Turn Permit	\$	222.00	per traffic light	T	January 1
Alterations to Public Land Permit	\$	390.00	each	E	January 1
Alterations to Public Land Deposit	\$	300.00	per lineal meter	E	January 1

Cemetery Fees ¹

Plot Purchase: ²					
- Full Size Lot - 120 cm x 275 cm	\$	1,205.00	each	T	January 1
- Infant Lot - 120 cm x 120 cm	\$	245.00	each	T	January 1
- Cremation Lot - 120 cm x 120 cm	\$	608.00	each	T	January 1
Full Interment / Disinterment - Regular Hours					
- Open / Close 6'	\$	1,024.00	each	T	January 1
- Open / Close 9'	\$	1,205.00	each	T	January 1
- Open/Close - Infant Section	\$	587.00	each	T	January 1
Columbarium Niche - Regular Hours					
- Level 1 and 2 (bottom 2 rows of Columbarium Niche) ³	\$	1,580.00	each	T	January 1
- Level 3 and 4 (upper 2 rows of Columbarium Niche) ³	\$	2,110.00	each	T	January 1
Cremation Remains - Open / Close	\$	160.00	each	T	January 1
Cremation Remains - Open / Close - Augured Excavation	\$	491.00	each	T	January 1
Overtime Surcharge	\$	510.00	each	T	January 1
Monument Foundation ⁴	\$	341.00	each	T	January 1
Monument Permit ⁵	\$	82.00	each	E	January 1
Register a Transfer of Deed	\$	33.00	each	E	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Re-Purchase of Plot Administrative Fee	\$ 33.00	each	E	January 1
¹ All open / close fees may be pre-paid. If the open / close occurs outside of regular hours, overtime surcharges will be applied.				
² 100% of plot purchases is contributed to Perpetual Care Reserve for future maintenance and expansion requirements.				
³ 100% of columbarium niche sales revenue is contributed to Perpetual Care Reserve for future maintenance and expansion requirements.				
⁴ 100% of monument foundation sales revenue is contributed to Perpetual Care Reserve for future maintenance and expansion requirements.				
⁵ Included monument compliance authorization, new site locating and marking, and follow up inspection. Fee is date and time specific and is non-refundable.				
Campground Fees				
Overflow Camping - no services ¹	\$ 12.00	per lot, per night	T	January 1
¹ Harbour Pool and Jubilee Recreation Centre parking lot.				
Transportation				
Road Crossing Agreement	\$ 390.00	each	T	January 1
Asphalt Millings ¹	at cost	per ton	T	January 1
¹ Depending on availability				
Materials Delivery				
- Delivery - Within Municipal Boundaries	\$ 82.00	each	T	January 1
- Delivery - Outside Municipal Boundaries	\$ 161.00	one way - up to 25 km	T	January 1
	\$ 3.00	per km over 25 km	T	January 1
Temporary Sign Fees				
Sign Impound Fee for Non-Compliant Signs	\$ 28.00	first sign	E	January 1
Sign Impound Fee for each subsequent Non-Compliant Signs	\$ 6.00	each additional sign	E	January 1
Public Transit Fees				
Local Fares				
- Children under 12 without accompanying fare paying passenger Cash	\$ 2.00	each	E	January 1
- Student Cash	\$ 2.00	each	E	January 1
- Adult Cash	\$ 2.50	each	E	January 1
- Senior Cash	\$ 2.00	each	E	January 1
- Student Book of 10 Tickets	\$ 16.00	each	E	January 1
- Adult Book of 10 Tickets	\$ 22.50	each	E	January 1
- Senior Book of 10 Tickets	\$ 16.00	each	E	January 1
- Student Monthly Pass	\$ 22.00	each	E	January 1
- Adult Monthly Pass	\$ 52.50	each	E	January 1
- Senior Monthly Pass	\$ 22.00	each	E	January 1
- Companion supporting a rider with disabilities, local service only	Free	each	E	January 1
Commuter Fares				
- Student Cash	\$ 4.00	each	E	January 1
- Adult Cash	\$ 5.00	each	E	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
- Senior Cash	\$ 4.00	each	E	January 1
- Student Book of 10 Tickets	\$ 32.00	each	E	January 1
- Adult Book of 10 Tickets	\$ 45.00	each	E	January 1
- Senior Book of 10 Tickets	\$ 32.00	each	E	January 1
Commuter Passes			.	
- Student	\$ 37.50	each	E	January 1
- Adult	\$ 83.00	each	E	January 1
- Senior	\$ 37.50	each	E	January 1
Integrated Passes				January 1
- Student	\$ 112.50	each	E	January 1
- Adult	\$ 180.00	each	E	January 1
- Senior	\$ 71.50	each	E	January 1
Everyone Rides Program				January 1
- Student & Senior Local Monthly Pass	\$ 11.00	each	E	January 1
- Student & Senior Monthly Commuter Pass	\$ 18.75	each	E	January 1
- Adult Monthly Local Pass	\$ 26.25	each	E	January 1
- Adult Monthly Commuter Pass	\$ 41.50	each	E	January 1
Division: Infrastructure and Planning				
Department: Fleet, Facilities and Engineering Services				
Permit Fees				
Residential Lot Grading Program	\$ 300.00	per permit	E	January 1
Excavation Permit	\$ 420.00	each	E	January 1
Excavation Permit Deposit ^{1,2,3}	\$ 2,670.00	per permit	E	January 1
Development Agreement Engineering Review:				
Includes: One inspection at CCC & FAC for each of the following: underground, surface (excluding walks), sidewalks, and landscaping	\$ 2,320.00	per hectare	E	January 1
Development Agreement First Re-inspection	\$ 1,600.00	each	E	January 1
Development Agreement Second and Subsequent Re-inspection/Additional Inspection	\$ 2,667.00	each	E	January 1
¹ Maximum fee of \$5,000 for multiple permits				
² Deposit can be waived for Excavation Permits where work is covered under a Franchise Agreement				
³ Will be refunded when inspection is complete. If no inspection is called for, the deposit will be used to inspect installations with balance returned after any repairs are complete.				
Division: Infrastructure and Planning				
Department: Planning and Development				
Custom Mapping Fees				
Drafting Technician - Labour	\$ 23.00	minimum fee PLUS	T	January 1
	\$ 60.00	per hour	T	January 1
Drafting Technician - Computer	\$ 6.00	per hour	T	January 1
Printing - Regular (36" x 48")	\$ 22.00	per map	T	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Printing - Glossy (36" x 48")	\$ 34.00	per map	T	January 1
Residential Development Permit Fees				
Single Detached Dwelling / Semi-Detached/Duplex	\$ 208.00	per unit	E	January 1
Multi-Attached Dwelling - 3 units or more Base Fee	\$ 352.00	minimum permit fee PLUS	E	January 1
	\$ 149.00	per unit	E	January 1
Show Home	\$ 544.00	per permit	E	January 1
Accessory Dwelling Unit	\$ 181.00	per permit	E	January 1
Variance (excluding side yard of the principal building):	\$ 181.00	per permit	E	January 1
Variance for the side yard setback of the principal building	\$ 117.00	base fee PLUS	E	January 1
	\$ 64.00	per percent	E	January 1
	\$ 971.00	maximum total fee	E	January 1
Re-Submission of Plans - After Development Permit Approval	\$ 133.00	per permit	E	January 1
Request for Development Permit Time Extension	\$ 117.00	per permit	E	January 1
Accessory Building:				
- Area between 10m ² to 33.5m ² (107.6ft ² to 360ft ²)	\$ 85.00	per permit	E	January 1
- Area greater than 33.5m ² (360ft ²)	\$ 85.00	per permit	E	January 1
Raised Deck	\$ 85.00	per permit	E	January 1
In Ground Swimming Pool	\$ 117.00	per permit	E	January 1
Addition	\$ 149.00	per permit	E	January 1
Demolition	\$ 176.00	per permit	E	January 1
Home Occupation	\$ 225.00	per permit	E	January 1
Second Access	\$ 225.00	per permit	E	January 1
Stripping and Grading	\$ 347.00	per permit	E	January 1
Stripping & Grading and/or stockpiling and/or excavation outside of a Development Agreement 3 hectares or less	\$ 335.00	per permit	E	January 1
Stripping & Grading and/or stockpiling and/or excavation outside of a Development Agreement greater than 3 hectares	\$ 545.00	per permit	E	January 1
Commercial, Light Industrial & Institutional Development Permit Fees				
New Building, Addition, Renovation or Development				
- Minimum Permit Fee Plus	\$ 459.00	minimum permit fee PLUS	E	January 1
- A)	\$ 0.15	per square foot	E	January 1
OR (whichever is greater)				
- B)	\$ 0.20	per \$1,000 of project value	E	January 1
Variance	\$ 229.00	per permit	E	January 1
Institutional Housing (Assisted Living Facility) Base Fee	\$ 330.00	per permit	E	January 1
Approval Fee Institutional Housing Per Unit -	\$ 140.00	per permit	E	January 1
Re-Submission of Plans - After Approval	\$ 581.00	per permit	E	January 1
Request for Development Permit Time Extension	\$ 175.00	per permit	E	January 1
Sign (Portable/temporary)	\$ 155.00	per sign	E	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Sign (Permanent excluding Electronic Message)	\$ 261.00	per sign	E	January 1
Sign (Electronic Message)	\$ 1,088.00	per sign	E	January 1
Sign Freestanding Limited (in conjunction with Show Home)	\$ 544.00	per sign	E	January 1
Sign Fascia (in conjunction with Show Home)	\$ 325.00	per sign	E	January 1
Sign Portable/Temporary (in conjunction with Show Home)	\$ 272.00	per sign	E	January 1
Stripping & Grading and/or stockpiling and/or excavation outside of a development agreement	\$ 571.00	per permit	E	January 1
Demolition	\$ 293.00	per permit	E	January 1
Change of Use and/or Change in Intensity of Use	\$ 235.00	per permit	E	January 1
New Occupancy	\$ 235.00	per permit	E	January 1
Accessory Building	\$ 203.00	minimum fee per permit PLUS	E	January 1
	\$ 0.30	per square foot fee	E	January 1
Sidewalk Café Development Permit Application		per permit	E	January 1
Annual Seasonal Developments (no modifications):				
- First year	\$ 235.00	per permit	E	January 1
- Renewal	\$ 117.00	per permit	E	January 1
Other Development (Undefined)	\$ 107.00	per permit	E	January 1
Temporary Tent Base Fee	\$ 272.00	per permit	E	January 1
Approval Fee Temporary Tent per square foot	\$ 0.14			

Medium & Heavy Industrial Development Permit Fees

New Building, Addition, Renovation or Development Not Involving Building ¹				
- Minimum Permit Fee Plus	\$ 571.00	minimum fee per permit PLUS	E	January 1
- A)	\$ 0.15	per square foot fee	E	January 1
OR (whichever is greater)				
- B)	\$ 0.27	per \$1,000 of project value	E	January 1
Variance	\$ 459.00	per permit	E	January 1
Re-Submission of Plans After Approval	\$ 576.00	per permit	E	January 1
Request for Development Permit Time Extension	\$ 229.00	per permit	E	January 1
Stripping & Grading and/or stockpiling and/or excavation outside of a development agreement	\$ 581.00	per permit	E	January 1
Demolition	\$ 405.00	per permit	E	January 1
Change of Use	\$ 235.00	per permit	E	January 1
New Occupancy	\$ 235.00	per permit	E	January 1
Accessory Building	\$ 235.00	minimum fee per permit PLUS	E	January 1
	\$ 0.30	per square foot fee	E	January 1
Annual Seasonal Developments ³				
- First year	\$ 235.00	per permit	E	January 1
- Renewal	\$ 117.00	per permit	E	January 1

¹ Based on gross floor area of building

² The fee is the minimum fee and the greater of A) or B)

³ No modifications

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Other Planning & Development Fees				
Telecommunication Tower Request for Letter of Concurrence	\$ 4,059.00	per request	E	January 1
Re-inspection Fee for Securities Release for Development Permit	\$ 149.00	per request	E	January 1
Residential Compliance Certificate (Low Density) - Regular Service ¹	\$ 272.00	per letter	E	January 1
Residential Compliance Certificate - Rush Service ¹	\$ 469.00	per letter	E	January 1
Commercial / Industrial / Residential (building over 3 units) Compliance Certificate - Regular Service	\$ 544.00	per letter	E	January 1
Commercial / Industrial / Residential (building over 3 units) Compliance Certificate - Rush Service	\$ 1,744.00	per letter	E	January 1
Additional Original Compliance Certificate	\$ 32.00	per request	E	January 1
Application to Consider Encroachment Agreement	\$ 255.00	per request Plus	E	January 1
Encroachment Fees:			E	January 1
-up to 5 square metres	\$ 100.00	per agreement	E	January 1
-more than 5 square metres but less than 9 square metres	\$ 250.00	per agreement	E	January 1
-more than 9 square metres	The assessed value of the owner's land, divided by the area of the owner's land times the area of the encroachment	per agreement	E	January 1
Re-submission for Revisions Prior to Registration at Land Titles	\$ 450.00	per re-submission	E	January 1
Caveat and Other Legal Instrument - Review / Update	\$ 219.00	per legal instrument	E	January 1
Beekeeping License	\$ 85.00	per	E	January 1
Beekeeping License Annual Renewal	\$ 27.00	per	E	January 1
File Search - Residential:	\$ 64.00	minimum per unit PLUS	E	January 1
Release fee File Search - Cost of photocopying				
8.5" X 11" single sided	\$ 0.20	per sheet	E	January 1
8.5" X 11" double sided	\$ 0.30	per sheet	E	January 1
8.5" X 14" single sided	\$ 0.25	per sheet	E	January 1
8.5" X 14" double sided	\$ 0.40	per sheet	E	January 1
11" X 17" single sided	\$ 0.30	per sheet	E	January 1
11" X 17" double sided	\$ 0.45	per sheet	E	January 1
Larger than 11" X 17"	\$ 21.05	per sheet	E	January 1
Request to Defer Levy Payment to Council	\$ 1,163.00	per request	E	January 1
File Search - Industrial, Commercial, Institutional, non-low density Residential Application Fee	\$ 411.00	per request	E	January 1
Release fee File Search - plus cost of photocopying				
8.5" X 11" single sided	\$ 0.20	per sheet	E	January 1
8.5" X 11" double sided	\$ 0.30	per sheet	E	January 1
8.5" X 14" single sided	\$ 0.25	per sheet	E	January 1
8.5" X 14" double sided	\$ 0.40	per sheet	E	January 1
11" X 17" single sided	\$ 0.30	per sheet	E	January 1
11" X 17" double sided	\$ 0.45	per sheet	E	January 1
Larger than 11" X 17"	\$ 21.05	per sheet	E	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Request for Archived Plans	\$ 117.00	minimum per request PLUS	E	January 1
Re-notification:				
- Land owner notifications	\$ 1.75	per notification	E	January 1
Quarter page ad	at cost	per ad		
Half page ad	at cost	per ad		
Development Agreement - Addendum to Existing Agreement	\$ 4,267.00	per agreement	E	January 1
Development Agreement	\$ 6,400.00	per agreement	E	January 1
Outline Plan Review	\$ 2,341.00	per application	E	January 1
Outline Plan Amendment	\$ 1,400.00	per application	E	January 1
¹ No additional charge if Compliance Certificate is updated within 60 days of original issuance				
Bylaw & Statutory Plan Amendment Fees				
Municipal Development Plan Amendment	\$ 10,667.00	per application	E	January 1
Statutory Plan Amendment	\$ 5,334.00	per application	E	January 1
New Area Structure Plan:				
- Base Fee, plus	\$ 46,081.00	per application	E	January 1
- Per Hectare Fee, plus	\$ 128.00	per hectare over the first 260 hectares	E	January 1
- Quarter Page ad, or	at cost	per add		
Half page ad	at cost	per add		
New Neighbourhood Structure Plan:				
- Base Fee, plus	\$ 5,334.00	per application	E	January 1
- Per Hectare Fee, plus	\$ 254.00	per hectare	E	January 1
- Quarter Page ad, or	at cost	per ad	E	January 1
- Half Page ad	at cost	per ad	E	January 1
Area Structure Plan Amendment to any new Area Structure Plan/Neighbourhood Structure Plan	50%	of fee for new ASP/NSP	E	January 1
Edmonton Metropolitan Region Board (EMRB) referral	as established by EMRB	per application	E	January 1
-Land Use Bylaw Amendment	\$ 3,488.00	per application	E	January 1
-Road Closure	\$ 2,891.00	per application	E	January 1
Subdivision Fees				
Subdivision Application (Including Bareland and Conventional Condominium)	\$ 1,500.00	per subdivision or	E	January 1
	\$ 500.00	per lot fee (whichever is greater)	E	January 1
Endorsement of Plan of Subdivision - (Including Bareland and Conventional Condominium) ¹	\$ 500.00	minimum fee PLUS	E	January 1
	\$ 220.00	per lot fee	E	January 1
Condominium Conversion	\$ 47.00	per condominium unit	E	January 1
Conditional Subdivision Approval Time Extension	\$ 545.00	per request	E	January 1

¹ Excluding reserve parcels or public utility lots

City of Fort Saskatchewan - User Fees and Charges

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Contravention of Land Use Bylaw Penalties				
Development Commencing Prior to Issuance of a Development Permit ¹	2X the original permit fee	per offence	E	January 1
	\$ 10,000.00	maximum penalty	E	January 1
Violation ticket to an Individual	\$ 110.00	per offence	E	January 1
	\$ 545.00	maximum penalty	E	January 1
Violation ticket to a Corporation	\$ 545.00	per offence	E	January 1
	\$ 10,000.00	maximum penalty	E	January 1
Illegal Signs Impounded - First Violation²				
- Sign face area up to 1m ² (10ft ²)	\$ 60.00	per sign	E	January 1
- Sign face area over 1m ² (10ft ²)	\$ 110.00	per sign	E	January 1
Illegal Signs Impounded - After First Violation²				
- Sign face area up to 1m ² (10ft ²)	\$ 60.00	per sign X no. of violations for that company	E	January 1
- Sign face area over 1m ² (10ft ²)	\$ 110.00	per sign X no. of violations for that company	E	January 1
¹ Fee may be waived if complete application is received within 14 days.				
² Impounded signs will be kept for a maximum of 30 days before being disposed.				
Safety Codes Permit Fees				
Safety Codes Council Fee	As established by the Alberta Safety Codes Council	per permit	E	January 1
Cancelling Permit After Processing - Retained Amount ^{1,2}				
A)	\$ 60.00	per permit amount retained - flat fee	E	January 1
OR				
B)	50%	per permit amount retained - % of original fee	E	January 1
Re-Inspection Fee Due to No Entry on Scheduled Inspection (Residential)	\$ 149.00	per inspection	E	January 1
Re-Inspection Fee Due to No Entry on Scheduled Inspection (Non-Residential)	\$ 235.00	per inspection	E	January 1
Re-Inspection Fee due to not being ready - First Reinspection ³	\$ 155.00	per inspection	E	January 1
Re-Inspection Fee due to not being ready - Additional Reinspections ³	\$ 235.00	per inspection	E	January 1
	\$145.00 or 5% of original permit fee, whichever is greater			
Failure to Call for Required Inspection		per inspection	E	January 1
Constructing or Installation without a Permit	Twice the original permit fee	per occurrence	E	January 1
Construction or Installation prior to permit issuance	1.5 X the original permit fee			
Occupying Prior to Calling for an Inspection:				
- First Offence (minor infractions with no life safety items)	\$ 545.00	per offence	E	January 1
- First Offence (major infractions with life safety items)	\$ 820.00	per offence	E	January 1
- Second Offence (minor infractions with no life safety items)	\$ 1,090.00	per offence	E	January 1
- Second Offence (major infractions with life safety items)	\$ 1,635.00	per offence	E	January 1

City of Fort Saskatchewan - User Fees and Charges

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- Third Offence (minor infractions with no life safety items)	\$ 3,270.00	per offence	E	January 1
- Third Offence (major infractions with life safety items)	\$ 5,980.00	per offence	E	January 1
Request for Additional Copies of Occupancy Certificates	\$ 55.00	per request	E	January 1
Request for Variance / Alternate Solution	\$ 145.00	per hour	E	January 1
Fee for Service Inspection	\$ 145.00	min fee plus, after the first hour	E	January 1
	\$ 140.00	per hour	E	January 1
Building Permit Fee Other	\$ 75.00	per request	E	January 1
¹ No refund if an inspection(s) has been completed by the Safety Codes Inspector.				
² The fee applied is the greater of A) or B)				
³ No fee will be imposed if the permit applicant can demonstrate there was reasonable grounds that the project was ready for inspection.				
Safety Codes Compliance				
Safety Codes Compliance Letter (Low-Density Residential) Regular Service	\$ 272.00	per request	E	January 1
Safety Codes Compliance Letter (Low-Density Residential) Rush Service	\$ 469.00	per request	E	January 1
Safety Codes Compliance Letter Regular Service	\$ 1,109.00	per request	E	January 1
Safety Codes Compliance Letter Rush Service	\$ 1,744.00	per request	E	January 1
Building Permit Fees - Residential Dwelling Units				
New Construction	\$ 1.00	per permit / per square foot	E	January 1
Additions / Renovations	\$ 1.00	per permit / per square foot	E	January 1
	\$ 117.00	minimum per permit fee	E	January 1
Basement Development	\$ 0.30	per square foot	E	January 1
	\$ 144.00	minimum per permit fee	E	January 1
Accessory Building:	\$ 144.00	per permit	E	January 1
	\$ 0.38	per square foot	E	January 1
Temporary Tent	\$ 155.00	per tent	E	January 1
Raised Deck	\$ 144.00	per permit	E	January 1
Hot Tub / In Ground Swimming Pool	\$ 144.00	per permit	E	January 1
Relocations and Mobile Homes	\$ 187.00	flat set up fee per permit	E	January 1
Fireplace and Other Woodstove Installations (If not Included in New Construction)	\$ 144.00	flat fee per permit	E	January 1
Demolition	\$ 144.00	flat fee per permit	E	January 1
Re-Submission and Re-Examination of Plans	\$ 150.00	per permit	E	January 1
Building Permit Fees - Commercial / Industrial / Institutional				
Up to \$15,000 Construction Value	\$ 352.00	per permit	E	January 1
Over \$15,000 construction value	\$ 352.00	minimum fee per permit PLUS	E	January 1
	\$ 8.00	per \$1,000 of project value	E	January 1
Accessory Building:				
- Area less than 33.4m ² (360ft ²)	\$ 144.00	per permit	E	January 1

City of Fort Saskatchewan - User Fees and Charges

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- Area greater than 33.5m ² (361ft ²)	\$ 0.50	per square foot	E	January 1
Demolition	\$ 235.00	flat fee per permit	E	January 1
Commercial Code Review without permit	\$ 149.00	per hour	E	January 1
Re-Submission and Re-Examination of Plans	\$ 469.00	per permit	E	January 1
Foundation Permit Fee	\$ 500.00	per permit	E	January 1
Gas Permits - Residential Installations				
New Residential Unit	\$ 229.00	per residential unit	E	January 1
1 Outlet	\$ 117.00	per permit PLUS	E	January 1
Each additional outlet	\$ 17.00	per outlet	E	January 1
Gas Permits - Non Residential Installations ¹				
Additional Gas Meters	\$ 30.00	per meter	E	January 1
Less than 100,000 BTU Input	\$ 117.00	per permit	E	January 1
100,001 - 150,000 BTU Input	\$ 149.00	per permit	E	January 1
150,001 - 250,000 BTU Input	\$ 181.00	per permit	E	January 1
250,001 - 500,000 BTU Input	\$ 208.00	per permit	E	January 1
500,001 - 750,000 BTU Input	\$ 235.00	per permit	E	January 1
750,001 - 1,000,000 BTU Input	\$ 261.00	per permit	E	January 1
More than 1,000,000 BTU Input	\$ 320.00	per permit PLUS	E	January 1
	\$ 8.00	per 100,000 BTU above 1,000,000	E	January 1
¹ BTU fees include one meter.				
Gas Permits - Propane and Small Installations				
Propane Tank Sets - New or Replacements	\$ 149.00	per permit	E	January 1
Temporary Propane / Natural Gas Heating - Includes Tank Set	\$ 149.00	per permit / per set	E	January 1
Gas / Propane Cylinder Refill Centers	\$ 347.00	per permit / per refill	E	January 1
Replacement of Commercial or Industrial Appliances:				
- Up to 400,000 BTU Input	\$ 181.00	per permit / per unit	E	January 1
- 400,000 to 5,000,000 BTU Input	\$ 208.00	per permit / per unit	E	January 1
- Over 5,000,000 BTU Input	\$ 315.00	per permit / per unit	E	January 1
Plumbing Permits				
New Residential Dwelling Unit	\$ 288.00	per residential unit	E	January 1
1 Fixture	\$ 117.00	per permit PLUS	E	January 1
Each additional fixture	\$ 12.00	per fixture	E	January 1
Private Sewage Disposal Systems Permit	\$ 315.00	per permit	E	January 1
Electrical Permit - Low Density Residential				
Up to 112m ² (1,200ft ²)	\$ 309.00	per permit	E	January 1
112m ² to 139m ² (1,201ft ² to 1,500ft ²)	\$ 336.00	per permit	E	January 1
140m ² to 185m ² (1,501ft ² to 2,000ft ²)	\$ 368.00	per permit	E	January 1

City of Fort Saskatchewan - User Fees and Charges

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186m ² to 232m ² (2,001ft ² to 2,500ft ²)	\$ 400.00	per permit	E	January 1
Over 232m ² (2,500ft ²)	\$ 427.00	per permit	E	January 1
Detached Garages Electrical for New Homes ¹	\$ 155.00	per permit	E	January 1
¹ Attached Garage permit included with square footage of new dwelling.				
Annual Electrical Permit Fee - Industrial, Commercial and Institutional				
Up to \$2,000	\$ 309.00	per permit	E	January 1
\$2,001 to \$5,000	\$ 309.00	minimum fee PLUS	E	January 1
	\$ 3.00	per \$100 value	E	January 1
	\$ 411.00	maximum fee	E	January 1
\$5,001 to \$50,000	\$ 411.00	minimum fee PLUS	E	January 1
	\$ 2.00	per \$100 value	E	January 1
	\$ 1,195.00	maximum fee	E	January 1
\$50,001 to \$1,000,000	\$ 1,195.00	minimum fee PLUS	E	January 1
	\$ 1.00	per \$100 value	E	January 1
	\$ 12,208.00	maximum fee	E	January 1
\$1,000,001 to \$3,000,000	\$ 12,208.00	minimum fee PLUS	E	January 1
	\$ 1.00	per \$100 value	E	January 1
	\$ 29,622.00	maximum fee	E	January 1
\$3,000,001 and Over	\$ 29,622.00	minimum fee PLUS	E	January 1
	\$ 0.30	per \$100 value	E	January 1
Electrical Permit Fee - Multi-family (more than 4 units) Commercial, Industrial, Institutional, and alterations for all.				
Installation cost ¹ up to \$2,000	\$ 197.00	per permit	E	January 1
\$2,001 to \$5,000	\$ 283.00	per permit	E	January 1
\$5,001 to \$10,000	\$ 395.00	per permit	E	January 1
\$10,001 to \$20,000	\$ 469.00	per permit	E	January 1
\$20,001 to \$50,000	\$ 640.00	per permit	E	January 1
\$50,001 to \$100,000	\$ 875.00	per permit	E	January 1
\$100,001 to \$150,000	\$ 1,211.00	per permit	E	January 1
\$150,001 to \$250,000	\$ 1,829.00	per permit	E	January 1
\$250,001 to \$500,000	\$ 2,464.00	per permit	E	January 1
\$500,001 to \$750,000	\$ 3,029.00	per permit	E	January 1
\$750,001 to \$1,000,000	\$ 3,600.00	per permit	E	January 1
Above \$1,000,000	\$ 5,232.00	per permit	E	January 1
¹ Installation cost is the costs incurred for materials, fixture, supplies and labour. In cases where the homeowner completes the work, installation cost equals double the value of materials, fixtures, and supplies.				
				January 1

City of Fort Saskatchewan - User Fees and Charges

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Electrical Permit Fee - Temporary and Underground Electrical Services				
Residential	\$ 117.00	per service	E	January 1
Commercial, Industrial, Institutional, High Density Multiple Residential	\$ 155.00	per service	E	January 1
Division: Infrastructure and Planning				
Department: Economic Development				
Business Licence Fees - New				
Business Licence Issued Between: ¹				
- January 1st and March 31st	100%	per licence / % of business licence renewal fee	E	January 1
- April 1st and June 30th	75%	per licence / % of business licence renewal fee	E	January 1
- July 1st and September 30th	50%	per licence / % of business licence renewal fee	E	January 1
- October 1st and December 31st	25%	per licence / % of business licence renewal fee	E	January 1
¹ Applies to Residential, Non-Residential, Transient Traders / Hawkers and Peddlers.				
Business Licence Fees - Renewal				
Seasonal- Resident	50%	per licence / % of business licence renewal fee for resident	E	January 1
Seasonal - Non- Resident	50%	per licence / % of business licence renewal fee for non- resident	E	January 1
Business Licence Fees - Renewal				
Resident	\$ 107.00	per licence / per calendar year	E	January 1
Non-Resident	\$ 350.00	per licence / per calendar year	E	January 1
Temporary Licence	\$ 110.00	per licence / per calendar year	E	January 1
Business & Development Incentive Application Fee				
Heartland Incentive Program	\$ 5,000.00	per application	E	January 1
Division: Infrastructure and Planning				
Department: Utilities				
Utility Fees - Water and Sewer Service Fees				
Connection to Main				
- Water / Sewer Connection Permit	\$ 410.68	each	E	January 1
- Permit Deposit	\$ 2,500.00	per permit	E	January 1
- Subdivision Development Water	\$ 560.00	per hectare	E	January 1
- Development Inspection (Construction Completion/Final Acceptance)	\$ 570.68	per Certificate	E	January 1
Account				
- Utility Account Application Fee	\$ 30.00	each	E	January 1

City of Fort Saskatchewan - User Fees and Charges

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- Service Deposit:				
- Metered	\$ 75.00	per account	E	January 1
- Construction Water Account	\$ 200.00	deposit per account	E	January 1
- Hydrant Water Account	\$ 200.00	deposit per account	E	January 1
- Utility Bill Paper Copy	\$ 1.50	per month	E	January 1
- Utility Bill Reprint	\$ 12.00	per bill	E	January 1
- Statement of Utility Account	\$ 29.00	per statement per Utility Account	E	January 1
- Bulk Water Account - After Hours ¹ Top Up	\$ 410.00	per call	E	January 1
Water - Meter and Curb Stop				
- Meter Installation Fee:				
- 5/8" Meter	\$ 60.00	per meter	E	January 1
- 3/4" to 1" Meter	\$ 177.00	per meter	E	January 1
- Greater 1" Meter	\$ 286.00	per meter	E	January 1
- Damaged Meter	\$ 360.00	minimum charge	E	January 1
- Meter Bench Test Deposit	\$ 195.00	per test	E	January 1
- Damaged Curb Stop	\$ 590.00	minimum charge	E	January 1
Sewer - Sewer Lateral Preventative Maintenance (i.e., "Root Program")				
- Basic Service	\$ 230.00	each	E	January 1
- Video	\$ 120.00	per appointment	E	January 1
- Auger	\$ 120.00	per appointment	E	January 1
- Chemical Treatment	\$ 120.00	per appointment	E	January 1
- Line Locating, Sonde, Lateral Only	\$ 120.00	per appointment	E	January 1
- Emergency Service, Sewer Back Up	\$ 690.00	each	E	January 1
Surcharge Fees ²				
- After Hours ¹ Water Disconnect / Reconnect ³	\$ 210.00	per appointment	E	January 1
- After Hours ¹ Meter Installation	\$ 420.00	per appointment	E	January 1
- Missed Appointment/ Site Not Ready for Meter ⁴	\$ 230.00	per appointment	E	January 1
¹ After Hours - 4:30pm to 10:00pm Monday to Friday, 8:00am to 10:00pm Saturday and Sunday.				
² Applied in addition to any other Fees and Charges.				
³ Reconnect must be within 3 hours of disconnect.				
⁴ Missed appointments may result in immediate disconnection of water.				
Utility Fees - Water Rates				
Fixed Rate				
- Multi-Unit Residential - Common Meter	\$ 7.64	per unit, per month	E	January 1
- 62 series (5/8") Meter	\$ 7.64	per month	E	January 1
- 75 series (3/4") Meter	\$ 11.00	per month	E	January 1
- 100 series (1") Meter	\$ 19.56	per month	E	January 1
- 150 series (1.5") Meter	\$ 44.01	per month	E	January 1
- 200 series (2") Meter	\$ 78.23	per month	E	January 1

City of Fort Saskatchewan - User Fees and Charges

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- 300 series (2.5" to 3") Meter	\$ 176.03	per month	E	January 1
- 400 series (4") Meter	\$ 312.93	per month	E	January 1
- 600 series (6") Meter	\$ 704.10	per month	E	January 1
- 800 series (8") Meter	\$ 1,251.74	per month	E	January 1
- Construction - Residential up to 3 units	\$ 75.00	per unit, per month	E	January 1
- Construction - Non-Residential, Residential >3 units	\$ 250.00	per month	E	January 1
Consumption Rate				
- Water - Metered Account	\$ 2.88	cubic metre	E	January 1
- Bulk Water - Account	\$ 4.00	cubic metre	E	January 1
- Bulk Water - Coin/Non Account	\$ 4.15	cubic metre	E	January 1
- Bulk Water - Hydrant	\$ 4.38	cubic metre	E	January 1
Utility Fees - Sewer Rates				
Fixed Rate				
- Individually Metered Account	\$ 6.60	per month	E	January 1
- Multi-Unit Residential - Common Meter	\$ 6.60	per unit, per month	E	January 1
Consumption Charge	\$ 2.64	per cubic metre of 100% water consumption	E	January 1
Utility Fees - Solid Waste Rates				
Fixed Rate				
- Residential Curbside Service (includes 1 garbage cart and 1 organics cart)	\$ 28.25	per unit, per month	E	January 1
- Multi-Family Residential Front-load Service	\$ 16.95	per unit, per month	E	January 1
Additional Garbage Cart (Limit 1 240L cart per household, minimum 6 month commitment)				
- Collection & Disposal	\$ 13.18	per unit, per month	E	January 1
- Cart Delivery - Administrative fee	\$ 65.00	per delivery	E	January 1
Commercial Organics Collection				
- Cart Delivery - Administrative fee	\$ 65.00	per delivery	E	January 1
- Cart Rental	\$ 3.00	per cart, per month	E	January 1
- Collection & Disposal	\$ 10.00	per cart, per lift	E	January 1
Cart Upsize Fee (exchange back upsize to 240L cart)	\$ 65.00	per delivery	E	January 1
Utility Penalties and Outstanding Balance Fees				
Late Payment Penalty	2.50%	on balance outstanding after due date specified on utility bill	E	January 1
Disconnection Notice Issued	\$ 17.00	per notice	E	January 1
Fee for Disconnection/Reconnection due to Late Payment or Bylaw Contravention 1	\$ 85.00	per disconnection	E	January 1
Transaction Fee to Transfer Outstanding Balance from Utility Account to Property Tax Account ¹	\$ 25.00	per transfer	E	January 1
¹ Outstanding balance must be paid in full.				

City of Fort Saskatchewan - User Fees and Charges

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Transfer Station - Waste Disposal Charges				
Residential Household Waste ¹				
- Loose Bags	\$ 3.00	per bag, up to 6 bags	E	January 1
- General Household Waste	\$ 25.00	per cubic metre	E	January 1
- General Construction Debris	\$ 40.00	per cubic metre	E	January 1
Furniture				
- Small Furniture, e.g. arm chair, kitchen table, twin mattress or box spring (each)	\$ 11.00	per piece	E	January 1
- Medium Furniture, e.g. 2-3 seat sofa, 4-drawer dresser, double/queen mattress or box spring (each)	\$ 17.00	per piece	E	January 1
- Large Furniture, e.g. 4-seat sofa, king mattress or box spring (each)	\$ 22.00	per piece	E	January 1
Mattress Surcharge	\$ 15.00	per mattress	E	January 1
Tree Branches Yard Waste and Christmas Trees - Fort Saskatchewan Residents	No Charge			
Branches and Yard Waste for Non Residents & Contractors	\$ 158.00	per tonne	E	January 1
Propane, Butane, and Camp-Stove Gas				
- Tanks Less than 20lbs	No Charge	per tank	E	January 1
- Tanks in Excess of 20lbs	No Charge	per tank	E	January 1
Scale fee - metric tonne (1,000 kg)	\$ 158.00	per metric tonne	E	January 1
Note: If scale does not read load weight, than refer to volume				

Division: Community and Protective Services

Department: Culture and Recreation Services

Dow Centennial Centre (DCC) - Single Admission

Child - 2 to 12 Yrs	\$ 4.76	each	T	January 1
Youth - 13 to 17 Yrs	\$ 5.48	each	T	January 1
Adult - 18 to 64 Yrs	\$ 9.05	each	T	January 1
Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 7.62	each	T	January 1
Family	\$ 20.00	each	T	January 1
Track Only - 2 to 64 Yrs	\$ 2.38	each	T	January 1
Track Only - Silver Sneakers - 65+ Yrs	\$ 1.43	each	T	January 1

DCC - 10 Visit Pass

Child - 2 to 12 Yrs	\$ 42.86	each	T	January 1
Youth - 13 to 17 Yrs	\$ 49.52	each	T	January 1
Adult - 18 to 64 Yrs	\$ 81.43	each	T	January 1
Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 68.57	each	T	January 1
Family	\$ 180.00	each	T	January 1

DCC - 1 Month Pass

Child - 2 to 12 Yrs	\$ 26.19	each	T	January 1
Youth - 13 to 17 Yrs	\$ 30.00	each	T	January 1
Adult - 18 to 64 Yrs	\$ 50.00	each	T	January 1

City of Fort Saskatchewan - User Fees and Charges

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Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 41.90	each	T	January 1
Flex Pass (living in the same household)				
- Child	\$ 22.14	each	T	January 1
- Youth	\$ 25.48	each	T	January 1
- Second Adult	\$ 42.38	each	T	January 1
- Second Senior/Student	\$ 35.48	each	T	January 1
Family (2 adults/caregivers and unlimited children under 18 Yrs)	\$ 110.00	each	T	January 1
DCC - Annual Pass				
Child - 2 to 12 Yrs	\$ 288.57	each	T	January 1
Youth -13 to 17 Yrs	\$ 330.00	each	T	January 1
Adult - 18 to 64 Yrs	\$ 550.00	each	T	January 1
Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 460.95	each	T	January 1
Flex Pass				
- Child	\$ 245.24	each	T	January 1
- Youth	\$ 280.48	each	T	January 1
- Second Adult	\$ 467.38	each	T	January 1
- Second Senior/Student	\$ 391.67	each	T	January 1
Family (2 adults/caregivers and unlimited children under 18 Yrs)	\$ 1,210.00	each	T	January 1
DCC - 1 Month Track Only Pass				
Track Only - 2 to 64 Yrs	\$ 21.43	each	T	January 1
Track Only - Silver Sneakers - 65+ Yrs	\$ 11.43	each	T	January 1
Harbour Pool - Single Admission				
Child - 2 to 12 Yrs	\$ 4.05	each	T	January 1
Youth - 13 to 17 Yrs / Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 5.48	each	T	January 1
Adult - 18 to 64 Yrs	\$ 7.14	each	T	January 1
Family (2 adults/caregivers and unlimited children under 18 Yrs)	\$ 16.19	each	T	January 1
Aquasize				
- Youth - 13 to 14 Yrs	\$ 6.90	each	E	January 1
- Youth - 15 to 17 Yrs / Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 6.90	each	T	January 1
- Adult - 18 to 64 Yrs	\$ 8.57	each	T	January 1
Harbour Pool - 10 Visit Pass				
Child - 2 to 12 Yrs	\$ 36.48	each	T	January 1
Youth - 13 to 17 Yrs / Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 49.33	each	T	January 1
Adult - 18 to 64 Yrs	\$ 64.29	each	T	January 1
Family (2 adults/caregivers and unlimited children under 18 Yrs)	\$ 145.71	each	T	January 1
Aquasize				
- Youth - 13 to 14 Yrs	\$ 62.15	each	E	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
- Youth - 15 to 17 Yrs / Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 62.19	each	T	January 1
- Adult - 18 to 64 Yrs	\$ 77.14	each	T	January 1
Harbour Pool - 1 Month Pass				
Child - 2 to 12 Yrs	\$ 24.29	each	T	January 1
Youth - 13 to 17 Yrs / Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 38.33	each	T	January 1
Adult - 18 to 64 Yrs	\$ 50.00	each	T	January 1
Flex Pass				
- Child	\$ 20.71	each	T	January 1
- Youth	\$ 32.62	each	T	January 1
- Second Adult	\$ 42.38	each	T	January 1
- Second Senior/Student	\$ 32.62	each	T	January 1
Family (2 adults/caregivers and unlimited children under 18 Yrs)	\$ 113.33	each	T	January 1
Aquasize				
- Youth - 13 to 14 Yrs	\$ 48.35	each	E	January 1
- Youth - 15 to 17 Yrs / Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 48.33	each	T	January 1
- Adult - 18 to 64 Yrs	\$ 60.00	each	T	January 1
Harbour Pool - Annual Pass				
Child - 2 to 12 Yrs	\$ 242.86	each	T	January 1
Youth - 13 to 17 Yrs / Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 383.33	each	T	January 1
Adult - 18 to 64 Yrs	\$ 500.00	each	T	January 1
Flex Pass				
- Child	\$ 207.14	each	T	January 1
- Youth	\$ 325.95	each	T	January 1
- Second Adult	\$ 425.00	each	T	January 1
- Second Senior/Student	\$ 325.95	each	T	January 1
Family (2 adults/caregivers and unlimited children under 18 Yrs)	\$ 1,133.33	each	T	January 1
Aquasize				
- Youth - 13 to 14 Yrs	\$ 483.35	each	E	January 1
- Youth - 15 to 17 Yrs / Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 483.33	each	T	January 1
- Adult - 18 to 64 Years Old	\$ 600.00	each	T	January 1
Multi Facility - DCC and Harbour Pool - Single Admission				
Family (2 adults/caregivers and unlimited children under 18 Yrs)	\$ 22.86	each	T	January 1
Multi Facility - DCC and Harbour Pool Punch Pass (10 Visits)				
Family (2 adults/caregivers and unlimited children under 18 Yrs)	\$ 205.71	each	T	January 1
Multi Facility - DCC and Harbour Pool - 1 Month Pass				
Child - 2 to 12 Yrs	\$ 28.57	each	T	January 1
Youth -13 to 17 Yrs	\$ 32.62	each	T	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Adult - 18 to 64 Yrs	\$ 55.24	each	T	January 1
Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 44.76	each	T	January 1
Flex Pass				
- Child	\$ 24.29	each	T	January 1
- Youth	\$ 27.62	each	T	January 1
- Second Adult	\$ 46.90	each	T	January 1
- Second Senior/Student	\$ 37.86	each	T	January 1
Family (2 adults/caregivers and unlimited children under 18 Yrs)	\$ 138.57	each	T	January 1
Aquasize				
- Youth - 13 to 17 Yrs / Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 55.24	each	T	January 1
- Adult - 18 to 64 Yrs	\$ 64.29	each	T	January 1
Multi Facility - Dow Centennial Centre and Harbour Pool - Annual Pass				
Child - 2 to 12 Yrs	\$ 314.29	each	T	January 1
Youth - 13 to 17 Yrs	\$ 358.81	each	T	January 1
Adult - 18 to 64 Yrs	\$ 607.62	each	T	January 1
Senior - 65+ Yrs / Student - Valid Post Secondary ID (18+ Yrs)	\$ 492.38	each	T	January 1
Flex Pass				
- Child	\$ 267.14	each	T	January 1
- Youth	\$ 305.00	each	T	January 1
- Second Adult	\$ 516.43	each	T	January 1
- Second Senior/Student	\$ 418.57	each	T	January 1
Family (2 adults/caregivers and unlimited children under 18 Yrs)	\$ 1,525.24	each	T	January 1
Aquasize				
- Youth - 13 to 17 Yrs / Senior - 65+ Yrs / Student - Valid Post Secondary ID (18 + Yrs)	\$ 599.76	each	T	January 1
- Adult - 18 to 64 Yrs	\$ 707.14	each	T	January 1
Corporate Discount (daily admissions not included)				
Point of Sale Discount	15%	% discount	T	January 1
DCC - Childminding Services				
Individual Child (with membership)	\$ 3.50	per half hour	E	January 1
- 20 Punch Pass	\$ 59.50	20 half hours	E	January 1
Individual Child (no membership)	\$ 4.25	per half hour	E	January 1
- 20 Punch Pass	\$ 72.25	20 half hours	E	January 1
Family	\$ 5.75	per half hour	E	January 1
- 20 Punch Pass	\$ 97.75	20 half hours	E	January 1
DCC - Specialized Fitness Services*				
Personal Training Service				
- Personal Program - 2 Hour	\$ 119.05	per 2 hour session	T	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
- Personal Fitness Assessment - 1 Hour	\$ 60.00	per 1 hour session	T	January 1
- Starter Package (3 training sessions, program and assessment)	\$ 180.00	per package	T	January 1
Personal Training Packages				
- 1 Hour Package	\$ 60.00	per package	T	January 1
- 5 Hour Package	\$ 270.00	per package	T	January 1
- 10 Hour Package	\$ 540.00	per package	T	January 1
- 15 Hour Package	\$ 720.00	per package	T	January 1
Group Training Sessions - 2 people				
- Group Training 1 Hour Package	\$ 80.00	per package	T	January 1
- Group Training 5 Hour Package	\$ 360.00	per package	T	January 1
- Group Training 10 Hour Package	\$ 680.00	per package	T	January 1
- Group Training 15 Hour Package	\$ 1,040.00	per package	T	January 1
*All Personal Training Services will expire 1 year from date of purchase				
Facility Rental Fees - Miscellaneous				
City Insurance Fee - may be available for functions which require insurance when it has not otherwise been obtained	At Cost	per function (as evaluated)	T	January 1
Damage Deposit - Refundable if No Damage	\$ 350.00		E	January 1
Extra Cleaning or Damage	At Cost		T	January 1
* All day rates are up to a maximum of 10 hours				
Facility Rental Cancellation Fees				
Weddings, Banquets, Christmas Parties, Special Events and Licensed Events				
- More than 90 Days' Notice Provided	\$ 30.00	flat rate	E	January 1
- Less than 90 Days' Notice Provided	50%		T	January 1
- Less than 30 Days' Notice Provided	100%	% of rental cost	T	January 1
Meetings, Birthday Parties, All Other Rentals				
- More than 72 Hours Notice Provided		full refund	T	January 1
- Less than 72 Hours Notice Provided	100%	% of rental cost	T	January 1
Facility Rental Fees - Parking Lots				
Non-Profit	\$ 166.67	per day	T	January 1
Commercial	\$ 261.90	per day	T	January 1
Facility Rental Fees - Beach Volley Ball Courts				
All Courts Event Fee (3 day maximum)	\$ 210.00	per day	T	January 1
Facility Rental Fees - Pickleball Courts				
All Courts Event Fee (3 day maximum)	\$ 131.19	per day	T	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Facility Rental Fees - Fort Saskatchewan Community Hall*				
Normandy Room				
Kitchen Damage Deposit - Refundable if no damage (NEW)	\$ 500.00	flat rate	E	January 1
Kitchen Only Rental Fee *Full service(NEW)	\$ 400.00	per rental	T	January 1
- Resident or Non Profit Group	\$ 79.05	per hour	T	January 1
	\$ 633.33	per day	T	January 1
- Non-Resident or Commercial	\$ 121.90	per hour	T	January 1
	\$ 976.19	per day	T	January 1
- Self Clean-Up / No Setup (Approved Users)*	\$ 49.05	per hour	T	January 1
* Room unlocked, no custodial support, no table/chair set up, empty room only	\$ 392.38	per day	T	January 1
Ortona Room				
- When rented with the Normandy Room - All Users	\$ 30.24	per hour	T	January 1
- Resident or Non Profit Group	\$ 30.24	per hour	T	January 1
	\$ 241.90	per day	T	January 1
- Non-Resident or Commercial	\$ 45.24	per hour	T	January 1
	\$ 361.90	per day	T	January 1
- Self Clean-Up / No Setup (Approved Users)*	\$ 23.81	per hour	T	January 1
* Room unlocked, no custodial support, no table/chair set up, empty room only	\$ 190.48	per day	T	January 1
*Two hour minimum for bookings				
Facility Rental Fees - Curling Club Building*				
Kitchen Damage Deposit - Refundable if no damage	\$ 500.00	flat rate	E	January 1
Kitchen Only Rental Fee	\$ 210.00	per rental	T	January 1
Banquet Room A or Main Floor Meeting Room				
- Resident or Non-Profit Group	\$ 30.24	per hour	T	January 1
	\$ 241.90	per day	T	January 1
- Non-Resident or Commercial	\$ 45.24	per hour	T	January 1
	\$ 361.90	per day	T	January 1
Banquet Room B				
- Resident or Non-Profit Group	\$ 36.43	per hour	T	January 1
	\$ 291.43	per day	T	January 1
- Non-Resident or Commercial	\$ 61.43	per hour	T	January 1
	\$ 491.43	per day	T	January 1
Banquet Room A and B combined				
- Resident or Non-Profit Group	\$ 66.67	per hour	T	January 1
	\$ 533.33	per day	T	January 1
- Non-Resident or Commercial	\$ 106.67	per hour	T	January 1
	\$ 853.33	per day	T	January 1
*Two hour minimum for bookings				

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Facility Rental Fees - West River's Edge Building*				
Main Floor (fire pits included)				
- Resident or Non-Profit Group	\$ 37.14	per hour	T	January 1
	\$ 297.14	per day	T	January 1
- Non-Resident or Commercial	\$ 57.14	per hour	T	January 1
	\$ 457.14	per day	T	January 1
Basement				
- Resident or Non-Profit Group	\$ 30.24	per hour	T	January 1
	\$ 241.90	per day	T	January 1
- Non-Resident or Commercial	\$ 45.24	per hour	T	January 1
	\$ 361.90	per day	T	January 1
Entire Building (Main Floor and Basement, fire pits included)				
- Resident or Non-Profit Group	\$ 67.38	per hour	T	January 1
	\$ 539.05	per day	T	January 1
- Non-Resident or Commercial	\$ 102.38	per hour	T	January 1
	\$ 819.05	per day	T	January 1
*Two hour minimum for bookings				
Facility Rental Fees - Harbour Pool				
General Public/Non-Local Schools - Main Pool				
- 1 to 74 People	\$ 160.95	per hour	T	January 1
- 75 to 124 People	\$ 201.67	per hour	T	January 1
- 125 to 185 People	\$ 242.38	per hour	T	January 1
- 186 to 246 People	\$ 283.33	per hour	T	January 1
- 247 to 300 People	\$ 323.81	per hour	T	January 1
Pool Party Package (incl 1 hr private pool rental, MPR for 2 hrs, extra guard for inflatable, set up/tear down)	\$ 250.00	per rental	T	January 1
Additional Guard	\$ 27.14	per hour	T	January 1
Additional Guard Overtime	\$ 54.29	per hour	T	January 1
Multi-Purpose Room - All Users	\$ 30.24	per hour	T	January 1
Swim Club - Pool				
- Local Main Pool Only	\$ 92.86	per hour	T	January 1
- Local Swim Meet	\$ 148.09	per hour	T	January 1
Single Lane Rentals (practices only)				
- Resident	\$ 15.48	per hour	T	January 1
- Non-Resident	\$ 18.05	per hour	T	January 1
Local School Main Pool				
- 1 to 74 People	\$ 28.57	per hour	T	January 1
- 75 to 124 People	\$ 57.14	per hour	T	January 1
- 125 to 185 People	\$ 85.71	per hour	T	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
- 186 to 246 People	\$ 114.29	per hour	T	January 1
- 247 to 300 People	\$ 142.86	per hour	T	January 1
Facility Rental Fees - DCC Banquet Hall (Lions Mane and Pride)*				
Extra Linen Fee	\$ 2.38	each	T	January 1
DCC Banquet Hall				
- Resident or Non-Profit Group	\$ 79.05	per hour	T	January 1
	\$ 632.05	per day	T	January 1
- Resident or Non-Profit Group set up (7-10pm night before) / tear down (7-10am morning after)	\$ 158.33	per booking per day	T	January 1
- Resident or Non-Profit Group day rate when also booking set-up and/or tear down time (9am-2am)	\$ 948.71	per day	T	January 1
- Resident or Non-Profit Group Self Clean Up / No Set Up (Approved Users)	\$ 52.86	per hour	T	January 1
* Room unlocked, no custodial support, no table/chair set up, empty room only	\$ 422.86	per day	T	January 1
- Non-Resident or Commercial	\$ 121.67	per hour	T	January 1
	\$ 973.33	per day	T	January 1
- Non-Resident or Commercial Set up (7-10pm night before) / tear down (7-10am morning after)	\$ 243.33	per booking per day	T	January 1
- Non-Resident or Commercial day rate when also booking set-up and/or tear down time (9am-2am)	\$ 1,460.00	per day	T	January 1
- Non-Resident or Commercial Self Clean Up / No Set Up (Approved Users)	\$ 79.29	per hour	T	January 1
* Room unlocked, no custodial support, no table/chair set up, empty room only	\$ 634.29	per day	T	January 1
DCC Lions Mane Only				
- Resident or Non-Profit Group	\$ 52.86	per hour	T	January 1
	\$ 422.86	per day	T	January 1
- Resident or Non-Profit Group set up (7-10 pm night before) / tear down (7-10am morning after)	\$ 105.71	per booking per day	T	January 1
- Resident or Non-Profit Group day rate when also booking set-up and/or tear down time (9am-2am)	\$ 634.29	per day	T	January 1
- Non-Resident or Commercial	\$ 79.29	per hour	T	January 1
	\$ 634.29	per day	T	January 1
- Non-Resident or Commercial set up (7-10 pm night before) / tear down (7-10am morning after)	\$ 158.57	per booking per day	T	January 1
- Non-Resident or Commercial day rate when also booking set-up and/or tear down time (9am-2am)	\$ 951.43	per day	T	January 1
DCC Lions Pride Only				
- Resident or Non-Profit Group	\$ 30.24	per hour	T	January 1
	\$ 241.90	per day	T	January 1
- Resident or Non-Profit Group set up (7-10pm night before) / tear down (7-10am the morning after)	\$ 60.48	per booking per day	T	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
- Resident or Non-Profit Group day rate when also booking set-up and/or tear down time (9am-2am)	\$ 362.86	per day	T	January 1
- Non-Resident or Commercial	\$ 45.24	per hour	T	January 1
	\$ 361.90	per day	T	January 1
- Non-Resident or Commercial set up (7-10pm night before) / tear down (7-10am morning after)	\$ 90.48	per booking/per day	T	January 1
- Non-Resident or Commercial day rate when also booking set-up and/or tear down time (9am-2am)	\$ 542.86	per day	T	January 1
*Two hour minimum for bookings				
Facility Rental Fees - DCC Meeting Rooms				
Extra Linen Fee	\$ 2.38	each	T	January 1
DCC Pacesetter Homes Multipurpose Room/DCC Scotiabank Room*				
- Resident or Non-Profit Group	\$ 30.24	per hour	T	January 1
	\$ 241.90	per day	T	January 1
- Non-Resident or Commercial	\$ 45.24	per hour	T	January 1
	\$ 361.90	per day	T	January 1
*Two hour minimum for bookings, some exclusions apply				
Auggie's Party Room				
All Users	\$ 23.81	per hour	T	January 1
	\$ 190.48	per day	T	January 1
Facility Rental Fees - DCC Gymnasium				
Full Gymnasium				
- Resident or Non-Profit Group	\$ 47.62	per hour	T	January 1
	\$ 380.95	per day	T	January 1
- Non-Resident or Commercial	\$ 95.24	per hour	T	January 1
	\$ 761.90	per day	T	January 1
Half Gymnasium				
- Resident or Non-Profit Group	\$ 23.81	per hour	T	January 1
	\$ 190.48	per day	T	January 1
- Non-Resident or Commercial	\$ 47.62	per hour	T	January 1
	\$ 380.95	per day	T	January 1
Facility Rental Fees - DCC Flex Hall				
Resident or Non-Profit Group	\$ 23.81	per hour	T	January 1
	\$ 190.48	per day	T	January 1
Non-Resident or Commercial	\$ 43.81	per hour	T	January 1
	\$ 350.48	per day	T	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
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Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Facility Rental Fees - Indoor Soccer Field *				
Cancellation Fees				
-15 or more Days Notice Provided		Full Refund	T	January 1
- Less than 15 Days Notice Provided	100%	% of rental cost	T	January 1
January 1st to March 31st				
- Resident Youth or Non-Profit Group (Mon-Fri, Open-5pm)	\$ 82.14	per hour	T	January 1
- Resident Youth or Non-Profit Group (Mon-Fri, 5pm - Close, Sat-Sun all day)	\$ 118.05	per hour	T	January 1
- Resident Adult (Mon-Fri, Open-5pm)	\$ 87.33	per hour	T	January 1
- Resident Adult (Mon-Fri, 5pm - Close, Sat-Sun all day)	\$ 128.29	per hour	T	January 1
- Non-Resident or Commercial (Mon-Fri, Open-5pm)	\$ 97.57	per hour	T	January 1
- Non-Resident or Commercial (Mon-Fri, 5pm - Close, Sat-Sun all day)	\$ 138.62	per hour	T	January 1
April 1st to August 31st				
- Resident Youth or Non-Profit Group (Mon-Sun Anytime)	\$ 85.24	per hour	T	April 1
- Resident Adult (Mon-Sun Anytime)	\$ 90.48	per hour	T	April 1
- Non-Resident or Commercial (Mon-Sun Anytime)	\$ 100.95	per hour	T	April 1
September 1st to December 31st				
- Resident Youth or Non-Profit Group (Mon-Fri, Open-5pm)	\$ 86.24	per hour	T	September 1
- Resident Youth or Non-Profit Group (Mon-Fri, 5pm - Close, Sat-Sun all day)	\$ 123.95	per hour	T	September 1
- Resident Adult (Mon-Fri, Open-5pm)	\$ 91.71	per hour	T	September 1
- Resident Adult (Mon-Fri, 5pm - Close, Sat-Sun all day)	\$ 134.71	per hour	T	September 1
- Non-Resident or Commercial (Mon-Fri, Open-5pm)	\$ 102.43	per hour	T	September 1
- Non-Resident or Commercial (Mon-Fri, 5pm - Close, Sat-Sun all day)	\$ 145.57	per hour	T	September 1
* Half field rental rates are 50% of full field rental rates.				
Facility Rental Fees - Taurus Field *				
Cancellation Fees				
-15 or more Days Notice Provided		Full Refund	T	January 1
- Less than 15 Days Notice Provided	100%	% of rental cost	T	January 1
- Resident or Non-Profit	\$ 67.86	per hour	T	April 1
- Non-Resident or Commercial	\$ 114.29	per hour	T	April 1
* Field is open April 1st - November 30th, weather dependent				
Facility Rental Arena Fees- Dow Centennial Centre (DCC), Jubilee Recreation Centre (JRC), and Sportsplex (SPX)				
Cancellation Fees				
-15 or more Days Notice Provided		Full Refund	T	January 1
- Less than 15 Days Notice Provided	100%	% of rental cost	T	January 1
January 1st to June 30th				
- Prime Ice Rental - Mon - Fri 5:30-10pm, Sat-Sun 8am-10pm				
- Resident Youth/Junior/Non-Profit	\$ 135.86	per hour	T	January 1
- Adult	\$ 231.57	per hour	T	January 1

City of Fort Saskatchewan - User Fees and Charges

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- Non-Resident Youth	\$ 171.14	per hour	T	January 1
- Non-Prime Ice Rental - Mon-Fri Open-5:30pm, Sat-Sun 6-8am, Mon-Sun 10pm-12am				
- Resident Youth/Junior/Non-Profit	\$ 80.52	per hour	T	January 1
- Adult	\$ 140.95	per hour	T	January 1
- Non-Resident Youth	\$ 100.67	per hour	T	January 1
July 1st to August 31st				
- Summer Ice -Youth Rate	\$ 158.57	per hour	T	July 1
- Summer Ice - Adult Rate	\$ 216.67	per hour	T	July 1
Non-Ice (Dry Pad Arena Surface)				
- Resident Youth/Junior/Non-Profit	\$ 74.05	per hour	T	March 15
- Adult	\$ 105.71	per hour	T	March 15
- Non-Resident Youth	\$ 90.00	per hour	T	March 15
September 1st to December 31st				
- Prime Ice Rental - Mon-Fri 5:30-10pm, Sat-Sun 8am-10pm				
- Resident Youth/Junior/Non-Profit	\$ 142.86	per hour	T	September 1
- Adult	\$ 243.33	per hour	T	September 1
- Non-Resident Youth	\$ 179.76	per hour	T	September 1
- Non-Prime Ice Rental - Mon-Fri 6am-5:30pm, Sat-Sun Open-8am, Mon-Sun 10pm-12am				
- Resident Youth/Junior/Non-Profit	\$ 84.57	per hour	T	September 1
- Adult	\$ 148.19	per hour	T	September 1
- Non-Resident Youth	\$ 105.71	per hour	T	September 1
Special Event Fees - Arenas (Dry Pad), Taurus Field, Indoor Soccer Field				
Set-Up/Strike Days	\$ 952.38	per day	T	January 1
Event Day	\$ 1,904.76	per day	T	January 1
Indoor Turf Conversion	\$ 2,619.05	per event	T	January 1
Other Culture Services Fees				
City Insurance Fee - may be available for functions which require insurance and when it has not otherwise been obtained	At Cost	per function (as evaluated)	T	January 1
Cancellation Fee				
- Fort Heritage Precinct Weddings and Events				
- More than 90 days Notice Provided	\$ 30.00	flat rate	E	January 1
- Between 31 and 90 days Notice Provided	50%	% of rental cost	T	January 1
- Less than 30 days Notice Provided	100%	% of rental cost	T	January 1
- Meetings				
- Less than 72 hours Notice Provided	100%	% of rental cost	T	January 1
Damage Deposit for Heritage Facilities - Refundable if No Damage	\$ 500.00	per rental	E	January 1
Damage Deposit for Outdoor Special Events - Refundable if No Damage	\$ 350.00	per rental	E	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
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Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Additional Cleaning Charge	100%	% of cost incurred	T	January 1
Auggie Fees				
For Profit Organizations Only				
- Auggie Appearance Fee	\$ 75.00	per hour	E	January 1
- Auggie Escort Fee	\$ 65.00	per hour	E	January 1
Special Event Fees				
Event Permit - submitted less than 28 days prior to event	\$ 150.00	per permit	E	January 1
Fort Heritage Precinct Fees				
Daily Admissions				
- Child (2-12 Yrs)	\$ 4.29	each	T	January 1
- Youth (13-17 Yrs)/Senior (65+ Yrs)	\$ 5.24	each	T	January 1
- Adult (18-64 Yrs)	\$ 8.57	each	T	January 1
- Family (2 adults/caregivers and unlimited children under 18 Yrs)	\$ 21.43	each	T	January 1
School Programs (Under 14 Yrs)	\$ 7.00	per student	E	September 1
School Programs (14+ Yrs)	\$ 7.00	per student	T	September 1
History Centre Fee	\$ 350.00	per session	E	September 1
Fort Heritage Precinct Outreach Fee (Under 14 Yrs)	\$ 50.00	per 1.0 hour session	E	September 1
Fort Heritage Precinct Outreach Fee (14+ Yrs)	\$ 50.00	per 1.0 hour session	T	September 1
Photo Reproductions	\$ 20.95	per photo	T	September 1
Research Fee (first hour of research is free)	\$ 30.95	per hour	T	September 1
Facility Rental Fees - Fort Heritage Precinct Village*				
Court House or Soda Lake Church				
- Resident or Non-Profit Group	\$ 30.24	per hour	T	January 1
	\$ 241.90	per day	T	January 1
- Non-Resident or Commercial	\$ 45.24	per hour	T	January 1
	\$ 361.90	per day	T	January 1
Village Grounds Only				
- Resident or Non-Profit Group	\$ 41.67	per hour	T	January 1
	\$ 333.33	per day	T	January 1
- Non-Resident or Commercial	\$ 57.14	per hour	T	January 1
	\$ 456.19	per day	T	January 1
Court House or Soda Lake Church and the Village Grounds				
- Resident or Non-Profit Group	\$ 52.86	per hour	T	January 1
	\$ 422.86	per day	T	January 1
- Non-Resident or Commercial	\$ 85.00	per hour	T	January 1
	\$ 680.00	per day	T	January 1

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Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Rotary Amphitheatre				
- Resident or Non-Profit Group	\$ 52.86	per hour	T	January 1
	\$ 422.86	per day	T	January 1
- Non-Resident or Commercial	\$ 85.00	per hour	T	January 1
	\$ 680.00	per day	T	January 1
Interior Photographs	\$ 155.48	flat rate - 2 hour max	T	January 1
* Two hour minimum for bookings.				
Facility Rental Fees - Fort Heritage Precinct 1875 North West Mounted Police (NWMP) Fort *				
Program Space				
- Resident or Non-Profit Group	\$ 30.24	per hour	T	January 1
	\$ 241.90	per day	T	January 1
- Non-Resident or Commercial	\$ 45.24	per hour	T	January 1
	\$ 361.90	per day	T	January 1
Fort Grounds and Program Space Special Events				
- Resident or Non-Profit Group	\$ 52.86	per hour	T	January 1
	\$ 422.86	per day	T	January 1
- Non-Resident or Commercial	\$ 85.00	per hour	T	January 1
	\$ 680.00	per day	T	January 1
* Two hour minimum for bookings.				
Facility Rental Fees - Fort Heritage Precinct CN Station *				
Annual Block Booking *				
- Kinsmen Room				
- Resident or Non-Profit Group	\$ 19.05	per hour	T	January 1
	\$ 152.38	per day	T	January 1
- Non-Resident or Commercial	\$ 23.81	per hour	T	January 1
	\$ 190.48	per day	T	January 1
Casual Booking				
- Kinsmen Room				
- Resident or Non-Profit Group	\$ 30.24	per hour	T	January 1
	\$ 241.90	per day	T	January 1
- Non-Resident or Commercial	\$ 45.24	per hour	T	January 1
	\$ 361.90	per day	T	January 1
* More than 10 bookings per year.				
* Two hour minimum for bookings				

City of Fort Saskatchewan - User Fees and Charges

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* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Facility Rental Fees - Legacy Park Bandshell*				
Resident or Non-Profit Group	\$ 30.24	per hour	T	September 1
	\$ 241.90	per day	T	September 1
Non-Resident or Commercial	\$ 50.24	per hour	T	September 1
	\$ 401.90	per day	T	September 1
Facility Rental Fees - City Hall *				
Special and Additional Services Required with Use of Square	100%	% of cost incurred	T	January 1
* Use of the Square is free				
Facility Rental Fees - PA System *				
Resident or Non-Profit Group	\$ 142.86	per rental	T	January 1
Commercial or Non-Resident	\$ 190.48	per rental	T	January 1
* Maximum three day rental				
Facility Rental Fees - DCC Shell Theatre 1, 2, 3				
Cancellation Fee or Substantial Change Fee 4				
- Shows sold via Ticketpro 5	As per ticket event license agreement	each	T	January 1
Rental Deposit 6				
- Resident and/or Non-Profit Group	\$ 350.00	per rental day, non-refundable	E	January 1
- Commercial or Non Resident	\$ 500.00	per rental day, non-refundable	E	January 1
1 Day rate is a maximum of 10 hours. Any additional rental hours will be charged at the applicable hourly rate.				
2 The fee applicable to Ticket Event Licensed events will be the greater of 10% of the gross ticket sales/proceeds (net of GST) or the rate as stated in the agreement. Admission includes ticket sales, silver collection, suggested donation or similar charges.				
3 For all rental contracts in the DCC involving more than two facility spaces or the use of the Shell Theatre: with 30 days or more notice provided, the renter is charged the full rental deposit plus any incurred costs. With less than 30 days notice provided, the renter is charged with the full amount of the contract plus any incurred costs.				
4 Cancellation policy for shows via Ticketpro is regulated under Ticketed Event License Agreement.				
5 For all rental contracts in the DCC involving more than two facility rental spaces or involving the Shell Theatre.				
6 Minimum Shell Theatre booking is 5 hours.				
Facility Rental Fees - Entandem*				
Function Without Dance	At Cost	per function	T	January 1
Function With Dance	At Cost	per function	T	January 1
* This fee is applicable where music is part of a function (as needed).				

City of Fort Saskatchewan - User Fees and Charges

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* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Facility Rental Fees - Shell Theatre				
January 1 - August 31				
Performances				
- Resident and/or Non-Profit Group	\$ 453.76	minimum book	T	January 1
	\$ 93.76	additional hour	T	January 1
	\$ 739.43	per day	T	January 1
- Non-Resident or Commercial	\$ 936.71	minimum book	T	January 1
	\$ 187.57	additional hour	T	January 1
	\$ 1,557.29	per day	T	January 1
September 1 - December 31				
Performance - Show (includes: 2 technicians and 1 Front of House Assistant)				
- Resident and/or Non-Profit Group	\$ 750.48	minimum book	T	September 1
	\$ 153.33	additional hour	T	September 1
	\$ 1,360.95	per day	T	September 1
Non-Resident or Commercial	\$ 1,233.33	minimum book	T	September 1
	\$ 242.86	additional hour	T	September 1
	\$ 2,236.19	per day	T	September 1
January 1 - August 31				
Rehearsals				
- Resident and/or Non-Profit Group	\$ 369.95	minimum book	T	January 1
	\$ 69.00	additional hour	T	January 1
	\$ 606.19	per day	T	January 1
- Non-Resident or Commercial	\$ 764.48	minimum book	T	January 1
	\$ 172.76	additional hour	T	January 1
	\$ 1,205.95	per day	T	January 1
September 1 - December 31				
Performance - Rehearsal (includes: 2 technicians and 1 Front of House Assistant)				
- Resident and/or Non-Profit Group	\$ 656.19	minimum book	T	September 1
	\$ 125.71	additional hour	T	September 1
	\$ 1,211.43	per day	T	September 1
- Non-Resident or Commercial	\$ 1,147.62	minimum book	T	September 1
	\$ 238.05	additional hour	T	September 1
	\$ 2,018.05	per day	T	September 1
September 1 - December 31				
Rehearsal - Staging (includes: 1 technician and 1 Front of House Assistant)				
- Resident and/or Non-Profit Group	\$ 414.29	minimum book	T	September 1
	\$ 77.14	additional hour	T	September 1
	\$ 679.05	per day	T	September 1

City of Fort Saskatchewan - User Fees and Charges

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* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
- Non-Resident or Commercial	\$ 641.90	minimum book	T	September 1
	\$ 128.57	additional hour	T	September 1
	\$ 1,029.52	per day	T	September 1
September 1 - December 31				
Festival, Competition and Conference (includes: 1 technician and 1 Front of House Assistant)				
- Resident and/or Non-Profit Group	\$ 508.57	minimum book	T	September 1
	\$ 104.76	additional hour	T	September 1
	\$ 828.57	per day	T	September 1
- Non-Resident or Commercial	\$ 1,077.14	minimum book	T	September 1
	\$ 215.24	additional hour	T	September 1
	\$ 1,790.48	per day	T	September 1
January 1 - August 31				
DCC Shell Theatre Foyer Only				
- Resident and/or Non-Profit Group	\$ 57.24	per hour	T	January 1
	\$ 457.86	per day	T	January 1
- Non-Resident or Commercial	\$ 77.19	per hour	T	January 1
	\$ 617.38	per day	T	January 1
September 1 - December 31				
DCC Shell Theatre Foyer Only				
- Resident and/or Non-Profit Group	\$ 62.86	per hour	T	September 1
	\$ 503.81	per day	T	September 1
- Non-Resident or Commercial	\$ 84.76	per hour	T	September 1
	\$ 679.05	per day	T	September 1
January 1 - August 31				
DCC Theatre Dressing Room Only				
- Resident and/or Non-Profit Group	\$ 16.33	per hour	T	January 1
	\$ 132.38	per day	T	January 1
- Non-Resident or Commercial	\$ 27.62	per hour	T	January 1
	\$ 221.24	per day	T	January 1
September 1 - December 31				
DCC Theatre Dressing Room Only				
- Resident and/or Non-Profit Group	\$ 18.10	per hour	T	September 1
	\$ 145.71	per day	T	September 1
- Non-Resident or Commercial	\$ 29.52	per hour	T	September 1
	\$ 243.81	per day	T	September 1
January 1 - August 31				
DCC Green Room Only				
- Resident or Non-Profit Group	\$ 25.24	per hour	T	January 1

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	\$ 201.67	per day	T	January 1
- Non-Resident or Commercial	\$ 40.48	per hour	T	January 1
	\$ 322.48	per day	T	January 1
September 1 - December 31				
DCC Green Room Only				
- Resident or Non-Profit Group	\$ 27.62	per hour	T	September 1
	\$ 221.90	per day	T	September 1
- Non-Resident or Commercial	\$ 44.76	per hour	T	September 1
	\$ 354.29	per day	T	September 1
Confidence Monitor	\$ 142.86	per day	T	September 1
Grand Piano				
- Per Use Fee	\$ 104.76	minimum fee	T	September 1
- Tuning Fee	100%	per each / % of cost incurred	T	September 1
Upright Piano				
- Per Use Fee	\$ 52.38	minimum fee	T	September 1
- Tuning Fee	100%	per each / % of cost incurred	T	September 1
Ticketing and Facility Fees				
Included Technician(s)/Stagehand Labour	\$ 43.24	per hour/per person/4 hour minimum	T	September 1
Included Technician / Stagehand Labour Overtime (after 10 hours)	\$ 21.62	per hour/per person/4 hour minimum	T	September 1
Additional Technician(s)/Stagehand Labour (up to 8 hours)	\$ 43.24	per hour/per person/4 hour minimum	T	September 1
Additional Technician / Stagehand Labour Overtime (after 8 hours)	\$ 64.86	per hour/per person/4 hour minimum	T	September 1
Specialized Labour	100%	per each / % of cost incurred	T	September 1
Front of House Staff	\$ 27.14	per hour / person	T	September 1
Front of House Staff Overtime	\$ 40.71	per hour / person	T	September 1
Box Office or Merchandise Sales Attendant	\$ 27.14	per hour / person	T	September 1
Insufficient Meal Break Levy	\$ 200.00	per instance	T	September 1
Insufficient Intermission Levy	\$ 200.00	per instance	T	September 1
Security / Parking Personnel	100%	% of cost incurred	T	September 1
Heavy Equipment	100%	% of cost incurred	T	September 1
Special Request Lighting and Audio Equipment	100%	% of cost incurred	T	September 1
Royalty on Merchandizing - Performing Arts	15%	% of cost incurred	T	September 1
Royalty on Merchandizing - Visual Arts	20%	% of cost incurred	T	September 1
Royalty - Dance and Music Festivals / Competitions	\$ 261.90	per merchant	T	September 1
Box Office Services (Ticketpro)				
- Event Setup Fee	\$ 71.43	minimum fee PLUS	T	September 1
- Box Office Sales / Ticket Fee	\$ 0.20	per each sale / ticket	T	September 1
- Credit Card / Debit Ticket Sale Charge (as per ticket event license agreement)	As per ticket event license agreement	each	T	September 1

City of Fort Saskatchewan - User Fees and Charges

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Performances - Fort Saskatchewan 50 / 50 *				
*Volunteers contributing a minimum 50 volunteer hours to the DCC Shell Theatre will receive discounted rates.				
- Resident and/or Non-Profit Group	\$ 375.24	5-hour minimum booking	T	September 1
	\$ 76.67	additional hour	T	September 1
	\$ 680.48	per day	T	September 1
- Non-Resident or Commercial	\$ 616.67	5 hour minimum booking	T	September 1
	\$ 121.43	additional hour	T	September 1
	\$ 1,118.10	per day	T	September 1
EIPS and EICS Schools - Schools using the School Ticketing Package may have a portion of ticket dividends paid towards the facility rental fee of their event in lieu of aforementioned facility rental fees, as follows:				
- Ticket prices \$0.00 to \$5.00	\$ 2.38	per ticket sold	T	January 1
- Ticket prices \$5.01 to \$14.99	\$ 3.71	per ticket sold	T	January 1
- Ticket prices \$15.00 to \$19.99	\$ 4.52	per ticket sold	T	January 1
Shell Theatre Video Services				
All pricing includes equipment and staff charges to complete service				
Maximum time length per session is 3 hours				
Archival: Single Stationary Camera				
- Video System Set-up (up to 2 Sessions)	\$ 238.10	per event	T	January 1
- Additional Session setup	\$ 52.38	per session	T	January 1
Multi-Camera: 2 or more cameras				
- Video System Set-up (up to 2 Sessions)	\$ 238.10	per event	T	January 1
- Additional Session setup	\$ 52.38	per session	T	January 1
- Hourly Performance Fee	\$ 57.14	per hour	T	January 1
- Hourly Performance Fee - Overtime (after 8 hours)	\$ 85.71	per hour	T	January 1
- Hourly Rehearsal Fee	\$ 45.71	per hour	T	January 1
- Hourly Rehearsal Fee - Overtime (after 8 hours)	\$ 68.57	per hour	T	January 1
Division: Community & Protective Services				
Department: Protective Services				
Criminal Record Check Fees				
Individual Person Rate	\$ 56.00	per check	E	January 1
Family Rate	\$ 78.00	per check	E	January 1
Non-resident Rate	\$ 84.00	per check	E	January 1
Fingerprints	\$ 29.00	per check	E	January 1

City of Fort Saskatchewan - User Fees and Charges

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Motor Vehicle Collision Report and Statement Fees				
Statements (Driver or Witness) Reports	\$ 29.00	per statement	E	January 1
Statements with Photos Reports	\$ 55.00	per statement	E	January 1
Animal Licenses ¹				
Animal Licence - Tag Replacement	\$ 10.00	per animal	E	January 1
Animal Licence - New or Renewal (Non-Senior Rates):				
- Neutered or Spayed Cat or Dog	\$ 38.00	per animal	E	January 1
- Unaltered Cat or Dog	\$ 50.00	per animal	E	January 1
- Nuisance Dog Licence	\$ 120.00	per animal	E	January 1
- Restricted Dog Licence	\$ 208.00	per animal	E	January 1
Animal Licence - New or Renewal (Senior 65+ Rates):				
- Neutered or Spayed Cat or Dog	\$ 21.00	per animal	E	January 1
- Unaltered Cat or Dog	\$ 44.00	per animal	E	January 1
- Nuisance Dog Licence	\$ 56.00	per animal	E	January 1
- Restricted Dog Licence	\$ 103.00	per animal	E	January 1
¹ Licence fees may be waived for Certified Service Dogs; requires proof of registration.				
Kennel Fees				
Kennel Impound Fee - Licensed ¹	\$ 33.00	per day or any part thereof	T	January 1
Kennel Impound Fee - Non-Licensed	\$ 56.00	per day or any part thereof	T	January 1
For any required veterinary treatment, including drugs and medications	At cost	per visit	T	January 1
Administration fee for veterinary treatment	\$ 55.00	per animal	T	January 1
Rental fee for Cat traps	\$ 56.00	per trap	E	January 1
¹ Fee may be waived for first instance				
Division: Community & Protective Services				
Department: Fire Services				
Emergency Response Fees *				
* Fees established by the Government of Alberta for emergency response on a provincial highway.				
Alberta Transportation Fire Response Rates (GOA Set Rate) *	At GoA Rate	per hour / per unit	E	January 1
** Excludes ambulance calls.				
** This fee (or a portion thereof) may be applied where the Fire Services Department responds to a fire, a rescue, a dangerous goods or other incident on any property.				
** This fee is exclusive of command cars and may be applied within the following guidelines:				
- An unregulated release of dangerous goods.				
- A fire for which a person is convicted of arson under the Criminal Code of Canada.				

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- An open air fire which is intentionally set, with or without permit, and becomes out of control or some other emergency results thereof.				
- Any request for emergency response service made willfully, in any manner, with reasonable cause.				
- A response to a motor vehicle accident, and/or a similar incident within, or outside the City's municipal boundaries.				
- Replacement cost of equipment and/or materials used, lost or damaged as a result of the response may be applied.				
Within the Municipal Boundary Responses	At GoA Rate	per hour / per unit	E	January 1
Outside of the Municipal Boundary Responses	\$ 685.00	per hour / per unit	E	January 1
Light Vehicles /Command Vehicles	\$ 190.00	per hour / per unit	E	January 1
		minimum cost is equal to % of cost incurred PLUS	E	January 1
Insulation Removal / Disposal, Hazardous Materials Clean Up etc.		100%		
		15% administration fee % of cost incurred	E	
False Alarm Responses				
¹ No fee will be applied where owners have demonstrated responsible investigation or have initiated repairs of the malfunctioning safety installation.				
2nd Offence Within Twelve Months of a Previous Warning Issued	\$ 285.00	per offence	E	January 1
3rd Offence Within Twelve Months of a Previous Warning Issued	\$ 571.00	per offence	E	January 1
4th and Subsequent Offence Within 12 Months of a Previous Warning Issued	\$ 1,142.00	per offence	E	January 1
Permit Fees				
Construction Fire Safety Plan Permit	8%	per permit / % of Building Permit fee (see Planning and Development section)	E	January 1
Occupancy Load Permit:				
- For All Except Non-Profit Organizations	\$ 120.00	per permit	E	January 1
- Copy of Original Permit Issued	\$ 48.00	per permit	E	
Sale of Fireworks Permit - Low Level or Shop Goods (Fireworks Accessories)	\$ 126.00	per permit / per year	E	January 1
Discharge Fireworks Permit - High Level:				
- For All Except Non-Profit Organizations	\$ 126.00	per permit	E	January 1
Transportation of Dangerous Goods Route Permit	\$ 183.00	per permit / per year	E	January 1

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Investigations				
Fire Investigation by Fire Department Staff	\$ -	per hour	E	January 1
Fire Investigation by Contracted Service	100%	minimum cost is equal to % of cost incurred PLUS	E	January 1
	15%	administration fee - % of cost incurred PLUS	E	January 1
Inspections				
Regulated Occupancies:				
- Licensed Dayhomes or Foster Homes	\$ 63.00	per inspection	E	January 1
- Daycare, Healthcare Centres	\$ 120.00	per inspection	E	January 1
- Liquor Licence Inspections	\$ 143.00	per inspection	E	January 1
Non-Regulated Occupancies:				
- 3rd and Each Subsequent Re-Inspection (to Confirm Deficiencies Have Been Corrected)	\$ 120.00	per inspection permit	E	January 1
Other Fire Services Fees				
Public Education and / or Safety Programs	100%	minimum cost is equal to % of cost incurred PLUS	E	January. 1
	15%	administration fee - % of cost incurred	E	January 1
Lock Box Purchases	100%	minimum cost is equal to % of cost incurred PLUS	E	January 1
	15%	administration fee - % of cost incurred	E	January 1
Division: Community & Protective Services				
Department: Family & Community Support Services (FCSS)				
FCSS Counselling Service Fees				
Gross Family Monthly Income - 1 to 3 Family Members:				
- Up to \$799	\$ 5.50	per hour	E	January 1
- \$800 to \$999	\$ 7.50	per hour	E	January 1
- \$1,000 to \$1,299	\$ 11.00	per hour	E	January 1
- \$1,300 to \$1,699	\$ 16.50	per hour	E	January 1
- \$1,700 to \$1,999	\$ 19.50	per hour	E	January 1
- \$2,000 to \$2,399	\$ 24.00	per hour	E	January 1
- \$2,400 to \$2,599	\$ 28.00	per hour	E	January 1
- \$2,600 to \$2,799	\$ 34.50	per hour	E	January 1
- \$2,800 to \$3,099	\$ 41.00	per hour	E	January 1
- \$3,100 to \$3,499	\$ 46.50	per hour	E	January 1
- \$3,500 to \$3,999	\$ 54.00	per hour	E	January 1
- \$4,000 to \$4,299	\$ 59.50	per hour	E	January 1

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External Employee Assistance Programs or Insurance benefits	\$ 81.00	per hour	E	January 1
Gross Family Monthly Income - 4 or more Family Members:				
- Up to \$799	\$ 5.50	per hour	E	January 1
- \$800 to \$999	\$ 6.50	per hour	E	January 1
- \$1,000 to \$1,299	\$ 9.00	per hour	E	January 1
- \$1,300 to \$1,699	\$ 13.00	per hour	E	January 1
- \$1,700 to \$1,999	\$ 17.50	per hour	E	January 1
- \$2,000 to \$2,399	\$ 19.50	per hour	E	January 1
- \$2,400 to \$2,599	\$ 24.00	per hour	E	January 1
- \$2,600 to \$2,799	\$ 32.50	per hour	E	January 1
- \$2,800 to \$3,099	\$ 39.00	per hour	E	January 1
- \$3,100 to \$3,499	\$ 43.50	per hour	E	January 1
- \$3,500 to \$3,999	\$ 50.50	per hour	E	January 1
- \$4,000 to \$4,299	\$ 54.00	per hour	E	January 1
External Employee Assistance Programs or Insurance benefits	\$ 81.00	per hour	E	January 1
No Show/Late Cancellation Fee	\$ 81.00	per session	E	January 1
FCSS Home Support Service Fees ¹				
Net Family Monthly Income:				
- Up to \$1,500	\$ 8.50	per hour	E	January 1
- \$1,501 to \$1,750	\$ 10.50	per hour	E	January 1
- \$1,751 to \$2,000	\$ 11.50	per hour	E	January 1
- \$2,001 to \$2,250	\$ 12.50	per hour	E	January 1
- \$2,251 to \$2,500	\$ 13.50	per hour	E	January 1
- \$2,501 to \$2,750	\$ 14.50	per hour	E	January 1
- \$2,751 to \$3,000	\$ 15.50	per hour	E	January 1
- \$3,001 to \$3,250	\$ 16.50	per hour	E	January 1
- \$3,251 to \$3,500	\$ 18.00	per hour	E	January 1
- \$3,501 to \$3,750	\$ 19.00	per hour	E	January 1
- \$3,751 to \$4,000	\$ 22.00	per hour	E	January 1
- \$4,001 to \$5,450	\$ 27.00	per hour	E	January 1
Veteran Affairs	At Cost	per hour	E	January 1
Workers Compensation Board	At Cost	per hour	E	January 1
¹ Over \$5,450 - not eligible for assistance				
Community Garden Services Fees				
Rental of 10x10 Garden Plot	\$ -	per plot	E	January 1
Rental of Garden Box	\$ 23.00	per box	E	January 1

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.			Taxable = T Exempt = E	Approved

Division: Corporate Service

Department: Financial Services

Property Tax Penalties ¹

On All Current Balances Due and Outstanding:

- July 1st	3%	on current levy balance only	E	January 1
- August 1st	6%	on current levy balance only	E	January 1
- September 1st	9%	on current levy balance only	E	January 1

On All Supplementary Balances Due and Outstanding:

- December 1st	3%	on supplementary balance only	E	January 1
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On All Arrears Balance Due and Outstanding After December 31st in Any Year:

- January 1st	9%	on total outstanding balance	E	January 1
- February 1st	9%	on total outstanding balance	E	January 1

¹ Property Tax Penalties shall form part of the total outstanding balance due and will be applied to the total outstanding balance on the dates as specified

Other Fees

Property Tax Certificates - manual	\$	40.00	per certificate	E	January 1
Property Tax Certificates - on-line	\$	35.00	per certificate	E	January 1
Accounts Receivable Penalty	1.5% per month or as indicated by contract		on invoices outstanding over 30 days	E	January 1
Returned Items ¹	\$	45.00	per item	E	January 1
Reprint Prior Year Assessment and Property Tax Notices	\$	12.00	per item	T	January 1
Statement of Tax account	\$	28.00	per statement per tax roll	T	January 1

¹ Includes stop payments, non-sufficient funds, closed / frozen bank accounts and Fort Electronic Payment Plan payments.

Division: Corporate Services

Department: Legislative Services

Assessment Appeal Fees ¹

Residential and Farmland - All Values	\$	25.00	per property under appeal	E	January 1
Non-Residential - Includes Machinery and Equipment and Multi-Family Developments that are more than 3 Dwelling Units:					
- Under \$500,000	\$	100.00	per property under appeal	E	January 1
- \$500,000 to \$1,000,000	\$	250.00	per property under appeal	E	January 1
- \$1,000,001 to \$5,000,000	\$	450.00	per property under appeal	E	January 1
- Over \$5,000,000	\$	650.00	per property under appeal	E	January 1

¹ Fees are determined by Provincial Legislation. Fees are Refundable to Successful Complainant.

City of Fort Saskatchewan - User Fees and Charges

Schedule A
Bylaw C30-22

Description	2023 *	Unit of Measure	GST	Effective Date
* User Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.		Approved	Taxable = T Exempt = E	
Freedom of Information and Protection of Privacy (FOIP) Act Fees^{1, 2}				
FOIP Request	\$	25.00	per request	E January 1
Photocopy of a Record³	\$	0.25	per sheet	T January 1
Photocopy of Plans and Blueprints	\$	0.50	per page	T January 1
Producing a Copy of a Record on Memory Stick	\$	5.00	per stick	T January 1
Producing a Copy of a Record (color or black and white) Printed from a Negative, Slide or Digital Image:				
- 4" x 6"	\$	3.00	per copy	T January 1
- 5" x 7 "	\$	6.00	per copy	T January 1
- 8" x 10"	\$	10.00	per copy	T January 1
- 11" x 14"	\$	20.00	per copy	T January 1
- 16" x 20"	\$	30.00	per copy	T January 1
Preparing and Handling a Record for Disclosure	\$	6.75	per 15 minutes	E January 1
Searching, Locating, Retrieving and Copying a Record	\$	6.75	per 15 minutes	E January 1
Supervising the Examination of a Record	\$	6.75	per 15 minutes	E January 1
¹ Fees are determined by Provincial Legislation. Fees are only Refundable to Successful Complainants.				
² If the total cost of processing a FOIP request is more than \$150, a 50% deposit is required				
³ 8.5" x 11" Single Sided, Black and White				
Subdivision and Development Appeal Board Fees				
Commercial/Industrial	\$	416.98	per appeal	E January 1
Subdivision	\$	625.46	per appeal	E January 1
Residential	\$	104.24	per appeal	E January 1



CITY OF
FORT SASKATCHEWAN

**Request for Decision
Regular Council Meeting_Dec13_2022**

2023 Operating and Capital Budget

Motion:

1. That Council adopt the 2024 – 2026 Operating Financial Plan Forecast and approve the 2023 Operating Budget dated December 13, 2022, establishing total operating revenues and expenditures at \$89,370,394, which includes \$21,426,845 for the Utilities Budget.
2. That Council approve the 2023 Capital Budget dated December 13, 2022, establishing total capital revenues and expenditures at \$21,106,800.
3. That Council approve the 2023 Fort Saskatchewan Public Library appropriation at \$1,317,000.

Purpose:

The purpose of this report is to present Council with information on the 2023 municipal budgets. Once the municipal Budget is approved, it will provide an Operating and Capital Budget for 2023, a 2024 – 2026 Operating Financial Plan Forecast, and an appropriation to the Fort Saskatchewan Public Library.

Background:

The *Municipal Government Act* (MGA) directs Council to approve an operating and capital budget for each calendar year. The 2023 municipal budget was developed in accordance with the Operating and Capital Budgets Policy FIN-024-C and identifies and allocates the resources necessary to provide for the municipal programs and services that support Council's goals and strategic initiatives identified within the Strategic Plan.

Appendix 1 outlines the overall 2023 Operating Budget, including the Utilities Budget and adjustments based on decisions made by Council and other updates made by Administration at this year's budget meetings. Appendix 2 details these adjustments, which resulted in a net reduction to budgeted operating revenues and expenditures of \$56,521 from the 2023 Operating Budget, as initially proposed. Significant Operating Budget adjustments are summarized below.

Adjustments related to:

- Increase of \$49,300 (ongoing) to allow the reopening of the Dow Centennial Centre and Harbour Pool on certain statutory holidays
- Decrease of \$174,800 (one-time) for removal of the River Valley Master Plan
- Decrease of \$75,000 (one-time) for the removal of the Urban Agriculture Plan
- Decrease of \$40,000 (one-time) for Truth & Reconciliation – Year 2

2023 Operating and Capital Budget
Regular Council Meeting_Dec13_2022
Page 2

- Decrease of \$36,570 (ongoing) for the Diversity, Inclusion & Mental Health Coordinator position (1 FTE to .5 FTE)
- Decrease of \$98,522 (ongoing; \$49,251 for operations & \$49,271 for utilities) for the Manager, Sustainability position

Appendix 3 outlines the 2023 Capital Budget and reflects adjustments based on decisions made by Council during the budget deliberations.

The Capital Budget was adjusted for the following:

- Increase of \$75,000 to Veterans Way Pedestrian Crossing North capital project for the inclusion of security cameras
- Increase of \$150,000 for Henderson Park parking lot paving
- Reduction of \$47,000 for Dow Centennial Security Camera System

The MGA directs municipalities to prepare a written plan respecting their anticipated capital property additions over a period of at least the next 5 years. Council is required to review and update the Capital Plan annually. Council reviewed the 10-Year Capital Plan as part of the 2023 budget meetings. In June 2023, Council is scheduled to perform an additional review of the 2023-2032 Capital Plan prior to its adoption.

Appendix 4 outlines the 2024 - 2026 Operating Financial Plan Forecast, which is used as a planning and guiding document to guide policy and inform program decisions. A forecast is a tool that presents estimates based on past, current, and projected financial conditions to help identify future revenue and expenditure trends that may have immediate or long-term impacts on policies, strategic goals, or programs/services offered to the community.

The 2023 User Fees, Rates, and Charges Bylaw will be presented for Council's consideration under a separate cover prior to the approval of the 2023 municipal budget. The User Fees, Rates, and Charges Bylaw include updated utility rates for 2023. Based on the average monthly residential water consumption of 14 cubic meters, the average monthly residential utility bill is projected to increase by \$2.75, or 2.35%, over 2022.

Alberta Capital Region Wastewater Commission approved the \$1.50 per cubic meter rate for wastewater transmission and treatment for 2023 on November 18, 2022. The rate increased from \$1.49 to \$1.50 per cubic meter. The increase of \$0.01 per cubic meter did not affect the wastewater consumption rate proposed in the 2023 budget.

The Capital Region Northeast Water Services Commission Board of Directors approved the water rate for 2023 on November 28, 2022. The 2023 rate decreased from \$1.7375 per cubic meter (2022 rate) to \$1.6125 cubic meter, resulting in a reduction of \$0.1250. Administration recommends maintaining the water rate as proposed in the 2023 Operating Budget, and any surplus resulting from this new rate in 2023 be transferred to the Utilities Infrastructure Lifecycle Maintenance and Replacement Reserve for future capital projects.

Appendix 5 outlines the 2023 Fort Saskatchewan Public Library Operating and Capital Budget dated October 3, 2022. The *Libraries Act* directs a Library Board to prepare an annual budget and estimate the required funds to operate and manage the municipal library for Council's consideration.

**2023 Operating and Capital Budget
Regular Council Meeting_Dec13_2022
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Financial Implications:

The 2023 Operating Budget includes property tax revenue to be collected of \$54.1 million. The property tax revenue increase includes estimated property assessment growth of approximately \$1.5 million and a \$1.6 million property tax revenue increase due to projected spending in 2023—the projected increase due to spending results in a 3.05% property tax revenue increase from 2022.

Information regarding the finalized property assessments will be available in February 2023, and information regarding the proposed 2023 property tax rates will be available in May 2023 when Council is scheduled to approve the 2023 Property Tax Bylaw. Depending on how a property's assessment changes relative to the average annual change in assessment for the assessment class, a property owner may see their municipal property taxes change by more or less than 3.05% from 2022.

Diversity Impacts:

- Ensure that all budget communication for 2023 follows the City's standards and policy for inclusion and accessibility.
- The City has attempted to make the budget documentation straightforward and easily understood by a broad general public segment.

Risk Analysis:

According to the MGA, each Council must adopt an operating budget for each calendar year. Should Council not adopt the 2023 Operating Budget on December 13, 2022, Council may adopt an interim Operating Budget for part of the calendar year. An interim Operating Budget for part of a calendar year ceases to have any effect when the Operating Budget for that calendar year is adopted.

Plans/Standards/Legislation:

The MGA requires that:

- Sections 242(1) and 245 direct Council to approve an Operating Budget and a Capital Budget for each calendar year, respectively.
- Section 283.1 directs municipalities to prepare written plans respecting their anticipated financial operations over a period of at least the next 3 financial years, and to prepare written plans respecting their anticipated capital property additions over a period of at least the next 5 financial years. Council is required to review and update these plans annually.

City's Strategic Plan:

- Goal - Operational Excellence and Continuous Improvement (continuous improvement, constantly looking for ways to improve our services through innovative practices, technology, collaboration, and consultation).
- Goal - Strategically Managed Infrastructure (maximize our existing infrastructure and plan for long-term efficiency, cost and resiliency when considering new infrastructure).

**2023 Operating and Capital Budget
Regular Council Meeting_Dec13_2022
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Alternatives:

1. That Council approve the 2023 Operating and Capital Budgets and the 2022 Library appropriation and adopt the 2024 - 2026 Operating Financial Plan Forecast.
2. That Council approve an interim Operating Budget for part of the 2023 calendar year.

Administrative Recommendation:

That Council approve the 2023 Operating and Capital Budgets and the 2022 Library appropriation and adopt the 2024 - 2026 Operating Financial Plan Forecast.

Attachments:

1. Appendix 1 – 2023 Operating Budget (including Utilities)
2. Appendix 2 – 2023 Council Motions and Other Adjustments
3. Appendix 3 – 2023 Capital Budget
4. Appendix 4 – 2024 – 2026 Operating Financial Plan Forecast
5. Appendix 5 – 2023 Fort Saskatchewan Public Library Operating and Capital Budget

Prepared by:	Shannon Andruchow Manager, Budget and Financial Planning, Finance Services	Date: December 5, 2022
Approved by:	Jeremy Emann Chief Financial Officer	Date: December 5, 2022
Approved by:	John Dance General Manager, Corporate Services	Date: December 7, 2022
Approved by:	Troy Fleming City Manager	Date: December 7, 2022

City of Fort Saskatchewan

2023 Operating Budget (including Utilities)

	Operating Budget
Operating Revenue	
Property Taxes	\$ 54,126,617
Utility User Rates & Charges	20,437,493
Fines and Penalties	2,985,206
User Fees & Charges	7,657,725
Government Operating Grants	1,600,145
Investment Income	2,515,000
Other Revenue	48,208
Total Operating Revenue	\$ 89,370,394
Operating Expenses	
Salaries, Wages, and Benefits	\$ 33,466,118
Purchases from Other Governments and Agencies	
Purchases from Other Governments and Agencies	1,097,102
Wastewater Management Services	5,700,000
Water Supply Services	4,343,800
RCMP Contract	5,355,703
Contracted Services	7,091,708
Utilities	2,999,078
Materials and Supplies	3,980,760
Community Grants and Programs	1,967,245
Interest on Long Term Debt	1,073,985
Service Maintenance Contracts	4,826,071
Advertising and Printing	587,672
Training and Development	714,490
Insurance	817,056
General Administration	963,904
Other Expenses	278,945
Total Operating Expenses	\$ 75,263,637
(Surplus)/Deficit Before Other Items Operations	\$ (14,106,757)
Other Items Operations	
Transfer to/from Reserves - Operations	\$ 10,553,940
Repayment of Long Term Debt	3,552,817
Total Other Items	\$ 14,106,757
(Surplus)/Deficit Before Other Items Capital	\$ -
Other Items Capital	
Amortization of Capital Assets	\$ 19,713,311
Contributed Assets	(3,460,397)
Government Grants -Capital	(7,686,000)
Acquisition of Tangible Capital Assets	27,040,487
Transfer from Reserves - Capital	(13,901,987)
Funding from Proceeds on Disposal of Tangible Capital Assets	(482,500)
Proceeds from Long Term Debt	(4,970,000)
Total Other Items Capital	\$ 16,252,914
Net (Surplus)/Deficit	\$ 16,252,914

Council Motions and Other Adjustments										
Date	Request Type (Personnel or Budget request)	Ongoing	One-time	Utilities	Grants	Reserves	Total Property Tax Impact	Capital	Funding Source Details	Request #
Property Tax Requirement - Original							\$ 1,657,321	26,862,487		
Motions:										
06-Oct-22	21012 Veterans Way Pedestrian Crossing North - include security cameras to the project	-					-	75,000	Canada Community-Building Fund (CCFB)	21012
25-Oct-22	Henderson Park paving of parking lot (R271-22)	-					-	150,000	Capital Projects Reserve	23004
24-Nov-22	72-0219 River Valley Master Plan	-	(174,800)			174,800	-	-	River Valley Enhancement Reserves	72-0219
	61-0071 Urban Agriculture Plan	-	(75,000)		75,000		-	-	MSI Operating Grant	61-0071
	Open DCC & HP on statutory holidays (all staffing)	49,300					49,300	-	Property Tax Revenue	72-0224
	74-0095 Truth & Reconciliation	-	(40,000)			40,000	-	-	Financial Stabilization Reserve	74-0095
	51-0057 Diversity, Inclusion & Mental Health Coordinator .5 FTE	(36,570)					(36,570)	-	Property Tax Revenue	51-0057
	11-0011 City Manager Performance Review	(10,000)	10,000		(10,000)		(10,000)	-	MSI Operating Grant	11-0011
	12-0238 Manager of Sustainability Position	(98,522)		(49,271)			(49,251)	-	Property Tax Revenue and UT Rates	12-0238
							-	-		
Other adjustments from Administration:								-		
03-Oct-23	23028 IT Addition - DCC Security Camera System -withdrawn from the 2023 Capital Budget. This project will be brought back in the 2024 Proposed Capital Budget as part of a city-wide project	-					-	(47,000)	Annual Capital Funding	23028
	23029 Smart Intersection System	-					-	-	Change of funding source from Fire Equipment Reserve to Capital Projects Reserve (\$133,300) & Annual Capital Funding (\$66,700)	23029
15-Nov-23	61-0072 Development Technician - Safety Codes Service: reallocation from memberships to salaries	(10,000)					(10,000)	-		61-0072
							-	-		
Grand Total Budget Reductions		\$ (105,792)	\$ (279,800)	\$ (49,271)	\$ 65,000	\$ 214,800	\$ (56,521)	\$ 178,000		
Property Tax Requirement - Revised							\$ 1,600,800	\$ 27,040,487	Capital Budget - Revised	
Property Tax Revenue Increase							3.05%			

City of Fort Saskatchewan

2023 Capital Budget (asset categories)

	Capital Budget
Engineering Structure	
19007 Local Road Rehabilitation	\$ 2,750,000
19008 Neighbourhood Rehabilitation	4,300,000
19009 Veterans Way Corridor Widening	4,970,000
19018 Sump Pump Retrofit Program	600,000
20002 Roadway Safety Improvements	75,000
21012 Veterans Way - Pedestrian Crossing North	3,640,000
23002 Traffic Calming	300,000
23004 Henderson Park Parking Lot Paving	150,000
23030 92 Street Trail Conversion	150,000
Total Engineering Structure	\$ 16,935,000
Vehicles, Machinery & Equipment	
19006 Culture Equipment Lifecycle Replacement	\$ 50,900
19012 Information Technology Network Infrastructure	156,000
19027 Annual Fleet and Equipment Replacement	1,939,900
23009 Mobile Computer Aided Dispatch (CAD) - GPS System Fire Dept	60,000
23029 Smart Intersection System	200,000
23031 Fleet Addition - Steep Slope Mower and Trailer	70,000
Total Vehicles, Machinery & Equipment	\$ 2,476,800
Land Improvements	
21023 Fort Centre Park Phase I	\$ 1,570,000
23013 New Columbarium	125,000
Total Land Improvements	\$ 1,695,000
Subtotal	\$ 21,106,800
22100 Jubilee Recreation Centre Modernization - Phase II*	\$ 5,933,687
Total	\$ 27,040,487

Note* - 22100 Jubilee recreation Centre Modernization - Phase II

- In 2022, Council approved Phase I (\$1.3 million) for design and costing. Phase II of the project is the construction phase at the Jubilee Recreation Center, which is planned for early 2023 and includes a Class 5 estimate budget of \$11.9 million (\$5.933 million in 2023 and \$5.947 million in 2024). As per the Operating and Capital Budget Policy FIN-024-C, before the construction begins, Council will review and approve Phase II of the project based on Class 2 or a better estimate.

Three-Year Operating Financial Plan Forecast (2024-2026)

	2023 Budget	2024 Forecast Budget	2025 Forecast Budget	2026 Forecast Budget
Operating Revenue				
Property Taxes	\$ 54,126,617	\$ 54,626,617	\$ 57,035,781	\$ 58,803,983
Utility User Rates & Charges	20,437,493	21,547,064	22,330,685	24,195,437
Fines and Penalties	2,985,206	2,985,272	2,985,338	2,985,404
User Fees & Charges	7,657,725	7,968,151	8,263,997	8,545,728
Government Operating Grants	1,600,145	1,457,145	1,530,145	1,455,145
Investment Income	2,515,000	2,515,000	2,515,000	2,515,000
Other Revenue	48,208	48,208	48,208	48,208
Total Operating Revenue	\$ 89,370,394	\$ 91,147,457	\$ 94,709,154	\$ 98,548,905
Operating Expenses				
Salaries, Wages, and Benefits	33,466,118	35,018,689	36,026,645	36,913,028
Purchases from Other Governments and Agencies				
Purchases from Other Governments and Agencies	1,097,102	1,145,558	1,145,558	1,145,558
Wastewater Management Services	5,700,000	5,922,200	6,146,800	6,146,800
Water Supply Services	4,343,800	4,660,400	4,996,300	5,352,600
RCMP Contract	5,355,703	5,752,643	5,615,263	5,719,263
Contracted Services	7,091,708	7,573,178	7,933,701	8,059,440
Utilities	2,999,078	3,021,818	3,021,818	3,030,818
Materials and Supplies	3,980,760	3,794,389	3,842,130	3,998,992
Community Grants and Programs	1,967,245	1,967,245	1,962,245	1,962,245
Interest on Long Term Debt	1,073,985	1,369,951	1,487,311	3,610,398
Service Maintenance Contracts	4,826,071	4,917,247	4,976,384	5,037,295
Advertising and Printing	587,672	558,422	560,022	558,422
Training and Development	714,490	776,815	812,590	837,240
Insurance	817,056	821,056	821,756	821,756
General Administration	963,904	972,418	971,732	971,846
Other Expenses	278,945	278,945	278,945	278,945
Total Operating Expenses	\$ 75,263,637	\$ 78,550,974	\$ 80,599,200	\$ 84,444,646
Other Items				
Transfer to/from Reserves	10,553,940	11,964,736	12,659,320	14,310,825
Repayment of Long Term Debt	3,552,817	2,540,911	2,718,836	3,787,854
Total Other Items	\$ 14,106,757	\$ 14,505,647	\$ 15,378,156	\$ 18,098,679
Net (Surplus)/Deficit	\$ -	\$ 1,909,164	\$ 1,268,202	\$ 3,994,420



October 3, 2022

To: City of Fort Saskatchewan Mayor Gale Katchur, Councillors Lisa Makin, Jibs Abitoye, Birgit Blizzard, Brian Kelly, Gordon Harris, Patrick Noyen

We are pleased to submit our 2022 Operating and Capital grant request and 2023 budget for your review. Our budget has been reviewed by the Library Board's Finance, Development, and Advocacy Committee and the Library Board. The 2023 budget was approved for submission to the City by the Library Board on September 30, 2022.

The Library Board's grant request from the City of Fort Saskatchewan is as follows:

Operating Budget	\$1,332,700
Capital Budget	\$169,500
Total Budget	\$1,502,200
City Grant Request	\$1,317,000

Highlights

Library Growth – 2022/2021 Comparison

We continue to experience steady growth in many of our service and program areas. New cards and renewals have increased 67%, program attendance have increased 53%, and circulation of materials has increased by 34%. The Pandemic led to an increase in digital collection requests, and now that we are fully operational we are seeing increased use of physical items.

Staffing Costs

We are asking for an increase in staffing costs. These costs are due to annual salary adjustment (including COLA) and grid increases for staff. Library hours of operation have returned to pre-Covid, therefore we need to rehire for positions lost. In order to keep costs reasonable, the Library will not be hiring the 2 Masters Librarian positions recommended in the *Best Practices for Public Libraries in Alberta* publication.

We will also hope to expand programming to meet growing community needs.

Increased programming and outreach to meet the community needs

We are excited to announce we will be increasing our technology programming to include classes on iOS, Android, and Windows. The programs aid to equip the community with the necessary skills to use computers, mobile devices and the internet safely, securely and effectively.

We will be increasing our programming for City schools, we will provide programs in Research, Web Smarts, and Identifying Misinformation.

The English Language classes provided in partnership with CALLS has grown extensively. We now offer a larger space, volunteer-based childcare, and resources for many newcomers. We also provide a dedicated career station for newcomers and job seekers.

We are requesting a 6.7% increase in our grant from the City of Fort Saskatchewan due to increased operating costs and inflation, and the return to pre-Covid services and hours. We look forward to our opportunity to address Council with regard to this request.

Sincerely,

A handwritten signature in black ink that reads "Tricia Wall". The signature is written in a cursive, flowing style.

Tricia Wall
Library Director

2023 Budget - Fort Saskatchewan Public Library								
Description	2023 Budget	% Change	2022 Budget	2021 Budget	% Change	2021 Actuals	2020 Actuals	2019 Actuals
REVENUE								
Transfer from the City of Fort Saskatchewan	\$1,317,000	6.7%	\$1,234,220	\$1,222,000	1.0%	\$1,222,000	\$1,222,000	\$1,222,000
Donations/Fundraising	\$10,000	42.9%	\$7,000	\$5,000	28.6%	\$12,018	\$20,011	\$5,598
Lost/Damaged Materials	\$842	-83.2%	\$5,000	\$5,000	0.0%	\$348	\$3,113	\$15,828
User Fees & Charges	\$16,000	0.0%	\$16,000	\$16,000	0.0%	\$5,724	\$3,228	\$18,065
Interest Income	\$17,000	-10.5%	\$19,000	\$22,500	-18.4%	\$10,075	\$11,010	\$25,655
Other Government Transfers	\$141,358	0.0%	\$141,358	\$140,628	0.5%	\$136,358	\$140,585	\$146,282
TOTAL REVENUE	\$1,502,200	5.6%	\$1,422,578	\$1,411,128	0.8%	\$1,386,524	\$1,399,947	\$1,433,428
OPERATING EXPENSES								
Salaries, Wages, & Benefits	\$961,500	3.7%	\$927,453	\$918,100	1.0%	\$791,847	\$903,199	\$990,162
Service Maintenance	\$90,500	4.0%	\$87,000	\$84,000	3.4%	\$74,763	\$81,482	\$90,053
Digital Content Costs	\$58,000	16.0%	\$50,000	\$50,000	0.0%	\$52,276	\$58,640	\$48,003
Contracted Services	\$134,600	13.4%	\$118,690	\$115,300	2.9%	\$120,346	\$92,004	\$123,343
Materials, Goods, Supplies and Utilities	\$45,500	2.2%	\$44,500	\$46,743	-5.0%	\$46,867	\$51,619	\$46,987
Training and Development	\$16,900	0.1%	\$16,885	\$17,300	-2.5%	\$0	\$1,061	\$9,256
Advertising and Printing	\$10,000	25.0%	\$8,000	\$10,000	-25.0%	\$5,203	\$5,036	\$13,271
Phones and Postage	\$6,750	-11.2%	\$7,600	\$7,600	0.0%	\$7,817	\$10,074	\$7,393
Insurance	\$4,000	33.3%	\$3,000	\$3,000	0.0%	\$3,975	\$3,650	\$3,499
Interest on Long Term Debt	\$500	0.0%	\$500	\$85	83.0%	\$331	\$514	\$681
Repayment of Long Term Debt	\$2,500	0.0%	\$2,500	\$2,500	0.0%	\$2,201	\$2,018	\$1,851
Other Expenses	\$1,950	0.0%	\$1,950	\$2,000	-2.6%	\$1,698	\$2,006	\$3,046
TOTAL OPERATING EXPENSES	\$1,332,700	5.1%	\$1,268,078	\$1,256,628	0.9%	\$1,107,324	\$1,211,304	\$1,337,545
CAPITAL EXPENSES								
Collection Costs	\$139,500	0.0%	\$139,500	\$139,500	0.0%	\$121,845	\$120,843	\$129,277
Computer Replacement/Acquisition	\$25,000	150.0%	\$10,000	\$10,000	0.0%	\$32,770	\$19,343	\$18,855
Furniture and Equipment, Building Improvements	\$5,000	0.0%	\$5,000	\$5,000	0.0%	\$32,598	\$3,628	\$41,512
TOTAL CAPITAL EXPENSES	\$169,500	8.8%	\$154,500	\$154,500	0.0%	\$187,212	\$143,814	\$189,644
TOTAL EXPENSES	\$1,502,200	5.3%	\$1,422,578	\$1,411,128	0.8%	\$1,294,536	\$1,355,119	\$1,527,189

		2023 Budget - Fort Saskatchewan Public Library								
	GL Code	Description	2023 Budget	% Change	2022 Budget	2021 Budget	% Change	2021 Actuals	2020 Actuals	2019 Actuals
		REVENUE								
Transfer from the City of Fort Saskatchewan	1-1686-74300-	Grant - City of Fort Saskatchewan	\$1,317,000	6.7%	\$1,234,220	\$1,222,000	1.0%	\$1,222,000.00	\$1,222,000.00	\$1,222,000.00
Donations/Fundraising	1-1690-74300-	Donations/Fundraising	\$10,000	42.9%	\$7,000	\$5,000	28.6%	\$12,018.24	\$20,010.97	\$5,598.39
Lost/Damaged Materials	1-1551-74320-	Lost/Damaged Materials	\$842	-83.2%	\$5,000	\$5,000	0.0%	\$348.15	\$3,113.11	\$15,827.62
User Fees & Charges	1-1301-74330-	Copier and Laminating Services	\$10,000	0.0%	\$10,000	\$10,000	0.0%	\$2,955.45	\$2,176.75	\$11,321.26
User Fees & Charges	1-1305-74320-	Sale of Goods (Miscellaneous Revenue)	\$6,000	0.0%	\$6,000	\$6,000	0.0%	\$2,768.83	\$1,051.39	\$6,743.51
Interest Income	1-1601-74300-	Interest on Investments	\$15,000	0.0%	\$15,000	\$15,000	0.0%	\$8,140.99	\$7,314.48	\$22,232.27
Interest Income	1-1602-74300-	Interest on Current Account	\$2,000	-50.0%	\$4,000	\$7,500	-87.5%	\$1,934.36	\$3,695.36	\$3,422.92
Other Government Transfers	1-1683-74300-	Grant - Govt of Alberta Operating	\$136,358	0.0%	\$136,358	\$136,358	0.0%	\$136,358.00	\$136,358.00	\$136,358.00
Other Government Transfers	1-1683-74320-	Grant - STEP (Summer Temporary Employment Program)	\$0	0.0%	\$0	\$0	0.0%	\$0.00	\$0.00	\$2,695.00
Other Government Transfers	1-1690-74300-	Grant - CALLS (Community Adult Learning & Literacy Society)	\$5,000	0.0%	\$5,000	\$4,270	14.6%	\$0.00	\$4,226.90	\$7,229.00
TOTAL REVENUE		TOTAL REVENUE	\$1,502,200	5.6%	\$1,422,578	\$1,411,128	0.8%	\$1,386,524.02	\$1,399,946.96	\$1,433,427.97
		OPERATING EXPENSES								
		OPERATING EXPENSES								
		Salaries, Wages, & Benefits								
	1-2021-74300-	Salaries - Full Time Staff (Budget now split as GL's below)	\$529,000	-1.2%	\$535,603	\$530,300	1.0%		\$903,199.33	\$990,162.06
Salaries, Wages, & Benefits	1-2021-74320-	Salaries - Circulation	\$245,000				0.0%	\$153,369.84	\$40,250.65	
Salaries, Wages, & Benefits	1 -2021 -74360 -	Salaries - Programs/Collections	\$114,000				0.0%	\$115,782.62	\$45,394.19	
Salaries, Wages, & Benefits	1 -2021 -74330 -	Salaries - Technical services	\$60,000				0.0%	\$56,908.97	\$16,601.35	
Salaries, Wages, & Benefits	1 -2021 -74350 -	Salaries-Administration-	\$110,000				0.0%	\$100,802.65	\$27,774.85	
Salaries, Wages, & Benefits	1-2023-74300-	Wages - Regular Hourly Staff (Budget should be split to GL's below)	\$278,000	17.1%	\$237,350	\$235,000	1.0%		\$178,785.52	\$269,077.35
Salaries, Wages, & Benefits	1 -2023 -74320 -	Wages - Circulation	\$200,000				0.0%	\$154,246.01		
Salaries, Wages, & Benefits	1 -2023 -74330 -	Wages - Technical Services	\$42,000				0.0%	\$40,922.87	\$11,592.70	
Salaries, Wages, & Benefits	1 -2023 -74350 -	Wages-Administration-	\$36,000				0.0%	\$20,579.23	\$2,626.40	
Salaries, Wages, & Benefits	1-2023-74360-	Wages - Security ***								
Salaries, Wages, & Benefits	1-2035-74300-	Benefits (now split as per GL's below)	\$154,500	2.0%	\$151,500	\$150,000	1.0%		\$155,150.73	\$152,929.54
Salaries, Wages, & Benefits	1 -2050 -74350 -	Operations-CPP/EI Expense-Administration-	\$6,000				0.0%	\$5,920.76		
Salaries, Wages, & Benefits	1 -2050 -74320 -	Operations-CPP/EI Expense-Circulation-	\$22,600				0.0%	\$21,511.17		
Salaries, Wages, & Benefits	1 -2050 -74360 -	Operations-CPP/EI Expense-Programs/Collections-	\$10,000				0.0%	\$9,494.67		
Salaries, Wages, & Benefits	1 -2050 -74330 -	Operations-CPP/EI Expense-Technical Services-	\$7,700				0.0%	\$7,575.66		
Salaries, Wages, & Benefits	1 -2065 -74350 -	Operations-Health Benefit Employer-Administration-	\$4,700				0.0%	\$4,542.27		
Salaries, Wages, & Benefits	1 -2065 -74320 -	Operations-Health Benefit Employer-Circulation-	\$30,000				0.0%	\$29,159.07		
Salaries, Wages, & Benefits	1 -2065 -74360 -	Operations-Health Benefit Employer-Programs/Coll-	\$10,500				0.0%	\$10,115.20		
Salaries, Wages, & Benefits	1 -2065 -74330 -	Operations-Health Benefit Employer-Technical Ser-	\$4,000				0.0%	\$3,836.92		
Salaries, Wages, & Benefits	1 -2070 -74350 -	Operations-LAPP Employer-Administration-	\$12,000				0.0%	\$11,590.11		
Salaries, Wages, & Benefits	1 -2070 -74320 -	Operations-LAPP Employer-Circulation-	\$26,000				0.0%	\$25,219.17		
Salaries, Wages, & Benefits	1 -2070 -74360 -	Operations-LAPP Employer-Programs/Collections-	\$12,000				0.0%	\$12,112.32		
Salaries, Wages, & Benefits	1 -2070 -74330 -	Operations-LAPP Employer-Technical Services-	\$6,000				0.0%	\$6,022.50		
Salaries, Wages, & Benefits	1-2038-74300-	Workers Compensation	\$3,000	0.0%	\$3,000	\$2,800	6.7%	\$2,135.32	\$2,855.39	\$2,875.55
							0.0%			

Service Maintenance	1-2301-74340-	Dynix Computer Support	\$7,500	7.1%	\$7,000	\$7,000	0.0%	\$14,146.90	\$7,274.10	\$6,885.08
Service Maintenance	1-2271-74340-	General Contracted Services	\$13,000	30.0%	\$10,000	\$10,000	0.0%	\$11,755.94	\$13,856.77	\$13,341.24
Service Maintenance	1-2275-74300-	Interior & Vehicle Maintenance - Contracted	\$70,000	0.0%	\$70,000	\$67,000	4.3%	\$48,859.66	\$60,351.17	\$69,826.88
							0.0%			
Digital Content Costs	1-2150-74360-	Licensing Costs On-Line Databases & eBooks	\$58,000	16.0%	\$50,000	\$50,000	0.0%	\$52,276.27	\$58,639.85	\$48,003.23
							0.0%			
Contracted Services	1-2301-74300-	Cost Shared Positions (Strathcona County Library)	\$100,000	11.1%	\$90,000	\$90,000	0.0%	\$97,506.05	\$72,404.54	\$89,846.04
Contracted Services	1-2150-74330-	Digitization of Fort Sask. Record	\$200	-33.3%	\$300	\$300	0.0%	\$159.48	\$215.40	\$2,100.00
Contracted Services	1-2150-74340-	BiblioCommons Catalogue Interface	\$5,000	11.1%	\$4,500	\$4,500	0.0%	\$4,236.40	\$4,340.21	\$4,256.34
Contracted Services	1-2255-74300-	Audit Services	\$11,000	57.1%	\$7,000	\$7,000	0.0%	\$8,316.20	\$7,190.60	\$7,098.00
Contracted Services	1-2286-74300-	Photocopier	\$9,000	20.0%	\$7,500	\$7,500	0.0%	\$8,018.00	\$4,805.96	\$7,774.04
Contracted Services	1-2291-74360-	Programming Services - Children, Adult & Teen	\$9,400	0.1%	\$9,390	\$6,000	36.1%	\$2,110.00	\$3,047.48	\$12,018.49
Contracted Services	1-2260-74340-	Web development contract	\$0	0.0%	\$0	\$0	0.0%			\$250.00
							0.0%			
Materials, Goods, Supplies and Utilities	1-2479-74360-	Programming Supplies - Children, Adult & Teen	\$8,500	6.3%	\$8,000	\$8,000	0.0%	\$8,700.75	\$9,788.17	\$9,738.42
Materials, Goods, Supplies and Utilities	1-2475-74370-	Snacks in the Stacks		0.0%	\$0	\$0	0.0%		\$881.34	\$0.00
Materials, Goods, Supplies and Utilities	1-2475-74350-	Office & Library Supplies	\$18,000	0.0%	\$18,000	\$20,643	-14.7%	\$16,752.13	\$20,349.24	\$18,019.24
Materials, Goods, Supplies and Utilities	1-2475-74340-	Computer Supplies	\$10,000	17.6%	\$8,500	\$8,500	0.0%	\$11,826.89	\$9,713.17	\$8,197.41
Materials, Goods, Supplies and Utilities	1-2505-74300-	Employee Recognition	\$3,000	0.0%	\$3,000	\$2,600	13.3%	\$1,745.15	\$3,172.11	\$3,930.99
Materials, Goods, Supplies and Utilities	1-2151-74300-	Memberships	\$8,000	14.3%	\$7,000	\$7,000	0.0%	\$7,705.94	\$7,645.32	\$6,905.98
Materials, Goods, Supplies and Utilities	1-2557-74300-	Vehicle - Fuel and Oil	\$500		\$0	\$0	0.0%	\$136.05	\$69.48	\$194.66
Materials, Goods, Supplies and Utilities			-\$2,500							
							0.0%			
Training and Development	1-2131-74310-	Board Training/Conferences	\$700	0.0%	\$700	\$700	0.0%	\$0.00	\$0.00	\$580.00
Training and Development	1-2133-74310-	Board Travel	\$2,500	0.0%	\$2,500	\$4,500	-80.0%	\$0.00	-\$631.28	\$2,167.55
Training and Development	1-2132-74310-	Board Meals & accomodations	\$2,600	0.6%	\$2,585	\$1,000	61.3%	\$0.00	\$0.00	\$0.00
Training and Development	1-2131-74300-	Director & Staff Courses/Conferences	\$4,300	0.0%	\$4,300	\$4,300	0.0%	\$168.95	\$3,629.86	
Training and Development	1-2132-74300-	Director & Staff Meals & accomodations (should be split from Travel)	\$3,000	0.0%	\$3,000		100.0%		\$0.00	\$0.00
Training and Development	1-2133-74300-	Director & Staff Travel	\$3,800	0.0%	\$3,800	\$6,800	-78.9%		\$1,523.74	\$2,878.90
							0.0%			
Advertising and Printing	1-2210-74300-	Public Relations & Advertising	\$10,000	25.0%	\$8,000	\$10,000	-25.0%	\$5,203.25	\$5,036.02	\$13,270.64
							0.0%			
Phones and Postage	1-2135-74300-	Postage & Courier	\$700	16.7%	\$600	\$600	0.0%	\$577.49	\$746.68	\$685.24
Phones and Postage	1-2137-74300-	Telephones & Internet	\$6,050	-13.6%	\$7,000	\$7,000	0.0%	\$7,239.29	\$9,327.41	\$6,707.70
							0.0%			
Insurance	1-2120-74300-	Insurance (Includes Vehicle)	\$4,000	33.3%	\$3,000	\$3,000	0.0%	\$3,974.55	\$3,650.25	\$3,499.15
							0.0%			
Interest on Long Term Debt	1-2681-74300-	Interest Payments - Lease	\$500	0.0%	\$500	\$85	83.0%	\$331.38	\$513.74	\$680.98
							0.0%			
Other Expenses	1-2701-74300-	Bank Charges	\$1,950	0.0%	\$1,950	\$2,000	-2.6%	\$1,734.08	\$1,701.00	\$1,954.99
Other Expenses	1-2702-74300-	Cash Over/short			\$0	\$0	0.0%	-\$35.96	\$0.00	-\$41.25
Other Expenses	1-2301-74320-	Strathcona Library Fines			\$0	\$0	0.0%		\$305.20	\$1,132.35
Repayment of Long Term Debt			\$2,500		\$2,500	\$2,500	0.0%	\$2,201.00	\$2,018.26	\$1,851.02
Other Expenses										
Other Expenses	2-6706-74300-	Depr'n Books, Periodicals, and Audio Visual		0.0%	\$0	\$0	0.0%			
Other Expenses	2-6707-74300-	Depr'n Computer and General Capital		0.0%	\$0	\$0	0.0%			
Other Expenses	2-6708-74300-	Depr'n Leasehold Improvements		0.0%	\$0	\$0	0.0%			\$0.00
				0.0%						
Other Expenses	2-5202-74300-	Gain / Loss on Disposal		0.0%	\$0	\$0			\$0.00	
		TOTAL OPERATING EXPENSES	\$1,332,700	5.1%	\$1,268,078	\$1,256,628	0.9%	\$1,107,324	\$1,211,304	\$1,337,545
		CAPITAL EXPENSES								
Collection Costs	2-6803-74300-10001	Books	\$95,000	0.0%	\$95,000	\$95,000	0.0%	\$86,561.62	\$77,952.02	\$86,984.28
Collection Costs	2-6803-74300-10002	Periodicals	\$6,000	0.0%	\$6,000	\$8,500	-41.7%	\$4,559.27	\$11,870.23	\$8,334.83
Collection Costs	2-6803-74300-10003	Audio Visual	\$38,500	0.0%	\$38,500	\$36,000	6.5%	\$30,723.78	\$31,020.94	\$33,957.87
				0.0%						
Computer Replacement/Acquisition	2-6803-74300-10004	PCs, monitors, and other computer equipment	\$25,000	60.0%	\$10,000	\$10,000	0.0%	\$32,769.54	\$19,342.84	\$18,855.18
				0.0%						
Furniture and Equipment, Building Improvements	2-6803-74300-10005	Furniture and Equipment	\$5,000	0.0%	\$5,000	\$5,000	0.0%	\$20,747.65	\$3,628.37	\$33,452.11
Furniture and Equipment, Building Improvements	2-6803-74300-10007	Leasehold Improvements		0.0%	\$0	\$0	0.0%	\$11,850.00		\$8,059.68
				0.0%						
		TOTAL CAPITAL EXPENSES	\$169,500	8.8%	\$154,500	\$154,500	0.0%	\$187,212	\$143,814	\$189,644
				0.0%						
		TOTAL EXPENSES	\$1,502,200	5.3%	\$1,422,578	\$1,411,128	0.8%	\$1,294,536.08	\$1,355,118.61	\$1,527,189.18

					\$0						-\$1,355,118.61
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2022 Budget - Fort Saskatchewan Public Library									
2023 Budget - Fort Saskatchewan Public Library									
GL Code	Description	2023 Budget	% Change	2022 Budget	2021 Budget	% Change	2021 Actuals	2020 Actuals	2019 Actuals
	REVENUE								
1-1686-74300-	Grant - City of Fort Saskatchewan	\$1,317,000	6.7%	\$1,234,220	\$1,222,000	1.0%	\$1,222,000.00	\$1,222,000.00	\$1,222,000.00
1-1690-74300-	Donations/Fundraising	\$10,000	42.9%	\$7,000	\$5,000	28.6%	\$12,018.24	\$20,010.97	\$5,598.39
1-1551-74320-	Lost/Damaged Materials	\$842	-83.2%	\$5,000	\$5,000	0.0%	\$348.15	\$3,113.11	\$15,827.62
1-1301-74330-	Copier and Laminating Services	\$10,000	0.0%	\$10,000	\$10,000	0.0%	\$2,955.45	\$2,176.75	\$11,321.26
1-1305-74320-	Sale of Goods (Miscellaneous Revenue)	\$6,000	0.0%	\$6,000	\$6,000	0.0%	\$2,768.83	\$1,051.39	\$6,743.51
1-1601-74300-	Interest on Investments	\$15,000	0.0%	\$15,000	\$15,000	0.0%	\$8,140.99	\$7,314.48	\$22,232.27
1-1602-74300-	Interest on Current Account	\$2,000	-50.0%	\$4,000	\$7,500	-87.5%	\$1,934.36	\$3,695.36	\$3,422.92
1-1683-74300-	Grant - Govt of Alberta Operating	\$136,358	0.0%	\$136,358	\$136,358	0.0%	\$136,358.00	\$136,358.00	\$136,358.00
1-1683-74320-	Grant - STEP (Summer Temporary Employment Program)	\$0	0.0%	\$0	\$0	0.0%	\$0.00	\$0.00	\$2,695.00
1-1690-74300-	Grant - CALLS (Community Adult Learning & Literacy Society)	\$5,000	0.0%	\$5,000	\$4,270	14.6%	\$0.00	\$4,226.90	\$7,229.00
	TOTAL REVENUE	\$1,502,200	5.6%	\$1,422,578	\$1,411,128	0.8%	\$1,386,524.02	\$1,399,946.96	\$1,433,427.97
	OPERATING EXPENSES								
	Salaries, Wages, & Benefits			\$927,453	\$918,100	1.0%		\$903,199.33	\$990,162.06
1-2021-74300-	Salaries - Full Time Staff (Budget now split as GL's below)	\$529,000	-1.2%	\$535,603	\$530,300	1.0%		\$422,167.55	\$565,279.62
1-2021-74320-	Salaries - Circulation	\$245,000				0.0%	\$153,369.84	\$40,250.65	
1 -2021 -74360 -	Salaries - Programs/Collections	\$114,000				0.0%	\$115,782.62	\$45,394.19	
1 -2021 -74330 -	Salaries - Technical services	\$60,000				0.0%	\$56,908.97	\$16,601.35	
1 -2021 -74350 -	Salaries-Administration-	\$110,000				0.0%	\$100,802.65	\$27,774.85	
1-2023-74300-	Wages - Regular Hourly Staff (Budget should be split to GL's below)	\$278,000	17.1%	\$237,350	\$235,000	1.0%		\$178,785.52	\$269,077.35
1 -2023 -74320 -	Wages - Circulation	\$200,000				0.0%	\$154,246.01		
1 -2023 -74330 -	Wages - Technical Services	\$42,000				0.0%	\$40,922.87	\$11,592.70	
1 -2023 -74350 -	Wages-Administration-	\$36,000				0.0%	\$20,579.23	\$2,626.40	
1-2023-74360-	Wages - Security ***								
1-2035-74300-	Benefits (now split as per GL's below)	\$154,500	2.0%	\$151,500	\$150,000	1.0%		\$155,150.73	\$152,929.54
1 -2050 -74350 -	Operations-CPP/EI Expense-Administration-	\$6,000				0.0%	\$5,920.76		
1 -2050 -74320 -	Operations-CPP/EI Expense-Circulation-	\$22,600				0.0%	\$21,511.17		
1 -2050 -74360 -	Operations-CPP/EI Expense-Programs/Collections-	\$10,000				0.0%	\$9,494.67		
1 -2050 -74330 -	Operations-CPP/EI Expense-Technical Services-	\$7,700				0.0%	\$7,575.66		
1 -2065 -74350 -	Operations-Health Benefit Employer-Administratio-	\$4,700				0.0%	\$4,542.27		
1 -2065 -74320 -	Operations-Health Benefit Employer-Circulation-	\$30,000				0.0%	\$29,159.07		
1 -2065 -74360 -	Operations-Health Benefit Employer-Programs/Coll-	\$10,500				0.0%	\$10,115.20		
1 -2065 -74330 -	Operations-Health Benefit Employer-Technical Ser-	\$4,000				0.0%	\$3,836.92		
1 -2070 -74350 -	Operations-LAPP Employer-Administration-	\$12,000				0.0%	\$11,590.11		
1 -2070 -74320 -	Operations-LAPP Employer-Circulation-	\$26,000				0.0%	\$25,219.17		
1 -2070 -74360 -	Operations-LAPP Employer-Programs/Collections-	\$12,000				0.0%	\$12,112.32		
1 -2070 -74330 -	Operations-LAPP Employer-Technical Services-	\$6,000				0.0%	\$6,022.50		
1-2038-74300-	Workers Compensation	\$3,000	0.0%	\$3,000	\$2,800	6.7%	\$2,135.32	\$2,855.39	\$2,875.55
						0.0%			

1-2301-74340-	Dynix Computer Support	\$7,500	7.1%	\$7,000	\$7,000	0.0%	\$14,146.90	\$7,274.10	\$6,885.08
1-2271-74340-	General Contracted Services	\$13,000	30.0%	\$10,000	\$10,000	0.0%	\$11,755.94	\$13,856.77	\$13,341.24
1-2275-74300-	Interior & Vehicle Maintenance - Contracted	\$70,000	0.0%	\$70,000	\$67,000	4.3%	\$48,859.66	\$60,351.17	\$69,826.88
						0.0%			
1-2150-74360-	Licensing Costs On-Line Databases & eBooks	\$58,000	16.0%	\$50,000	\$50,000	0.0%	\$52,276.27	\$58,639.85	\$48,003.23
						0.0%			
1-2301-74300-	Cost Shared Positions (Strathcona County Library)	\$100,000	11.1%	\$90,000	\$90,000	0.0%	\$97,506.05	\$72,404.54	\$89,846.04
1-2150-74330-	Digitization of Fort Sask. Record	\$200	-33.3%	\$300	\$300	0.0%	\$159.48	\$215.40	\$2,100.00
1-2150-74340-	BiblioCommons Catalogue Interface	\$5,000	11.1%	\$4,500	\$4,500	0.0%	\$4,236.40	\$4,340.21	\$4,256.34
1-2255-74300-	Audit Services	\$11,000	57.1%	\$7,000	\$7,000	0.0%	\$8,316.20	\$7,190.60	\$7,098.00
1-2286-74300-	Photocopier	\$9,000	20.0%	\$7,500	\$7,500	0.0%	\$8,018.00	\$4,805.96	\$7,774.04
1-2291-74360-	Programming Services - Children, Adult & Teen	\$9,400	0.1%	\$9,390	\$6,000	36.1%	\$2,110.00	\$3,047.48	\$12,018.49
1-2260-74340-	Web development contract	\$0	0.0%	\$0	\$0	0.0%			\$250.00
						0.0%			
1-2479-74360-	Programming Supplies - Children, Adult & Teen	\$8,500	6.3%	\$8,000	\$8,000	0.0%	\$8,700.75	\$9,788.17	\$9,738.42
1-2475-74370-	Snacks in the Stacks		0.0%	\$0	\$0	0.0%		\$881.34	\$0.00
1-2475-74350-	Office & Library Supplies	\$18,000	0.0%	\$18,000	\$20,643	-14.7%	\$16,752.13	\$20,349.24	\$18,019.24
1-2475-74340-	Computer Supplies	\$10,000	17.6%	\$8,500	\$8,500	0.0%	\$11,826.89	\$9,713.17	\$8,197.41
1-2505-74300-	Employee Recognition	\$3,000	0.0%	\$3,000	\$2,600	13.3%	\$1,745.15	\$3,172.11	\$3,930.99
1-2151-74300-	Memberships	\$8,000	14.3%	\$7,000	\$7,000	0.0%	\$7,705.94	\$7,645.32	\$6,905.98
1-2557-74300-	Vehicle - Fuel and Oil	\$500		\$0	\$0	0.0%	\$136.05	\$69.48	\$194.66
						0.0%			
1-2131-74310-	Board Training/Conferences	\$700	0.0%	\$700	\$700	0.0%	\$0.00	\$0.00	\$580.00
1-2133-74310-	Board Travel	\$2,500	0.0%	\$2,500	\$4,500	-80.0%	\$0.00	-\$631.28	\$2,167.55
1-2132-74310-	Board Meals & accomodations	\$2,600	0.6%	\$2,585	\$1,000	61.3%	\$0.00	\$0.00	\$0.00
1-2131-74300-	Director & Staff Courses/Conferences	\$4,300	0.0%	\$4,300	\$4,300	0.0%		\$168.95	\$3,629.86
1-2132-74300-	Director & Staff Meals & accomodations (should be split from Travel)	\$3,000	0.0%	\$3,000		100.0%		\$0.00	\$0.00
1-2133-74300-	Director & Staff Travel	\$3,800	0.0%	\$3,800	\$6,800	-78.9%		\$1,523.74	\$2,878.90
						0.0%			
1-2210-74300-	Public Relations & Advertising	\$10,000	25.0%	\$8,000	\$10,000	-25.0%	\$5,203.25	\$5,036.02	\$13,270.64
						0.0%			
1-2135-74300-	Postage & Courier	\$700	16.7%	\$600	\$600	0.0%	\$577.49	\$746.68	\$685.24
1-2137-74300-	Telephones & Internet	\$6,050	-13.6%	\$7,000	\$7,000	0.0%	\$7,239.29	\$9,327.41	\$6,707.70
						0.0%			
1-2120-74300-	Insurance (Includes Vehicle)	\$4,000	33.3%	\$3,000	\$3,000	0.0%	\$3,974.55	\$3,650.25	\$3,499.15
						0.0%			
1-2681-74300-	Interest Payments - Lease	\$500	0.0%	\$500	\$85	83.0%	\$331.38	\$513.74	\$680.98
						0.0%			
1-2701-74300-	Bank Charges	\$1,950	0.0%	\$1,950	\$2,000	-2.6%	\$1,734.08	\$1,701.00	\$1,954.99
1-2702-74300-	Cash Over/short			\$0	\$0	0.0%	-\$35.96	\$0.00	-\$41.25
1-2301-74320-	Strathcona Library Fines			\$0	\$0	0.0%		\$305.20	\$1,132.35
2-6706-74300-	Depr'n Books, Periodicals, and Audio Visual		0.0%	\$0	\$0	0.0%			
2-6707-74300-	Depr'n Computer and General Capital		0.0%	\$0	\$0	0.0%			
2-6708-74300-	Depr'n Leasehold Improvements		0.0%	\$0	\$0	0.0%			\$0.00
			0.0%						
2-5202-74300-	Gain / Loss on Disposal		0.0%	\$0	\$0			\$0.00	
	TOTAL OPERATING EXPENSES	\$1,332,700	5.3%	\$1,265,578	\$1,254,128	0.9%	\$1,105,123	\$1,209,286	\$1,335,694
	CAPITAL EXPENSES								
2-6803-74300-10001	Books	\$95,000	0.0%	\$95,000	\$95,000	0.0%	\$86,561.62	\$77,952.02	\$86,984.28
2-6803-74300-10002	Periodicals	\$6,000	0.0%	\$6,000	\$8,500	-41.7%	\$4,559.27	\$11,870.23	\$8,334.83
2-6803-74300-10003	Audio Visual	\$38,500	0.0%	\$38,500	\$36,000	6.5%	\$30,723.78	\$31,020.94	\$33,957.87
			0.0%						
2-6803-74300-10004	PCs, monitors, and other computer equipment	\$25,000	60.0%	\$10,000	\$10,000	0.0%	\$32,769.54	\$19,342.84	\$18,855.18
			0.0%						

2-6803-74300-10005	Furniture and Equipment	\$5,000	0.0%	\$5,000	\$5,000	0.0%	\$20,747.65	\$3,628.37	\$33,452.11
2-6803-74300-10007	Leasehold Improvements		0.0%	\$0	\$0	0.0%	\$11,850.00		\$8,059.68
			0.0%						
	TOTAL CAPITAL EXPENSES	\$169,500	8.8%	\$154,500	\$154,500	0.0%	\$187,212	\$143,814	\$189,644
			0.0%						
	TOTAL EXPENSES	\$1,502,200	5.5%	\$1,420,078	\$1,408,628	0.8%	\$1,292,335.08	\$1,353,100.35	\$1,525,338.16



CITY OF
FORT SASKATCHEWAN

**Request for Decision
Regular Council Meeting_Dec13_2022**

Bylaw C26-22 – Amending Traffic Bylaw C17-22

Motion:

1. That Council give second reading to Bylaw C26-22, which amends Traffic Bylaw C17-22.
2. That Council give third reading to Bylaw C26-22, which amends Traffic Bylaw C17-22.

Purpose:

The purpose of this report is to provide Council with the updated Bylaw C26-22, which amends Traffic Bylaw C17-22, and to request second and third reading of the Bylaw.

Background:

The Traffic Bylaw regulates the various forms of traffic movement through the City, such as parking, speeds, recreational vehicles and disturbing noise. On October 11, 2022, Traffic Bylaw C26-22 received first reading at the regular Council meeting.

The first amendment is to correct an omission in the Fine Schedule. The second amendment, specific to vehicle noise is proposed for Council's consideration. It includes a recommended decibel (dBA) level for a vehicle while at idle and while at a speed greater than idling, 92dBA and 96dBA respectively, as well as a penalty of \$250 and \$500 for Failing to Comply with Sound Meter test.

Administration was asked to look at on-street parking, recreational vehicle and trailer parking. Residential street parking is often an area where we see complaints from our residents. When it comes to on-street parking we utilize the *Traffic Safety Act* Section 76 to ensure that inoperable vehicles are not being parked or abandon on our roadways. The intent of this is to limit parking for 72 hours then the vehicle has to be moved. Chalking the tire allows the Officer to ensure the vehicle did move. Council directed Administration to look at changing this to ensure vehicles move more than a few inches.

Summary Analysis:

Below is a summary of the amendments to the Traffic Bylaw. We have proposed three options for dealing with Abandoned Vehicles and on-street parking.

Housekeeping Amendment – Section 29

The first amendment is to Schedule "A" Fines and Penalties adding the fine amount for Section 29(b). This fine amount was left out when the Bylaw was updated and is consistent with the other fines within this Bylaw of \$250 for the first offence for having a trailer slide out open towards the sidewalk.

Vehicle Noise Amendment – Section 8

The second amendment is to add provisions for vehicle noise. This change will encompass a new definition of “Disturbing Noises” and changes to Section 8 of the Bylaw. This will add decibel readings for a vehicle while at idle and while at a greater speed than idling. These readings are 92dBA and 96dBA respectively as well as a penalty of \$250 for non-compliance.

Abandoned Vehicle Amendment – Section 1.1

Administration has come up with three options to address abandoned vehicles and on-street parking. Council wanted Municipal Enforcement to prevent people from just rolling ahead slightly and continuing to park in the same location.

Option 1 – Recommended Option

Section 1.1 Abandoned Vehicles

- a) No Person shall Park a Vehicle at a single location on a Highway (or in close proximity to that single location) for a period exceeding 72 consecutive hours.

Rationale: This option will provide Officers with a provision that will ensure the vehicle is moved more than a few inches. It has stronger wording to accomplish moving the vehicle. It will not have them moving entirely off the street for a period of time.

Option 2

Section 1.1 Abandoned Vehicles

- a) No Person shall Park a Vehicle at a single location on a Highway for a period exceeding 72 consecutive hours and the vehicle must be removed for a period of 24 hours

Rationale: The intent of adding this section would restrict parking on the street to 72 hours and then that vehicle can't be parked back on the street for a period of 24 hours. This option will significantly restrict parking in areas that already have parking issues. This option will extend the time it takes for Officers to complete this file with added checks to ensure the vehicle has been removed.

Option 3 – Stay with current legislation

Section 76 Abandoned Vehicles *Traffic Safety Act*

(2) A vehicle that is

1. Left standing on a highway for more than 72 consecutive hours, unless otherwise provided for in a bylaw in the case of a highway under the direction, control and management of the council of a municipality,

Rationale: This option has worked well for its intent to ensure vehicles are not abandoned or left inoperable on the street.

Recreation Vehicles / Trailers – Section 29

Trailers have been added to this section to treat them the same as a recreational vehicle. We have also increased the time to park on the street from 24 hours to 48 hours. This time frame will give residents adequate time to load and unload the trailer or recreational vehicle. We have added the Recreational Vehicle or Trailer must be removed for a period of 48 hours off the street.

Financial Implications:

If adopted, this Bylaw and the new fines associated to it will help to increase compliance and there is a revenue component for the Municipal Enforcement Services. A sound level meter will be

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purchased at a cost of approximately \$4,000 each with an ongoing yearly cost to calibrate the instrument. These costs will be covered in our current operating budget.

Internal/External Impacts:

This new Bylaw will require Municipal Enforcement and RCMP Officers to be trained on the use of Sound Level Meters. There will also be a period of public education and opportunities for motorists to have their sound level checked on their vehicles by our Officers. This will be considered as an educational aspect of changing the bylaw and no tickets will be issued during these events. Protective Services will work with Corporate Communications on public awareness of the new Traffic Bylaw.

Diversity Impacts:

The Traffic Bylaw was looked at from a Diversity and Inclusion Lens and wording changed to reflect the values of the City of Fort Saskatchewan to be inclusive. Multiple avenues of communication will be used to ensure we meet the diverse needs of the community.

Risk Analysis:

We are now seeing the provision of decibel readings added to bylaws across the province and these changes are proving to be successful. Keeping an eye on the legal challenges that we have will be one measure of our Bylaw's success.

If Council were not to approve this amendment for vehicle noise, Officers will continue to utilize the *Traffic Safety Act* as our tool for addressing noise and *Vehicle Equipment Regulations*.

Plans/Standards/Legislation:

The Traffic Bylaw aligns with the City's Vision Zero goal and to have a safe and livable community.

City's Strategic Plan:

- Goal - Welcoming, Compassionate and Active Community (support diverse community needs to create a complete community where everyone, regardless of circumstances is able to experience all the City has to offer).
- Goal - Operational Excellence and Continuous Improvement (continuous improvement, constantly looking for ways to improve our services through innovative practices, technology, collaboration, and consultation).

Alternatives:

These alternatives are set out for wording for Abandoned Vehicles and street parking

1. **Recommended Option:** "No Person shall Park a Vehicle at a single location on a Highway (or in close proximity to that single location) for a period exceeding 72 consecutive hours."

Motion: *That Bylaw C17-22 be amended to add the following Section 1.1 – Abandoned Vehicles "No Person shall Park a Vehicle at a single location on a Highway (or in close proximity to that single location) for a period exceeding 72 consecutive hours."*

Bylaw C26-22 – Amending Traffic Bylaw C17-22
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2. “No Person shall Park a Vehicle at a single location on a Highway for a period exceeding 72 consecutive hours and the vehicle must be removed for a period of 24 hours.”

Motion: *That Bylaw C17-22 be amended to add the following Section 1.1 – Abandoned Vehicles* “No Person shall Park a Vehicle at a single location on a Highway for a period exceeding 72 consecutive hours and the vehicle must be removed for a period of 24 hours.”

3. Stay with current legislation Section 76 *Traffic Safety Act*. “A vehicle that is Left standing on a highway for more than 72 consecutive hours, unless otherwise provided for in a bylaw in the case of a highway under the direction, control and management of the council of a municipality,”

Administrative Recommendation:

Administration recommends that Council give second and third reading to Bylaw C26-22 – Amending Traffic Bylaw C17-22. Once adopted the Traffic Bylaw C17-22 will be amended.

Attachments:

1. Appendix A – Amended Traffic Bylaw C26-22
2. Appendix B – Traffic Bylaw C17-22

Prepared by:	Name Lee Hardman Supervisor, Municipal Enforcement Protective Services	Date: December 2, 2022
Approved by:	Coreen Rayner Director, Protective Services	Date: December 2, 2022
Approved by:	Heather Cowie General Manager, Community & Protective Services	Date: December 2, 2022
Approved by:	Troy Fleming City Manager	Date: December 2, 2022



CITY OF FORT SASKATCHEWAN

A BYLAW FOR THE PURPOSE OF AMENDING TRAFFIC BYLAW C17-22

BYLAW C26-22

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

1. This Bylaw is cited as the Amending Traffic Bylaw.
2. The following changes are made to Part 1 - Definitions
 - (a) **“Disturbing Noises”** means:
 - (i) Any sound or volume of noise caused by or emanating from a motor vehicle that annoys or disturbs humans, or endangers the health and safety of humans and includes but is not limited to
 - (ii) The revving of an internal combustion engine;
 - (iii) The squealing of tires;
 - (iv) Loud acceleration;
 - (v) Loud roaring or explosive sounds
 - (vi) Sounds from a radio, stereo, television, or other device within the motor vehicle
 - (vii) Any sound that exceeds sound levels of 92 decibels (dba) or more as measured by a sound level meter at 50cm from the point of reception while the motor vehicle’s engine is idling; or
 - (viii) Any sound that exceeds sound levels of 96 decibels (dba) or more as measured by a sound level meter at 50cm from the point of reception while the motor vehicle’s engine is at any RPM greater than idle
 - (b) **“Point of Reception”** means:
 - (i) the location on a motor vehicle where sound levels are measured with a sound level meter.
 - (c) **“RPM”** means:
 - (i) The revolutions per minute of a motor vehicle engine.
 - (d) **“Sound Calibrator”** means:
 - (i) any coupler-type sound calibrator that conforms to the applicable standards of the American National Standards Institute (A.N.S.I).
 - (e) **“Sound Level”** means:
 - (i) the sound pressure measured in decibels using the “A” weighted network of a sound level meter with fast response.

(f) **“Sound Level Meter”** means:

- (i) any Type 2 or better integrating instrument (as established by the standards of A.N.S.I) that measures sound levels, and which is properly calibrated by a sound calibrator.

Part II – Bylaws

3. Adding the following Section

1.1 Abandoned Vehicles

- a) No Person shall Park a Vehicle at a single location on a Highway (or in close proximity to that single location) for a period exceeding 72 consecutive hours.

4. Deleting Section 8 in its entirety and replacing it with the following:

SECTION 8 DISTURBING NOISES

- (a) A person must not make, continue, or allow to be made or continue any Disturbing Noise.
- (b) A person who fails to comply with a Peace Officer’s instructions during a vehicle Sound Level Meter test, is guilty of an offence.
- (c) Subsection 8(a) does not apply to persons operating emergency vehicles.

5. Deleting Section 29 in its entirety and replacing it with the following:

SECTION 29 - RECREATION VEHICLES / TRAILERS

- a) A Recreational Vehicle or Trailer shall not be parked on a Highway for more than forty-eight (48) consecutive hours upon which time the Recreational Vehicle or Trailer must be moved from the Highway for a period of not less than forty-eight (48) hours.
- b) A Recreational Vehicle or Trailer parked on a Highway shall not be occupied.
- c) No Person shall Park a Recreational Vehicle or Trailer upon a Highway unless it is attached to a Vehicle by which it may be drawn.
- d) A Recreational Vehicle or Trailer shall not be parked on a Highway with their slides open towards the Highway.

6. That Schedule "A" of Bylaw C17-22 be amended as follows:

Add Section 1.1 in the Schedule

Section 1.1 – Abandoned Vehicles

OFFENCE	SECTION	FINE
Park a Vehicle at a single location on a Highway (or in close proximity to that single location) for a period exceeding 72 consecutive hours.	1	\$250.00

Replacing the description and offence in Section 8 with the following:

SECTION 8 - DISTURBING NOISES

OFFENCE	SECTION	FINE
No person shall make, continue, or allow to be made or continue any disturbing noise	8 (a)	\$250
Fail to comply with Sound Level Meter test instructions	8 (b)	\$500

Replace Section 29 with the following:

SECTION 29 - RECREATION VEHICLES / TRAILERS

OFFENCE	SECTION	FINE
Park a Recreational Vehicle or Trailer for more than forty-eight (48) consecutive hours.	29(a)	\$250.00
Occupy a Recreational Vehicle parked on a Highway.	29(b)	\$250.00
Park a Recreational Vehicle or Trailer upon a Highway unless it is attached to a Vehicle by which it may be drawn.	29(c)	\$250.00
Park a Recreational Vehicle or Trailer on a Roadway, with slides open towards the roadway	29(e)	\$250.00

- READ a third time and finally passed this day of , 2022.

Date Signed: _____



CITY OF FORT SASKATCHEWAN

TRAFFIC BYLAW C17-22

FOR THE PURPOSE OF REGULATING AND CONTROLLING VEHICLE, ANIMAL AND PEDESTRIAN TRAFFIC.

WHEREAS the *Traffic Safety Act*, R.S.A. 2000, c.T-6 as amended or repealed and replaced from time to time, authorizes a municipal council to pass bylaws not inconsistent within the *Traffic Safety Act*, respecting highways under its direction, control and management, for the regulation and control of traffic within the boundaries of the municipality;

AND WHEREAS, the Council for the municipality deems it to be in the best interests of the public to regulate traffic within the municipality;

NOW THEREFORE, the Council of the City of Fort Saskatchewan, duly assembled, enacts as follows:

This Bylaw may be cited as the City of Fort Saskatchewan "Traffic Enforcement Bylaw."

PART 1 - DEFINITIONS

1. DEFINITIONS

In this Bylaw,

(a) "Advertise" means any public notice, such as:

- (i) a sign, including an inscribed board, structure or device serving for advertising without being limited to free-standing signs, portable signs, banners, posters, handbills, placards,
- (ii) a newspaper display, or
- (iii) a television or radio announcement designed to sell a product or publicize a service or vacancy.

(b) "Alley" means a narrow Highway providing access to the rear of buildings and parcels of land.

(c) "Boulevard" means that part of a Highway in an urban area that:

- (i) is not a Roadway, and
- (ii) is that part of the Sidewalk that is not especially adapted for the use of or ordinarily used by Pedestrians.

- (d) "Bus" means a Public Passenger Vehicle that is owned or operated as part of a municipal Bus system.
- (e) "Peace Officer" means a Person appointed by the City pursuant to the provisions of the MGA and may include a Bylaw Officer, Peace Officer or a Member of the Royal Canadian Mounted Police.
- (f) "Center Line" means:
 - (i) the center of a Roadway measured from the Curbs or, in the absence of Curbs, from the edges of the Roadway, or
 - (ii) in case of a Highway designated by Traffic Control Devices:
 - (a) as an offset center Highway; or
 - (b) as a Highway having a certain number of traffic lanes for traffic moving in a certain direction at all times or at specified times;
 - (c) the line dividing the lanes for traffic moving in opposite directions, or
 - (d) in the case of a divided Highway, that portion of the Highway separating the Roadways for traffic moving in opposite directions.
- (g) "City" means the municipal corporation of the City of Fort Saskatchewan.
- (h) "City Manager" means the City's Chief Administrative Officer or their designate.
- (i) "Commercial Vehicle" means a Vehicle operated on a Highway by or on behalf of a Person for the purpose of providing transportation but does not include a Private Passenger Vehicle.
- (j) "Crossing" means a Curb, Sidewalk or Boulevard Crossing constructed for the purpose of Vehicle access.
- (k) "Crosswalk" means:
 - (i) that part of a Roadway at an Intersection included within the connection of the lateral line of the Sidewalks on opposite sides of the Highway measured from the Curbs, or in the absence of Curbs, from the edges of the Roadway, or
 - (ii) any part of a Roadway at an Intersection or elsewhere distinctly indicated for Pedestrian Crossing by Traffic Control Devices or by line or by other markings on the road surface.
- (l) "Curb" means the actual Roadway Curb if there is one, and if there is no Curb in existence shall mean the division of a Highway between the Roadway and the Sidewalk or Boulevard, as the case may be.

(m) "Debris" means loose material including, but not limited to, snow, ice, sand, dirt, gravel, turf, leaves, branches and solid waste.

(n) "Emergency Vehicle" means:

- (i) a Vehicle operated by a Peace or police service as defined in the *Police Act*, as amended or repealed and replaced from time to time;
- (ii) a fire-fighting or other type of Vehicle operated by the fire protection service for the City;
- (iii) an ambulance operated by a Person or organization providing ambulance services;
- (iv) a Vehicle operated as a gas, power or water disconnection unit of a public utility; or
- (v) a Vehicle designated by regulation as an emergency response unit.

(o) "Gross-Weight" means:

- (i) in respect of a single axle of a public Vehicle, the total weight that a single axle transmits to the Highway;
- (ii) in respect of an axle group of a Vehicle, the sum of the weights transmitted to the Highway by all of the axles within the axle group;
- (iii) in respect of a tire of a Vehicle, the total weight that the tire transmits to a Highway; and
- (iv) in respect of a Vehicle, the total weight of a vehicle or combination of Vehicles calculated as the sum of the weights transmitted to a Highway through each of the axles.

(p) "Heavy Vehicle" means, any one of the following:

- (i) a Vehicle with or without a load weighing 6,000 kilograms or more, or exceeding 8.5 meters in length; or
- (ii) a Vehicle with a Trailer, with or without a load as Vehicle Gross-Weight weighing 8,000 kilograms or more in total weight, or ten (10) meters in total length; or
- (iii) a Vehicle exceeding two axles; and
- (iv) notwithstanding the foregoing, a municipal service Vehicle, a Recreational Vehicle, a Bus or Public Passenger Vehicle, an Emergency Vehicle, are excluded from this definition.

(q) "Highway" means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, Alley, square, bridge, causeway, trestle way or other place or part of any of them whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or Parking of Vehicles and includes:

- (i) a Sidewalk, including a Boulevard adjacent to the Sidewalk;
- (ii) if a ditch lies adjacent to and parallel with the Roadway, the ditch; and
- (iii) if a Highway right of way is contained between fences or between a fence and one side of the Roadway, all the land between the fences, or all the land between the fence and the edge of the Roadway, as the case may be.

(r) "Holiday" includes:

- (i) every Sunday;
- (ii) New Year's Day, Alberta Family Day, Good Friday, Easter Monday, Day of Truth and Reconciliation, Victoria Day, Canada Day, Heritage Day, Labour Day, Remembrance Day and Christmas Day;
- (iii) the birthday or the day fixed by proclamation for the celebration of birthday of the reigning sovereign;
- (iv) December 26th, or if that date falls on a Sunday or Monday, then December 27th; and
- (v) any day appointed by proclamation of the Governor General in Council or proclamation of the Lieutenant Governor in Council for a public Holiday or for a day of fast or Thanksgiving or as a day for mourning.

(s) "Intersection" means the area embraced within the prolongation or connection of:

- (i) the lateral Curb lines, if applicable;
- (ii) the exterior edges of the Roadways; and
- (iii) two (2) or more Highways, which join one another at an angle whether or not one (1) Highway crosses the other.

(t) "Inoperable Vehicle" means any motor Vehicle that cannot be started and moved under its own power without the assistance of another Person, Vehicle, or gravity.

(u) "Micromobility Devices" means a range of small, lightweight Vehicles operating at speeds typically below twenty-five (25) km/h and driven by users personally. Micromobility Devices include bicycles, e-bikes, electric scooters, non-motorized scooters, roller blades, in-line skates, electric skateboards, non-motorized skate boards, shared bicycles, and electric pedal assisted bicycles. Micromobility

Devices exclude devices with internal combustion engines and those with top speeds above forty-five (45) kilometers per hour.

- (v) "Mobility Aid" means a device that is used to facilitate the transport, in a normal seated orientation, of a Person with a disability.
- (w) "Motor Vehicle" has the same meaning as in the *Traffic Safety Act*.
- (x) "Night" means the period commencing one (1) hour after sunset and ending one (1) hour before sunrise.
- (y) "Obstruction" means an encroachment, excavation, structure or other obstacle, including a tree, shrub or hedge which interferes with or prevents the vision, passage, maintenance or use of Highways or public places by Vehicles or Pedestrians.
- (z) "MGA" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended or repealed and replaced from time to time.
- (aa) "Occupier" means any Person other than the registered Owner who is in possession of a property, including, but not restricted to, a lessee, licensee, tenant or agent of the Owner.
- (bb) "Off-Highway Vehicle" means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such non-Roadway travel:
 - (i) Four (4)-wheel drive Vehicles;
 - (ii) low pressure tire Vehicles;
 - (iii) motorcycles and related two (2)-wheel Vehicles;
 - (iv) amphibious machines;
 - (v) all-terrain Vehicles;
 - (vi) miniature Motor Vehicles;
 - (vii) snow Vehicles;
 - (viii) mini-bikes; and
 - (ix) any other means of transportation that is propelled by any power other than muscular power or wind, but does not include:
 - (x) motor boats; or
 - (xi) any other Vehicle exempted from being an Off-Highway Vehicle by Provincial Regulation.

- (cc) "Owner" means the Person who owns a Vehicle and includes any Person renting a Vehicle or having the exclusive use of a Vehicle under a lease that has a term of more than thirty (30) days or otherwise having the exclusive use of a Vehicle for a period of more than thirty (30) days.
- (dd) "Parade or Procession" means any combination of Pedestrians and/or Vehicles that are likely to block, obstruct, impede, hinder or otherwise interfere with Pedestrian or vehicular traffic on the Highway; but does not include a military Parade or funeral Procession.
- (ee) "Park" or "Parking" means allowing a Vehicle, whether occupied or not, to remain standing in one place, except:
 - (i) when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers, or
 - (ii) when standing in obedience to a Bylaw Enforcement Officer or Traffic Control Device.
- (ff) "Parkland" has the same meaning as in, the City's *Parkland and Open Space Bylaw*, as amended or repealed and replaced from time to time.
- (gg) "Pedestrian" means:
 - (i) a Person on foot; or
 - (ii) a Person in or on a Mobility Aid and includes those Persons designated by regulation as Pedestrians.
- (hh) "Person" means a corporation, partnership, or individual, and their heirs, executors, administrators or other legal representative of an individual.
- (ii) "Playground Zone" means that portion of a Highway identified as a playground zone by a Traffic Control Device.
- (jj) "Provincial Offences Procedure Act" means the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time.
- (kk) "Private Passenger Vehicle" means a Vehicle used solely for personal transportation:
 - (i) including the carriage of goods intended for the use or enjoyment of the Owner of the Vehicle or members of the Owner's household; but
 - (ii) not including, in respect of a Person's business, work or employment, the carriage of passengers or of goods, except for sample cases or display goods that are conveyed by a sales Person and that are not for delivery or resale.

- (ll) "Public Passenger Vehicle" means a Commercial Vehicle used solely for the transportation of passengers.
- (mm) "Recreational Vehicle" means a Vehicle used or intended for use as a shelter, and without restricting the generality of the foregoing, includes any motor-home, holiday trailer, camper, tent trailer and any Bus or truck converted for use as a Recreational Vehicle.
- (nn) "Registrar" Refers to the Alberta Registrar of Motor Vehicle Service
- (oo) "School Bus" means a motor Vehicle used primarily for transporting Persons to and from a school.
- (pp) "School Zone" means that portion of a Highway identified as a school zone by a Traffic Control Device.
- (qq) "Sidewalk" means that part of a Highway especially adapted to the use of or ordinarily used by Pedestrians and includes that part of a Highway between the Curb line or the edge of the Roadway, where there is no Curb line, and the adjacent property line, whether or not paved or improved.
- (rr) "Slow Moving Vehicle" means a Vehicle that is:
 - (i) a piece of slow moving equipment or machinery;
 - (ii) an animal drawn Vehicle;
 - (iii) a piece of machinery or equipment designed for use at speeds that are less than forty (40) kilometers per hour; or
 - (iv) a Vehicle, which is required to display an emblem indicating that such Vehicle, is a Slow Moving Vehicle pursuant to the *Traffic Safety Act*.
- (ss) "Stop" or "Stopping" means:
 - (i) when required, a complete cessation from vehicular movement; and
 - (ii) when prohibited, any halting even momentarily of a Vehicle, whether occupied or not, except when in compliance with the directions of a Peace Officer or Traffic Control Device.
- (tt) "Street Furniture" means items such as poles, Traffic Control Devices, waste receptacles, Bus benches, Bus enclosures, trees, plants, grasses, hydrants, fences, utilities, utility service or any other property placed on a Highway by the City.
- (uu) "Track" means to allow, cause or permit any dirt, soil, mud, gravel, sand, clay, lime, fertilizer, manure, substance or material of any nature or kind whatsoever to become loose or detached or blow, drop, spill, or fall from any Vehicle, appurtenances, or tires onto any Highway.

(vv) "Traffic Control Device" means any sign, signal, marking or device placed, marked or erected for the purpose of regulating, warning or guiding traffic.

(ww) "Trailer" means a Vehicle so designed that it:

- (i) may be attached to or drawn by a Motor Vehicle or tractor; and
- (ii) is intended to transport property or Persons, and includes any Vehicle defined by regulation as a Trailer but does not include machinery or equipment solely used in the construction or maintenance of Highways.

(xx) "Truck Route" means a Highway which has been designated as a Truck Route in the City as provided in Schedule "B" attached to and forming part of this Bylaw.

(yy) "Vehicle" means a device in, upon or by which a person or thing may be transported or drawn upon a Highway.

(zz) "Violation Tag" means a tag or similar document issued by the City pursuant to the MGA for the purpose of notifying a Person that an offence has been committed for which a prosecution may follow.

(aaa) "Violation Ticket" means a ticket issued pursuant to Part 2 or 3 as in the *Provincial Offences Procedure Act*.

PART II - BYLAWS

2. ADVERTISING

- (a) No Person may travel about City Highways with any Vehicle using an audible device to Advertise any sale, exhibit, event, business, or anything else whatsoever without written permission from the City Manager.
- (b) No Person may place any Advertising or other type of sign not referred to in this or any other bylaw on a Vehicle, Highway, public lands, Sidewalk or Boulevard or upon Street Furniture unless authorized by written permission from the City Manager.
- (c) No Person may erect or cause to be erected any advertising or signage, as defined in the City's *Land Use Bylaw*, as amended or repealed and replaced from time to time, upon public lands without an approved permit from the City Manager.
- (d) In addition to any other penalty for breach of Sections 2(a), 2(b) and 2(c), the City shall remove any sign, poster, or banner placed or erected contrary to this Bylaw that impedes or interferes with any repair or maintenance on a Highway, without prior notice, and such removal shall be at the expense of the Person who placed or erected the poster or sign.

- (e) For the purpose of Sections 2(b) and 2(c), the Person who is being referred to on the poster or sign shall be presumed to be the Person that placed or erected the Advertisement, unless proven otherwise to the satisfaction of the City.

3. HOOFED ANIMALS

- (a) No Person may ride, lead or allow a hoofed animal to walk on a Highway or public property without obtaining the necessary permit from the City.
- (b) An employee of the City or a Peace Officer, while in the official course of performing their duties, shall be exempt from the restrictions imposed on the use of animals within City limits.
- (c) A Peace Officer has the authority to request all information and permits pertaining to riding an animal that is being ridden in contradiction to this Bylaw.

4. CLEARANCE OF STRUCTURES

- (a) No Person shall ride, operate or cause or permit to be operated, any Vehicle through or under any structure, when the Vehicle's height exceeds the maximum clearance posted on a Traffic Control Device for that structure.

5. CONSTRUCTION – GENERAL

- (a) Unless a permit authorizing the activity has been issued by the City, a Person shall not add to, construct, dismantle or repair any portion of a public property, Boulevard or Highway.

6. DANGEROUS OBJECTS

- (a) No Person shall throw, drop, place or cause or permit to be thrown, dropped or placed any object that may be considered reasonably dangerous to the welfare or safety of the public onto any Highway or public property within the City limits.

7. DEBRIS

- (a) Private Property
 - (i) A Person shall not place, cause or permit to be placed any snow, ice, dirt, Debris or other material from their private property upon any portion of a Sidewalk, Roadway, Highway, other public place within the City or private property other than their own.
- (b) Sidewalks and Public Places
 - (i) All Persons within the City owning, controlling or occupying commercial property located within the boundaries set out in Schedule "C", attached hereto and forming part of this Bylaw, that adjoins any Sidewalk shall remove or cause to be removed and cleared away all snow, ice, dirt, Debris or other material from that part of any Sidewalk, such removal

shall be completed within twenty-four (24) hours of the time when the snow, ice, dirt, Debris or other material was formed or deposited thereon.

- (ii) The twenty-four (24) hour limitation set out in Subsection 8(b)(i) shall not include Sundays or Statutory Holidays.
- (iii) Persons removing snow and ice from Sidewalks abutting commercial property located within the boundaries set out in Schedule "C", may place said snow and ice onto the Roadway in a manner that it does not impede the safe movement of Pedestrian and vehicular traffic after said snow and ice has been deposited on the Roadway.
- (iv) Except as provided in Subsection 8(b)(i), all persons within the City owning, controlling or occupying property that adjoins any Sidewalk shall remove or cause to be removed and cleared away all snow, ice, dirt, Debris or other material from that part of any Sidewalk, such removal shall be completed within forty-eight (48) hours of the time when the snow, ice, dirt, Debris or other material was formed or deposited thereon.
- (v) The forty-eight (48) hour limitation set out in Subsection 8(b)(iv) shall not include Holidays.
- (vi) In default of any Person complying with Subsection 8(b)(i) and Subsection 8(b)(iv), and in addition to any other remedy available to the City for non-compliance with this Bylaw, the City may arrange to have the Sidewalk cleared and any cost thereof shall be paid to the City upon demand and failing payment, such cost shall be charged against the property as a special assessment.
- (vii) Except as provided in Subsection 8(b)(iii), no Person shall place, cause or permit to be placed any snow, ice, dirt, Debris or other material from any Sidewalk upon any other portion of any Sidewalk, Highway, other public place within the City or private property other than their own.
- (viii) No Person shall place, cause or permit to be placed any snow, ice, dirt, Debris or other material removed from any Highway or other public place within the City upon any other portion of any Highway, other public place within the City or private property, other than their own.
- (ix) Every occupant, and in case there is no occupant, the Owner of every house, shop, building, church or chapel abutting on or erected within three (3) meters of any Highway or public place shall, whenever snow or ice shall accumulate on the roof or eaves of such building to an extent that a danger is created to Persons passing, cause the same to be removed at once, and every Person while removing the same shall take due and proper care and precaution for warning and safety of Persons passing.

- (x) A Person who has an awning extending from a portion of their premises over a Highway or portion thereof shall keep the awning free from snow or ice. If water drips from an awning upon a Highway, the Owner or Occupier of the premises shall clean the Sidewalk or Highway portion thereof to prevent ice from forming thereon.
- (xi) No Person shall wash a Vehicle upon a Roadway or so near a Highway as to result in depositing mud or creating slush or ice upon a Highway."

8. DISTURBANCE OF RESIDENTIAL AREA

- (a) A person driving a Vehicle shall not, during the period of time commencing at 10 p.m. and terminating at the following 7 a.m., drive the Vehicle on a Highway in a residential area in a manner that unduly disturbs the residents of the residential area.

9. ENGINE RETARDER BRAKES

- (a) No Person shall use engine retarder brakes within the City limits.

10. FIRE HYDRANTS

- (a) No Person may place or permit any snow, ice, Debris, advertising or other material onto any fire hydrant located on public or private property.
- (b) No Person may damage or permit to be damaged, any fire hydrant by scraping, cutting or in any manner whatsoever, whether or not such Person is engaged in removing snow, ice, Debris or other material from any fire hydrant.
- (c) The provisions of Section 11(b) shall not apply to agents or employees of the City in the performance of maintaining said fire hydrants.

11. HEAVY VEHICLES

- (a) No Person may operate or Park a Heavy Vehicle in any area of the City, unless they are:
 - (i) delivering or collecting goods or merchandise to or from or providing services at the premises of bonafide customers:
 - (ii) going to or from the business premises of the Owner of the Heavy Vehicle concerned, unless an approved permit has been issued by the City:
 - (iii) moving a building for which the necessary moving permits have been issued:
 - (iv) going to or from the premises utilized for the servicing or repairing of the Heavy Vehicle:

- (v) pulling a disabled Vehicle from a Highway prohibited to Heavy Vehicles:
 - (vi) going to or from or actually performing work on a Highway, or when needed for construction or excavation project on an adjacent site:
 - (vii) traveling to or from a place that has been approved by the City to receive such Heavy Vehicles: and
 - (viii) at such locations as has been designated by a Traffic Control Device.
- (b) The Heavy Vehicle being operated must travel on the most direct and practicable route between the premises or location concerned, and the nearest Truck Route.
 - (c) In the case of any dispute arising as to the weight of any Vehicle, a certificate of weight in accordance with the *Traffic Safety Act* shall be deemed conclusive proof of such weight.
 - (d) Any person violating this section is liable on summary conviction to a fine of not less than \$100.00 for each 500 kilograms of weight borne by the single Vehicle in excess of the maximum 6,000 kg or a Vehicle with any type of Trailer attached in excess of the maximum of 8,000 kg.

12. HORSE DRAWN VEHICLES

- (a) The driver or other Person, in charge of any horse drawn Vehicle on a Highway shall obtain a permit authorized by the City Manager to permit such horse drawn Vehicle upon City Highways or on public lands.
- (b) The driver or other Person in charge of any horse drawn Vehicle on a Highway shall remain upon such Vehicle while it is in motion or shall walk beside the horse drawing such a Vehicle.

13. IMPOUNDING OR REMOVAL OF PROPERTY

- (a) A Peace Officer is hereby authorized to remove or cause to be removed and to impound any wheeled device for human transportation, Micromobility Device, motorcycle, snowmobile, all-terrain Vehicles or any other Vehicle or Trailer parked or abandoned or being used in contravention of this Bylaw or interfering with snow removal, other public works being carried out by the City or where emergency conditions may require such removal from a Highway.
- (b) Impounded property shall be released to the Owner thereof upon payment to the City or the City's authorized agent(s) of any towing charges and all transportation and storage costs applicable to such impounded property.
- (c) In the event the Owner does not claim the Vehicle or Trailer impounded, the towing and storage charges may be collected through civil process.

- (d) All other property impounded and not claimed by its rightful Owner may be relinquished to the finder, be sold by public or private auction without notice to the Owner thereof, and the proceeds of this sale shall be in payment of the sale and expenses of all impounding, transportation, and storage fees applicable thereto and the balance shall be applied to the general revenue of the City.
- (e) Property impounded shall remain at the risk of the Owner during such time it is impounded.

14. LOADING/UNLOADING OF VEHICLES

- (a) No Person shall load or unload goods or merchandise across a Sidewalk or Boulevard where loading or unloading facilities have been provided.
- (b) A Person, for the purpose of loading and unloading of merchandise to and from a property, shall not obstruct or prevent other Vehicles or Pedestrians from passing along such Highway while the loading or unloading of merchandise is taking place.
- (c) The loading of goods or passengers on Highways, other than for commercial purposes, shall not obstruct or prevent other Vehicles or Pedestrians from passing along such Highway while the loading or unloading of goods or passengers is taking place.

15. MICROMOBILITY DEVICES

- (a) No Person may leave any Micromobility Devices on any Sidewalk, Highway or attached to Street Furniture where it unduly impedes pedestrian traffic on sidewalks or impedes access to doorways.
- (b) No Person shall ride any Micromobility Device where prohibited by a sign.
- (c) Any Micromobility Device found abandoned on any Sidewalk, Highway or attached to Street Furniture or bike rack, may be impounded by a Peace Officer.
- (d) An employee of the City or a Peace Officer, while in the official course of performing their duties, shall be exempt from the restrictions imposed on the use of cycling within City limits.
- (e) Notwithstanding Section 4(a), no Person shall attach a Micromobility Device to a tree, another living plant, fire hydrant or utility box.
- (f) No Person operate a Micromobility Device upon a Roadway except as permitted herein.

- (g) A Person using a Micromobility Device on a Highway:
 - (i) shall have the same rights and duties as the operator of a motor vehicle;
 - (ii) shall be on the bicycle path, if there is a bicycle path adjacent to the Roadway or;
 - (iii) be as near as practicable to the right side of the Highway;
 - (iv) shall not be on a Sidewalk prohibited by a sign;
 - (v) shall not be attached by the arm or hand of the operator or otherwise to a Vehicle on a Highway.
- (h) Every Person operating a Micromobility Device upon a Sidewalk shall:
 - (i) yield the right-of-way to Pedestrians;
 - (ii) use care and control when passing a Pedestrian or other Person on a Sidewalk;
 - (iii) remain at a reasonable distance from other Persons using the Sidewalk;
 - (iv) give an audible signal before overtaking a Pedestrian, which signal will be produced at a reasonable time prior to overtaking, by voice, bell, or other warning device, which is audible to the Pedestrian; and
- (i) No Person shall operate a Micromobility Device upon a Sidewalk at any rate of speed that is unreasonable having regard to the nature, condition, and use of the Sidewalk and the amount and kind of Pedestrian traffic that is or might reasonably be expected to be on the Sidewalk.
- (j) No rally or race involving Micromobility Devices shall be held upon any Sidewalk unless otherwise authorized by the City Manager.
- (l) Persons operating a Micromobility Device shall use the Sidewalks at their own risk and the City does not warrant any Sidewalk as being suitable for operating a Micromobility Device.
- (m) No Person shall operate a Micromobility Device, contrary to a sign or upon private land unless the Person has obtained written consent from the Owner to do so, or in a designated area approved by the City.

16. MOVING A BUILDING

- (a) No Person shall use any Highway within the City to move a building, or part of a building, without a permit. A copy of the permit shall be in the possession of the operator of the Vehicle used for moving said building and shall be produced to a Peace Officer on demand.

17. OBSTRUCTING THE USE OF A ROADWAY, SIDEWALK OR BUILDING

- (a) A Person shall not stand or be in any other position on a Highway so as to obstruct the entrance to a building or to obstruct Pedestrians or Vehicles using the Highway.
- (b) This section does not apply to Persons participating in, or assembled to watch a Parade for which a permit has been issued pursuant to this Bylaw.
- (c) A Person shall not crowd, jostle, or harass any Pedestrian on a Highway.
- (d) No Person shall make, place or allow an obstruction of any kind in, upon, or above any Highway within the City unless a permit authorizing placement of the obstruction has been issued by the City Manager.
- (e) Every Person making or placing an obstruction of any kind in, upon, or above any Highway within the City shall produce the aforementioned permit for inspection upon the request of a Peace Officer, or the City Manager.
- (f) No Owner of a Vehicle or Person operating a Vehicle shall Stop a Vehicle or permit a Vehicle to be left upon any Highway in such a manner as to block, obstruct, impede, or hinder traffic thereon.
- (g) Notwithstanding Section 17(g), where the obstruction is unavoidable due to mechanical failure, the operator will not be in breach of this section provided they immediately take measures to remove the obstruction from the Highway.
- (h) A Peace Officer may remove any obstruction on a Highway placed thereto in contravention of this Bylaw.
- (i) Any expenses incurred as a result of Section 17(i), may be recovered by distress upon the goods and chattels of the Person by whom, or by whose authority, any obstruction was so placed.
- (j) No Person shall Park any Vehicle or portion of Vehicle, on an Alley in the City except as provided for in Section 17(h) of this Bylaw.
- (k) A Peace Officer or the City's Fire Services may in case of a fire, disaster or any type of emergency dealing with life and property temporarily obstruct the passage of Pedestrians and Vehicles on a Highway, Sidewalk or within a Parkland.

- (l) Where an obstruction of any kind exists in, upon, or above any Highway or public place and in the opinion of the City Manager creates an unsafe condition the City Manager shall take such measures as required to remedy the obstruction.
- (m) Every Person who fails to obtain or to comply with the provisions of a permit pursuant to this Bylaw shall be guilty of an offense and shall, in addition to any other penalty, immediately cause the removal of the obstruction.

18. OBSTRUCTING VISIBILITY

- (a) To ensure good visibility of a Pedestrian, cyclist or driver of a Vehicle a Person shall not erect, place, maintain, or permit to grow, over or upon that portion of a site within the sight triangle as defined in the City's *Land Use Bylaw*.

19. OFF-HIGHWAY VEHICLES

- (a) No Person shall operate an Off-Highway Vehicle on public Parkland within the City, including on any bodies of water existing wholly or partially within the City (whether frozen or otherwise), unless:
 - (i) first obtaining written approval to do so by the City Manager, or
 - (ii) engaged in the act of loading or unloading an Off-Highway Vehicle from or onto a Trailer or Vehicle.
- (b) Employees of the City, and Peace Officers while in the official course of performing their duties shall be exempt from the restrictions imposed on the operation of Off-Highway Vehicle.

20. OWNER LIABLE

- (a) If a Vehicle is involved in an offence under this Bylaw, the Owner of that Vehicle is guilty of that offence.
- (b) Subsection (a) does not apply if the Owner of the Vehicle satisfies the court that at the time the Vehicle was involved in the offence:
 - (i) in the case of a Vehicle that was in motion:
 - (a) the Owner of the Vehicle was not driving the Vehicle; and
 - (b) no other Person was driving the Vehicle with the Owner's expressed or implied consent; and
 - (ii) in the case of a Vehicle that was parked:
 - (a) the Owner did not Park the Vehicle; and
 - (b) no other Person parked the Vehicle with the Owner's expressed or implied consent.

- (c) An Owner who is guilty of an offence by operation of this section is not liable to imprisonment in respect of that offence or in respect of a default of a fine imposed in respect of that offence.

21. PARADE OR PROCESSION

- (a) No Person shall hold or take part in any Parade or Procession without first obtaining an approved permit from the City Manager subject to such terms and conditions the City Manager deems advisable, for the Parade or Procession.
- (b) The Parade or Procession organizer shall, at all times and without limitation, indemnify and save harmless the City, its Councillors, directors, officers, employees, contractors, agents and representatives from and against any and all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands and proceedings, all of whatever nature and kind which any of the City, its Councillors, directors, officers, employees, contractors, agents and representatives may sustain, pay or incur or which may be brought or made against all or any of them, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, with respect to any occurrence, event, incident or matter caused by, and/or arising as a direct or indirect result of the Parade or Procession.
- (c) The Parade or Procession organizer shall at their sole cost and expense, take out and keep in full force and effect, the following insurance:
 - (i) "all risks" insurance upon property of every kind and description in an amount not less than the full replacement cost thereof. If there is a dispute as to the amount which comprises full replacement cost, the decision of the City shall be conclusive; and
 - (ii) comprehensive general liability insurance with inclusive limits to be determined by the City. Such insurance coverage shall name the City as an additional insured.
- (d) The Parade or Procession organizer must ensure that:
 - (i) all insurance coverage maintained by the Parade or Procession organizer shall include waivers of subrogation by the insurers in favor of the City and shall name the City as an additional insured.
- (e) Funeral and military processions shall be exempt from restrictions as long as they are conducted in accordance with *Alberta Regulation 304/02 – Use of Highway and Rules of the Road Regulation* as amended and repealed or replaced from time to time.

22. PARKING - ANGLE

- (a) When:
 - (i) a sign indicates that angle Parking is permitted or required; and
 - (ii) Parking guidelines are visible on the Roadway, a Person may only Park a Vehicle with the Vehicle between and parallel any two (2) of the guidelines; and
 - (iii) in the case of a Vehicle other than a motorcycle, with one front wheel not more than five-hundred (500) millimetres from the Curb or edge of the Roadway, or
 - (iv) in the case of a motorcycle, with:
 - (a) a wheel of the motorcycle not more than five-hundred (500) millimetres from the Curb or edge of the Roadway; and
 - (b) the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motorcycle is parked.
- (b) When:
 - (i) a sign indicates that angle Parking is permitted or required; and
 - (ii) no Parking guidelines are visible on the Roadway, a Person may only park a Vehicle with the Vehicle's sides at an angle of between thirty (30) and sixty (60) degrees to the Curb or edge of the Roadway; and
 - (iii) in the case of a Vehicle other than a motorcycle, with one front wheel not more than five-hundred (500) millimetres from the Curb or edge of the Roadway; or
 - (iv) In the case of a motorcycle, with:
 - (a) a wheel of the motorcycle not more than five-hundred (500) millimetres from the Curb or edge of the Roadway, and
 - (b) the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motorcycle is parked.
 - (v) A Vehicle, Recreational Vehicle or Trailer that singly or together exceeds 5.8 meters in length shall not be parked at an angle on a Highway unless:
 - (a) a sign specifically permits parking; or
 - (b) the vehicle displays a permit authorized by the City.

23. PARKING – DISABLED PERSONS:

- (a) A Vehicle shall not be Parked on a Highway in any location identified as being for the use of Persons with disabilities unless the Vehicle:
 - (i) displays a valid disabled placard or license plate issued or recognized by the Registrar; and
 - (ii) is being used for the transportation of a Person with a disability.

24. PARKING – GENERAL:

- (a) A Vehicle shall not be parked within three (3) meters of the Center Line of the Roadway on a Highway where the Roadway portion is twelve (12) meters or more in width.
- (b) A Vehicle shall not be parked on a Highway in any location identified as a fire lane, an emergency access zone, or otherwise being for the use of Emergency Vehicles.
- (c) A Vehicle shall not be parked on a Highway in any location identified as being for the use of a particular class of Vehicle unless the Vehicle is within the particular class.
- (d) For the purpose of Subsection (c), particular classes of Vehicles may include but are not limited to:
 - (i) small cars;
 - (ii) police or other Emergency Vehicles;
 - (iii) transit service Vehicles;
 - (iv) tour line Buses;
 - (v) funeral cars;
 - (vi) school Buses;
 - (vii) taxis;
 - (viii) motorcycles;
 - (ix) vending units;
 - (x) media Vehicles;
 - (xi) Department of National Defence Vehicles;
 - (xii) Department of Justice Vehicles; and
 - (xiii) Solicitor General Vehicles.

- (e) Unless permitted by a Traffic Control Device a Person operating a Vehicle shall not Stop or Park the Vehicle anytime at the following locations:
 - (i) on a Sidewalk or Boulevard;
 - (ii) on a Crosswalk or on any part of a Crosswalk;
 - (iii) within an Intersection other than immediately next to the Curb in a "T" Intersection;
 - (iv) within an Intersection other than five (5) meters to the projection of the Curb or edge of the Roadway;
 - (v) in the case of an approach to a Stop sign or yield sign, within five (5) meters from the Stop sign or yield sign;
 - (vi) within five (5) meters from any fire hydrants, or when the hydrants are not located at the Curb, within five (5) meters from the point on the Curb nearest the hydrants;
 - (vii) within 1.5 meters from an access to a garage, private road or driveway or a Vehicle crossway over a Sidewalk;
 - (viii) within five (5) meters from the near side of a marked Crosswalk;
 - (ix) alongside or opposite any street excavation or obstruction when the Stopping or Parking would obstruct traffic;
 - (x) on any bridge or on the approaches to them;
 - (xi) at any place where a Traffic Control Device prohibits Stopping or Parking;
 - (xii) on the Roadway side of a Vehicle that is parked or stopped at the Curb or edge of the Roadway;
 - (xiii) at or near the site of any fire, accident or other emergency if Stopping or Parking would obstruct traffic or hinder emergency Vehicles or a Bylaw Enforcement Officer, firemen, ambulance drivers, assistants, rescue officers or volunteers; and
 - (xiv) if a Highway is divided into two (2) or more Roadways by a Boulevard, ditch or other physical barrier on that portion of the Highway that is to the left of the yellow line except in an emergency situation where the Vehicle is disabled and it is not practicable to move the Vehicle to the far right side of the Highway.
- (f) Where a Traffic Control Device restricts the Parking for a specified period of time, no Person shall Park a Vehicle in excess of the time so designated and marked on the sign.

- (g) In the case of an offense that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a Person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.
- (h) Where a sign upon a Highway prohibits Parking thereon, no Person shall Park any Vehicle upon such Highway unless the Vehicle displays within or upon the front windshield on the driver's side of the Vehicle, a permit therefore authorized by the City Manager.
- (i) No Person shall Park or leave a Vehicle on private property, whether or not there is public access, without the permission or authorization of the Owner of the property, or Person having possession or control of the property:
 - (i) this section applies only where the privately owned property has been clearly identified as having restrictions on Parking.
- (j) A Vehicle parked contrary to Section 24(i) may be impounded and removed and a charge may be laid against the Owner or Person in charge of the illegally Parked Vehicle.
- (k) A Peace Officer, when enforcing the provisions of the *Traffic Safety Act*, or this Bylaw, may place an erasable chalk mark on the tread face of the tire of a parked or stopped Vehicle without that Person or the City incurring any liability for doing so.
- (l) No Person, other than a City employee, shall in the normal course of maintenance, mark any Curb with paint or similar substance indicating that "No Parking" is permitted.
- (m) No Person shall Park or drive any Vehicle upon any land owned by the City, which the City uses, or permits to be used, as Parkland, except on such part thereof as Traffic Control Device may permit or a permit has been issued by the City Manager.
- (n) Where a permit has been issued by the City Manager for temporary access to the Parkland, in which case any damage to the Parkland will be charged against the Person(s) making the application.
- (o) No Person shall Stop, or Park, any Vehicle, or portion of Vehicle on an Alley in the City unless such Vehicle is loading or unloading and is parked so as to not obstruct other Vehicles using the Alley.
- (p) No Person shall Park a Vehicle or Trailer on a Highway without license plates properly displayed.
- (q) No Person shall Park an unregistered Vehicle or Trailer on a Highway.
- (r) No Person shall park a vehicle on a Highway that is leaking fluids
- (s) No Person shall park an Inoperable Vehicle on a Highway.

25. PARKING - PARALLEL

- (a) When Parking a Vehicle parked on a Highway, a Person may only Park a Vehicle:
 - (i) With:
 - (a) the sides of the Vehicle parallel to the Curb or edge of the Roadway; and
 - (b) the right wheels of the Vehicle not more than five-hundred (500) millimetres from the right Curb or edge of the Roadway.
 - (ii) In the case of a one-way Highway where Parking on either side is permitted, with:
 - (a) the sides of the Vehicle parallel to the Curb or edge of the Roadway;
 - (b) the wheels that are the closest to a Curb or edge of the Roadway not more than five-hundred (500) millimetres from that Curb or edge; and
 - (c) the Vehicle facing in the direction of travel authorized for the Highway.
- (b) Notwithstanding Subsection (a), a motorcycle may be parked:
 - (i) at an angle, other than perpendicular, to the Curb or edge of the Roadway.
 - (ii) With:
 - (a) a wheel of the motorcycle not more than five-hundred (500) millimetres from the Curb or edge of the Roadway; and
 - (b) the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motorcycle is parked.
 - (c) Subsection (a) does not apply where angle Parking is permitted or required.

26. PARKING – SNOW ROUTES

- (a) No Person shall Park a Vehicle or permit a Vehicle to be Parked on a Highway marked with snow route/street sweeping or temporary no Parking sign(s).
- (b) This section applies only when the location identified as a snow route/street sweeping has been designated in effect by the City Manager.

27. PARKING LOTS – CITY OWNED AND OPERATED

- (a) Vehicles Parking on City Parking lots shall comply with all Traffic Control Devices posted thereon.

28. PEDESTRIAN RIGHTS AND RESPONSIBILITIES

- (a) No Pedestrian shall hitchhike or solicit a ride from a driver of Vehicle on a Highway within the City.
- (b) No Pedestrian, except as directed by a Peace Officer, shall cross or attempt to cross any Highway at any point other than a Crosswalk.
- (c) No Pedestrian shall cross or attempt to cross at an Intersection if a Traffic Control Device prohibits the Crossing.

29. RECREATIONAL VEHICLES / TRAILERS

- (a) A Recreational Vehicle shall not be parked on a Highway for more than twenty-four (24) consecutive hours;
- (b) A Recreational Vehicle parked on a Highway shall not be occupied.
- (c) No Person shall Park a Trailer or Recreational Vehicle upon a Highway unless the Trailer or Recreational Vehicle is attached to a Vehicle by which it may be drawn.
- (d) A Recreational Vehicle/Trailer shall not be parked on a Highway with their slides extended towards the Highway.

30. SALE OF GOODS

- (a) No Person shall, unless a permit and a business license has been obtained from the City Manager, sell or display goods, or place any temporary or permanent structure related to the selling or displaying of such goods on a Highway. The size, form, and design of structures, and location must be approved by the City Manager.
- (b) Any goods, or structures, related to the sale of goods displayed on a Highway, may be removed without notice and taken to a place of storage, and returned to the Owner upon proof of ownership and payment of costs incurred by the City for such removal and storage.
- (c) No newspaper vendor shall, unless duly authorized by permit or contract issued by the City Manager, sell newspapers on the Highways of the City or place on the Sidewalk a stand for the exhibition of such newspapers. The size, form, design of the stand and the location of the Sidewalk where such stand may be placed shall be designated by the City Manager.

- (d) No Person shall drive or Park a Motor Vehicle displayed for sale on a Highway unless duly authorized by permit or contract issued by the City Manager.

31. SCHOOL BUSES

- (a) The use of alternating flashing lights and stop arm on a School Bus operating on a Highway within the City is prohibited.
- (b) No School Bus shall be parked in a residential area unless such School Bus displays upon the front windshield of such Vehicle a School Bus residential Parking permit authorized by the City Manager.
- (c) No Person shall display upon a School Bus a permit purporting to exempt such School Bus from the provisions of Section 31(b) unless such permit was authorized by the City Manager.

32. SECURING LOADS

- (a) A Person shall not operate a Vehicle on a Highway with any loose material on the exterior of the Vehicle.
- (b) A Person shall not operate a Vehicle containing any load on a Highway unless the load has been secured to prevent any part of it from falling onto the Highway.
- (c) Without limiting the generality of Subsection (b), a Person shall not operate a Vehicle containing a load of earth, sand, gravel or other loose material on a Highway unless:
 - (i) all parts of the load are at least seventy-five (75) millimetres below the top of the container; and
 - (ii) the container and load are completely covered at all times.
- (d) In the event any part of a load falls onto a Highway from a Vehicle the Person operating the Vehicle shall forthwith:
 - (i) take all reasonable steps to safely remove any material from the Highway; and
 - (ii) notify both the City and the Police Service.

33. SIDEWALK – GENERAL / OCCUPANCY

- (a) No Person shall drive any Vehicle across any Sidewalk or Boulevard, or both, unless a Crossing has been constructed as required by the City Manager.

- (b) No Person may occupy a portion of Sidewalk, walkway, Boulevard, or Roadway for the purposes of temporary tables or seating, or both, or the vending of products from a licensed portable food service vending cart or Vehicle without first obtaining a permit from the City to do so.

34. SLOW MOVING VEHICLES

- (a) No Person shall operate a Slow Moving Vehicle during the Night on any Highway with a posted maximum speed of seventy (70) kilometers per hour or more unless the Slow Moving Vehicle is accompanied by an escort Vehicle following behind.
- (b) The provisions of Section 35(a) shall not apply to:
 - (i) a Vehicle owned by, or under contract to, the City while engaged in street maintenance operations upon the Highways;
 - (ii) a Vehicle owned by, or under contract to, the City while traveling to any locations for the purpose of carrying out street maintenance operations of an emergency nature; or
 - (iii) a Vehicle used in conjunction with servicing of public utilities including telephone, electricity, natural gas and cable vision system while such Vehicle is actually engaged in maintenance or emergency operations on the Highway.

35. SPEED LIMITS

- (a) Unless otherwise directed by a Traffic Control Device, no Person shall drive a Vehicle in excess of forty (40) kilometers per hour on any Highway within the City.
- (b) The maximum speed limit in any Alley within the City is twenty (20) kilometers per hour.
- (c) The penalties for contravening Sections 36(a) and 36(b) shall be pursuant to the *Traffic Safety Act*.

36. STREET FURNITURE

- (a) No Person shall climb or interfere with any Street Furniture, protection system, or any other utility system or work of the City.
- (b) No Person shall repair, construct, add to, or dismantle any portion of Street Furniture without first obtaining permission from the City Manager.

37. TEMPORARY CURB RAMPS

- (a) The placement of temporary curb ramps of any kind will be permitted between April 15 and October 31st.

38. TEMPORARY LOAD LIMITS

- (a) No Person shall operate a Vehicle on a Highway in contravention of prohibitions stated on a Traffic Control Device placed in situations of unfavorable road conditions to limit load limits.

39. TRACKING

- (a) No Person shall drive, operate, or permit to be driven or operated, any Vehicle or equipment of any nature or kind in such a manner so as to Track any earth, sand, gravel, or any other material upon a Highway.
- (b) A Person who Tracks upon a Highway shall, in addition to the penalty specified in this Bylaw be liable to clean up or remove the substance or material Tracked upon the Highway. In default of which the City shall clean up or remove such substance or material at the expense of the Person Tracking.
- (c) Unless a permit to do so has been issued by the City Manager, no Person shall operate on a Highway, a Vehicle, or Trailer having metal spikes, lugs, or cleats or bands projecting from the surface of the wheel or tire of such Vehicle.
- (d) Unless a permit has been issued by the City Manager, no Person shall operate on a Highway a Vehicle or Trailer having caterpillar Track or skids.

40. TRANSIT / SCHOOL BUS / SCHOOL / PLAYGROUND ZONES

- (a) The City Manager is hereby authorized to designate Transit or School Bus Zones and shall cause the same to be marked.
- (b) Notwithstanding any other provision of the Bylaw, where a Transit Vehicle is stopped at, or has approached within ten (10) meters of an Intersection and has indicated by signal that the driver intends to turn right at such Intersection, then the driver of a Vehicle traveling in the same direction shall not overtake or pass to the right of such Transit Vehicle.
- (c) No Person shall Stop a Vehicle for any period of time whatsoever in a Transit Zone or School Bus Zone which is properly marked by a Traffic Control Device, and which is located either on a road right-of-way, City property or private property.
- (d) Unless otherwise indicated by Traffic Control Devices, a Transit Zone extends forty-five (45) meters prior to the transit zone sign or the nearest Intersection prior to the transit zone, whichever distance is less. Intersections created by an Alley are excluded.
- (e) Notwithstanding Subsection 41(d), a taxi cab may Stop in the most forward six (6) meters of a transit zone while in the act of unloading or loading passengers.
- (f) A School Zone or Playground Zone:

- (i) begins at the point where there is a Traffic Control Device indicating the School Zone or Playground Zone or the commencement of the School Zone or Playground Zone; and
- (ii) ends at the point where there is a Traffic Control Device indicating a greater rate of speed or the end of the zone.
- (g) A School Zone's hours of operation are from 08:00 to 16:30 on each day, excluding weekends and Holidays, during which a nearby school is in session.
- (h) A Playground Zone's hours of operation are daily from 08:30 to one hour after sunset.
- (i) The speed limit in a School Zone is thirty (30) km/h during the School Zone's hours of operation.
- (j) The speed limit in a Playground Zone is 30 km/h during the Playground Zone's hours of operation.

41. A SCHOOL ZONE OR PLAYGROUND ZONE

- (a) begins at the point where there is a Traffic Control Device indicating the School Zone or Playground Zone or the commencement of the School Zone or Playground Zone; and
- (b) ends at the point where there is a Traffic Control Device indicating a greater rate of speed or the end of the zone.

42. UNATTENDED VEHICLE

- (a) No Person shall leave unattended Vehicle on a jack with one or more wheels removed on a Highway in the City.

43. INDUSTRIAL/COMMERICAL WASTE/STORAGE CONTAINER PLACEMENT

- (a) No Person shall place an industrial waste or storage container upon any Highway of the City unless a permit has first been obtained from the City Manager approving such placement.

PART III – ENFORCEMENT

44. OFFENCES & PENALTIES

- (a) Any Person who contravenes any provision of the Bylaw is guilty of an offence and is liable upon summary conviction, to a specified penalty for that offence as set out in Schedule "A" to this Bylaw.

- (b) Notwithstanding Schedule "A" of this Bylaw, any Person who commits a second or subsequent offence under this Bylaw within one (1) year of committing a first offence under this Bylaw, is liable on summary conviction to double the fine set out in Schedule "A" to this Bylaw, for that offence.
- (c) A person who is guilty of an offence is liable to a fine in an amount not less than that established in Schedule "A", and not exceeding ten thousand dollars (\$10,000.00).
- (d) Under no circumstances shall a Person contravening any provision of this Bylaw be subject to the penalty of imprisonment.

45. VIOLATION TAGS

- (a) A Peace Officer is hereby authorized and empowered to issue Violation Tags to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- (b) A Violation Tag may be issued to such Person:
 - (i) either personally; or
 - (ii) by placing a copy of the Violation Tag on the Vehicle; or
 - (iii) by mailing a copy, via mail, to such Person at their last known postal address.
- (c) A Violation Tag shall be in a form approved by the City Manager and shall state:
 - (i) the name of the Person;
 - (ii) the offence;
 - (iii) the appropriate penalty for the offence as specified in Schedule "A" of this Bylaw;
 - (iv) that the penalty shall be paid within seven (7) days of the issuance of the Violation Tag; and
 - (v) any other information as may be required by the City.
- (d) Where a Violation Tag issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued may in lieu of prosecution of the offence, pay the City the specified penalty set out on the Violation Tag.
- (e) Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket.

46. VIOLATION TICKETS

- (a) In those cases where a Violation Tag has been issued and the penalty specified on the Violation Tag has not been paid within the prescribed time, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket.
- (b) Notwithstanding Section 46(a), the Peace Officer is authorized and empowered to immediately issue a Violation Ticket to any Person who the Peace Officer has reasonable and probable grounds to believe is responsible for a contravention of this Bylaw.
- (c) A Violation Ticket issued with respect to a contravention of this Bylaw shall be served upon the Person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.
- (d) The Person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the Summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence as provided for in Schedule "A" to this Bylaw.
- (e) When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to Section 46(d) of this Bylaw and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

47. SEVERABILITY

- (a) If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

48. OBSTRUCTION

- (a) A Person shall not obstruct or hinder any Person in the exercise or performance of the Person's powers pursuant to this Bylaw.

49. ORDER TO COMPLY

- (a) If the City Manager believes, on reasonable grounds, that a Person is contravening any provision of this Bylaw, the City Manager may, by written order, require any Person responsible for the contravention to remedy it.
 - (i) Any person who fails to comply with an Order made under Section 49(a) is guilty of an offence.

- (b) The Order may:
 - (i) direct a Person to Stop doing something, or to change the way in which the Person is doing it;
 - (ii) direct a Person to take any action or measures necessary to remedy the contravention of this Bylaw and, if necessary, to prevent a re-occurrence of the contravention;
 - (iii) state a time within which the Person must comply with the directions; or
 - (iv) state that if the Person does not comply with the directions within a specified time, the City will take the action or measure.
- (c) A Person named in and served with an order issued pursuant to this section shall comply with any action or measure required to be taken within the time specified.
- (d) An Order issued pursuant to this section may be served:
 - (i) in the case of an individual:
 - (a) by delivering it personally to the individual;
 - (b) by leaving it for the individual at their apparent place of residence with someone who appears to be at least 18 years of age; or
 - (c) by mail addressed to the individual at their apparent place of residence or at any address for the individual on the tax roll of the City or at the Land Titles registry.
 - (ii) in the case of a corporation:
 - (a) by delivering personally to any director or officer of the corporation;
 - (b) by delivering it personally to a Person apparently in charge of an office of the corporation at an address held out by the corporation to be its address; or
 - (c) by mail addressed to the registered office of the corporation.
- (e) The City Manager and/or their designate may, after giving reasonable notice to the Owner or Occupier of the Premises, enter upon the said Premises and carry out an inspection for conditions that may contravene or fail to comply with the provisions of this Bylaw.
 - (i) Any Person who refuses to allow an inspection of the Premises under Section 49(e) is guilty of an offence.

- (f) When an Owner fails to remedy a contravention of this Bylaw within the time allowed in a written Order, the City may enter the Premises or Property to perform or complete the work necessary to remedy the violation of this Bylaw. The costs incurred by the City to remedy the violation, as well as any applicable fines under this Bylaw, will be billed to the Owner and will be amounts owing to the City. If the costs are not paid in the time specified by the City, the costs may be charged against the Premises or Property as a special assessment to be recovered in the same manner as other taxes.
- (g) A Person who received a written Order to Comply with a Section pursuant to this Bylaw may by written notice within fourteen (14) days after the date the Order is received, request Council to review the Order.
 - (i) After reviewing the Order, Council may confirm, vary, substitute or cancel the Order.

50. POWERS OF THE CITY MANAGER

Without restricting any other power, duty or function granted by this Bylaw the City Manager may:

- (a) carry out any inspections to determine compliance with this Bylaw;
- (b) take any steps or carry out any actions required to enforce this Bylaw;
- (c) take any steps or carry out any actions required to remedy a contravention of this Bylaw;
- (d) establish areas where activities restricted by this Bylaw are permitted;
- (e) establish forms for the purposes of this Bylaw;
- (f) issue permits with such terms and conditions as are deemed appropriate;
- (g) issue a permit authorizing Persons to drive Off-Highway Vehicles along permitted portions of the Highway;
- (h) establish the criteria to be met for a permit pursuant to this Bylaw;
- (i) designate Highways as restricted for the purposes of this Bylaw;
- (j) designate Highways as dangerous goods routes, prohibited dangerous goods routes, Truck Routes, or snow routes or any combination thereof;
- (k) establish the days and times of operation for Parking meters;
- (l) designate certain Parking locations for the exclusive use of Persons with disabilities;
- (m) designate Crosswalks upon any Highway and cause same to be marked;

- (n) designate where Traffic Control Devices are to be erected and for purposes of greater certainty, this includes Traffic Control Devices restricting the speed of Vehicles;
- (o) designate any Intersection or place on a Highway, as a place at which no left hand turn or no right hand turn or both shall be made;
- (p) designate any Intersection or place on a Highway, as a place at which only a left hand turn or a right hand turn shall be made;
- (q) designate any Intersection or place on a Highway as a place where u-turns are prohibited;
- (r) designate any Highway or portion thereof for one-way traffic only;
- (s) designate any Roadway as one to be divided into traffic lanes of such number as is proper;
- (t) designate "School Zones" and "Playground Zones", locations and times, as appropriate;
- (u) designate Highways or any portion thereof as passenger or Commercial Vehicle loading and unloading spaces for such time limits as appropriate;
- (v) designate Transit Bus Stops and School Bus Loading or Unloading Zones;
- (w) designate portions of any Highway as no Parking or no Stopping as appropriate;
- (x) prohibit Parking at any Parking meter or pay and display zone and direct that such meters be hooded;
- (y) designate angle Parking on any Highway or portion thereof as appropriate;
- (z) designate maximum loads for any bridge;
- (aa) prohibit or restrict the movement of Vehicles from a private driveway onto a Highway or from a Highway onto a private driveway where such prohibition or restriction is in the public interest for the regulation of traffic;
- (bb) close any existing median or divider on a Highway;
- (cc) designate portions of any Highway where the use of micromobility device is prohibited;
- (dd) designate portions of any Highway for the use of Micromobility device only;
- (ee) impose road bans on any Highway and designate the period of time the road bans are in effect;
- (ff) designate portions of any Highway where a School Bus is permitted to use flashing lights or a Stop arm;

- (gg) temporarily close any Highway for the purpose of repairs, maintenance or other valid reason or in the case of an emergency; and
- (hh) delegate any powers, duties or functions under this Bylaw to an employee of the City.

51. REPEAL

- (a) Bylaw No. C4-09 and all amendments thereto are hereby repealed.

52. EFFECTIVE DATE

- (a) This Bylaw becomes effective upon third and final reading.

READ a first time in Council this	10 th	day of	May	A.D. 2022.
READ a second time in Council this	10 th	day of	May	A.D. 2022.
Read a third time in Council this	10 th	day of	May	A.D. 2022.


Mayor


Director, Legislative Services

Date Signed: May 11, 2022

**BYLAW C17-22
SCHEDULE "A"****FINES AND PENALTIES****SECTION 2 - ADVERTISING**

OFFENCE	SECTION	FINE
Travel about City Highways with a Vehicle using an audible device to advertise without written permission of the City Manager.	2(a)	\$150.00
Place any advertising on a Vehicle/Highway/public lands/Sidewalk/Boulevard/Street Furniture without written permission from the City Manager.	2(b)	\$150.00
Erect or cause to be erected any advertising or signage on public lands without an approved permit from the City Manager.	2(c)	\$150.00

SECTION 3 – HOOFED ANIMALS

OFFENCE	SECTION	FINE
Unauthorized riding, leading or walking of a hoofed animal within City limits without an approved permit from the City Manager.	3(a)	\$150.00

SECTION 4 - CLEARANCE OF STRUCTURES

OFFENCE	SECTION	FINE
Exceeding posted structure clearance.	4(a)	\$1,000

SECTION 5 - CONSTRUCTION - GENERAL

OFFENCE	SECTION	FINE
A Person shall not add to, construct, dismantle, or repair any portion of a Boulevard or Highway w/o permit	5(a)	\$250.00

SECTION 6 - DANGEROUS OBJECTS

OFFENCE	SECTION	FINE
Casting, projecting or use of a dangerous object on a Highway or public place.	6(a)	\$250.00

SECTION 7 - DEBRIS FROM PRIVATE PROPERTY, SIDEWALKS & PUBLIC PLACES

OFFENCE	SECTION	FINE
For any offense under Section .	7	\$150.00

SECTION 8 - DISTURBANCE OF RESIDENTIAL AREA

OFFENCE	SECTION	FINE
Drive motor vehicle between 10 p.m. & 7 a.m. in a manner to disturb residents of the residential area.	8(a)	\$250.00

SECTION 9 - ENGINE RETARDER BRAKES

OFFENCE	SECTION	FINE
Use engine retarder brakes within the City limits.	9(a)	\$250.00

SECTION 10 - FIRE HYDRANTS

OFFENCE	SECTION	FINE
Place, or permit any snow, ice, Debris, advertising, or other material on a fire hydrant located on public/private property.	10(a)	\$250.00
Damage or cause/permit to be damaged any fire hydrant.	10(b)	\$250.00

SECTION 11 - HEAVY VEHICLES

OFFENCE	SECTION	FINE
Operating/parking a Heavy Vehicle in an area other than a Truck Route.	11(a)	\$500.00
Operating a Heavy Vehicle in the City not using the most direct route to/from nearest Truck Route.	11(b)	\$500.00

When the vehicle weight is over the maximum allowed: \$100.00 for each 500kg of weight borne by the vehicle in excess of the maximum.	11(a)	
	11(b)	

SECTION 12 - HORSE DRAWN VEHICLES

OFFENCE	SECTION	FINE
Failure to obtain a permit to drive a horse drawn Vehicle upon the Highway.	12(a)	\$150.00
Failure to remain in control of horse drawn Vehicle.	12(b)	\$250.00

SECTION 14 - LOADING & UNLOADING OF VEHICLES

OFFENCE	SECTION	FINE
For any offense under Section 14.		\$150.00

SECTION 15 - MICROMOBILITY

OFFENCE	SECTION	FINE
Failure to comply with Section 15	15	\$250.00

SECTION 16 - MOVING A BUILDING

OFFENCE	SECTION	FINE
Failure to obtain/have in possession a moving permit.	16(a)	\$500.00

SECTION 17 - OBSTRUCTING THE USE OF A ROADWAY, SIDEWALK OR BUILDING

OFFENCE	SECTION	FINE
For any offense under Section 17.		\$500.00

SECTION 18 - OBSTRUCTING VISIBILITY

OFFENCE	SECTION	FINE
Failure to ensure good visibility.	18(a)	\$250.00

SECTION 19 - OFF-HIGHWAY VEHICLES

OFFENCE	SECTION	FINE
Operate an Off-Highway Vehicle within the City.	19(a)	\$250.00

SECTION 21 - PARADE, PROCESSION

OFFENCE	SECTION	FINE
Holding a Parade/Procession without a permit.	21(a)	\$500.00
Participating as a member of an unauthorized Parade.	21(a)	\$250.00

SECTION 22 - PARKING - ANGLE

OFFENCE	SECTION	FINE
For any offense under Section 22.	22	\$150.00

SECTION 23 – PARKING - DISABLED PERSONS

OFFENCE	SECTION	FINE
Stopping or Parking in designated place without displaying valid disabled placard.	23 (a)	\$250.00

SECTION 24– PARKING - GENERAL

OFFENCE	SECTION	FINE
Park within 3 meters from centerline on a Highway.	24(a)	\$150.00
Park on a Highway marked as a fire/emergency zone.	24(b)	\$250.00
Prohibited Parking – designated for certain classes of Vehicles.	24(c)	\$150.00
Stop/park vehicle anytime in all these specified sub-sections.	24(e)(i) to (xiv)	\$150.00
Fail to obey traffic control device with time restrictions.	24(f)	\$150.00
Park in prohibited area without authorization.	24(h)	\$250.00
Park on private property without authorization.	24(i)	\$250.00

Mark any Curb with paint to indicate "No Parking".	24(l)	\$150.00
Park or drive on City owned land/Parkland without permit.	24(m)	\$150.00
Park or Stop, any Vehicle, in an Alley in the City.	24(o)	\$150.00
Park a Vehicle or Trailer on Highway without license plates properly displayed.	24(p)	\$250.00
Park an unregistered Vehicle or Trailer on Highway	24(q)	\$250.00
Park Vehicle on Highway with leaking fluids	24 (r)	\$250.00
Park inoperable Vehicle on Highway	24(s)	\$250.00

SECTION 25 – PARKING - PARALLEL

OFFENCE	SECTION	FINE
Improper parallel Parking.	25(a)&(b)	\$150.00

SECTION 26 – PARKING - SNOW ROUTES

OFFENCE	SECTION	FINE
Park contrary to snow route/street sweeping signs.	26(a)	\$250.00

SECTION 28 - PEDESTRIAN RIGHTS AND RESPONSIBILITIES

OFFENCE	SECTION	FINE
Hitchhiking within City limits.	28(a)	\$250.00
Jaywalking or unauthorized Roadway Crossing.	28(b)	\$250.00
Crossing if sign prohibits.	28(c)	\$250.00

SECTION 29 - RECREATION VEHICLES / TRAILERS

OFFENCE	SECTION	FINE
Park a Recreational Vehicle or Vehicle with an attached recreational Trailer more than twenty-four (24) consecutive hours.	29(b)(i)	\$150.00
Occupy a Recreational Vehicle parked on a Highway.	29(c)	\$150.00
Park a Recreational Vehicle or Trailer on a Roadway, with slides directed towards the roadway	29(e)	\$250.00

SECTION 30 - SALE OF GOODS

OFFENCE	SECTION	FINE
Placing a display or structure related to selling or displaying of goods upon a City Highway, or in a public place without a permit/authorization.	30(a) & 30(c)	\$250.00
Drive/Park Vehicle displaying for sale on a Highway without authorization.	30(d)	\$250.00

SECTION 31 - SCHOOL BUSES

OFFENCE	SECTION	FINE
Improper operation or activation of school Bus flashing lights or Stop arm within the City.	31(a)	\$150.00
Parking in residential area without a valid permit.	31 (b)	\$150.00
Display improper permit.	31(c)	\$150.00

SECTION 32 - SECURING LOADS

OFFENCE	SECTION	FINE
Operate Vehicle on a Highway with loose material/not secured on the Vehicle.	32(a) & 32(b)	\$500.00
Failure to have the load seventy-five (75) mm below the box.	32(c)(i)	\$250.00
Failure to properly secure load(s).	32(c)(ii)	\$500.00
Failure to safeguard and/or remove the materials from the Highway.	32(d)(i)	\$500.00
Fail to notify both City and the Police Service.	32(d)(ii)	\$500.00

SECTION 33 – SIDEWALKS - GENERAL / OCCUPANCY

OFFENCE	SECTION	FINE
Drive any Vehicle across any Sidewalk, Boulevard, or both.	33(a)	\$250.00

Occupy any portion of Sidewalk/Boulevard/Roadway for purposes of temporary tables/seating/vending of products/food without a permit/business license.	33(b)	\$250.00
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SECTION 34 - SLOW MOVING VEHICLES

OFFENCE	SECTION	FINE
Operate Slow Moving Vehicle at Night without escort in the City.	35(a)	\$250.00

SECTION 36 - STREET FURNITURE

OFFENCE	SECTION	FINE
Climb/Interfere with Street Furniture, protection systems, or other utility systems or work of the City.	37(a)	\$250.00
Unauthorized repair, construction, alteration or dismantle of Street Furniture.	37(b)	\$250.00

SECTION 37 - TEMPORARY CURB RAMPS

OFFENCE	SECTION	FINE
Make/place/allow a temporary Curb ramp of any kind in/upon/above any Highway in the City without a permit.	38(a)	\$250.00

SECTION 38 - TEMPORARY LOAD LIMITS

OFFENCE	SECTION	FINE
Operating a Vehicle in contravention of prohibitions stated on Traffic Control Device.	39(a)	\$250.00

SECTION 39 - TRACKING

OFFENCE	SECTION	FINE
Track any earth/sand/gravel any other material upon a Highway.	40(a)	\$250.00
Failure to clean up or remove tracked substance or material from the Highway.	40(b)	\$250.00

Unauthorized use of metal spikes, lugs, cleats or bands projecting from the surface of a wheel or tire.	40(c)	\$500.00
Unauthorized use of a Vehicle or Trailer having caterpillar Track or skids on a Highway.	40(d)	\$500.00

SECTION 40 - TRANSIT / SCHOOL BUS ZONES

OFFENCE	SECTION	FINE
Overtake a transit Bus on the right.	41(b)	\$250.00
Stop or Park a Vehicle in a transit or Bus zone.	41(c)	\$250.00

SECTION 42 - UNATTENDED VEHICLE

OFFENCE	SECTION	FINE
Leave unattended Vehicle on a jack with one or more wheels removed on a Highway in the City.	43(b)	\$150.00

**SECTION 43 – WASTE/STORAGE CONTAINER PLACEMENT
(COMMERCIAL/INDUSTRIAL)**

OFFENCE	SECTION	FINE
Unauthorized placement of an industrial waste or storage container upon a Highway.	44(a)	\$250.00

SECTION 48 - OBSTRUCTION

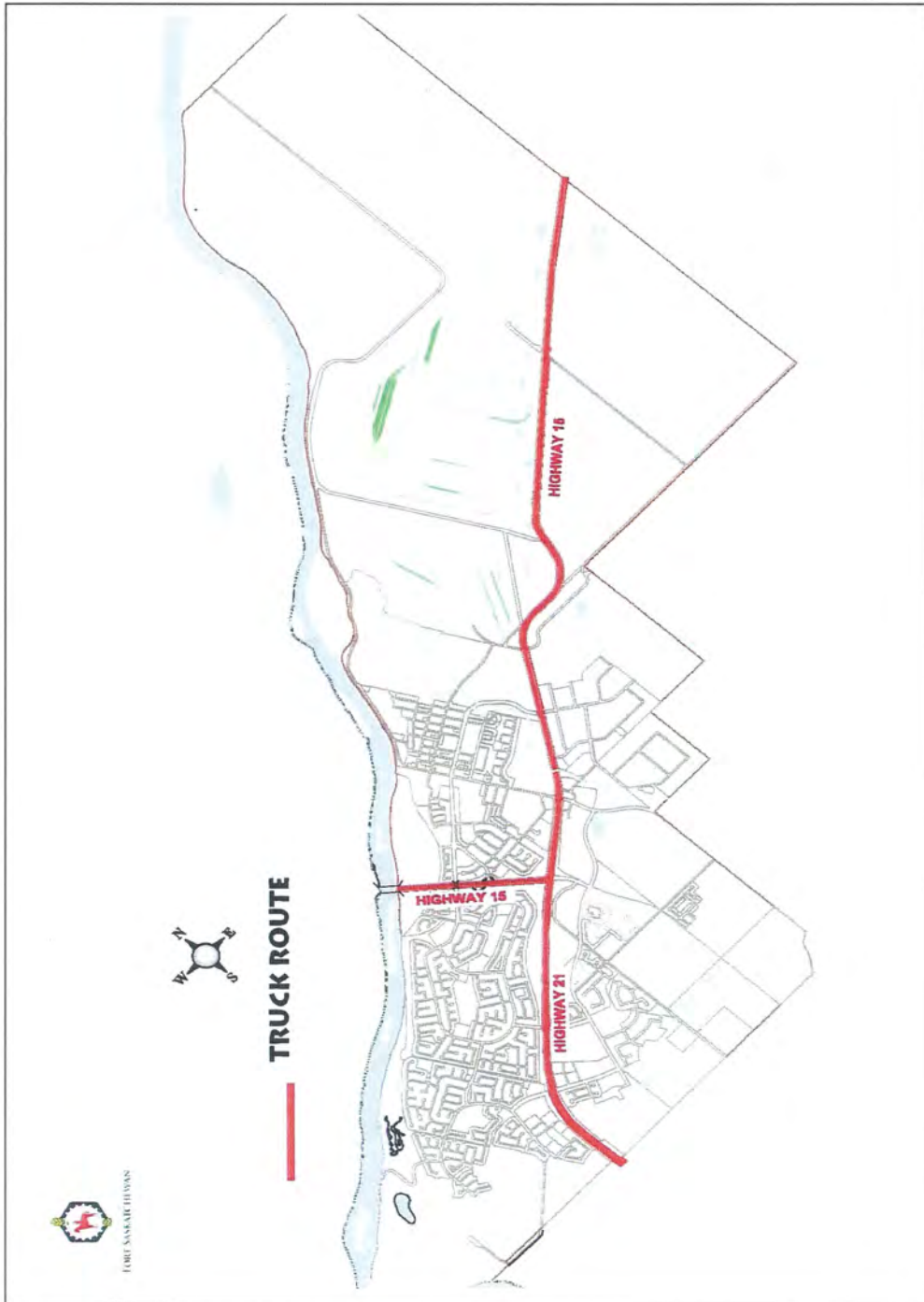
OFFENCE	SECTION	FINE
Obstruct/hinder any Person in the exercise or performance of the Person's powers pursuant to this Bylaw.	49(a)	\$500.00

SECTION 49 - ORDER TO COMPLY

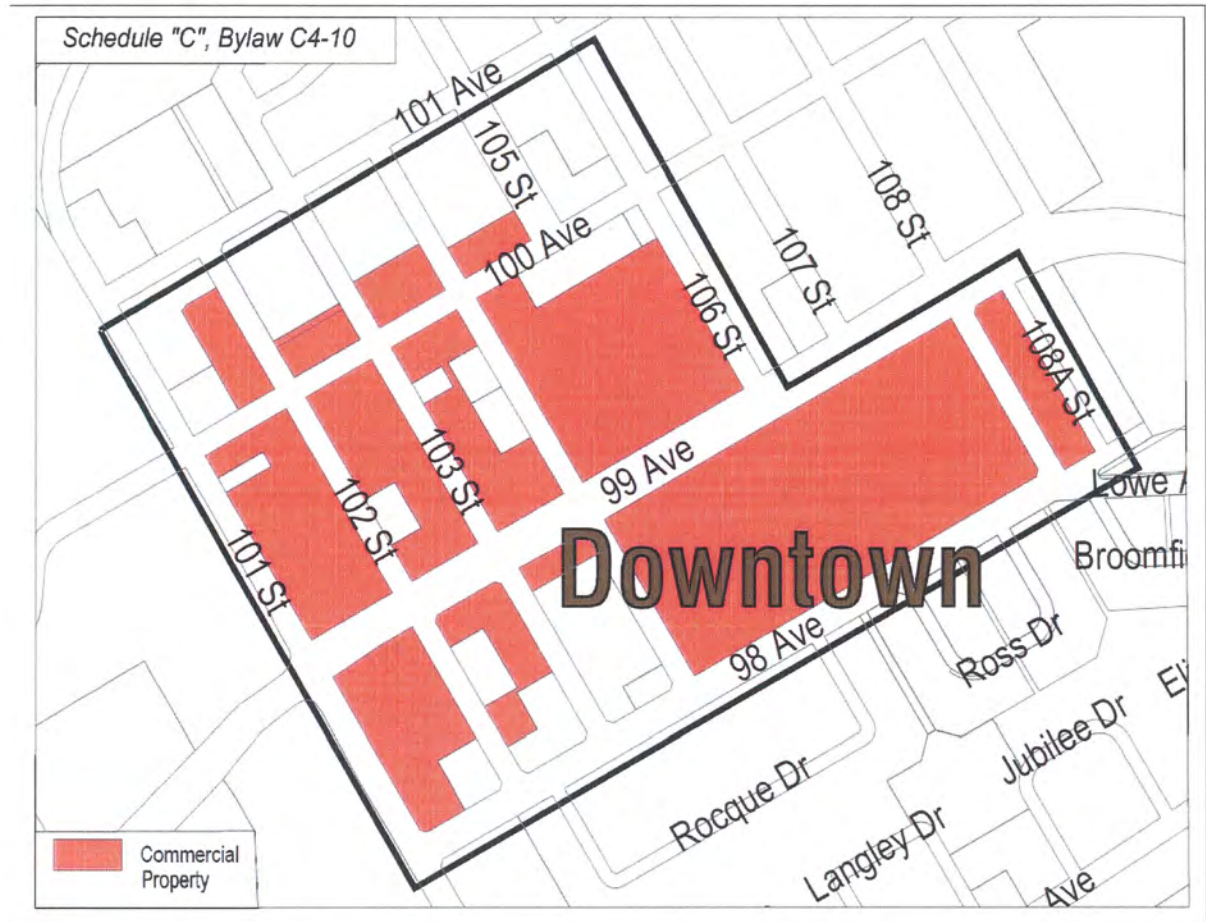
OFFENCE	SECTION	FINE
Failure to comply with Order	50 (a)(i)	\$500.00
Refuse to Allow Inspection	50(e)(i)	\$500.00

**BYLAW C17-22
SCHEDULE "B"**

CITY OF FORT SASKATCHEWAN TRUCK ROUTE



**BYLAW C17-22
SCHEDULE "C"**





CITY OF
FORT SASKATCHEWAN

**Request for Decision
Regular Council Meeting_Dec13_2022**

**Property Owner's Request for Waiver of 2022 Property Tax Late Payment Penalty
for Tax Roll #4623201**

Motion:

That Council grant the request to waive the late payment penalties applied to the associated property tax roll #4623201 on July 1, August 1, and September 1, 2022, in the amount of \$1,029.31.

Recommendation:

Administration's recommendation is to deny the request to waive the late payment penalties.

Purpose:

The purpose of this report is to provide Council with background information on property tax roll #4623201, as the property owner is requesting a waiver of a property tax late payment penalty.

Background:

On November 15, 2022, the City of Fort Saskatchewan received an application (Appendix A) from the property owner requesting a waiver for property tax late payment penalties in accordance with the Property Tax Penalty Waiver Policy and Procedure FIN-029-C (Appendix B).

As of November 7, 2022 the property owner has paid the full balance of outstanding property tax arrears including late payment penalties in the amount of \$1,029.31. The property owner has consequently made an application for Council to consider late payment penalty reimbursement under compassionate grounds. Administration is not authorized to make this decision, as only Council has the authority to waive late payment penalties for property taxes.

Summary Analysis:

The City relies on property taxes for the funding of City operations and requires that taxes be received on a timely basis. Penalties for late payments of property taxes are assigned to properties to encourage residents to pay their taxes by the due date. The City provides notice and time for property owners to pay their property taxes. Several payment options exist allowing property owners to ensure their payments are received by the due date of June 30. This includes postdated cheques, online payments, and the Fort Electronic Payment Plan, which allows for taxes to be paid via monthly instalments.

Plans/Standards/Legislation:

Late payment penalties for property taxes are covered under Sections 344, 345 and 347 of the

Property Owner's Request for Waiver of 2022 Property Tax Late Payment Penalty for Tax Roll #4623201
Regular Council Meeting_Dec13_2022
Page 2

Municipal Government Act (MGA). In accordance with the MGA, the City imposes penalties on July 1 of 3%, August 1 of 6%, September 1 of 9%, and 9% on January and February 1 of each future year. These penalties are established through the User Fees, Rates and Charges Bylaw for non-payment of taxes by the due date. Administration mailed the 2022 Assessment and Property Tax Notices on May 18, 2022 with a payment due date of June 30, 2022.

City's Strategic Plan:

- Core Value – Excellence in Government; Goal – Continuous improvement; constantly looking for ways to improve our services through planning, innovation, collaboration and consultation.

Attachments:

1. Appendix A – Property Tax Penalty Waiver Application – Tax Roll #4623201
2. Appendix B – Property Tax Penalty Waiver Policy and Procedure FIN-029-C

Prepared by:	Trish Norman Revenue Services Coordinator, Finance Services	Date: November 30, 2022
Approved by:	Jeremy Emann Chief Financial Officer	Date: November 30, 2022
Approved by:	John Dance General Manager, Corporate Services	Date: December 1, 2022
Approved by:	Troy Fleming City Manager	Date: December 1, 2022



Property Tax Penalty Waiver

Please provide all of the required information in the fields below, so that your request can be addressed effectively.
Please note that all information provided on this application form may be included in a Council agenda, and will become public record.

Name of Property Owner: _____

Property Address: _____

Legal Description: Lot 10 Block 27 Plan 0627225 Tax Roll #: 4623201

Contact Phone #: _____ E-mail Address: _____

Please select which tax relief category applies to your Property Tax Penalty Waiver request (see clarification on the reverse side):

☐ Error in Fact ☐ Tax Exempt Properties While Under Construction ☒ Compassionate Grounds ☐ Other:

- FELL BEHIND ON TAXES DUE TOO COVID & TIME SENT HOME FROM WORK BECAUSE OF COVID
- MONEY I HAD TO PAY THE CRA BECAUSE OF COVID

Have you received a Property Tax Penalty Waiver in the past 5 years?

☐ Yes ☒ No

Have you attached documentation as proof to support your Property Tax Penalty Waiver request?

☐ Yes ☒ No

I, the undersigned, certify that the information provided in this Property Tax Penalty Waiver request form is correct to the best of my knowledge, that I am the owner of the property described above, and that I understand that any applicable information necessary will be included in the public Council meeting agenda.

Signature – Property Owner

NOV 15 2022
Date

The personal information requested on this form is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (Act) and will be used for the purpose of requesting Council's review and response in a public venue for a Property Tax Penalty waiver. The information will be protected in accordance with the Act. If you have questions about the collection of information, please contact the FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6200.

COUNCIL POLICY



FIN-029-C

PROPERTY TAX PENALTY WAIVER

Date Issued: January 28, 2020 – R15-20

Mandated by: Council

Current Revision: January 28, 2020

Cross Reference:

- FIN-029-A Property Tax Penalty Waiver Procedure

Next Review: January 1, 2023

Responsibility: Chief Financial Officer

1. PURPOSE

- 1.1 This Policy aims to provide structure and guidance to Council when responding to requests for any waiver of property tax penalties, pursuant to the authority granted in the MGA.

2. POLICY

- 2.1 The MGA permits Council to cancel or reduce tax penalties for a particular taxable property or business, or a class of taxable property or business, if Council considers it equitable to do so.
- 2.2 Council shall assess requests with an understanding that a cancellation, refund, reduction, or deferral of property tax penalties in any amount impacts the City's property owners, as those amounts uncollected due to a cancellation, refund, reduction, or deferral become the responsibility of the City's property owners, as a whole.
- 2.3 Council shall exercise this power in an equitable manner, while considering its municipal purposes and obligations, and the interests and welfare of the City, as a whole.
- 2.4 The MGA does not grant Council the authority to delegate the responsibility to cancel, refund, reduce or defer property tax penalties.

3. DEFINITIONS

- 3.1 *City* – means the City of Fort Saskatchewan.
- 3.2 *Council* - means the Mayor and Councillors of the City, both as a whole and individually.
- 3.3 *Designated Industrial Property* – means the same as is defined in the MGA, as amended.
- 3.4 *Error in Fact* - means objective and material errors, such as building characteristics or tax-exempt status, but does not include subjective property valuation assessment matters.

PROPERTY TAX PENALTY WAIVER COUNCIL POLICY



FIN-029-C

- 3.5 *Municipal Assessor* – means a designated officer for the City, and appointed under the MGA to carry out the functions, duties, and powers of a municipal assessor.
- 3.6 *MGA* – means the *Municipal Government Act* for Alberta.
- 3.7 *Property Tax Penalty Waiver* – means a cancellation, reduction, refund, or deferral of property tax penalties, pursuant to the MGA.
- 3.8 *Tax Year* – means the year in which an assessment of the property relates.

4. GUIDING PRINCIPLES

- 4.1 In all Property Tax Penalty Waiver requests, Council shall weigh the amount and nature of the waiver requested against the rights of City property owners as a whole, to ensure fair and equitable property taxation.
- 4.2 Council may consider requests for Property Tax Penalty Waivers which demonstrate:
- 4.2.1 an error in fact;
 - 4.2.2 the penalties are associated to a property which is exempt from property taxes and is under construction;
 - 4.2.3 compassionate grounds; and/or
 - 4.2.4 other matters which Council deems acceptable.
- 4.3 Property owners may not seek tax penalty relief under this Policy for:
- 4.3.1 taxes imposed under the MGA in relation to a Designated Industrial Property;
 - 4.3.2 taxes or penalties unrelated to the current Tax Year; or
 - 4.3.3 amounts added to the tax roll which do not relate to the annual property assessment and taxation process, including but not limited to:
 - a. charges arising from the tax recovery process;
 - b. unpaid violation charges;
 - c. utility consumption or installation charges; or
 - d. any penalties, interest, or other charges related to those amounts.
- 4.4 This Policy does not preclude Council from exercising its broad discretion to grant Property Tax Penalty Waivers pursuant to the MGA, once it has considered the requests against the impact on the City's property owners as a whole.

5. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Chief Financial Officer is authorized to establish procedures for the implementation of this Policy, which are consistent with the governing principles.

ADMINISTRATIVE PROCEDURE



FIN-029-A

PROPERTY TAX PENALTY WAIVER

Date Issued: January 28, 2020

Responsible: Chief Financial Officer

Current Revision: February 18, 2020

Cross Reference:

- FIN-029-C – Property Tax Penalty Waiver Policy

1. PURPOSE

- 1.1 This Procedure shall be used to carry out the necessary processes associated with the Property Tax Penalty Waiver Policy FIN-029-C.

2. DEFINITIONS

- 2.1 *Administration* – means any member of staff employed by the City.
- 2.2 *ARB* – means the Assessment Review Board, which is established by Council pursuant to the MGA to hear assessment related complaints.
- 2.3 *City* – means the City of Fort Saskatchewan.
- 2.4 *Council* - means the Mayor and Councillors of the City, both as a whole and individually.
- 2.5 *Designated Industrial Property* – means the same as is defined in the MGA.
- 2.6 *Error in Fact* - means objective and material errors, such as building characteristics or tax-exempt status, but does not include subjective property valuation assessment matters.
- 2.7 *Immediate Family* – means a relative of an applicant for a Property Tax Penalty Waiver, including:
- a) a spouse or common-law partner of the applicant;
 - b) a child of the applicant or a child of the applicant's spouse or common-law partner; or
 - c) a parent or sibling of the applicant or a spouse of common-law partner of the applicant.
- 2.8 *Municipal Assessor* – means a designated officer for the City, and appointed under the MGA to carry out the functions, duties, and powers of a municipal assessor.
- 2.9 *MGA* – means the *Municipal Government Act* for Alberta.
- 2.10 *Property Tax Penalty* – means the penalty imposed against, and forming part of, an outstanding balance of property tax, as set out in the MGA and City's *User Fees and Charges Bylaw*.

**PROPERTY TAX PENALTY WAIVER
ADMINISTRATIVE PROCEDURE**



FIN-029-A

2.11 *Property Tax Penalty Waiver* – means a cancellation, reduction, refund, or deferral, pursuant to the MGA.

2.12 *Tax Account* – means the balance owed by the property owner to the City, inclusive of property taxes and penalties.

2.13 *Tax Year* – means the year in which an assessment of the property relates.

3. PROCEDURE

3.1 Corrections requested for the current Tax Year:

3.1.1 Property assessment and taxation is an annual process. The Municipal Assessor has legislative authority to correct assessments for error, omission, or use of a wrong description in the current Tax Year.

3.1.2 Property owners are in the best position to know the characteristics and qualities of their property and are expected to promptly contact the Municipal Assessor or to file a complaint with the Clerk for the ARB regarding a property assessment which they believe may contain errors, omissions, or use of a wrong description.

3.2 Requests for Property Tax Penalty Waivers may be considered for the following categories:

3.2.1 Error in Fact:

a. A property owner paid penalties on additional property taxes in the current Tax Year due to an Error in Fact.

3.2.2 Tax Exempt Properties While Under Construction:

a. A property is held or owned by a tax-exempt organization which, following construction that is currently occurring, shall be used for purposes that are exempt from taxation.

b. Tax exempt organizations seeking a Property Tax Penalty Waiver should be able to demonstrate their tax exempt status, and that construction was pursued diligently and without delay from the time permits were granted.

c. Property Tax Penalty Waivers may be provided on a pro-rated basis during the Tax Year in which the construction started.

3.2.3 Compassionate Grounds:

a. A Property Tax Penalty Waiver may be provided for late payment penalties imposed where the property owner, or the property owner's representative, did not pay the property taxes by the payment due date as a result of instances occurring on, or immediately prior to, the payment due date. Such instances include but are not limited to:

- i. a death or critical illness in the property owner's Immediate Family;
- ii. significant property damage resulting from fire, flood, etc.;



- iii. on-going health-related issues;
- iv. out-of-country for compassionate reasons; and
- v. other instances that Council may deem appropriate.

3.3 Tax Accounts of property owners must be in good standing with the City, and have no outstanding taxes or tax penalties due to the City at the time of application.

3.4 The following process shall be followed for requesting a Property Tax Penalty Waiver:

- 3.4.1 Property owners must submit a request to Administration for a Property Tax Penalty Waiver.
- 3.4.2 Administration shall prepare a report for Council, summarizing the information provided by the property owner.
- 3.4.3 Requests for a Property Tax Penalty Waiver shall be included on a public Council meeting agenda, so that Council may weigh the impact on all property owners.
 - a. Property owners' names, addresses, and other personal contact information shall be redacted from the information being presented to Council.
 - b. Information which may be considered harmful to personal privacy and unnecessary for Council's decision-making may be redacted.
 - c. The roll number associated with the property shall be included in the publicly available information.
- 3.4.4 The property owner seeking a Property Tax Penalty Waiver has the option to summarize their request during the Delegations portion of the Council meeting, and may be available to answer any questions on their request.



CITY OF
FORT SASKATCHEWAN

**Request for Decision
Regular Council Meeting_Dec13_2022**

Transfer Station Capital Project – Alberta Recycling Management Authority Grant

Motion:

That Council allocate the Alberta Recycling Management Authority grant, in an amount of \$25,000, to the Transfer Station Site Enhancement Capital Budget.

Purpose:

The purpose of this report is to provide Council with information pertaining to grant funding from the Alberta Recycling Management Authority (ARMA) for the purchase of a used oil containment building and tank, and to request that the funds be allocated to the Transfer Station Site Enhancement project.

Background:

On September 22, 2020, Council approved the use of the Province's Municipal Stimulus Program (MSP) grant for the Transfer Station Site Enhancement Project. Construction on the site began in the summer 2021 and will be completed in 2022.

Earlier this year, following discussions with ARMA, Fort Saskatchewan was awarded a grant-funded used oil containment building and tank. This purpose-built structure includes a 2,200 liter tank housed within a shipping container.

On October 31, 2022, the City received the maximum allowable grant funding of \$25,000 on October 31, 2022.

Summary Analysis:

The City of Fort Saskatchewan has received \$25,000 through the ARMA to support the Transfer & Eco-Station Site Enhancement Capital Project. Administration proposes applying the \$25,000 ARMA grant towards the capital project

The redesigned site ensures that all materials are properly contained to prevent the release of hazardous substances into the environment. The addition of the new storage tank and adding secondary containment to collect used oil onsite helps ensure materials are properly disposed.

Financial Implications:

Administration is proposing that the grant funding be allocated to offset the cost of the Transfer Station Site Enhancement Capital Project. It is currently recorded as a revenue under the Transfer Station operation.

**Transfer Station Capital Project – Alberta Recycling Management Authority Grant
Regular Council Meeting_Dec13_2022
Page 2**

The used oil tank unit is considered a capital purchase. As the intent of the ARMA grant funding is to offset this purchase, Council can allocate the grant funding revenue to the Transfer Station Enhancement Capital Project.

The project budget will therefore be revised as follows:

Project Budget:	\$4,245,165
ARMA grant funding	\$ 25,000
Revised budget:	\$4,270,165

The project is forecasted to be on budget.

The total cost for the structure and tank was \$26,728.

Internal/External Impacts:

There are no anticipated impacts of using the additional funding to increase the project budget.

Risk Analysis:

If the grant funding is not allocated to the Transfer Station Site Enhancement Project, it will be allocated to the Transfer Station operating budget for the 2022 fiscal year and will be allocated to City reserves as per FIN-022-C - Allocation of Operating Budget Surplus Policy.

Plans/Standards/Legislation:

Proper containment and handling of hazardous materials is required by the Province's *Environmental Protection and Enhancement Act*.

City's Strategic Plan:

- Goal - Strategically Managed Infrastructure (maximize our existing infrastructure and plan for long-term efficiency, cost and resiliency when considering new infrastructure).
- Goal - Environmental Stewardship and Climate Change Readiness (a commitment is in place to using our resources wisely and preparing City operations to manage climate change impacts).

Alternatives:

1. That Council allocate the Alberta Recycling Management Authority grant, in an amount of \$25,000, to the Transfer Station Site Enhancement Project Budget.
2. That the Alberta Recycling Management Authority grant revenue remains allocated to the Transfer Station operation revenue.

Administrative Recommendation:

Administration recommends that Council allocates the ARMA grant, in an amount of \$25,000, to the Transfer Station Capital Project Budget.

Transfer Station Capital Project – Alberta Recycling Management Authority Grant
Regular Council Meeting_Dec13_2022
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Approved by:	Richard Gagnon Director, Public Works	Date: November 10, 2022
Approved by:	Jeremy Emann Chief Financial Officer	Date: December 1, 2022
Approved by:	Janel Smith-Duguid General Manager, Infrastructure & Planning Services	Date: December 1, 2022
Approved by:	Troy Fleming City Manager	Date: December 1, 2022



CITY OF
FORT SASKATCHEWAN

**Request for Decision
Regular Council Meeting_Dec13_2022**

Public Member Appointments – City Boards and Committees

Motion:

That Council approve the public member appointments to the City's municipal boards and committees as outlined below, and as recommended by the Application Review Committee for terms commencing on January 1, 2023.

BOARD/COMMITTEE	NAME	TERM EXPIRING
Fort Sask. Policing Committee	Steven Hull	December 31, 2025
Fort Sask. Public Library Board	Margaret Booker	December 31, 2025
	Norma Leader	December 31, 2025
	Lisa Mason	December 31, 2025
	Makinna Pitcher	December 31, 2025
Fort Sask. Youth Council	Joseph Drake	December 31, 2024
	Colby Mask	December 31, 2024
	Alyssa Sorrow	December 31, 2024
River Valley Alliance Community Engagement Committee	Mary-Ann Woodman	December 31, 2024
Subdivision & Development Appeal Board	Stew Hennig	December 31, 2025

Purpose:

To provide Council with recommended public member appointments to the City's municipal boards and committees for terms commencing January 1, 2023.

Background:

In accordance with Council Policy GOV-007-C, advertising was completed indicating the number of vacancies available for the various municipal boards and committees. Interested applicants were asked to submit applications prior to October 21, 2022.

The Application Review Committee (ARC), consisting of Councillor Birgit Blizzard, and the Chair and Staff Liaison from the applicable board or committee, conducted interviews on November 30, 2022. The ARC recommendations for the board and committee appointments have been included in this report.

Plans/Standards/Legislation:

City's Strategic Plan:

- Goal - Welcoming, Compassionate and Active Community (support diverse community needs to create a complete community where everyone, regardless of circumstances is able to experience all the City has to offer).

Public Member Appointments – City Boards and Committees
Regular Council Meeting_Dec13_2022
Page 2

Administrative Recommendation:

That Council approve the board and committee appointments, as noted.

Prepared by:	Sheryl Exley Legislative Officer, Legislative Services	Date: December 1, 2022
Approved by:	Brenda Molter Director, Legislative Services	Date: December 1, 2022
Approved by:	John Dance General Manager, Corporate Services	Date: December 1, 2022
Approved by:	Troy Fleming City Manager	Date: December 1, 2022



CITY OF
FORT SASKATCHEWAN

**Request for Decision
Regular Council Meeting_Dec13_2022**

Capital Region Assessment Services Commission Member Approval

Motion:

That Council approve the Summer Village of Sunset Point's request to become a member of the Capital Region Assessment Services Commission commencing 2023.

Purpose:

To approve the Summer Village of Sunset Point's request to become a member of the Capital Region Assessment Services Commission (CRASC).

Background:

The CRASC was formally established by Alberta Regulation 77/96 and is governed by the *Municipal Government Act*, Part 15.1 – Regional Services Commissions (Articles 602.01 – 602.5).

CRASC provides property assessment services and Assessment Review Board (ARB) services to 31 member municipalities and ARB services only to non-member municipalities. CRASC is governed by a board comprised of four representative member municipalities (city, town, village, and summer village) including Fort Saskatchewan currently serving as the CRASC chair. Fort Saskatchewan is a founding member of CRASC and maintains a seat on the board as the only city representative.

As per CRASC bylaw, "Process for Adding New Members" – 6.2 states: "Upon the Board's review and determination that a Membership Application should be forwarded for consideration, the Board shall send the same to each Member for their respective approval. A simple majority of the Members, as evidenced by a certified Council resolution from each Member, shall be sufficient to support the Membership Application and admit the Proposed Member as a new Member of the Commission."

The CRASC Board tentatively approved the membership application at their last Board meeting on October 14, 2022.

Summary Analysis:

CRASC received an application from the Summer Village of Sunset Point (the "Summer Village") requesting to join as a member municipality commencing 2023. Since 2019, the Summer Village has received ARB services under CRASC as a non-member and now wishes full membership in CRASC.

Capital Region Assessment Services Commission Member Approval
Regular Council Meeting_Dec13_2022
Page 2

Plans/Standards/Legislation:

City's Strategic Plan:

- Goal - Operational Excellence and Continuous Improvement (continuous improvement, constantly looking for ways to improve our services through innovative practices, technology, collaboration, and consultation).

Alternatives:

1. That Council approve the Summer Village of Sunset Point's request to become a member of the CRASC commencing 2023
2. That Council not approve the Summer Village of Sunset Point's request to become a member of the CRASC commencing 2023.

Administrative Recommendation:

That Council approve the Summer Village of Sunset Point's request to become a member of the CRASC commencing 2023.

Prepared by:	Jeremy Emann Chief Financial Officer, Finance Services	Date: November 3, 2022
Approved by:	John Dance General Manager, Corporate Services	Date: November 29, 2022
Approved by:	Troy Fleming City Manager	Date: November 29, 2022