



## **CITY OF FORT SASKATCHEWAN AGENDA**

### **Regular Council Meeting Tuesday, April 28, 2015 – 6:00 P.M. Council Chambers – City Hall**

- 6:00 P.M.**
1. **Call to Order** Mayor Katchur
  2. **Approval of Minutes of April 14, 2015 Regular Council Meeting** (attachment)
  3. **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.*
  4. **Unfinished Business**
  5. **Public Hearing**  
**Open Public Hearing** Mayor Katchur  
  
Bylaw C14-15 – to Close Road Plan 822 1665 and to Consolidate into Lot 1, Block 37, Plan 102 6236 Matthew Siddons (verbal)  
  
**Close Public Hearing** Mayor Katchur
  6. **Business Arising from Public Hearing**  
  
6.1 Bylaw C14-15 – to Close Road Plan 822 1665 and to Consolidate into Lot 1, Block 37, Plan 102 6236 – 2<sup>nd</sup> & 3<sup>rd</sup> reading Matthew Siddons (attachment)
  7. **New Business**  
  
7.1 Kinette Club of Fort Saskatchewan – Outdoor Fitness Gym Location Tanya Stilborn / Leslee Poholka, Kinette Club (attachment)  
  
7.2 2014 Audited Consolidated Financial Statements Susan Morrissey / John Stelter, KPMG LLP (attachment)  
  
7.3 2014 Year End Surplus Len Mueller (attachment)  
  
7.4 Community Special Events Fees and Charges Diane Yanch / Christi Lein (attachment)

**8. Bylaws**

- |     |   |                                      |
|-----|---|--------------------------------------|
| 8.1 | Bylaw C12-15 – 2015 Property Tax Bylaw – 3 readings   | Shannon<br>Andruchow<br>(attachment) |
| 8.2 | Bylaw C13-15 – Amend Land Use Bylaw C10-13 – Redistrict a Portion of SE ¼ Section 19-54-22-W4 from UR – Urban Reserve District to RC – Comprehensively Planned Residential District – Southfort Meadows Stage 5 – 1 <sup>st</sup> reading | Janel Smith-Duguid<br>(attachment)   |
| 8.3 | Bylaw C16-15 - Amend Traffic Bylaw C4-09 to Prohibit the Use of Alternating Flashing Lights and Stop Arm on School Buses – 3 readings   | Josie Krokis<br>(attachment)         |

**9. Mayor and Councillors Boards/Committees Update**

**10. Administrative Inquiries**

**11. Notice of Motion**

**12. Adjournment**



**CITY OF FORT SASKATCHEWAN**  
**MINUTES**  
**REGULAR COUNCIL**  
**Tuesday, April 14, 2015 - 6:00 PM**  
**Council Chambers – City Hall**

**Present:**

Members of Council:

Mayor Gale Katchur  
Councillor Birgit Blizzard  
Councillor Sheldon Bossert  
Councillor Frank Garritsen  
Councillor Stew Hennig  
Councillor Arjun Randhawa  
Councillor Ed Sperling

Administration:

Kelly Kloss, City Manager  
Troy Fleming, General Manager, Infrastructure & Community Services  
Brenda Rauckman, General Manager, Corporate & Protective Services  
Brenda Molter, Director, Legislative Services  
Wendy Kinsella, Director, Communications and Marketing  
Josie Krokis, Director, Protective Services  
Grant Schaffer, Director, Project Management  
Craig Thomas, Senior Development Planner  
Matthew Siddons, Current Planner  
Reade Beaudoin, Digital Media Coordinator  
Sheryl Exley, Recording Secretary

**1. Call to Order**

Mayor Katchur called the regular Council Meeting of April 14, 2015 to order at 6:00 p.m.

**2. Approval of Minutes**

**2.1 Approval of Minutes of March 24, 2015 Regular Council Meeting**

**R71-15**

MOVED BY Councillor Garritsen that the minutes of the March 24, 2015 regular Council Meeting be adopted as presented.

In Favour: Gale Katchur, Frank Garritsen, Stew Hennig, Arjun Randhawa,  
Birgit Blizzard, Sheldon Bossert, Ed Sperling

CARRIED UNANIMOUSLY

### **3. Delegations**

The following people were in attendance to speak to New Business item 9.1 –  
Reconsideration of Alternating Flashing Lights on School Buses:

- Tim Wozney, resident (opposed to the reconsideration)
- Kim Hannen, bus driver (in favour of the reconsideration)
- Chad Stacey, resident (in favour of the reconsideration)
- Devra Clough, Hrehorets Busing (in favour of the reconsideration)
- Mary Chooi, bus driver (in favour of the reconsideration)
- Jeanelle Slade, bus driver (in favour of the reconsideration)
- Nichole Williams, bus drive (in favour of the reconsideration)
- Wes Serna, contractor with Elk Island Public Schools (in favour of the reconsideration)

### **4. Unfinished Business**

None.

### **5. Public Hearing #1**

#### **5.1 Bylaw C8-15 - Amend Land Use Bylaw C10-13 - Introduction of the RHR - High Rise Residential District**

Presented by: Craig Thomas, Senior Development Planner

Mayor Katchur opened Public Hearing #1 at 6:39 p.m.

A Public Hearing was held to hear any submissions for or against Bylaw C8-15. Bylaw C8-15 received first reading at the March 10, 2015 regular Council Meeting.

Mayor Katchur asked if anyone wished to speak in favour or against Bylaw C8-15.

The following people spoke against Bylaw C8-15:

- Mike Walker, resident
- Jon Fluker, resident

There were no further submissions.

Mayor Katchur closed Public Hearing #1 at 7:16 p.m.

### **6. Business Arising from Public Hearing #1**

#### **6.1 Bylaw C8-15 - Amend Land Use Bylaw C10-13 - Introduction of the RHR - High Rise Residential District – 2<sup>nd</sup> & 3<sup>rd</sup> reading**

Presented by: Craig Thomas, Senior Development Planner

**R72-15**

MOVED BY Councillor Garritsen that Council give second reading to Bylaw C8-15 to amend Land Use Bylaw C10-13 by adding the RHR – High Rise Residential District, which allows residential buildings with a maximum height of 20 storeys.



In Favour: Gale Katchur, Frank Garritsen, Stew Hennig, Birgit Blizzard

Against: Arjun Randhawa, Sheldon Bossert, Ed Sperling

CARRIED

**R73-15**

MOVED BY Councillor Garritsen that Council give third reading to Bylaw C8-15 to amend Land Use Bylaw C10-13 by adding the RHR – High Rise Residential District, which allows residential buildings with a maximum height of 20 storeys.

In Favour: Gale Katchur, Frank Garritsen, Stew Hennig, Birgit Blizzard

Against: Arjun Randhawa, Sheldon Bossert, Ed Sperling

CARRIED

Mayor Katchur called a short recess at 7:34 p.m.

The regular Council Meeting reconvened at 7:41 p.m.

**7. Public Hearing #2**

**7.1 Bylaw C10-15 - Amend Land Use Bylaw C10-13 - Redistrict a Portion of Lot B, Block 25, Plan 042 6931 from PR - Parks and Recreation District to R3 - Small Lot Residential District and from R3 - Small Lot Residential District to PR - Parks and Recreation District - Forest Ridge Stage 11**

Presented by: Matthew Siddons, Current Planner

Application/Owner: Qualico Communities on behalf of Westpark Land Company Ltd.

Mayor Katchur opened Public Hearing #2 at 7:49 p.m.

A Public Hearing was held to hear any submissions for or against Bylaw C10-15. Bylaw C10-15 received first reading at the March 24, 2015 regular Council Meeting.

Mayor Katchur asked if anyone wished to speak in favour or against Bylaw C10-15.

Reanna Feniak, Qualico Communities was in attendance to speak in favour of Bylaw C10-15.

Mike Walker, resident was in attendance to speak against Bylaw C10-15.

There were no further submissions.

Mayor Katchur closed Public Hearing #2 at 7:52 p.m.

## **8. Business Arising from Public Hearing #2**

### **8.1 Bylaw C10-15 - Amend Land Use Bylaw C10-13 - Redistrict a Portion of Lot B, Block 25, Plan 042 6931 from PR - Parks and Recreation District to R3 - Small Lot Residential District and from R3 - Small Lot Residential District to PR - Parks and Recreation District - Forest Ridge Stage 11 - 2<sup>nd</sup> & 3<sup>rd</sup> reading**

Presented by: Matthew Siddons, Current Planner

Application/Owner: Qualico Communities on behalf of Westpark Land Company Ltd.

**R74-15**

MOVED BY Councillor Bossert that Council give second reading to Bylaw C10-15 to amend Land Use Bylaw C10-13 by redistricting a Portion of Lot B, Block 25, Plan 042 6931 from PR - Parks and Recreation District to R3 - Small Lot Residential District, and from R3 - Small Lot Residential District to PR - Parks and Recreation District for Forest Ridge Stage 11.

In Favour: Gale Katchur, Frank Garritsen, Stew Hennig, Arjun Randhawa, Birgit Blizzard, Sheldon Bossert, Ed Sperling

CARRIED UNANIMOUSLY

**R75-14**

MOVED BY Councillor Bossert that Council give third reading to Bylaw C10-15 to amend Land Use Bylaw C10-13 by redistricting a Portion of Lot B, Block 25, Plan 042 6931 from PR - Parks and Recreation District to R3 - Small Lot Residential District, and from R3 - Small Lot Residential District to PR - Parks and Recreation District for Forest Ridge Stage 11.

In Favour: Gale Katchur, Frank Garritsen, Stew Hennig, Arjun Randhawa, Birgit Blizzard, Sheldon Bossert, Ed Sperling

CARRIED UNANIMOUSLY

## **9. New Business**

### **9.1 Reconsideration of Alternating Flashing Lights on School Buses**

Presented by: Josie Krokis, Director, Protective Services, Heather Wall, Fort Saskatchewan School Trustee, and Mark Liguori, Superintendent, Elk Island Public Schools

**R76-15**

MOVED BY Councillor Garritsen that Council agree to reconsider the use of alternating flashing lights and stop arms on school buses within the City of Fort Saskatchewan.

In Favour: Frank Garritsen, Stew Hennig, Arjun Randhawa, Sheldon Bossert, Ed Sperling

Against: Gale Katchur, Birgit Blizzard

CARRIED

**R77-15** MOVED BY Councillor Garritsen that Council direct Administration to bring forward a Bylaw which prohibits the use of alternating flashing lights and stop arms on school buses within the City of Fort Saskatchewan.

In Favour: Frank Garritsen, Stew Hennig, Arjun Randhawa, Sheldon Bossert, Ed Sperling

Against: Gale Katchur, Birgit Blizzard

CARRIED

Mayor Katchur called a short recess at 8:40 p.m.

The regular Council Meeting reconvened at 8:41 p.m.

## **9.2 Dow Centennial Centre Heating / Cooling System Upgrades**

Presented by: Grant Schaffer, Director, Project Management

**R78-15** MOVED BY Councillor Blizzard that Council approve funding in the amount of \$800,000 for upgrades to the Dow Centennial Centre mechanical system, with funds to be allocated from the Municipal Sustainability Initiative Grant.

In Favour: Gale Katchur, Frank Garritsen, Stew Hennig, Birgit Blizzard, Sheldon Bossert, Ed Sperling

Against: Arjun Randhawa

CARRIED

## **10. Bylaws**

### **10.1 Bylaw C14-15 – to Close Road Plan 822 1665 and to Consolidate into Lot 1, Block 37, Plan 102 6236 – 1<sup>st</sup> reading**

Presented by: Matthew Siddons, Current Planner

Applicant/Owner: Lenac Developments Ltd., Quattro Canada Inc., and Mercyr Consulting Ltd.

**R79-15** MOVED BY Councillor Hennig that Council give first reading to Bylaw C14-15 to close a portion of Road Plan 822 1665 and to consolidate the remainder into Lot 1, Block 37, Plan 102 6236 in the Westpark area.

In Favour: Gale Katchur, Frank Garritsen, Stew Hennig, Arjun Randhawa, Birgit Blizzard, Sheldon Bossert, Ed Sperling

CARRIED UNANIMOUSLY

## **11. Mayor and Councillors Boards/Committees**

Members of Council provided updates on current and upcoming activities for Boards/Committees.

**12. Administrative Inquiries**

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

**13. Notice of Motion**

None.

**14. Adjournment**

**R80-15** MOVED BY Councillor Hennig that the regular Council Meeting of April 14, 2015 adjourn at 9:08 p.m.

In Favour: Gale Katchur, Frank Garritsen, Stew Hennig, Arjun Randhawa, Birgit Blizzard, Sheldon Bossert, Ed Sperling

CARRIED UNANIMOUSLY

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Mayor

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Director, Legislative Services

## **CITY OF FORT SASKATCHEWAN**

### **Bylaw C14-15 – to Close Road Plan 822 1665 and to consolidate into Lot 1, Block 37, Plan 102 6236**

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#### **Motion:**

1. That Council give second reading to Bylaw C14-15 to close a portion of Road Plan 822 1665 and to consolidate the remainder into Lot 1, Block 37, Plan 102 6236 in the Westpark area.
2. That Council give third reading to Bylaw C14-15 to close a portion of Road Plan 822 1665 and to consolidate the remainder into Lot 1, Block 37, Plan 102 6236 in the Westpark area.

#### **Purpose:**

The purpose of this report is to present Council with information on Bylaw C14-15 to close Road Plan 822 1665, and to request consideration of second and third reading.

#### **Background:**

On November 20, 2014, Lenac Developments Ltd., Quattro Capital Inc., and Mercyr Consulting Ltd., (collectively the “Purchaser”) submitted an Offer to Purchase a 0.49ha (1.211ac) portion of Road Plan 822 1665. The Offer to Purchase was approved by Council at its January 13, 2015 regular Council Meeting. A condition of the Offer to Purchase was that the subsequent Road Closure Bylaw would be approved.

On March 9, 2015, the Purchaser submitted a Road Closure Application to close the Road Right-of-Way legally described as Road Plan 822 1665 (Schedule “A”). The application was referred to the City of Fort Saskatchewan Project Management and Infrastructure Management Departments along with Alberta Transportation. No concerns were brought forward with regard to the proposed road closure by any of the referrals.

In consultation with Project Management, it was determined the portion of Road Right-of-Way is considered excess. Existing infrastructure has been designed to facilitate an expansion in the center, should an expansion of Highway 21 occur in the future. The likelihood of expanding the roadway further is minimal, but should it become necessary a curb and gutter road standard would be required, which would reduce the right-of-way width requirement.

If Bylaw C14-15 is approved, Road Plan 822 1665 will be closed. The Road Plan will be redistricted from its current zoning as UR (Urban Reserve District) to C2 (Vehicle Oriented Retail and Service District). The Road Plan can then be consolidated with the adjacent parcel of land (Lot 1, Block 37, Plan 102 6236) during the subdivision process. The subject land is designated as C2 in the Westpark area adjacent to Highway 21 and Wilshire Boulevard.

Bylaw C14-15 received first reading at the April 14, 2015 regular Council Meeting.

#### **Plans/Standards/Legislation**

The Municipal Development Plan (MDP) provides policy direction for the subject area, as a General Urban Area (GUA). The MDP identifies the commercial nodes along Highway 21 as important business and employment centers in the City. The MDP states that the City will concentrate future highway commercial developments areas along Highway 21 zoned for commercial uses.

The Westpark Area Structure Plan (ASP) states that all highway commercial and vehicle-oriented commercial uses be delegated to areas designated as commercial. An objective of the Westpark ASP is to support development of existing highway commercial lands to provide employment opportunities and to serve the needs of the community and the region.

**Financial Implications:**

The offer to purchase a portion of Road Plan 822 1665 was approved by Council at its January 13, 2015 regular Council Meeting. The funds were placed in the City's Land Purchase Reserve. Additional land tax revenue will be generated once these lands are consolidated with the adjacent parcel of land.

**Alternatives:**

1. That Council give second and third reading to Bylaw C14-15 to close a portion of Road Plan 822 1665 and to consolidate the remainder into Lot 1, Block 37, Plan 102 6236 in the Westpark area.
2. That Council not proceed with second and third reading to Bylaw C14-15, thus leaving the lands in their current legal designation, and advise how they wish to proceed.

**Recommendation:**

That Council give second and third reading to Bylaw C14-15 to close a portion of Road Plan 822 1665 and to consolidate the remainder into Lot 1, Block 37, Plan 102 6236 in the Westpark area.

**Attachments:**

1. Bylaw C14-15
2. Schedule "A" - Map Amendment to Appendix A- Land Use Map Bylaw C10-13
3. Appendix "A" - Orthophoto with Existing Land Use Districts
4. Appendix "B" - Westpark Outline Plan Development Concept
5. Appendix "C" - UR Urban Reserve District
6. Appendix "D" - C2- Vehicle Oriented Retail and Service District

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File No.: Bylaw C14-15

Prepared by:	Matthew Siddons Current Planner, Planning & Development	Date: April 17, 2015
Approved by:	Troy Fleming General Manger, Infrastructure and Community Services	Date: April 20, 2015
Reviewed by:	Kelly Kloss City Manager	Date: April 20, 2015
Submitted to:	City Council	Date: April 28, 2015



**CITY OF FORT SASKATCHEWAN**

**BYLAW C14-15**

**A BYLAW OF THE CITY OF FORT SASKATCHEWAN IN  
THE PROVINCE OF ALBERTA TO CLOSE A ROAD, BEING A PORTION OF ROAD  
PLAN 822 1665**

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

1. That portion of road covering:

“ROAD PLAN 822 1665 LYING WITHIN AREA ‘A’, PLAN 152\_\_\_\_  
SURVEYED BY NICHOLAS R. RONSKO, ALBERTA LAND SURVEYOR,  
CONTAINING 0.492 HECTARE (1.22 ACRES) MORE OR LESS.  
EXCEPTING THEREOUT ALL MINES AND MINERALS”

be closed as shown on Schedule “A”.

2. That Council declares this closed portion to be consolidated with Lot 1, Block 37, Plan 102 6236.
3. 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.
4. That Bylaw No. C14-15 becomes effective upon third and final reading.

READ a first time this                      14<sup>th</sup>                      day of                      April                      2015.

READ a second time this    day of    2015.

READ a third time and passed this    day of    2015.

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MAYOR

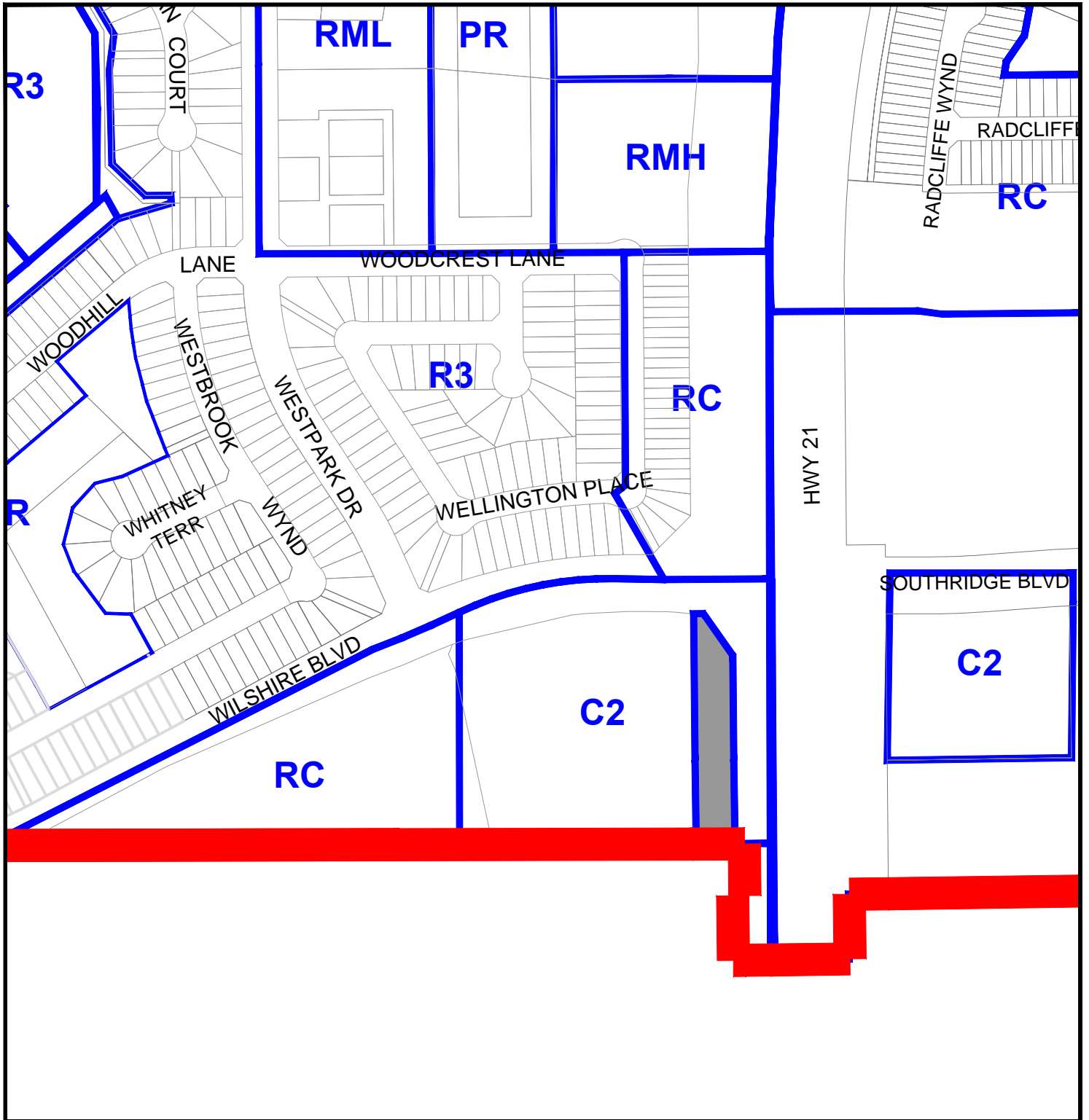
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DIRECTOR, LEGISLATIVE SERVICES

DATE SIGNED: \_\_\_\_\_

# BYLAW C14-15

## Schedule "A"



Subject Area

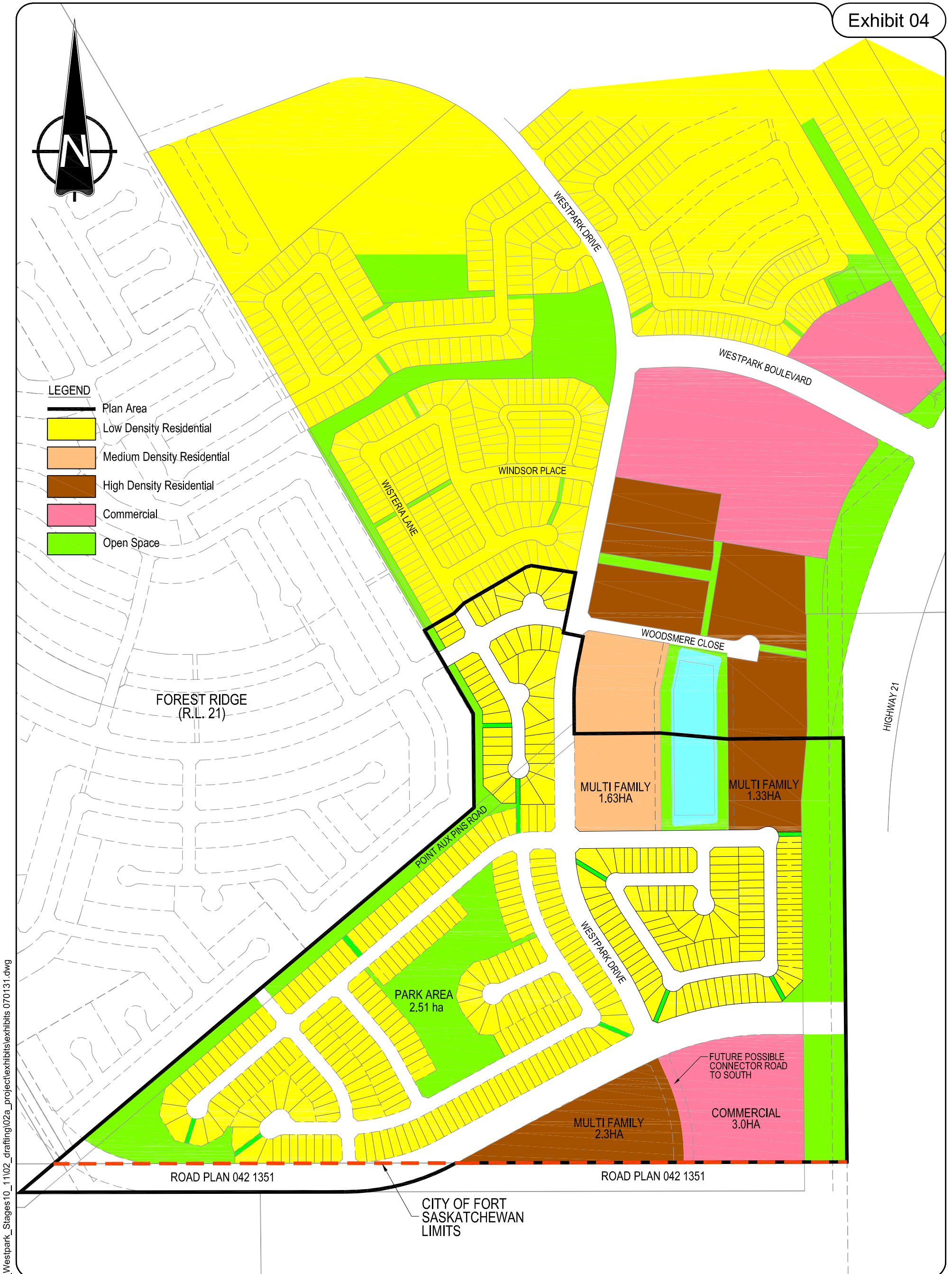


# APPENDIX A- ORTHOPHOTO OF EXISTING LAND USE DISTRICTS



DISCLAIMER: The information shown is for reference only. The City of Fort Saskatchewan disclaims all responsibility for the accuracy, completeness, timelines and merchantability of information shown. Use this information at your own risk.





## WESTPARK SOUTH EAST OUTLINE PLAN

LAND USE CONCEPT



CONCEPT ONLY.  
SUBJECT TO  
DETAILED DESIGN.

MARCH 2007

## 8.9 UR – Urban Reserve District

### 8.9.1 UR Purpose

This District is intended to reserve areas within the City which are typically rural or undeveloped and have been identified for future subdivision and development. Interim uses may be permitted provided they would not inhibit the convenient and economical redevelopment of the site.

### 8.9.2 Discretionary Uses in the UR District

#### UR Discretionary Uses:

- Agriculture
- Billboard sign
- Communication tower
- Community garden
- Natural conservation use
- Those uses which, in the opinion of the Development

Authority, are similar to a permitted or discretionary use and which conform to the general purpose and intent of this District.

### 8.9.3 UR Site Subdivision Regulations

	Interior or Corner Site
Site Area	At the discretion of the Development Authority
Site Width	At the discretion of the Development Authority
Site Depth	At the discretion of the Development Authority

#### 8.9.4 UR Site Development Regulations

	Interior Site	Corner Site
Front Yard Setback	7.0m (23.0ft) minimum	Front: 7.0m (23.0ft) minimum  Flanking: 7.0m (23.0ft) minimum
Rear Yard Setback	7.0m (23.0ft) minimum	
Side Yard Setback	7.0m (23.0ft) minimum	
Principal Building Height	At the discretion of the Development Authority	
Site Coverage	40% maximum	

#### 8.9.5 Additional Development Regulations for UR

- (a) All development and uses within this Land Use District are subject to the applicable provisions of Part 4 - General Regulations for all Land Use Districts, Sections 8.1 to 8.4 of Part 8 – Institutional Land Use Districts, Part 11 - Parking and Loading, and Part 12 – Signs;
- (b) The Development Authority may specify the length of time that a use is permitted in the Land Use District having regard for the servicing and future residential development of the site; and
- (c) All development shall be compatible with the Municipal Development Plan and any applicable Area Structure Plan.

## 6.10 C2 –Vehicle Oriented Retail and Service District

### 6.10.1 Purpose

This District is generally intended to provide sites for the development of business areas intended to serve vehicular traffic. C2 – Vehicle Oriented Retail and Service District designations shall be reserved for those sites located adjacent to arterial roadways and highways in order to minimize the intrusion of vehicle traffic into residential areas and to promote the orderly flow of vehicular traffic using these sites.

### 6.10.2 C2 Permitted and Discretionary Uses:

#### Permitted Uses:

- |   |  |
|---|--|
| - Accessory development                       | - Outdoor recreation facility                          |
| - Business support service                    | - Parking facility                                     |
| - Commercial school                           | - Pawn shop  |
| - Community service facility                  | - Personal service                                     |
| - Day care facility                           | - Pet care service                                     |
| - Drive through service                       | - Portable sign  |
| - Eating and drinking establishment           | - Professional, financial and office service           |
| - Eating and drinking establishment (limited) | - Projecting sign                                      |
| - Emergency response service                  | - Recycling drop-off                                   |
| - Fascia sign                                 | - Retail store (convenience)                           |
| - Freestanding sign                           | - Retail store (general)                               |
| - Government service                          | - Retail store (liquor)                                |
| - Health service                              | - Roof sign  |
| - Hotel                                       | - Seasonal garden centre                               |
| - Identification sign                         | - Service station                                      |
| - Indoor entertainment facility               | - Service station (limited)                            |
| - Indoor recreation facility                  | - Vehicle repair facility (limited)                    |
| - Motel                                       | - Vehicle sales, leasing and rental facility (limited) |
| - Outdoor entertainment facility              | - Vehicle wash   |
|   | - Veterinary clinic                                    |

**Discretionary Uses:**

- Communication tower
- Communication tower (limited)
- Custom manufacturing establishment
- Eating and drinking establishment (outdoor)
- Electronic message sign
- Funeral home
- Greenhouse
- Inflatable sign
- Kennel
- Late night club
- Place of worship
- Vehicle repair facility
- Vehicle sales, leasing and rental facility
- Warehouse Sales
- Those uses which, in the opinion of the Development Authority, are similar to a permitted or discretionary use, and which conform to the general purpose and intent of the District.

**6.10.3 C2 Site Subdivision Regulations**

	Interior or Corner Site
Site Area	2,023.5m <sup>2</sup> (0.5ac) minimum
Site Width	At the discretion of the Subdivision or Development Authority
Site Depth	At the discretion of the Subdivision or Development Authority

**6.10.4 C2 Site Development Regulations**

	Interior or Corner Site
Front Yard Setback	7.5m (24.6ft) minimum
Rear Yard Setback	4.5m (14.8ft) minimum for sites abutting a non-Residential Land Use District  7.5m (24.6ft) minimum for sites abutting a Residential Land Use District.

#### 6.10.4 C2 Site Development Regulations

	Interior or Corner Site
Side Yard Setback	4.5m (14.8ft)  <sup>1</sup> 7.5m (24.6ft) minimum for sites abutting a Residential Land Use District
Building Height	14.0m (45.9ft) maximum

#### 6.10.5 Additional Development Regulations for C2:

- (a) All development and uses within this Land Use District are subject to the applicable provisions of Part 4 – General Regulations for all Land Use Districts, Sections 6.1 to 6.7 of Part 6 – Commercial Land Use Districts, Part 11 – Parking and Loading, and Part 12 – Signs;
- (b) The siting and appearance of all buildings or improvements, and the landscaping of the site shall be to the satisfaction of the Development Authority in order that there shall be general conformity with adjacent buildings, and that there may be adequate protection afforded to the amenities of adjacent buildings and sites. The form and character of buildings shall complement adjacent residential character of the neighbourhood;
- (c) Where at least 50% of the required parking for a C2 – Vehicle Oriented Retail and Service District use is allocated in a parking garage, an additional one storey or 4.0m (13.1ft) may be permitted in addition to the maximum building height;
- (d) Except for off-street parking, loading areas and approved patios, all business activities shall be carried out entirely within completely enclosed buildings or structures;
- (e) <sup>2</sup>The required side yard shall be increased by 1.0 m in depth for each storey above the first storey, when adjacent to residential; and
- (f) <sup>3</sup>The required rear yard shall be increased by 1.0 m in depth for each storey above the first storey, when adjacent to residential.

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<sup>1</sup> C19-14

<sup>2</sup> C19-14

<sup>3</sup> C19-14

## **CITY OF FORT SASKATCHEWAN**

### **Kinette Club of Fort Saskatchewan - Outdoor Fitness Gym Location**

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#### **Motion:**

That Council approve the location proposed by the Kinette Club of Fort Saskatchewan for the installation of an outdoor fitness gym project in Pryce Alderson Park.

#### **Purpose:**

Mrs. Leslee Pohlka, executive member of the Kinette Club of Fort Saskatchewan and Co-Chair of the Outdoor Fitness Project is requesting the use of green space within Pryce Alderson Park for the permanent installation of an outdoor fitness equipment circuit for all park users to enjoy.

#### **Background:**

For 29 years the Kinette Club of Fort Saskatchewan has served the community by contributing to various programs and projects including the Kin Family Spray Park in Westpark.

On February 14, 2012 City Council approved a proposal and funding for the Kinette Club and the City of Fort Saskatchewan to partner together to build and maintain an outdoor fitness equipment project. The project includes a pod with 11 fitness circuits comprised of various equipment stations that provide a head to toe workout (see Appendix "B"). The equipment is made up of galvanized steel with UV-resistant polyester powder coating for durability and resilience outdoors and instructional signage to ensure safe and effective usage (warranty information is included in Appendix "B").

The Kinette Club has fundraised the money over the past two years, purchased the equipment and is waiting for delivery. In 2012, City Council approved up to \$30,000 towards the surface construction and installation cost which is allocated in Infrastructure Management's operational budget. Once the project location is approved, the equipment can be installed by the City of Fort Saskatchewan.

In March 2014, the Kinette Club provided an update indicating that they had completed some community consultation as to the best location for the project within the City. The consensus from citizens was to install the project in Pryce Alderson Park near the Kin Family Spray Park and playground. Initially the Club proposed that the pod be located on the east side of the spray park however, after further consideration and discussion with Council at the March 2014 meeting, they are now proposing it be located on the west side of the spray park next to the basketball court (see Appendix "C"). This location still provides good sight lines to the spray park and playground for those users who are visiting the park with children. It does not infringe above any underground utility lines (see Appendix "D") nor require the removal of any existing trees within the proposed space.

#### **Plans/Standards/Legislations:**

- The proposal aligns with both the Community Sustainability Plan and the current Recreation, Culture and Parks Master Plan by promoting community partnerships, offering active lifestyle choices and free family activities in our parks and trails.



- The City of Fort Saskatchewan Strategic Plan Goal - Vibrant and Thriving Community: Develop new and expand existing recreation facilities and programs.

### **Financial Implications:**

The City will maintain the equipment until its lifecycle of 15 to 20 years is attained and undertake the estimated \$3,000 per year for maintenance of the equipment and its base beginning in 2016.

### **Alternatives:**

1. That Council approve the location proposed by the Kinette Club of Fort Saskatchewan for the installation of an outdoor fitness gym project in Pryce Alderson Park.
2. That Council not approve the location proposed by the Kinette Club of Fort Saskatchewan for the installation of an outdoor fitness gym project in Pryce Alderson Park, and advise how they wish to proceed.

### **Recommendation:**

That Council approve the location proposed by the Kinette Club of Fort Saskatchewan for the installation of an outdoor fitness gym project in Pryce Alderson Park.

### **Attachments:**

1. Appendix "A" - Kinette Club of Fort Saskatchewan presentation
2. Appendix "B" – Specification drawing of 11 station Fitness Pod
3. Appendix "C" - Images of proposed location
4. Appendix "D" – Underground utility lines

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File No.:

Prepared by:	Tanya Stilborn Community Recreation Coordinator Recreation	Date: April 20, 2015
Approved by:	Barb Shuman Director, Recreation	Date: April 21, 2015
	Troy Fleming General Manager, Infrastructure & Community Services	Date: April 22, 2015
Reviewed by:	Kelly Kloss City Manager	Date: April 22, 2015
Submitted to:	City Council	Date: April 28, 2015

# Kinette Club of Fort Saskatchewan

## Outdoor Fitness Equipment



## Fitness Park



## Outdoor Fitness: Kinette Club of Fort Saskatchewan

- 28 years of serving our Community
- Supporting CF, STARS and community programs
- Contributed \$25,000.00 to Kin Family Spray Park
- Donated well \$150,000.00 to our community over the last 28 years.

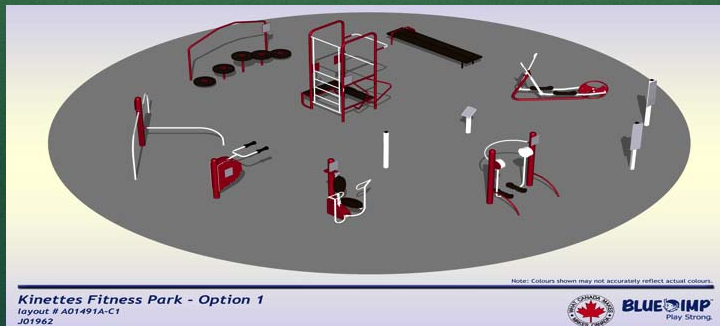


## Outdoor Fitness: Project History

- January, 2012, Project proposal to City Council
- Proposal Review
- February, 2012, Council Unanimous Approval.
- March, 2013 Council Committee Update.
- April 2015 Request to use green space in Pryce Alderson for the Outdoor Fitness Park

## Outdoor Fitness: Project Equipment update

- Blue Imp equipment is ready for delivery and awaits final instruction regarding delivery and installation.



## Outdoor Fitness: Project Site Selection update

- On Going Meetings with City Representatives regarding site selection
- Neighbour Day 2013 – public consultation – see poster board
- City Council meeting 2014 update - feedback suggested we look into a location that would offer a view of the spray park and playground without reducing the green space available for seating.



## Outdoor Fitness: Project Site Selection Request

Originally Proposed Location:



## Outdoor Fitness: Project Site Selection Request

Fitness Park Proposed Location



Outdoor Fitness:  
Project Site Request



Thank you for your time!

Appendix A - Kinette Outdoor Gym Drawing



RECOMMENDED STARTING POINT  
OF FITNESS CIRCUIT

STAMINA CIRCUIT SIGN  
(FT-8032)

AIR WALKER  
(FT-8041)

DYNAMIC WARM UP STATION  
(FT-8028)

CHEST PRESS  
(FT-8040)

SPEED STATION  
(FT-8030)

ELLIPTICAL  
W/ SIGN  
(FT-8025)

WARM-UP STATION  
W/ SIGNS  
(FT-8023)

SQUAT STATION  
W/ SIGN  
(FT-8026)

PUSH-UP / REVERSE  
PUSH-UP STATION  
W/ SIGN  
(FT-8022)

LOWER BODY COMBO  
W/ SIGN  
(FT-8021)

CORE STATION  
W/ SIGN  
(FT-8010)

R21'-9" [R6.64m]



LAYOUT #: A01491A  
JOB #:

RECOMMENDED AGES: 13+  
AREA REQD (SQ.FT): 1490  
PERIMETER REQD (FT): 137  
DRAWN BY: AS  
DATE: 04-FEB-14

KINETTES FITNESS PARK  
OPTION 1  
FORT SASKATCHEWAN, AB  
BLUE IMP 2

**BLUEIMP**  
Play Strong.

766 - 14TH STREET S.W. MEDICINE HAT, AB, T1A 4V7  
TOLL FREE: 1-800-661-1462 FAX: (403) 592-0851  
E-MAIL: sales@blueimp.com WEBSITE: www.blueimp.com

## **BLUE IMP WARRANTY**

### **Quality Backed By Warranty**

Blue Imp has been manufacturing playgrounds for four generations. We continue to strive to build high quality play systems that will enable kids to play strong for generations to come.

It with confidence and pride that we continue to back our products with a no-nonsense warranty that is simply the best in the industry.

#### **LIFETIME WARRANTY**

On all stainless steel hardware and steel support posts against structural failure due to corrosion or deterioration.

#### **25-YEAR WARRANTY**

On all stainless steel components and aluminum spring animals against structural failure due to defective materials or workmanship.

#### **15-YEAR WARRANTY**

On all vinyl-coated steel components against defective materials or workmanship (excludes anti-slip coating)

#### **10-YEAR WARRANTY**

On cable/rope components against breakage. On steel, plastic or wood components against defective materials or workmanship.

#### **5-YEAR WARRANTY**

On bearings and anti-slip coatings against defective materials or workmanship.

#### **3-YEAR WARRANTY**

On cable/rope components against natural deterioration and maturing defects.



**BLUE IMP™**  
Play Strong.



# Appendix C - Pryce Alderson Park

Kinette  
Gym

100 yd  
100 m



Current Scale 1: 865



City of Fort  
Saskatchewan Map  
Selection

DISCLAIMER: The information shown is for reference only. The City of Fort Saskatchewan disclaims all responsibility for the accuracy, completeness, timeliness and merchantability of information shown. Use this information at your own risk.



## Appendix C - Pryce Alderson Park



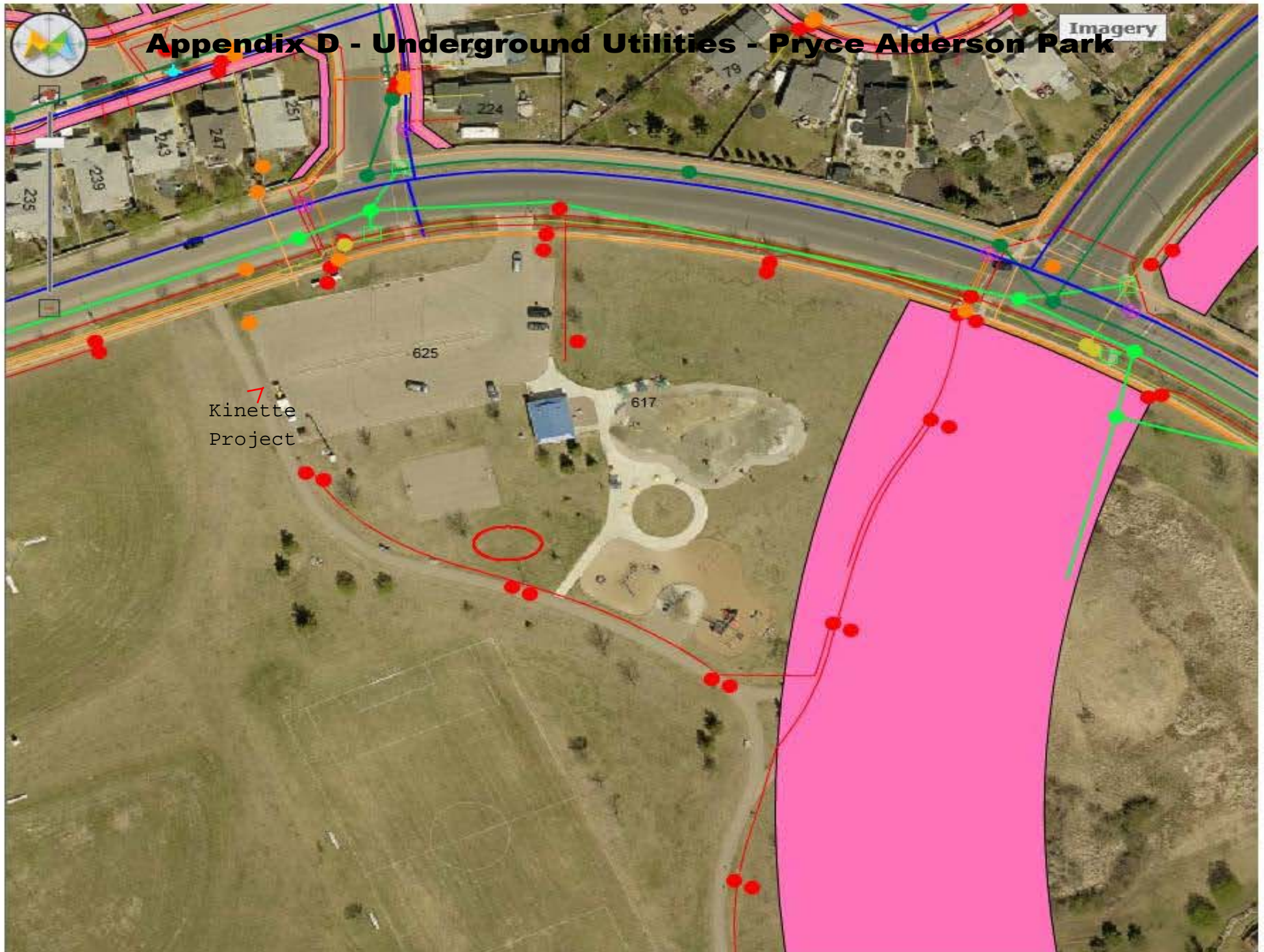


## Appendix C - Pryce Alderson Park





## Appendix D - Underground Utilities - Pryce Alderson Park



## **CITY OF FORT SASKATCHEWAN**

### **2014 Audited Consolidated Financial Statements**

---

#### **Motion:**

That Council receive and approve for release the 2014 Audited Consolidated Financial Statements as presented.

#### **Purpose:**

The purpose of this report is to present the 2014 Audited Consolidated Financial Statements to Council for their review and approval.

#### **Background:**

The 2014 Audited Consolidated Financial Statements are a result of twelve months of financial management from numerous City staff members working in conjunction with the Financial Services department. Over the past several months Finance Services has diligently reviewed and assembled the required supporting documents for review by the independent external auditors.

The City of Fort Saskatchewan's consolidated financial statements have been prepared by Administration who is responsible for their accuracy, objectivity and completeness. The statements are prepared in compliance with legislation and in accordance with Canadian Public Sector Accounting Standards (PSAS). These statements include the consolidation of the Fort Saskatchewan Public Library's operations.

The City is required to submit a statement of financial position as December 31, 2014, a statement of operations and accumulated surplus, a statement of changes in net (debt) financial assets, and a statement of changes in cash flows on a consolidated basis. The supporting schedules and notes to the financial statements provide further information on the figures in the statements.

#### **Plans/Standards/Legislation:**

The City is required to prepare Financial Statements and a Financial Information Return in accordance with Sections 276, 277 and 278 of the *Municipal Government Act*. The statements and return must be submitted to the Minister of Alberta Municipal Affairs by May 1<sup>st</sup> of the year following the statement date. The financial statements and the Auditors' Report must be made available to the public by May 1<sup>st</sup>.

#### **Alternatives:**

1. That Council receive and approve for release the 2014 Audited Consolidated Financial Statements as presented.
2. That Council not receive and approve for release the 2014 Audited Consolidated Financial Statements, and advise how they wish to proceed.

**Recommendation:**

That Council receive and approve for release the 2014 Audited Consolidated Financial Statements as presented.

**Attachments:**

1. Appendix "A" - 2014 Audited Consolidated Financial Statements
  2. Appendix "B" – PowerPoint Presentation
- 

Prepared by: Susan Morrissey, CGA  
Finance Director

Date: April 21, 2015

Reviewed by: Kelly Kloss  
City Manager

Date: April 22, 2015

Submitted to: City Council

Date: April 28, 2015



AUDIT

# City of Fort Saskatchewan

**Audit Findings Report  
For the year ended December 31, 2014**

*KPMG LLP*

Prepared for the Council Meeting on April 28, 2015

kpmg.ca



The contacts at KPMG in connection with this report are:

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Audit In-Charge

**Justin Kinal**

Tel: 780.429.6014  
jkinal@kpmg.ca

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At KPMG, we are **passionate** about earning your **trust**. We take deep **personal accountability**, individually and as a team, to deliver **exceptional service and value** in all our dealings with you.

At the end of the day, we measure our success from the **only perspective that matters – yours.**



# External audit results

---

## Overview

The purpose of this Audit Findings Report is to assist Council in the review of the results of our audit of the consolidated financial statements of the City of Fort Saskatchewan (the “City”) as at and for the year ended December 31, 2014.

This Audit Findings Report builds on the Audit Plan we presented to Council on February 10, 2015.

---

## Audit status

We have completed the audit of the consolidated financial statements of the City, with the exception of the following:

- completing our discussions with Council (“the Council”);
- obtaining evidence of the Council’s acceptance of the consolidated financial statements;
- obtaining a signed management representation letter.

Our independent auditors’ report will be dated upon the completion of any remaining procedures (expected April 28, 2015).

We will also report separately on the following:

- Municipal Financial Information Return;
- FCSS special reporting; and
- LAPP reporting.

In addition, we have also been engaged by and have provided a separate independent auditors’ report for the City of Fort Saskatchewan Public Library for the year ended December 31, 2014 (approved April 6, 2015).

---

## Changes from the Audit Plan

There have been no significant changes regarding our audit from the Audit Planning Report previously presented to you.

---

## Areas of audit focus

Our Audit Planning Report outlined a number of **areas of audit focus**. These areas included:

- Recognition of revenue amounts subject to external restrictions
- Completeness of accounts payable and accrued liabilities
- Accuracy and valuation of contributions of tangible capital assets
- Accuracy, existence and completeness of tangible capital assets
- Completeness and accuracy of environmental obligations and other contingencies
- Potential for management override of controls

We are satisfied that our audit work appropriately addressed the areas of audit focus.

## External audit results (continued)

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### Audit adjustments and differences

During our audit, we identified certain corrected adjustments which are summarized in the '*Audit adjustments and differences*' section of this report and in management's representation letter included in the Appendices. We did not identify differences that remain uncorrected.

---

### Financial statement presentation and disclosure

The presentation and disclosure of the consolidated financial statements are, in all material respects, in accordance with the City's relevant financial reporting framework.

We worked with management to enhance certain financial statement disclosures. All significant recommendations we provided were incorporated by management in the final consolidated financial statements.

We also identified certain matters which we believe would enhance the City's financial statement presentation and disclosures in 2015 and beyond. Our observations have been provided to management for their consideration.

---

### Significant account policies and practices

Significant accounting policies and practices are disclosed in Note 1 to the consolidated financial statements.

In addition, Note 1(i) to the consolidated financial statements describes future accounting standards which may impact the City's reporting in future years. We would like to draw attention to Canadian Public Sector Accounting Standards PS3260 – Liability for Contaminated Sites, which will be effective for the City's December 31, 2015 year end. The City will need to ensure it has an appropriate implementation plan established and executed prior to December 31, 2015.

---

### Critical accounting estimates

Overall we are satisfied with the reasonability of critical accounting estimates in the City's consolidated financial statements.

Critical accounting estimates that are subject to uncertainty have been described in the notes to the consolidated financial statements.

We identified, in the course of our financial statement audit, no indications of management bias in the significant accounting estimates.

---

### Control and other observations

We have identified certain matters in the '*Control and other matters*' section of this report during the course of our audit which we bring to your attention. We are satisfied that none of these matters impact our auditors' report.

Additionally, as part of our current year audit, we followed up on the current status of control and other matters raised as part of our 2013 external audit. As detailed later in our Report, resolution of these matters should remain a priority in 2015.

---

### Independence

We are independent with respect to the City within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any applicable legislation or regulation.

# Audit adjustments and differences

Audit adjustments and differences identified during the audit have been categorized as corrected audit adjustments; or uncorrected audit differences. These include disclosure adjustments and differences.

Although the uncorrected differences have no effect on our auditors' report, these uncorrected differences or the underlying matters regarding adjustments or differences (e.g., control deficiencies) could potentially cause future annual or interim consolidated financial statements to be materially misstated or have an implication on the financial reporting process. Any relevant implications of such misstatements on the City's ICFR are discussed in "Control and other matters".

## Corrected audit adjustments (materiality \$1,700)

Management's representation letter includes all adjustments identified as a result of the audit, communicated to management and subsequently corrected in the financial statements, including:

As at and year ended December 31, 2014 (000's)

Description of misstatements greater than \$85 individually	Operations		Financial position	
	Annual surplus (Decrease) Increase	Accumulated surplus, opening (Decrease) Increase	Net financial assets Increase (Decrease)	Non-financial assets Increase (Decrease)
Upon final payment to the developer of the Sienna Boulevard project, the City recognized an additional contributed asset from the developer. It was determined that the final payment represented part of the TCA that was financed by the City resulting in an overstatement of the City's TCA and contributed TCA revenue.	(701)	-	-	(701)
We noted two instances of differences between the internal engineering spreadsheets and the third party construction costs. This resulted in an understatement of the City's TCA and contributed TCA revenue.	355	-	-	355
We identified an unrecorded environmental liability, resulting in an understatement of environmental liabilities and environmental expenses.	(700)	-	(700)	-
<b>Total corrected adjustments – December 31, 2014</b>	<b>(1,046)</b>	<b>-</b>	<b>(700)</b>	<b>(346)</b>

## Uncorrected audit differences

We did not identify differences that remain uncorrected as at and year ended December 31, 2014.

# Control and other matters

In accordance with professional standards, we are required to disclose any control deficiencies that we determined to be significant ("significant deficiencies").

## Significant deficiencies and other matters

Following is a summary of significant matters identified during our audit:

Matter	KPMG Comments
Consistency between financial statements and internal accounting records	<p>As reported in prior years, in 2009 the City adopted a new financial statement accounting framework, Canadian public sector accounting standards, for its external financial reporting. This adoption resulted in significant changes to the way certain matters were accounted for, including a requirement to capitalize and amortize Tangible Capital Assets (TCA) and changes to the way reserves and other surplus funds are reflected.</p> <p>At the time of the initial adoption of the new accounting framework, the City did not restructure its underlying accounting records to directly integrate with the new financial reporting. Instead, the City implemented a new TCA model to track its TCA, and developed a manual reconciliation process between its existing accounting records and the external financial statements.</p> <p>Since 2009, we have continued to note instances where the lack of integration between day-to-day accounting systems and external financial reporting has resulted in errors and required re-work by City staff to ensure financial reporting is accurate and complete. The most significant matters relate to the underlying accounting transactions for TCA and reserves, and these issues have recurred on an annual basis since 2009.</p> <p>In the current year, we noted several corrected audit misstatements as documented in the "Audit Misstatements" section of this report, all relating to the City's TCA.</p> <p><b>Recommendation:</b> We continue to recommend that the City review and restructure its internal accounting records to ensure they align with the external reporting framework adopted in 2009. The new, or restructured financial reporting system should be fully integrated with all aspects of the City, including tangible capital asset management, thereby reducing the current manual processes required to reconcile and record information from multiple systems.</p>

## Control and other matters (continued)

Matter	KPMG Comments
Budget processes and reporting in the City's financial statements	<p>As reported in prior years, accounting standards require the City to present a comparison of its actual results, for the same scope of activities and on a consistent basis, for the period with those "originally planned" on its statement of operations.</p> <p>We understand that the City has established a budget process that is executed on an annual basis, however, during our audit, we noted several significant inconsistencies in the way that budget information is presented in the City's financial statements.</p> <p>In addition, the City's items budgeted for, and therefore internal financial reporting is not aligned with its external financial reporting framework. The City does not budget for multiple financial statement line items, including but not limited to amortization of tangible capital assets, proceeds on disposal of tangible capital assets, developer agreement and levies, and contributed tangible capital assets, which does not allow for an accurate budget to actual financial statement comparison.</p> <p>An effective budget takes into consideration total cost and anticipated timelines. During our audit, we noted that various projects were approved in the budget and planned to be completed in the current budget year. However, for a variety of reasons, some projects have fallen behind the planned schedule, resulting in significant budget to actual variances. On an annual basis, the City should review the roll-forward capital projects to ensure the budget appropriately reflects the anticipated changes to capital activity and required cash flow.</p> <p>The actual capital budget should only include costs that the City believes to be their best estimate of work that will get completed during the year. If projects are behind, the capital budget should be updated to reflect revised cash flows. Further, if projects are approved, but not expected to start until a future date, the approved budget should not be included in the annual budgeted capital in the year they were approved.</p> <p><b>Recommendation:</b> We continue to recommend that the City enhance its budget process to ensure that both the operating and capital budgets are prepared on a basis consistent with its external financial reporting and ensure that this information is provided to and approved by Council during its regular budget deliberations. More specifically, the City should ensure that its capital budgets reflect the City's best estimate of planned annual expenditures and that an appropriate budget for expected contributions of tangible capital assets and annual amortization expense are developed.</p>

## Control and other matters (continued)

Matter	KPMG Comments
Environmental Matters	<p>Public Sector Accounting Standards, Section 3260 Liability for Contaminated Sites is effective for years commencing on or after April 1, 2014. PS 3260 requires public sector organizations to identify and recognize a liability for remediation that is normally the result of an asset and/or operation that is no longer in productive use for which the government accepts responsibility, changes to environmental standards to operations that are no longer in productive use, or unexpected events resulting in contamination.</p> <p>We understand that the City has not yet established a plan to assess the potential implications of the implementation of PS3260 for its December 31, 2015 year-end financial reporting.</p> <p>In addition, during the audit it came to our attention that the City has a current liability related to future remediation of an asset that was not initially recorded in the 2014 financial statements. A remediation study supporting the liability was conducted by a third party consultant in February 2012. In 2014, the City concluded that it would remediate the site and a liability should have been recorded. As documented in the "Audit adjustments and differences" section of this report, this resulted in a \$700 thousand adjustment to record the environmental liability.</p> <p><b>Recommendation:</b> We recommend that the City ensure it establishes an appropriate implementation plan to identify potential environmental liabilities related to contaminated sites to support implementation of new accounting standard PS3260 Liability for Contaminated Sites in the City's December 31, 2015 consolidated financial statements.</p>
Contributed tangible capital asset recognition	<p>Currently, the City has an operating policy whereby the City will not recognize any contributed tangible capital assets that have had a Final Acceptance Certificate (FAC) signed after June 30. This informal operating policy was originally established because of a lack of reliable and readily available information from developers.</p> <p>As the City is potentially not recognizing contributed tangible capital assets for the full year (when contributed after July 1), the tangible capital asset balance per the statement of financial position and the contributed tangible capital asset balance per the statement of operations is potentially being understated. We noted that the required information to record the assets is received upon the Construction Completion Certificate ("CCC") issued by the developer and engineers. This document is issued two years before being recorded (as FAC) by the City. As such, this information can be used to record all contributed assets in the year.</p> <p><b>Recommendation:</b> We recommend that the City implement a tracking policy whereby all contributed tangible capital assets are captured within the City's financial records on a timely basis when responsibility for those tangible capital assets is transferred to the City by the developers.</p>

## Control and other matters (continued)

Matter	KPMG Comments
Accurate recording of financial information – Contributed assets	<p>During our audit, we noted that the City did not appropriately match the balances from the internally prepared engineering spreadsheets to third party (actual cost) invoices received from the developers on contributed capital projects. In two instances, we noted that the contributed asset balances recorded in the financial statements were understated when compared to the third party costs. As documented in the “Audit adjustments and differences” section of this report, this resulted in a \$354 thousand increase to Contributed TCA and TCA balances in the current year financial statements.</p> <p><b>Recommendation:</b> We recommend that the City implement a procedure whereby engineering structure spreadsheets are reviewed and updated on a frequent basis, and all amounts entered into the spreadsheet are linked to third party costs.</p>
Accurate recording of financial information – Work in Progress	<p>During the year, the City paid the Sienna Boulevard developer for a portion of a previously recorded contributed asset that was actually financed directly by the City (therefore, not contributed). However, the details of the transaction were not clear for City finance, and the City recorded an additional \$701 thousand of work in progress and contribution revenue in error.</p> <p>This error and the entry was subsequently corrected by reducing the related revenue and WIP balances respectively. As documented in the “Audit adjustments and differences” section of this report, this resulted in a \$701 thousand decrease to Contributed TCA and TCA balances in the current year financial statements.</p> <p><b>Recommendation:</b> We recommend that the City review supporting documentation, and ensure all balances agree to third party information prior to posting entries into the financial records. If supporting information is not available, the City Finance department should communicate with the Engineering team to ensure accurate recording of information.</p>

# Appendices

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**Appendix 1: Draft independent auditors' report**

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**Appendix 2: Management representation letter**

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**Appendix 3: Background and professional standards**

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## Appendix 1: Draft independent auditors' report



**KPMG LLP**  
**Chartered Accountants**  
10125 – 102 Street  
Edmonton AB T5J 3V8  
Canada

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Internet [www.kpmg.ca](http://www.kpmg.ca)

## INDEPENDENT AUDITORS' REPORT

To the Council of the City of Fort Saskatchewan

We have audited the accompanying consolidated financial statements of the City of Fort Saskatchewan ("the City"), which comprise the consolidated statement of financial position as at December 31, 2014, the consolidated statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects the consolidated financial position of the City as at December 31, 2014, and its consolidated results of operations, its consolidated changes in net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **DRAFT**

Chartered Accountants

April 28, 2015  
Edmonton, Canada

## Appendix 2: Management representation letter



KPMG LLP  
Commerce Place  
10125-102 Street  
Edmonton, Alberta T5J 3V8  
Canada

April 28, 2015

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the consolidated financial statements (hereinafter referred to as "financial statements") of City of Fort Saskatchewan ("the Entity") as at and for the period ended December 31, 2014.

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

**GENERAL:**

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated November 8, 2010, as amended on October 31, 2011, January 29, 2013, and November 7, 2013, and January 9, 2015, for:
  - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework
  - b) providing you with all relevant information, such as all financial records and related data and complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of Council and committees of Council that may affect the financial statements, and access to such relevant information
  - c) such internal control as management determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error

*engaged people, thriving community*

- d) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements

**INTERNAL CONTROL OVER FINANCIAL REPORTING:**

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which management is aware.

**FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:**

- 3) We have disclosed to you:
  - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud
  - b) all information in relation to fraud or suspected fraud that we are aware of and that affects the Entity and involves: management, employees who have significant roles in internal control, or others, where the fraud could have a material effect on the financial statements
  - c) all information in relation to allegations of fraud, or suspected fraud, affecting the Entity's financial statements, communicated by employees, former employees, regulators, or others
  - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements
  - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements

**SUBSEQUENT EVENTS:**

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

**RELATED PARTIES:**

- 5) We have disclosed to you the identity of the Entity's related parties and all the related party relationships and transactions / balances of which we are aware and all related party relationships and transactions / balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

**ESTIMATES:**

- 6) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

**NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:**

- 7) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002). We also confirm that the financial statements of the Entity will not be included in the consolidated financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

**MISSTATEMENTS:**

- 8) We approve the corrected misstatements identified by you during the audit described in Attachment II.

Yours very truly,

CITY OF FORT SASKATCHEWAN

---

By: Mr. Kelly Kloss, City Manager

---

By: Ms. Susan Morrissey, Finance Director

## **Attachment I – Definitions**

### **MATERIALITY**

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

### **FRAUD & ERROR**

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

### **RELATED PARTIES**

In accordance with Canadian accounting standards for the public sector (PSAB) *related party* is defined as:

- when one party has the ability to exercise control or shared control over the other. Two or more parties are related when they are subject to common control or shared control. Related parties also include key management personnel and close family members.

In accordance with Canadian accounting standards for the public sector (PSAB) a *related party transaction* is defined as:

- is a transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party. These transfers are related party transactions whether or not there is an exchange of considerations or transactions have been given accounting recognition. The parties to the transactions are related prior to the transaction. When the relationship arises as a result of the transaction, the transaction is not one between related parties.

## Attachment II

Description	Statement of Financial Position effect, if corrected <sup>1</sup>			Annual surplus <sup>1</sup>
	Accumulated surplus opening	Net financial assets	Non-financial assets	
To adjust for incorrectly recorded asset in WIP and contributed tangible capital asset revenue.	-	-	(700,856)	(700,856)
To record assets contributed in the current year that were not accurately recognized.	-	-	354,885	354,885
To record environmental liability not previously recorded.	-	(700,000)	-	(700,000)
<b>TOTAL CORRECTED AUDIT DIFFERENCES</b>	<b>\$ -</b>	<b>\$ (700,000)</b>	<b>\$ (345,971)</b>	<b>\$ (1,045,971)</b>
<sup>1</sup> Increase (Decrease)				



## Appendix 3: Background and professional standards

### Internal control over financial reporting

As your auditors, we are required to obtain an understanding of internal control over financial reporting (ICFR) relevant to the preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

Our understanding of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies and other control deficiencies have been identified. Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

The control deficiencies communicated to you are limited to those control deficiencies that we identified during the audit.

### Documents containing or referring to the audited consolidated financial statements

We are required by our professional standards to read only documents containing or referring to audited consolidated financial statements and our related auditors' report that are available through to the date of our auditors' report. The objective of reading these documents through to the date of our auditors' report is to identify material inconsistencies, if any, between the audited consolidated financial statements and the other information. We also have certain responsibilities, if on reading the other information for the purpose of identifying material inconsistencies, we become aware of an apparent material misstatement of fact.

#### **kpmg.ca**

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CITY OF  
**FORT SASKATCHEWAN**

**Consolidated Financial Statements of**

**City of Fort Saskatchewan**

**Year Ended December 31, 2014**

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## **MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS**

The accompanying consolidated financial statements of the City of Fort Saskatchewan (City) are the responsibility of the City's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The City's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Council met with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their receipt of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the City. The accompanying Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the City's consolidated financial statements.

Kelly Kloss  
City Manager  
April 28, 2015

Brenda Rauckman  
General Manager, Corporate and Protective Services  
April 28, 2015

## **Auditors' Report**

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To be inserted

**CITY OF FORT SASKATCHEWAN**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**As at December 31, 2014, with comparative information for 2013**

	<b>2014</b>	<b>2013</b>
<b>Financial Assets</b>		
Cash	\$ 6,790,321	\$ 3,981,029
Investments (Note 2)	40,800,030	37,000,030
Net Taxes Receivable (Note 3)	337,894	590,415
Trade and Other Receivables (Note 4)	7,455,137	4,514,210
Sponsorships Receivable (Note 5)	134,400	176,800
Due From Other Governments (Note 6)	3,715,442	1,593,012
Inventory Held for Resale	37,917	41,928
	<b>59,271,141</b>	<b>47,897,424</b>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities	9,573,411	8,357,239
Deposits on Account	2,094,046	1,592,977
Deferred Revenue (Note 7)	6,739,438	2,745,259
Vested Sick Leave	158,343	210,289
Long-Term Debt (Note 8), (Note 9)	43,739,110	38,283,867
Environmental Liabilities (Note 10)	700,000	-
	<b>63,004,348</b>	<b>51,189,631</b>
<b>Net Debt</b>	<b>(3,733,207)</b>	<b>(3,292,207)</b>
<b>Non-Financial Assets</b>		
Tangible Capital Assets (Note 11)	381,758,338	358,347,082
Inventories of Supplies	349,747	245,204
Prepaid Expenses	349,144	263,735
	<b>382,457,229</b>	<b>358,856,021</b>
<b>Accumulated Surplus (Note 12)</b>	<b>\$ 378,724,022</b>	<b>\$ 355,563,814</b>

The accompanying notes are an integral part of these consolidated financial statements.

**CITY OF FORT SASKATCHEWAN**  
**CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**  
**For the Year Ended December 31, 2014, with comparative information for 2013**

	<b>2014 Budget Note 20</b>	<b>2014</b>	<b>2013</b>
<b>Revenue</b>			
Net Municipal Taxes (Schedule 1)	33,984,129	34,917,932	32,052,803
Sales, Rentals and User Charges	17,876,374	18,399,584	15,787,465
Contributed Tangible Capital Assets	-	12,623,304	18,309,536
Developer Agreements and Levies	-	8,329,614	3,369,359
Fines, Licenses and Permits	3,710,816	4,204,496	4,531,111
Government Transfers			
Provincial	10,261,540	3,955,924	6,819,972
Federal	1,691,503	2,344,405	1,565,130
Interest	439,200	705,567	566,607
Penalties and Costs on Taxes and Utilities	223,900	322,236	314,108
Other Revenues	448,045	278,597	641,329
Gain on Disposal of Tangible Capital Assets	98,350	-	-
	<b>68,733,857</b>	<b>86,081,659</b>	<b>83,957,420</b>
<b>Expenses (Schedule 2)</b>			
Transportation	6,491,125	13,389,702	11,821,263
Recreation and Parks	10,180,440	11,984,773	11,803,157
General Government	7,916,973	8,864,950	7,501,694
Water Supply	4,900,249	6,547,630	4,812,615
Wastewater Treatment	4,633,848	4,882,861	4,503,965
Police	5,343,299	4,623,526	4,202,622
Culture Programs	3,423,592	3,359,260	3,009,831
Planning, Zoning and Development	2,927,482	2,612,362	3,320,071
Waste Management	2,401,470	2,533,722	2,070,871
Fire	1,611,258	1,683,747	1,536,229
Family and Community Support	1,122,675	1,078,727	1,037,622
Bylaw Enforcement	1,205,200	1,046,983	1,044,277
Disaster and Emergency Response	321,750	258,902	261,322
Cemeteries	85,100	54,306	29,619
	<b>52,564,461</b>	<b>62,921,451</b>	<b>56,955,158</b>
<b>Annual Surplus</b>	<b>16,169,396</b>	<b>23,160,208</b>	<b>27,002,262</b>
<b>Opening Accumulated Surplus</b>	<b>355,563,814</b>	<b>355,563,814</b>	<b>328,561,552</b>
<b>Closing Accumulated Surplus</b>	<b>371,733,210</b>	<b>378,724,022</b>	<b>355,563,814</b>

The accompanying notes are an integral part of these consolidated financial statements.

**CITY OF FORT SASKATCHEWAN**  
**CONSOLIDATED STATEMENT OF CHANGES IN NET (DEBT) FINANCIAL ASSETS**  
**For the Year Ended December 31, 2014, with comparative information for 2013**

	<b>2014 Budget Note 20</b>	<b>2014</b>	<b>2013</b>
Annual Surplus	\$ 16,169,396	\$ 23,160,208	\$ 27,002,262
Acquisition of Tangible Capital Assets	(38,009,663)	(22,718,289)	(16,456,022)
Contributed Tangible Capital Assets	-	(12,623,304)	(18,309,536)
Amortization of Tangible Capital Assets	-	10,803,235	9,208,543
Loss (Gain) of Disposal of Tangible Capital Assets	(98,350)	902,012	496,322
Proceeds on Disposal of Tangible Capital Assets	-	225,090	306,994
	<u>(21,938,617)</u>	<u>(251,048)</u>	<u>2,248,563</u>
Use (Acquisition) of Inventories of Supplies	-	(104,543)	104,718
Acquisition of Prepaid Expenses	-	(85,409)	(62,209)
	<u>-</u>	<u>(189,952)</u>	<u>42,509</u>
<b>Change in Net (Debt) Financial Assets</b>	(21,938,617)	(441,000)	2,291,072
<b>Net Debt, Beginning of Year</b>	(3,292,207)	(3,292,207)	(5,583,279)
<b>Net Debt, End of Year</b>	<u><u>\$ (25,230,824)</u></u>	<u><u>\$ (3,733,207)</u></u>	<u><u>\$ (3,292,207)</u></u>

The accompanying notes are an integral part of these consolidated financial statements.



**CITY OF FORT SASKATCHEWAN**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**For the Year Ended December 31, 2014 with comparative information for 2013**

	<b>2014</b>	<b>2013</b>
<b>Cash Provided By (Used In)</b>		
<b>Operating Activities</b>		
Annual Surplus	\$ 23,160,208	\$ 27,002,262
<b>Items Not Involving Cash</b>		
Amortization of Tangible Capital Assets	10,803,235	9,208,543
Contributed Tangible Capital Assets	(12,623,304)	(18,309,536)
Loss on Disposal of Tangible Capital Assets	902,012	496,322
<b>Changes in Non-Cash Assets and Liabilities</b>		
Net Taxes Receivable	252,521	131,954
Trade and Other Receivables	(2,940,927)	904,580
Sponsorships Receivable	42,400	87,400
Due From Other Governments	(2,122,430)	(1,245,875)
Inventory Held for Resale	4,011	2,466
Accounts Payable and Accrued Liabilities	1,216,172	(312,184)
Deposits on Account	501,069	127,285
Deferred Revenue	3,994,179	(697,328)
Vested Sick Leave	(51,946)	9,230
Environmental Liabilities	700,000	-
Inventories of Supplies	(104,543)	104,718
Prepaid Expenses	(85,409)	(62,209)
	<u>23,647,248</u>	<u>17,447,628</u>
<b>Investing Activities</b>		
Purchase of Investments	(43,700,000)	(47,300,000)
Sales of Investments	39,900,000	35,625,000
	<u>(3,800,000)</u>	<u>(11,675,000)</u>
<b>Financing Activities</b>		
Repayment of Long-Term Debt	(2,044,757)	(1,607,600)
Proceeds from Long-Term Debt	7,500,000	10,200,000
	<u>5,455,243</u>	<u>8,592,400</u>
<b>Capital Activities</b>		
Acquisition of Tangible Capital Assets	(22,718,289)	(16,456,022)
Proceeds on Disposal of Tangible Capital Assets	225,090	306,994
	<u>(22,493,199)</u>	<u>(16,149,028)</u>
<b>Increase (Decrease) in Cash</b>	2,809,292	(1,784,000)
<b>Cash, Beginning of Year</b>	3,981,029	5,765,029
<b>Cash, End of Year</b>	<u>\$ 6,790,321</u>	<u>\$ 3,981,029</u>

The accompanying notes are an integral part of these consolidated financial statements.

# CITY OF FORT SASKATCHEWAN

## SCHEDULE 1 - NET MUNICIPAL TAXES

For the Year Ended December 31, 2014, with comparative information for 2013

	2014 Budget Note 20	2014	2013
<b>Taxation</b>			
Residential	\$ 20,718,124	\$ 21,380,494	\$ 19,565,841
Non-Residential	23,360,526	23,726,431	22,152,661
Government Transfers in Place of Property Taxes	409,100	805,458	775,238
Special Assessments and Local Improvement Taxes	6,000	5,997	63,149
	<u>44,493,750</u>	<u>45,918,380</u>	<u>42,556,889</u>
<b>Requisitions</b>			
Alberta School Foundation Fund	8,891,623	9,441,203	9,031,958
Elk Island Catholic Separate Regional District No. 41	1,361,353	1,302,656	1,275,330
Heartland Housing Foundation	256,645	256,589	196,798
	<u>10,509,621</u>	<u>11,000,448</u>	<u>10,504,086</u>
<b>Net Municipal Taxes</b>	<u>\$ 33,984,129</u>	<u>\$ 34,917,932</u>	<u>\$ 32,052,803</u>

The accompanying notes are an integral part of these consolidated financial statements.

**CITY OF FORT SASKATCHEWAN**  
**SCHEDULE 2 - CONSOLIDATED EXPENSES BY OBJECT**  
**For the Year Ended December 31, 2014, with comparative information for 2013**

	<b>2014</b>	<b>2014</b>	<b>2013</b>
	<b>Budget</b>		
	<b>Note 20</b>		
<b>Consolidated Expenses</b>			
Salaries, Wages and Benefits	\$ 22,269,374	\$ 21,595,415	\$ 19,489,772
Contracted and General Services	19,394,018	19,414,586	17,243,456
Amortization of Tangible Capital Assets	-	10,803,235	9,208,543
Materials, Goods, Supplies and Utilities	8,329,514	8,159,640	7,991,216
Interest on Long-Term Debt	1,716,624	1,493,713	1,217,137
Loss on Disposal of Tangible Capital Assets	-	902,012	496,322
Transfers to Individuals and Organizations	383,611	363,067	1,040,826
Bank Charges and Short Term Interest	63,301	114,712	87,265
Other Expenses	408,020	75,071	180,621
	<b>\$ 52,564,462</b>	<b>\$ 62,921,451</b>	<b>\$ 56,955,158</b>

The accompanying notes are an integral part of these consolidated financial statements.

# **CITY OF FORT SASKATCHEWAN**

## **NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

### **For the Year Ended December 31, 2014**

#### **1. SIGNIFICANT ACCOUNTING POLICIES**

The Consolidated Financial Statements of the City of Fort Saskatchewan (City) are prepared by management in accordance with Canadian Public Sector Accounting Standards (PSAS).

Significant accounting policies adopted by the City are as follows:

##### **a) Reporting Entity**

The Consolidated Financial Statements of the City reflect the assets, liabilities, revenues, expenses and accumulated surplus of the reporting entity which comprises all of the organizations that are accountable for the administration of their financial affairs and resources to the City, and which are owned or controlled by the City. They include the following:

##### **(i) General Government**

To account for the assets, liabilities, revenues and expenses associated with the provision of conventional municipal services.

##### **(ii) Utility**

To account for those entities that provide specific services on a 'user pay' basis, ensuring that users pay the full cost of the utility. These include water, sewer and waste management services.

##### **(iii) Library**

To account for the activities of the Fort Saskatchewan Public Library (Library). The Library is administered by a separate board of directors.

The City is a member of various other boards, commissions and other organizations that are not part of the government reporting entity, including the Heartland Housing Foundation, the Alberta Capital Region Wastewater Commission, and the Capital Region Northeast Water Services Commission.

Property taxes levied also include requisitions for education and affordable housing; organizations that are not part of the government reporting entity.

Inter-departmental and inter-organizational transactions have been eliminated.

##### **b) Basis of Accounting**

The City follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and are measurable. Expenses are recognized as they are incurred and are measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

**CITY OF FORT SASKATCHEWAN**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**b) Basis of Accounting (continued)**

Contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user fees and charges are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

Property tax revenue is recognized on the accrual basis using the approved tax mill rates and the anticipated assessment related to the current year.

**c) Government Transfers**

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the consolidated financial statements as revenue in the period that the events giving rise to the transfer occurs, providing the transfers are authorized, any eligibility criteria have been met by the City, and reasonable estimates of the amounts can be determined. Amounts to be recognized in future periods are recorded as deferred revenue.

**d) Deferred Revenue**

Deferred revenue represents amounts received from which the related activities have yet to be performed. These amounts will be recognized as revenues in the period that the activities are performed.

**e) Requisition Over-levies and Under-levies**

Over-levies and under-levies arise from the difference between the actual levy made to cover each requisition and the actual amount requisitioned. If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue. Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies from the prior year.

**f) Investments**

Investments are recorded at amortized cost less amounts written off to reflect other than temporary declines in value. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. The City invests its funds pursuant to authorized investments allowed by the *Municipal Government Act*.

Investment income is reported as revenue in the period earned. When required by agreement or legislation, investment income on deferred revenue is added to the investment and forms part of the deferred revenue balance.



# CITY OF FORT SASKATCHEWAN

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

### For the Year Ended December 31, 2014

#### 1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### g) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

##### (i) **Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Assets	Useful Life - Years
Land Improvements	15 - 25
Engineered Structures	5 - 80
Buildings	10 - 50
Machinery and Equipment	3 - 25
Vehicles	10 - 25

Assets under construction are not amortized until the asset is available for productive use.

##### (ii) **Contributions of Tangible Capital Assets**

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

##### (iii) **Works of Art and Cultural and Historic Assets**

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

##### (iv) **Inventories of Supplies**

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.

##### h) Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Actual results could differ from these estimates.

**CITY OF FORT SASKATCHEWAN**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**i) Future Accounting Standard Pronouncements**

The following summarizes upcoming changes to PSAS, which will be implemented in future years. The City will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently. The requirements in *Financial Statement Presentation* (PS1201), *Financial Instruments* (PS3450), *Foreign Currency Translation* (PS2601) and *Portfolio Investments* (PS3041) must be implemented at the same time.

**(i) Liability for Contaminated Sites**

*Liability for Contaminated Sites* PS3260 establishes standards on remediation, recognition and measurement and provides requirements for financial statement presentation and disclosure. The City has begun the process of reviewing policies, procedures and systems to ensure consistent and accurate identification and estimation of liabilities associated with contaminated sites. This standard is applicable to fiscal years beginning on or after April 1, 2014.

**(ii) Financial Statement Presentation**

*Financial Statement Presentation* PS1201 requires a new statement of re-measurement gains and losses separate from the statement of operations. Included in this new statement are the unrealized gains and losses arising from the re-measurement of financial instruments and items denominated in foreign currencies, as well as the government's proportionate share of other comprehensive income that arises when a government includes the results of government business enterprises and partnerships. This standard is applicable for fiscal years beginning on or after April 1, 2016.

**(iii) Financial Instruments**

*Financial Instruments* PS3450 establishes recognition, measurement, and disclosure requirements for derivative and non-derivative financial instruments. The standard requires fair value measurement of derivatives and equity instruments, all other financial instruments can be measured at cost/amortized cost of fair value at the election of the government. Unrealized gains and losses are presented in a new statement of re-measurement gains and losses. There is the requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities. This standard is applicable to fiscal years beginning on or after April 1, 2016.

**(iv) Foreign Currency Translation**

*Foreign Currency Translation* PS2601 replacing the current PS2600 requires that monetary assets and liabilities denominated in a foreign currency and non-monetary items included in the fair value category, denominated in a foreign currency, be adjusted to reflect the exchange rates in effect at the financial statement date. Unrealized gains and losses are to be presented in the new statement of re-measurement gains and losses. This standard is applicable to fiscal years beginning on or after April 1, 2016.

**(v) Portfolio Investments**

*Portfolio Investments* PS3041 has removed the distinction between temporary and portfolio investments. This standard now includes pooled investments in its scope and was amended to conform to *Financial Instruments* PS3450. Upon adoption of PS3450 and PS3041 *Temporary Investments* PS3030 will no longer apply. This standard is applicable to fiscal years beginning on or after April 1, 2016.

# CITY OF FORT SASKATCHEWAN

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

### For the Year Ended December 31, 2014

#### 1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### i) Future Accounting Standard Pronouncements (continued)

###### (vi) **Related Party Disclosures**

*Related Party Disclosures* PS2200 requires the disclosure of the effect of financially material transactions between related parties. This standard is applicable for fiscal years beginning on or after April 1, 2017.

###### (vii) **Inter-Entity Transactions**

*Inter-Entity Transactions* PS3420 specifically covers how to account for and report transactions between entities controlled by a government and that comprise the government's reporting entity from both a provider and a recipient perspective. This standard is applicable to fiscal years beginning on or after April 1, 2017.

#### 2. INVESTMENTS

	2014	2013
Investments	\$ 40,800,030	\$ 37,000,030

The City's investment pool consists of cashable and non-cashable guaranteed investment certificates (GICs). The cashable (\$30,000,000) GICs are redeemable upon request, bearing interest at 1.87% to 1.90% (2013 - 2.02%). The non-cashable (\$10,000,000) GICs mature in July and September 2015, bearing interest at 2.09% to 2.10% (2013 - 1.69% to 2.07%).

#### 3. NET TAXES RECEIVABLE

	2014	2013
Current	\$ 270,838	\$ 377,149
Arrears	67,056	220,921
	337,894	598,070
Allowance for Uncollectible Taxes	-	(7,655)
	\$ 337,894	\$ 590,415

**CITY OF FORT SASKATCHEWAN**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2014**

**4. TRADE AND OTHER RECEIVABLES**

	<b>2014</b>	<b>2013</b>
Developer Levy Receivable	\$ 4,765,832	\$ 2,193,403
Utilities Receivable	1,866,067	1,676,218
Other Trade Receivables	823,238	644,589
	<u>\$ 7,455,137</u>	<u>\$ 4,514,210</u>

**5. SPONSORSHIPS RECEIVABLE**

Sponsorships receivable relate to sponsorship agreements for the Lions Club Fish Pond and 1875-1885 NWMP Fort over the next five years. Amounts to be received are as follows:

	<b>2014</b>	<b>2013</b>
<b>Lions Club Fish Pond</b>		
2014	\$ -	\$ 2,000
2015	2,000	2,000
2016	2,000	2,000
2017	2,000	2,000
2018	2,000	2,000
2019	2,000	2,000
Subsequent	84,000	84,000
	<u>94,000</u>	<u>96,000</u>
<b>1875-1885 NWMP Fort</b>		
2014	-	40,400
2015	40,400	40,400
	<u>40,400</u>	<u>80,800</u>
	<u>\$ 134,400</u>	<u>\$ 176,800</u>

**CITY OF FORT SASKATCHEWAN**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2014**

**6. DUE FROM OTHER GOVERNMENTS**

	<b>2014</b>	<b>2013</b>
Federal Government	\$ 2,873,207	\$ 387,366
Provincial Government	809,346	1,006,868
Other Government	32,889	198,778
	<u>\$ 3,715,442</u>	<u>\$ 1,593,012</u>

**7. DEFERRED REVENUE**

	<b>Balance January 1, 2014</b>	<b>Amounts Received</b>	<b>Amounts Recognized</b>	<b>Balance December 31, 2014</b>
<b>Capital Government Transfers</b>				
Provincial	\$ 2,350,015	\$ 5,932,962	\$ (2,484,217)	\$ 5,798,760
Federal	174,436	2,481,258	(2,332,787)	322,907
	<u>2,524,451</u>	<u>8,414,220</u>	<u>(4,817,004)</u>	<u>6,121,667</u>
<b>Operating Government Transfers</b>				
Provincial	30,466	1,448,746	(1,471,707)	7,505
Federal	-	11,618	(11,618)	-
	<u>30,466</u>	<u>1,460,364</u>	<u>(1,483,325)</u>	<u>7,505</u>
<b>Other Deferred Amounts</b>	<u>190,342</u>	<u>818,197</u>	<u>(398,273)</u>	<u>610,266</u>
	<u>\$ 2,745,259</u>	<u>\$ 10,692,781</u>	<u>\$ (6,698,602)</u>	<u>\$ 6,739,438</u>

**CITY OF FORT SASKATCHEWAN**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2014**

**8. LONG-TERM DEBT**

	<b>2014</b>	<b>2013</b>
<b>Supported by:</b>		
General Tax Levies	\$ 38,651,014	\$ 32,726,338
Utility Rates	5,085,583	5,549,774
Local Improvement Levies	2,513	7,755
	<u>\$ 43,739,110</u>	<u>\$ 38,283,867</u>

Principal and interest repayments are as follows:

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2015	\$ 2,407,887	\$ 1,640,170	\$ 4,048,057
2016	2,503,856	1,541,468	4,045,324
2017	2,606,796	1,438,528	4,045,324
2018	2,714,413	1,330,911	4,045,324
2019	2,826,939	1,218,385	4,045,324
Subsequent	30,679,219	7,137,447	37,816,666
	<u>\$ 43,739,110</u>	<u>\$ 14,306,909</u>	<u>\$ 58,046,019</u>

Debentures are payable in semi-annual amounts up to the year 2035, with accompanying interest rates ranging from 2.226% to 8.750%. Debenture debt is issued on the credit and security of the City.

Debt obligations by function are as follows:

	<b>2014</b>	<b>2013</b>
Transportation	\$ 30,444,026	\$ 23,840,459
Parks and Recreation	8,209,501	8,893,634
Utilities	5,085,583	5,549,774
	<u>\$ 43,739,110</u>	<u>\$ 38,283,867</u>



**CITY OF FORT SASKATCHEWAN**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2014**

**9. DEBT LIMITS**

Section 276(2) of the *Municipal Government Act* requires that debt limits as defined by regulation for the City be disclosed as follows:

	<b>2014</b>	<b>2013</b>
Total Debt Limit	\$ 102,962,026	\$ 89,401,408
Total Debt	(43,739,110)	(38,283,867)
Debt Limit in Excess of Actual Debt	59,222,916	51,117,541
Service on Debt Limit	17,160,338	14,900,235
Service on Debt	(4,048,057)	(3,551,822)
Total Service on Debt Limit in Excess of Actual Debt Service Costs	\$ 13,112,281	\$ 11,348,413

The debt limit is calculated at 1.5 times revenue of the City (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities, which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality; rather, the financial statements must be interpreted as a whole.

**10. ENVIRONMENTAL LIABILITIES**

In the current year, the City completed its assessment for contamination on its current Public Works yard. The assessment identified soil and groundwater contamination that exceeded environmental standards. As a result, the City recorded an accrual of \$700,000 in its consolidated financial statements, which represents managements best estimate of the cost of future remediation of contamination at its Public Works yard.

**CITY OF FORT SASKATCHEWAN**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2014**

**11. TANGIBLE CAPITAL ASSETS**

<b>Cost</b>	<b>Balance at January 1, 2014</b>	<b>Additions, Net of Transfers</b>	<b>Disposals</b>	<b>Balance at December 31, 2014</b>
Land	\$ 86,615,428	\$ 1,839,543	\$ (56,949)	\$ 88,398,022
Land Improvement	17,441,669	2,486,016	(64,801)	19,862,884
Engineering Structures	263,013,369	21,777,168	(1,826,385)	282,964,152
Buildings	65,262,353	1,678,320	-	66,940,673
Machinery and Equipment	11,311,611	2,698,298	(172,054)	13,837,855
Vehicles	4,603,699	426,788	(200,479)	4,830,008
Assets Under Construction	9,384,217	4,435,460	-	13,819,677
<b>Total</b>	<b>\$ 457,632,346</b>	<b>\$ 35,341,593</b>	<b>\$ (2,320,668)</b>	<b>\$ 490,653,271</b>

<b>Accumulated Amortization</b>	<b>Balance at January 1, 2014</b>	<b>Disposals</b>	<b>Amortization Expense</b>	<b>Balance at December 31, 2014</b>
Land Improvement	\$ 7,784,652	\$ (64,801)	\$ 1,304,509	\$ 9,024,360
Engineering Structures	71,047,020	(817,942)	6,626,507	76,855,585
Buildings	12,172,372	-	1,499,390	13,671,762
Machinery and Equipment	6,190,218	(110,344)	1,052,596	7,132,470
Vehicles	2,091,002	(200,479)	320,233	2,210,756
<b>Total</b>	<b>\$ 99,285,264</b>	<b>\$ (1,193,566)</b>	<b>\$ 10,803,235</b>	<b>\$ 108,894,933</b>

	<b>Net Book Value January 1, 2014</b>	<b>Net Book Value December 31, 2014</b>
Land	\$ 86,615,428	\$ 88,398,022
Land Improvements	9,657,017	10,838,524
Engineering Structures	191,966,349	206,108,567
Buildings	53,089,981	53,268,911
Machinery and Equipment	5,121,393	6,705,385
Vehicles	2,512,697	2,619,252
Assets Under Construction	9,384,217	13,819,677
<b>Total</b>	<b>\$ 358,347,082</b>	<b>\$ 381,758,338</b>

# CITY OF FORT SASKATCHEWAN

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

### For the Year Ended December 31, 2014

#### 11. TANGIBLE CAPITAL ASSETS (CONTINUED)

##### a) Assets Under Construction

Assets under construction having a value of \$13,819,677 (2013 - \$9,384,217) have not been amortized. Amortization of these assets will commence when the asset is available for productive use.

##### b) Contributed Tangible Capital Assets

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. The value of contributed assets received during the year is \$12,623,304 (2013 - \$18,309,536) comprised of roads, water and wastewater infrastructure.

##### c) Tangible Capital Assets Disclosed at Nominal Values

Where an estimate of fair value could not be made, the tangible capital asset was recognized at a nominal value. Land is the only category where nominal values were assigned.

##### d) Works of Art and Historical Treasures

The City manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at City sites and public display areas. These assets are not recorded as tangible capital assets.

##### e) Write-down of Tangible Capital Assets

The write-down of tangible capital assets during the year was \$ nil (2013 - \$ nil).

#### 12. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts as well as amounts invested in tangible capital assets as follows:

	2014	2013
Unrestricted Surplus	\$ -	\$ -
General Operating and Capital Restricted Surplus	40,704,794	35,500,599
Invested in Tangible Capital Assets	338,019,228	320,063,215
	<u>\$ 378,724,022</u>	<u>\$ 355,563,814</u>

# CITY OF FORT SASKATCHEWAN

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

### For the Year Ended December 31, 2014

#### 13. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for elected municipal officials, the Chief Administrative Officer and designated officers, as required by Alberta Regulation 313/2000 is as follows:

	Salary <sup>(a)</sup>	Benefits & Allowance <sup>(b)</sup>	2014 Total	2013 Total
City Manager K. Kloss	212,710	35,553	248,263	219,956
Mayor G. Katchur	70,785	2,800	73,585	72,698
Councillor S. Bossert	32,501	2,800	35,301	5,364
Councillor B. Blizzard	31,781	2,800	34,581	5,454
Councillor S. Hennig	31,601	2,800	34,401	32,119
Councillor F. Garritsen	31,421	2,799	34,220	32,930
Councillor A. Randhawa	31,331	1,096	32,427	5,245
Councillor E. Sperling	29,801	1,744	31,545	5,102
Councillor D. Westman	-	-	-	27,758
Councillor T. Hutchison	-	-	-	27,329
Councillor J. Mather	-	-	-	25,551

**a)** Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

**b)** Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees including retirement pension, Canada Pension Plan (CPP), Employment Insurance (EI), health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, and long term disability plans. Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including car allowances.

#### 14. LOCAL AUTHORITIES PENSION PLAN

Employees of the City participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the *Public Sector Pension Plans Act*. It is financed by employer and employee contributions and investment earnings of the LAPP Fund.

The City is required to make current service contributions to the plan of 11.39% (2013 - 10.43%) of pensionable earnings up to the Canada Pension Plan year's maximum pensionable earnings and 15.84% (2013 - 14.47%) on pensionable earnings above this amount. Employees are required to make current service contributions under the Canada Pension Plan of 10.39% (2013 - 9.43%) of pensionable salary up to the year's maximum pensionable earnings and 14.84% (2013 - 13.47%) on pensionable salary above this amount. Contributions for current service are recorded as expenses in the year in which they become due.

**CITY OF FORT SASKATCHEWAN**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2014**

**14. LOCAL AUTHORITIES PENSION PLAN (CONTINUED)**

Contributions to the LAPP made during the year by the City on behalf of its employees amounted to \$1,463,134 (2013 - \$1,109,473). Employee contributions for current and past service were \$1,355,350 (2013 - \$1,220,168).

LAPP reported a deficiency for the overall plan as at December 31, 2013 of \$4.86 billion. Information as at December 31, 2014 was not available at the time of preparing these financial statements.

**15. SUPPLEMENTARY PENSION PLANS**

The APEX Supplementary Pension Plan (APEX) is an Alberta Urban Municipalities Association (AUMA) sponsored defined benefit pension plan covered under the provisions of the *Alberta Employment Pension Plans Act*. It commenced on January 1, 2003 and provides supplementary pension benefits to a prescribed class of employees. The plan supplements the LAPP.

Contributions are made by the prescribed class of employees and the City. The City and the employees are required to make current service contributions to APEX of 3.0% (2013 - 3.0%) and 2.5% (2013 - 2.5%) respectively of pensionable earnings.

Total current service contributions by the City to APEX in 2014 were \$12,465 (2013 - \$15,091). Total current service contributions by the employees of the City in 2014 were \$ 10,387 (2013 - \$12,573).

In addition, City Council approved the participation of the City in the Municipal Supplementary Employee Retirement Plan (MuniSERP) program. MuniSERP provides supplementary benefits to a prescribed class of employees in excess of the limits of the *Income Tax Act*.

The total current and past service liability to the City to December 31, 2014 is estimated at \$56,626 (2013 - \$25,377). This amount changes as a result of interest on the liability, changes in membership, aging of the employees within the prescribed class, and other demographic experience.

The cost of post-retirement benefits earned by employees under APEX and the MuniSERP program is actuarially determined using the projected benefit method prorated on service and management's best estimate of salary, benefit escalation and retirement ages of employees. The cost of post-retirement benefits for APEX is fully funded and MuniSERP is not funded.

**16. LETTERS OF CREDIT**

In 2014, the City held 68 (2013 - 64) Letters of Credit totaling \$27,981,070 (2013 - \$21,465,044) in the City's favour as security for property development.

**CITY OF FORT SASKATCHEWAN**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2014**

**17. COMMITMENTS AND CONTINGENT LIABILITIES**

As part of certain development agreements, developers perform work on behalf of the City for which the City provides credit against development levies. At December 31, 2014, unapplied levy credits in the amount of \$951 (2013 - \$435,666) were outstanding and available to be applied by developers against future development levies. These amounts have not been accrued in the consolidated financial statements of the City as they will not become payable until future developments are approved.

In addition, in the normal course of business, the City is party to various claims and legal proceedings. While the final outcome with respect to the claims and legal proceedings pending at December 31, 2014 cannot be determined at certainty, it is the opinion of management that their resolution will not have material adverse effects on the City's financial position or results of operations.

**18. FINANCIAL INSTRUMENTS**

The City's financial instruments consist of cash, investments, trade and other receivables, sponsorships receivable, amounts due from other governments, accounts payable and accrued liabilities, deposits on account, vested sick leave, long-term debt and environmental liabilities. It is management's opinion that the City is not exposed to significant interest or currency arising from these financial instruments.

The City is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that tax payers and entities to which the City provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying values of all the City's financial instruments approximate their fair value.

**19. SEGMENTED INFORMATION**

Segmented information has been identified based upon lines of service provided by the City. City services are provided by departments and their activities are reported by functional area in the body of the financial statements. Certain lines of service have been separately disclosed in the segmented information, along with the services they provide.



**CITY OF FORT SASKATCHEWAN**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2014**

**19. SEGMENTED INFORMATION (CONTINUED)**

	<b>2014</b>			
	<b>General Government</b>	<b>Utility</b>	<b>Library</b>	<b>Total</b>
<b>Revenue</b>				
Net Municipal Taxes	\$ 34,917,932	\$ -	\$ -	\$ 34,917,932
Sales, Rentals, and User Charges	4,529,881	13,841,994	27,709	18,399,584
Contributed Tangible Capital Assets	12,623,304	-	-	12,623,304
Developer Agreements and Levies	8,329,614	-	-	8,329,614
Government Transfers	6,191,824	2,142	106,363	6,300,329
Fines, Licenses and Permits	4,181,242	-	23,254	4,204,496
Investment Income	691,744	-	13,823	705,567
Penalties and Interest	261,509	60,727	-	322,236
Other Revenues	163,484	3,273	111,840	278,597
<b>Total Revenues</b>	<b>71,890,534</b>	<b>13,908,136</b>	<b>282,989</b>	<b>86,081,659</b>
<b>Expenses</b>				
Salaries, Wages and Benefits	19,298,057	1,598,374	698,984	21,595,415
Contracted and General Services	13,224,126	6,129,605	60,855	19,414,586
Amortization of Tangible Capital Assets	9,288,094	1,348,054	167,087	10,803,235
Materials, Goods, Supplies and Utilities	4,402,766	3,732,750	24,124	8,159,640
Interest on Long-Term Debt	1,306,311	187,402	-	1,493,713
Loss of Disposal of Tangible Capital Assets	(48,929)	947,123	3,818	902,012
Transfers to Individuals and Organizations	363,067	-	-	363,067
Bank Charges and Short Term Interest	113,006	-	1,706	114,712
Other Expenses	32,109	20,904	22,058	75,071
<b>Total Expenses</b>	<b>47,978,607</b>	<b>13,964,212</b>	<b>978,632</b>	<b>62,921,451</b>
<b>Annual Surplus (Deficit)</b>	<b>\$ 23,911,927</b>	<b>\$ (56,076)</b>	<b>\$ (695,643)</b>	<b>\$ 23,160,208</b>

**CITY OF FORT SASKATCHEWAN**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2014**

**19. SEGMENTED INFORMATION (CONTINUED)**

	<b>2013</b>			
	<b>General Government</b>	<b>Utility</b>	<b>Library</b>	<b>Total</b>
<b>Revenues</b>				
Net Municipal Taxes	\$ 32,052,803	\$ -	\$ -	\$ 32,052,803
Contributed Tangible Capital Assets	18,309,536	-	-	18,309,536
Sales, Rentals, and User Charges	4,081,693	11,686,076	19,696	15,787,465
Government Transfers	8,278,427	2,733	103,942	8,385,102
Fines, Licenses and Permits	4,510,162	-	20,949	4,531,111
Developer Agreements and Levies	3,369,359	-	-	3,369,359
Other Revenues	576,694	813	63,822	641,329
Investment Income	556,980	-	9,627	566,607
Penalties and Interest	281,651	32,457	-	314,108
<b>Total Revenues</b>	<b>72,017,305</b>	<b>11,722,079</b>	<b>218,036</b>	<b>83,957,420</b>
<b>Expenses</b>				
Salaries, Wages and Benefits	17,516,894	1,329,445	643,433	19,489,772
Contracted and General Services	11,811,447	5,391,488	40,521	17,243,456
Amortization of Tangible Capital Assets	7,937,430	1,133,931	137,182	9,208,543
Materials, Goods, Supplies and Utilities	4,674,249	3,284,523	32,444	7,991,216
Interest on Long-Term Debt	1,047,389	169,748	-	1,217,137
Transfers to Individuals and Organizations	1,040,826	-	-	1,040,826
Loss on Disposal of Tangible Capital Assets	424,432	35,321	36,569	496,322
Other Expenses	116,224	42,996	21,401	180,621
Bank Charges and Short Term Interest	86,830	-	435	87,265
<b>Total Expenses</b>	<b>44,655,721</b>	<b>11,387,452</b>	<b>911,985</b>	<b>56,955,158</b>
<b>Annual Surplus (Deficit)</b>	<b>\$ 27,361,584</b>	<b>\$ 334,627</b>	<b>\$ (693,949)</b>	<b>\$ 27,002,262</b>

# CITY OF FORT SASKATCHEWAN

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

### For the Year Ended December 31, 2014

#### 20. BUDGET DATA

The budget data presented in these Consolidated Financial Statements is based upon the 2014 operating and capital budgets approved by Council on December 10, 2013. Amortization was not contemplated during development of the budget and, as such, has not been included. The chart below reconciles the approved budget to the budget figures reported in these consolidated financial statements.

	<u>Budget</u>
<b>Revenues</b>	
Operating Budget	\$ 60,953,693
Capital Budget	10,446,066
<b>Less</b>	
Transfers from Other Funds	(2,665,902)
Proceeds on Debt Issue	-
Total Revenue	<u>68,733,857</u>
<b>Expenses</b>	
Operating Budget	60,740,344
Capital Budget	38,178,789
<b>Less</b>	
Transfers to Other Funds	(5,942,744)
Capital Expenditures	(38,178,789)
Debt Principal Payments	<u>(2,233,139)</u>
<b>Total Expenses</b>	<u>52,564,461</u>
<b>Annual Surplus</b>	<u><u>\$ 16,169,396</u></u>

#### 21. COMPARATIVE INFORMATION

Certain 2013 comparative information has been reclassified to conform with the financial statement presentation adopted for the current year.

#### 22. APPROVAL OF FINANCIAL STATEMENTS

These consolidated financial statements were received and approved for release by Council on April 28, 2015.



**City of Fort Saskatchewan  
Overview of External Audit Results**

We completed our audit and have provided our audit opinion (dated April 28, 2015) on the consolidated financial statements of the City of Fort Saskatchewan for the year ended December 31, 2014.

- We are satisfied that the consolidated financial statements are fairly presented
- We are satisfied that significant accounting policies, estimates and disclosures in the consolidated financial statements are appropriate

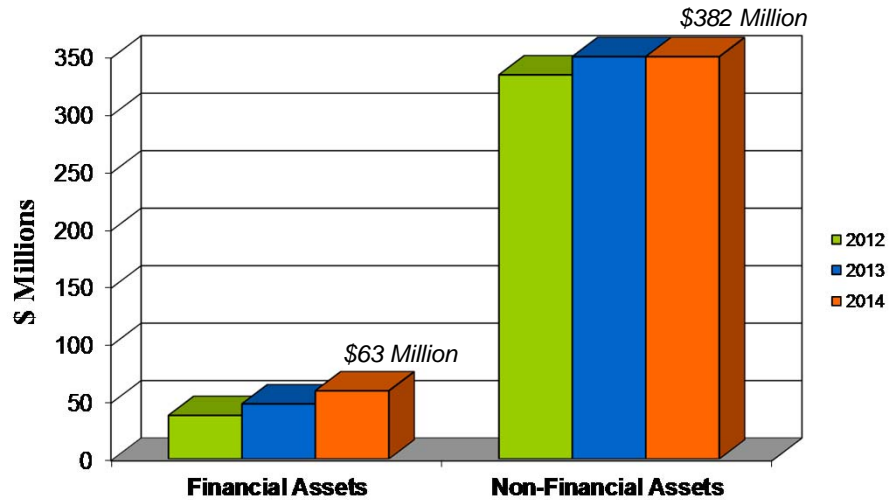
In addition, we have provided separate reports on the following:

- Municipal Financial Information Return for the City
- Family and Community Support Services
- Local Authorities Pension Plan (City and Library)

We separately reported to the Fort Saskatchewan Public Library board on April 6, 2015

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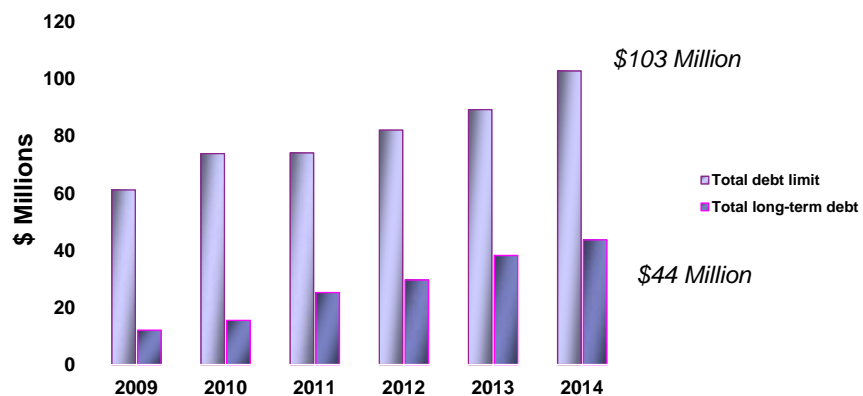
### City of Fort Saskatchewan 2014 Audited Results - Financial and Non-Financial Assets



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### City of Fort Saskatchewan 2014 Audited Results - Long-term Debt



- New debentures in 2014 totaling \$7,500,000 (2013 - \$10,200,000), 2015 principal repayments of approximately \$2,400,000 expected
- Well within legislative limits.

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### City of Fort Saskatchewan 2014 Audited Results - Revenue

	Budget	2014	2013
Net Municipal Taxes	\$ 33,984,129	\$ 34,917,932	\$ 32,052,803
Government Transfers	11,953,043	6,300,329	8,385,102
Sales, User Charges and Penalties	21,811,090	22,926,316	20,632,684
Developer Agreements and Levies	-	8,329,614	3,369,359
Contributed Tangible Capital Assets	-	12,623,304	18,309,536
Gain on Disposal of Tangible Capital Assets	98,350	-	-
Other Revenues	448,045	278,597	641,329
Interest	<u>439,200</u>	<u>705,567</u>	<u>566,607</u>
<b>Total Revenue</b>	<b>\$ 68,733,857</b>	<b>\$ 86,081,659</b>	<b>\$ 83,957,420</b>

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### City of Fort Saskatchewan 2014 Audited Results - Expenses

	Budget	2014	2013
Salaries, Wages and Benefits	\$ 22,269,374	\$ 21,595,415	\$ 19,489,772
Contracted and General Services	19,357,662	19,382,931	17,222,051
Materials, Goods, Supplies and Utilities	8,329,514	8,159,640	7,991,216
Transfers to Individuals and Others	383,611	363,067	1,040,826
Interest Expense (LTD, bank and other)	1,779,925	1,608,425	1,304,402
Other Expenses	444,375	106,726	202,026
Loss on Disposal of Tangible Capital Assets	-	902,012	496,322
Amortization of Tangible Capital Assets	<u>-</u>	<u>10,803,235</u>	<u>9,208,543</u>
<b>Total Expenses</b>	<b>\$ 52,564,461</b>	<b>\$ 62,921,451</b>	<b>\$ 56,955,158</b>

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## City of Fort Saskatchewan 2014 Audited Results - Summary

	<b>Budget</b>	<b>2014</b>	<b>2013</b>
Revenue	\$ 68,733,857	\$ 86,081,659	\$ 83,957,420
Expenses	<u>52,564,461</u>	<u>62,921,451</u>	<u>56,955,158</u>
<b>Annual Surplus</b>	<b>\$ 16,169,396</b>	<b>\$ 23,160,208</b>	<b>\$ 27,002,262</b>

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## City of Fort Saskatchewan 2014 Audited Results - Accumulated Surplus

	<b>2014</b>	<b>2013</b>
Unrestricted Surplus	\$ -	\$ -
General Operating and Capital Restricted Surplus	40,704,794	35,500,599
Invested in Tangible Capital Assets	338,019,228	320,063,215
<b>Accumulated Surplus</b>	<b>\$ 378,724,022</b>	<b>\$ 355,563,814</b>

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## Thank you

Presentation by

Mr. John Stelter, CA – Partner

Ms. Taylor Rolheiser, CA – Senior Manager



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# CITY OF FORT SASKATCHEWAN

## 2014 Year End Surplus

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### **Motion:**

That Council allocate operating surplus contributions equally to the Self Financing Infrastructure Reserve, the Financial Stabilization Reserve, and the Land Purchases Reserve.

### **Purpose:**

The purpose of this report is to present Council with information on the 2014 surplus.

### **Background:**

Annual operating budgets represent the City's mechanism to provide services to the community. At the end of the year, an operating surplus is experienced if revenues are higher or expenses are lower than budget. A net surplus results from a combination of unique, generally non-recurring, circumstances that arise during the year.

The 2014 net operating results for the City of Fort Saskatchewan has resulted in a positive financial position with a net surplus of \$1,659,126.79 (2.7% of the 2014 Budget).

In accordance with Council resolution R105-00, the 2013 year end surplus was allocated equally to the Self Financing Infrastructure Reserve and the Financial Stabilization Reserve. At the end of 2014 there was \$5,441,734 in the Financial Stabilization Reserve and \$8,362,355 in the Self Financing Infrastructure Reserve. During the 2015 budget process a net \$1,391,317 was allocated from the Financial Stabilization Reserve and a net \$341,110 allocated into the Self Financing Infrastructure Reserve.

As Council will be considering a Land Strategy in 2016, establishing a process now to increase the land purchase reserve beyond just the sale of surplus land, is recommended.

The Land Purchases Reserve increases only from land sales. Currently, there is \$912,172 in this reserve. These land sales are not significant to contribute to the reserve to support any major land purchases. It is financially prudent to contribute additional funds into the reserves to, not only build up funds for future commitments, but also to assist in funding expenditures to reduce future tax impacts to the community.

### **Discussion:**

### **Operating Results**

#### **Revenues**

This year's surplus is a reflection of the continued growth of our community, and effective resource management. The major revenue variances for 2014 are:

- Although the 2014 budget incorporated an increase in anticipated revenues, the volume of permits and subdivision applications the Planning and Development Department processed was more than expected. This contributes to approximately \$472,000 to the surplus.
- Financial Services effective cash management has increased interest earnings on our investments by \$300,000.
- Recreation services experienced an increase in admission revenue of \$94,000.

- With the increased growth and industrial project development, the Traffic Control and Lighting section had increases in permit revenue of \$165,000.

### **Expenditures**

A number of areas experienced expenditures less than anticipated as follows:

- Salaries, Wages, and Benefits resulted in a savings of \$590,000, mainly due to staffing vacancies and timing of hiring these resources.
- The Protective Services Department's 2014 RCMP contract resulted in a \$432,000 savings due to actual RCMP officer complement was lower than budget. However, revenue was lower than budget because of the timing of the new Intersection Safety Device (ISD) implementation.
- Roadway Maintenance found efficiencies using recycled asphalt and concrete which resulted in a \$61,000 savings in Supplies and Materials.

Previously it was identified that a portion of the Public Works yards had some soil contamination. This does not pose an immediate safety issue however does need to be eventually cleaned up. In the past, a cost to remediate the site was not included as a liability however, the external auditor has identified the need to do so. As such, a contingency liability has been established in the amount of \$700,000 to recognize the contaminated site expense. During future budgets, recommendations will come forth to Council as to when the remediation should occur.

### **Capital Budget**

The Capital Budget Variance Report is attached and provides a summary of the 2014 capital projects. As noted in the report, a surplus of approximately \$2,900,000 in City projects is shown, primarily due to the budget allocation for the Interpretive Centre not being used.

### **Alternatives:**

1. That Council allocate operating surplus contributions equally to the Self Financing Infrastructure Reserve, the Financial Stabilization Reserve, and the Land Purchases Reserve.
2. That Council not allocate operating surplus contributions equally to the Self Financing Infrastructure Reserve, the Financial Stabilization Reserve, and the Land Purchases Reserve, and advise how they wish to proceed.

### **Recommendation:**

That Council allocate operating surplus contributions equally to the Self Financing Infrastructure Reserve, the Financial Stabilization Reserve, and the Land Purchases Reserve.

**Attachment:**

Capital Variance Report to December 31, 2014.

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Prepared by:	Len Mueller, CMA Senior Accountant, Budget and Long Term Planning	Date: April 15, 2015
Reviewed by:	Kelly Kloss City Manager	Date: April 22, 2015
Submitted to:	City Council	Date: April 28, 2015

CAPITAL VARIANCE REPORT to December 31, 2014									
			a	b	c	a-b-c			
Project ID and Description			Year	LTD Budget	Total Expenditure To Date	Estimated Remaining Cost to Complete	Estimated Surplus (Overrun)	Estimated Completion Date	Comments
Operating									
General Administration (12)									
Carry Forwards									
2014	10-009	Computer Software/Hardware Acquisition	2010	141,993	141,739	-	254	Complete	Project is complete.
	10-092	City Hall	2010	18,586,401	18,586,401	-	-	Complete	Project is complete.
	11-036	Computer Software & Hardware Acquisitions	2011	88,500	88,915	-	(415)	Complete	Project is complete.
	12-004	City Centre Square Hardware & Software Acquisitions	2012	140,500	142,486	-	(1,986)	Complete	Project is complete.
	12-901	CWIS - CityView	2012	382,700	378,900	-	3,800	Complete	Project is complete.
	12-902	CWIS - Records Management	2012	215,000	137,615	77,385	-	Carry Forward	Project has started and will continue into 2015.
	13-015	Computer Network Infrastructure	2013	210,000	208,403		1,597	Complete	Project is complete.
	14-003	Computer Equipment Replacement	2014	93,000	92,502	-	498	Complete	Project is complete.
	14-013	Computer Network Infrastructure	2014	455,000	357,535	97,465	-	Jun-15	Project will continue in 2015
	14-024	Computer Hardware/Software Acquisitions	2014	51,375	51,916	-	(541)	Complete	Project is complete.
									Photo copier will not be purchased. The City has decided to move towards a lease as it has been proven to be a better alternative. Unused funds will be used towards the lease payments in operations budget.
	14-028	City Hall Copier Replacement	2014	30,000	-	-	30,000	Cancelled	
Sub-total				20,394,469	20,186,411	174,850	33,207		
Police/Bylaw (21 & 26)									
Carry Forwards									
2014	13-022	RCMP Building Construction	2013	12,000,000	9,338,654	2,661,346	-	Jun-15	Turn-over to RCMP expected end of June. Seasonal Deficiencies to complete in spring.
	14-014	Installation of New ISD Site	2014	50,000	56,779	-	(6,779)	Complete	Project Complete. Deficit will be funded from Police Reserve.
Sub-total				12,050,000	9,395,434	2,661,346	(6,779)		
Fire (23)									
Carry Forwards									
2014	10-023	City Wide Radio System Replacement	2010	320,000	308,009	11,991	-	May-15	We are experancing some technical issues on the system should be resolved and completed by Q2 20150
	13-017	Mobil Command Post Chassis	2013	150,000	60,215	89,785	-	Jun-15	Truck has been purchased , trailer to be ordered in Q4 with delivery in 2015.
	14-016	Unit 2 Fire & Rescue Replacement	2014	85,000	-	85,000	-	Feb-15	Project is in final stages of completion with delivery in Feb 2015.
Sub-total				555,000	368,224	186,776	-		

CAPITAL VARIANCE REPORT to December 31, 2014									
		a	b	c	a-b-c				
Project ID and Description		Year	LTD Budget	Total Expenditure To Date	Estimated Remaining Cost to Complete	Estimated Surplus (Overrun)	Estimated Completion Date	Comments	
Common Services & Equipment Pool (31)									
Carry Forwards									
2014	13-003	Replace 2001 GMC 1-Ton & Lift	2013	115,000	114,113	-	887	Complete	Project Complete - Sale of old unit pending
	13-010	Replace Unit 37 Chev 1 Ton	2013	71,000	82,570	-	(11,570)	Complete	Project is complete. \$21,000 was trsf from 13006
	14-001	New Overhead Crane - Machine Shop	2014	125,000	41,159	45,000	38,841	Feb-15	Insallation beginning in early Feb.
	14-002	Replace Bobcat Skidsteer	2014	45,000	47,121	-	(2,121)	Complete	Project is complete. Deficit funded from Project 14-006.
	14-004	Replace 2002 1/2 Ton Ford Truck	2014	30,000	23,518	-	6,482	Complete	Project is complete. Surplus to fund Project 14-005 and Project 13-010.
	14-005	Replace 2002 1/2 Ton Ford Truck	2014	30,000	30,426	-	(426)	Complete	Project is complete . Deficit to be funded by Project 14-004.
	14-006	Replace 2002 3/4 Ton Truck	2014	38,000	28,920	-	9,080	Complete	Project is complete. Surplus to fund Project 14-002 and Project 13-010.
	14-007	Replace 2002 3/4 Ton Chevy Crew Cab Truck	2014	38,000	28,920	-	9,080	Complete	Project is complete. Surplus to fund Project 13-010.
	14-008	Replace 2002 3/\$ Ton GMC Truck	2014	38,000	31,172	-	6,828	Complete	Project is complete. Surplus to fund Project 13-010.
	14-009	Replace Flail Attachment	2014	58,000	65,850	-	(7,850)	Complete	Flail will be ordered for new tractor. Deficit to be funded by Project 14-018. No trade value included as unit will be sold with old tractor from 14-017.
	14-010	Addition of New Roads Truck	2014	35,000	33,428	-	1,572	Complete	Project is complete.
									Photo copier will not be purchased. The City has decided to move towards a lease as it has been proven to be a better alternative. Unused funds will be used towards the lease payments in operations budget.
	14-011	Black & White Copier Replacement - JEG	2014	40,000	-	-	40,000	Cancelled	
	14-015	Replace 2 JD 455 Tractor Mowers	2014	48,000	56,561	-	(8,561)	Complete	Project complete. Deficit to be funded by Project 14-018. Trade in of old unit for \$17,500.
									Project has been combined with Project 14-018 to purchase a multi-seasonal tractor instead of two small single use tractors. Deficit to be funded by Project 14-018. Sale of old unit estimated at \$25,000 in Spring 2015.
	14-017	Replace JD 6420 Tractor	2014	100,000	165,442	-	(65,442)	Complete	Project has been combined with Project 14-017 to purchase a multi-seasonal tractor instead of two small single use tractors. Surplus to fund Project 14-017, Project 14-015, and Project 14-009. No Trade included as old tractor will be kept as a yard tractor.
14-018	Replace JD Tractor 5400	2014	85,000	-	-	85,000	Cancelled		
14-023	Addition of New Utility Truck	2014	35,000	34,734	-	266	Complete	Project is complete.	
14-027	Bobcat	2014	40,000	43,504		(3,504)	Complete	Project is complete. Deficit funded from surplus of 14-001	
Sub-total			971,000	827,437	45,000	98,563			

CAPITAL VARIANCE REPORT to December 31, 2014									
			a	b	c	a-b-c			
Project ID and Description			Year	LTD Budget	Total Expenditure To Date	Estimated Remaining Cost to Complete	Estimated Surplus (Overrun)	Estimated Completion Date	Comments
Roads & Transportation (32 & 34)									
Carry Forwards									
2014	13-025	Town Crest Road Extension	2013	650,000	556,926	93,074	-	Jun-15	Sidewalk and Landscaping are still outstanding, RCMP Access nearing completion
	13-028	Neighbourhood Rehabilitation	2013	2,100,000	1,336,893	763,107	-	Oct-15	Roque Drive Construction is underway. Project is lagging well behind schedule, work will carry over into 2015
	14-019	Local Road Rehabilitation	2014	2,500,000	2,262,424	-	237,576	Complete	Project is complete carry into 2015 program.
	14-021	Neighbourhood Rehabilitation	2014	1,700,000	-	1,700,000	-	Oct-15	Roque Drive Construction is underway. Project is lagging well behind schedule, work will carry over into 2015
	14-031	Transit Park & Ride	2014	3,000,000	-	3,000,000	-	Aug-15	Waiting for Green Trip Funding
Sub-total				9,950,000	4,156,244	5,556,181	237,576		
Public Health & Welfare									
2014	14-041	Columbarium	2014	51,400	51,400	-	-	Complete	Project is complete.
Sub-total				51,400	51,400	5,556,181	-		
Recreation Services (72)									
Carry Forwards									
2014	12-008	Sportsplex Retrofit and Expansion - Construction	2011/2012	3,760,822	3,760,822	-	-	Complete	Project is complete.
	12-025	River Valley Trail System	2012	3,091,150	2,208,289	882,861	-	Dec-15	Trail construction is complete for 2014. Amenities including access control and fencing will be installed throughout the fall. Work will continue in 2015
	13-033	Sportsplex Zamboni Replacement	2013	115,000	101,726	-	13,274	Complete	Project is complete.
	14-020	Play Area Life Cycle - Carscadden Park	2014	130,000	129,906	-	94	Complete	Project is complete.
	14-026	Toro Procore 1298 Aerator	2014	50,000	37,919	-	12,081	Complete	Project is complete.
	14-029	Recreation Expansion	2014	250,000	40,401	209,599	-	Jun-15	Phase I - Facility Assessment is underway. Phase II public engagement and prioritization will begin after Phase I is complete.
	14-030	DCC Sign Replacement	2014	250,000	226,273	23,727	-	Feb-15	New Video Board is installed and operational - New Static Top panel on order.
						-			
Sub-total				7,646,972	6,505,336	1,116,187	25,449		
Cultural Facilities & Programs (74)									
Carry Forwards									
2014	12-017	Old Fort - Phase III	2012	1,732,526	1,863,693	-	(131,167)	Complete	Project is complete. Holdbacks for Seasonal deficiencies to be released. The deficit is funded from the 2013 year end surplus and interest earned on grant funding.
	14-025	Interpretative Centre	2104	3,000,000	71,936	-	2,928,064	On Hold	On hold for new scope
	14-040	River Valley Enhancements	2014	52,975	52,975	247,025	(247,025)	Dec-16	Shell River Valley dollars - work will be completed over the next two summers.
Sub-total				4,785,501	1,988,604	247,025	2,549,872		
Total				56,404,342	43,479,089	15,543,546	2,937,888		



**CAPITAL VARIANCE REPORT to December 31, 2014**

		a	b	c	a-b-c			
Project ID and Description		Year	LTD Budget	Total Expenditure To Date	Estimated Remaining Cost to Complete	Estimated Surplus (Overrun)	Estimated Completion Date	Comments
Utility								
Water Supply & Distribution (41)								
Carry Forwards								
10-016	Hwy 15 Pump House Upgrades	2010	300,000	294,373	-	5,627	Complete	Project is complete.
Sub-total			300,000	294,373	-	5,627		
Sewage Collection (42)								
Carry Forwards								
13-030	Sewer Service Relines	2013	1,200,000	938,157	261,843	-	Dec-15	2013 program remaining budget to roll into 2014 program.
14-022	Sewer Service Relines	2014	1,200,000	191,519	1,008,481	-	Dec-15	Contractor technical issues will push completion of the services into 2015.
Sub-total			2,400,000	1,129,675	1,270,324	-		
Total			2,700,000	1,424,048	1,270,324	5,627		
City Project Grand Total			59,104,342	44,903,137	16,813,870	2,943,515		
Levy Funded Projects								
Carry Forwards								
08-012	Westpark Reservoir Engineering Design	2008	500,000	459,022	40,978	-	Mar-15	Construction will be completed as part of Westpark Reservoir Expansion Construction. Project is combined with 13001.
08-020	Southfort Highway Access - Westpark	2008	5,100,000	4,749,797	350,203	-	Mar-15	Payment due to Strata for completion of Southfort Side.
09-069	Westpark Lift Station	2009	2,920,000	2,727,403	-	192,597	Complete	Project is complete.
								Work is complete on the construction of the 94 Street / 86 Avenue Widening. As part of the project detailed design will be completed through the summer and fall of 2014 for the widening of 86 Avenue / Southfort Drive from 101 Street to West of Allard Way. Construction will be brought forward in the 2015 Capital Budget. The surplus will remain in the Southfort Offsite Reserve.
11-003	86 Ave & 94 Street Upgrades R97-11	2011	4,785,300	4,207,407	-	577,893	Complete	Project is complete. The surplus will remain in reserve.
12-801	Meadows Water Main	2012	626,623	601,762	-	24,861	Complete	Commissioned in January 2015 - Seasonal Deficiencies complete by June 2015
13-001	Westpark Pump House	2013	5,000,000	3,443,916	1,556,084	-	Jun-15	Work is underway and behind Schedule - Piping to be complete by end of February - Seasonal Deficiencies in spring.
13-009	Medium Industrial Secondary Water Supply	2013	900,000	692,176	1,307,824	(1,100,000)	Jun-15	
14-090	Sienna Blvd	2014	700,856	700,856	-	-	Complete	Project is complete.
Total			20,532,779	17,582,338	3,255,089	(304,649)		
City and Developer Projects Grand Total			79,637,121	62,485,475	20,068,959	2,638,866		

# **CITY OF FORT SASKATCHEWAN**

## **Community Special Events Fees & Charges**

---

### **Motion:**

That Council direct Administration to amend Bylaw C26-14 to include new fees and charges for hosting Outdoor Community Special Events.

### **Purpose:**

The purpose of this report is to provide Council with information on the addition of new fees and charges for hosting Outdoor Community Special Events.

### **Background:**

Vibrant and thriving communities foster community special events to bring residents together and build a sense of community. The process generally contributes to the quality of life for our residents. Many City departments are involved in supporting groups and organization in the delivery of their community special events. In turn, the community benefits from the positive impacts resulting from these activities.

Throughout the year there are various Community Special Events, some organized by City departments (e.g. Canada Day, Legacy Park Family Festival, Movie in the Park), and over 30 events organized by community groups, businesses and residents. In all cases the City has indirectly sponsored these events. The sponsorship has included free delivery of items needed for special events such as barricades, no parking signs, garbage and recycling cans; and services such as signage installation and lead police cars.

Currently, the City of Fort Saskatchewan does not have a mechanism to charge for the services delivered by City departments for Community Special Events. This results in the City subsidizing private businesses, fundraising events, not-for-profit organizations and individual residents.

The intent is to establish new fees and charges for Community Special Events, allowing the City to recover associated event hosting costs. Research regarding fees and charges in other municipalities was conducted. It was found that some municipalities do charges for services, while some do not. St. Albert is currently examining the possibility of establishing a new fee structure for special events.

Community Special Events service delivery costs are incurred by various City departments. All City departments which provide service for Outdoor Community Special Events were consulted in establishing the costs of service delivery. The fees and charges structure presented will recover service delivery and administration costs.

The Fees & Charges Bylaw C26-14 will be amended and presented to Council for approval. It is proposed that new fees and charges be effective on December 1, 2015.

Culture Services will lead the implementation within current staff capacity. A process will be implemented which may impact the Information Technology, Finance and Infrastructure Management departments during start up.

All event organizers who submitted a Special Event Permit in 2014 and 2015 will receive a letter stating the new fees and charges. A news release will be coordinated and be placed on the City website.

Changes to the Special Event Permit to include the new fees and charges structure will be made and uploaded to the City website. The Culture Services department will work closely with event organizers to understand the implications of the new fees and charges and support them in creating efficiencies in their event planning to minimize expenses.

**Plans/Standards/Legislation:**

This project aligns with the following items of the 2014 – 2017 Strategic Plan:

**Guiding Principles:**

We use a strategic and forward thinking mindset and consider the impact of decisions on others.

We are good stewards of our community's resources, managing costs and investing in the future.

**Corporate Strategic Goals**

Develop a strategy to support hosting of special events.

This project aligns with the following items of the Community Sustainability Plan:

Principles: Using our resources wisely.

Priority: Governance – Goals for the Future

City leaders and the community. Embracing the need to take initiative in sustainable practices.

**Financial Implications:**

City of Fort Saskatchewan:

All revenue received will be allocated to the department responsible for the service delivery. Based on the Special Event Permits processed in 2014, the anticipated overall City revenue is \$16,000.00. This does not include events organized by City Departments, such as Canada Day, Legacy Park Family Festival and Movie under the Stars.

**Community Special Event Organizers:**

Based on 2014 Events, the financial implications for the organizers range from:

\$50.00 and a \$525.00 damage deposit, for an event that requires no service delivery beyond permit application; to

\$1,400.00 plus a \$525.00 damage deposit for an event that requires increased service delivery.

The average cost to the organizer is \$470.00 plus a \$525.00 damage deposit.

**Alternatives:**

1. That Council direct Administration to amend Bylaw C26-14 to include new fees and charges for hosting Outdoor Community Special Events.
2. That Council not amend Bylaw C26-14 to include new fees and charges for hosting Outdoor Community Special Events, and advise how they wish to proceed.

**Recommendation:**

That Council direct Administration to amend Bylaw C26-14 to include new fees and charges for hosting Outdoor Community Special Events.

**Enclosures:**

Schedule 1 - New 2015 Outdoor Special Events Fees.

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File No.:

Prepared by:	Diane Yanch Culture & Historic Precinct Supervisor	Date: April 15, 2015
Approved by	Richard Gagnon Culture Services Director	Date: April 15, 2015
Approved by:	Troy Fleming General Manager, ICS	Date: April 22, 2015
Reviewed by:	Kelly Kloss City Manager	Date: April 22, 2015
Submitted to:	City Council	Date: April 28, 2015

## Schedule 1

### New 2015 Outdoor Special Events Fees

<b>Fees &amp; Charges</b> All Special Events require payment of a Special Event Permit Fee and Damage Deposit. This fee includes use of maximum 30 safety vests and maximum 6 sandwich boards – delivery not included.	\$50 + \$525 Damage Deposit
<b>Do you require items delivered and picked up from your event site?</b>  <b>OR Do you require items delivered and picked up to various locations?</b> <i>If more than three hours is required, additional fees will be added.</i>  <b>OR Do you want to schedule a time for your group to pick up and drop off items?</b>	\$315.00  \$540.00  \$100.00
<b>Items Available Included in Delivery Fee</b> Recycle Bins                      Garbage Bins                      Pylons Road Barricades                      Safety Vests                      Sandwich Boards Snow Fencing	
<b>Items Available for Additional Fee – Delivery Included</b> Benches  Picnic Tables	\$7 per bench  \$7 per table
<b>Police, Fire &amp; Security</b> Lead Police Car  Extra Police Security  Police Public Appearance  Full Fire Crew Service  Fire Public Appearance	\$100/Hour  \$100/Hour/Officer  \$100/Hour/Officer  \$500/Hour  \$33.00/Hour/Firefighter
<b>Signage</b> Promotional signage set up at various locations. <i>(If more than three hours is required, additional fees will be added.)</i>  Bridge Banner Installation	\$230.00  \$75.00
<b>Additional Services</b> ½ Cord of Wood  ½ Cord of Wood and Fire Pit Set Up  Use of Water Hydrant <i>(Water will be additional, billed at commercial bulk water rate)</i>  Additional Landscaping/Grooming  Additional Parks Labour  Additional Roads Labour	\$110.00  \$160.00  \$210.00  \$65.00/Hour  \$45.00/Hour  \$50.00/Hour

## **CITY OF FORT SASKATCHEWAN**

### **2015 Property Tax Bylaw**

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#### **Motion:**

1. That Council allocate \$1,629,542 in real growth assessment revenue to the Financial Sustainability Reserve in the 2015 Budget.
2. That Council give first reading to Bylaw C12-15, providing for the collection of 2015 property taxes.
3. That Council give second reading to Bylaw C12-15, providing for the collection of 2015 property taxes.
4. That Council provide unanimous consent to proceed with third and final reading to Bylaw C12-15, providing for the collection of 2015 property taxes.
5. That Council give third reading to Bylaw C12-15, providing for the collection of 2015 property taxes.

#### **Purpose:**

The purpose of this report is to provide information regarding the collection of 2015 property taxes and to seek Council's approval of Bylaw C12-15.

#### **Background:**

On December 9, 2014 Council adopted the 2015 Budget. For an average household with no change in property assessment, the 2015 Budget would result in a 1.85% increase in property taxes.

Once the budget is adopted, the next step is to receive information from the Province on education taxes and the requisition from Heartland Housing Foundation. This information is provided by the end of March, at which time property assessments and 2015 tax notices are sent out.

Property taxes are based on the total assessed value of property within the City. Since actual market evaluations are not completed until March of 2015, the budget was developed based upon a conservative estimate of the increase in assessments. We have now received the actual property assessment values, which are greater than the amount estimated during budget deliberations. This additional amount of revenue is referred to as real growth assessment revenue. Rather than revising the current approved tax rate, this revenue has historically been allocated to the Financial Sustainability Reserve and used to minimize future tax increases.

Additional information regarding the Property Tax Bylaw is included in the attached Questions and Answers document.

#### **Alternatives:**

1. a) That Council allocate \$1,629,542 in real growth assessment revenue to the Financial Sustainability Reserve in the 2015 Budget.  
  
b) That Council not allocate \$1,629,542 in real growth assessment revenue to the Financial Sustainability Reserve in the 2015 Budget, and advise how they wish to proceed.

2. a) That Council give three readings to Bylaw C12-15, which provides for the collection of 2015 property taxes.
- b) That Council not give three readings to Bylaw C12-15, which provides for the collection of 2015 property taxes, and advise how they wish to proceed.

**Recommendations:**

1. That Council allocate \$1,629,542 in real growth assessment revenue to the Financial Sustainability Reserve in the 2015 Budget.
2. That Council give three readings to Bylaw C12-15, which provides for the collection of 2015 property taxes.

**Attachments:**

1. Bylaw C12-15 – 2015 Property Tax Bylaw
2. 2015 Property Tax Bylaw – Questions and Answers

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File No.:

Prepared by:	Patty Walker Corporate Strategy Director	Date: April 15, 2015
Reviewed by:	Kelly Kloss City Manager	Date: April 22, 2015
Submitted to:	City Council	Date: April 28, 2015



## CITY OF FORT SASKATCHEWAN

### PROPERTY TAX BYLAW C12-15

#### A BYLAW OF THE CITY OF FORT SASKATCHEWAN IN THE PROVINCE OF ALBERTA TO AUTHORIZE SEVERAL RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY FOR THE 2015 TAXATION YEAR

**WHEREAS** the City of Fort Saskatchewan has prepared and adopted detailed estimates of the municipal revenues and expenditures as required at the Council meeting held on December 9, 2014; and

**WHEREAS** it is estimated that the tax levy for municipal requirements for the City of Fort Saskatchewan for the year of 2015 totals \$38,875,653; and

**WHEREAS** the amounts required with respect to requisitions are:

Heartland Housing Foundation Requisition	<u>\$ 280,269</u>
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#### Education Property Tax Requisition

##### Alberta School Foundation Fund

Residential / Farmland	\$ 6,541,850
Non-residential	<u>\$ 3,554,533</u>
	<u>\$ 10,096,383</u>

##### Elk Island CSRD #41

Residential / Farmland	\$ 950,693
Non-residential	<u>\$ 371,319</u>
	<u>\$ 1,322,012</u>

and,

**WHEREAS** the Council of the City of Fort Saskatchewan is required each year to levy taxes on the assessed value of all property, including any supplementary assessment, at tax rates sufficient to meet the estimated expenditures and requisitions; and

**WHEREAS** the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property subject to the *Municipal Government Act*, RSA 2000, M-26; and

**WHEREAS** the total taxable assessment of land, buildings and improvements for the City of Fort Saskatchewan is \$5,645,977,060.

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

1. The City Manager is hereby authorized to levy the following rates of taxation against the assessed value of all property shown on the assessment roll for the City of Fort Saskatchewan and against the assessed value of property for which a supplementary assessment has been prepared.



	Assessment	Tax Rate	Tax Levy
<b>Heartland Housing Foundation Requisition</b>	<u>5,645,977,060</u>	0.04964	<u>\$ 280,269</u>
<b>Education Property Tax Requisition</b>			
<b>Alberta School Foundation Fund</b>			
Residential / Farmland	2,851,100,650	2.29450	\$ 6,541,850
Non-residential	<u>1,024,360,965</u>	3.47000	<u>\$ 3,554,533</u>
	<u>3,875,461,615</u>		<u>\$ 10,096,383</u>
<b>Elk Island CSRD #41</b>			
Residential / Farmland	414,335,531	2.29450	\$ 950,693
Non-residential	<u>107,008,345</u>	3.47000	<u>\$ 371,319</u>
	<u>521,343,876</u>		<u>\$ 1,322,012</u>
<b>Total Education Property Tax</b>	<u>4,396,805,491</u>		<u>\$ 11,418,395</u>
<b>Municipal Property Tax</b>			
Residential / Farmland	3,265,436,180	4.67977	\$ 15,281,505
Non-residential	1,164,198,650	9.38288	\$ 10,923,537
Machinery and Equipment	1,216,342,230	9.38288	\$ 11,412,794
Dow Centennial Centre	5,645,977,060	0.22278	\$ 1,257,817
			<u>\$ 38,875,653</u>

2. This Bylaw shall become effective upon third and final reading.

READ a first time this	day of	, 2015.
READ a second time this	day of	, 2015.
READ a third time and finally passed this	day of	, 2015.

MAYOR

DIRECTOR, LEGISLATIVE SERVICES

Date Signed \_\_\_\_\_

# 2015 Property Tax Bylaw

## Question and Answers



CITY OF  
FORT SASKATCHEWAN

*gotta*  *it!*  
FORTSASK.CA

## Why is the bylaw being approved now?

Although City Council approves the budget for City services in December, the final property assessment values and requisitions for the provincial education tax and the Heartland Housing Foundation are not available until the end of March.

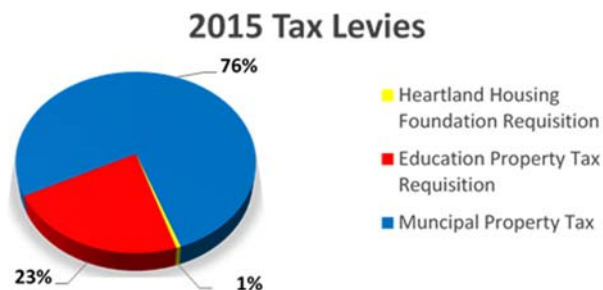
## How are taxes calculated?

Each year, City Council determines the municipal budget needed to provide services to our residents and businesses. This include such things as fire and police service; snow removal; community and social services; road construction and maintenance; bylaw enforcement; park maintenance; recreation; and library.

The primary source of revenue for the City is property taxes. However, we also receive revenue from other areas such as government grants and user fees.

The municipality is also required to collect 1) school taxes on behalf of the Province, and 2) funding for the Heartland Housing Foundation (primarily for seniors housing). For both school taxes and funding to the Heartland Housing Foundation, the City does not have authority to change or refuse the amount requested.

The following chart shows the portion of your taxes that go towards City services, the provincial education tax, and Heartland Housing Foundation.



## What is the Heartland Housing Foundation?

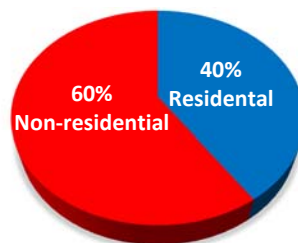
In collaboration with the communities of Fort Saskatchewan and Sherwood Park, Heartland Housing Foundation provides services to low and modest income seniors, individuals and families.

Heartland Housing Foundation operates three seniors lodge facilities within Sherwood Park and Fort Saskatchewan, manages one seniors' apartment complex and one affordable family housing complex, and administers five rent-geared-to-income, self-contained seniors' apartment facilities within Strathcona County and Fort Saskatchewan on behalf of the Province of Alberta.

The Alberta Housing Act provides the Foundation with authority to requisition funds from municipalities. The City acts solely as the authority to collect the Heartland Housing Foundation requisition and does not have authority to change or refuse the amount requested.

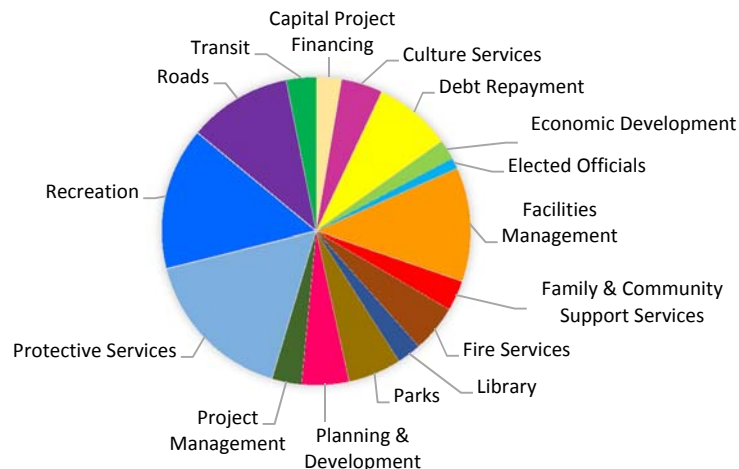
## Where do may municipal taxes come from?

For the municipal portion of property taxes, the City will be collection \$38.9 million. The City collects tax dollars from both residential (\$15.8 million) and non-residential (\$23.1 million) properties.



## Where do my municipal taxes go?

Funding provided by municipal property taxes supports a variety of programs and services, as indicated by the chart below.



## What is an assessment?

Your assessment is an estimate of the price your property may have sold for on the open market by a willing seller to a willing buyer, as of July 1 of the previous year. The City is required to reassess all properties annually, and assessments are used to equitably distribute the revenue required from property taxes to support City services.

## What is the relationship between my assessment and my property taxes?

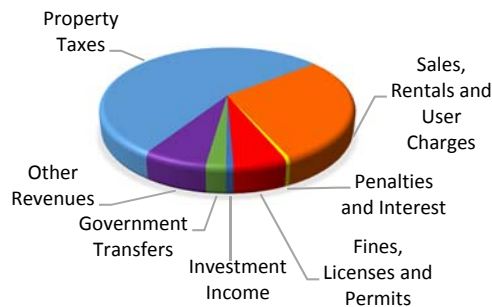
Your property assessment is used to determine your share of the total property taxes the City needs to provide the services and infrastructure established in the annual budget.

The change in your property assessment compared to the overall change for all property in your assessment class determines whether you will pay more, less, or the same as the average property tax increase. If your tax bill is either higher or lower than last year, it may be due in

part to a change in your property's assessed market value being higher or lower than the average change in property values City wide.

## What other sources of revenue does the City have besides taxes?

The City receives funding from a variety of sources, as shown in the chart below.



## What change can I expect to see in my taxes?

The following chart illustrates the estimated change in taxes payable for an average home in Fort Saskatchewan between 2014 and 2015 if your assessment did not change.

	<b>2015</b> Assessment \$400,000	<b>2014</b> Assessment \$400,000	<b>Dollar Change</b>	<b>Percent Change</b>
Municipal Taxes	\$ 1,961.02	\$ 1,925.49	\$ 35.53	1.85%
Education Taxes	\$ 917.80	\$ 954.32	-\$ 36.52	-3.83%
Heartland Housing Foundation Taxes	\$ 19.86	\$ 19.59	\$ 0.27	1.35%
<b>Total</b>	<b>\$ 2,898.68</b>	<b>\$ 2,899.40</b>	<b>-\$ 0.72</b>	<b>-0.02%</b>

The change in your property assessment compared to the overall change for all property in your assessment class determines whether you will pay more, less, or the same as the average property tax increase.

Also, the percentage increase approved by Council only relates to municipal taxes. Your tax notice also includes requests related to the Provincial Education tax and Heartland Housing Foundation, which may also have increased over the previous year.

## When are taxes due?

Property taxes are due on or before June 30.

## How can I pay my taxes?

The City of Fort Saskatchewan offers a number of convenient options for you to pay your Property taxes:

- Sign up for the **monthly Fort Electronic Payment Plan (FEPP)**. The plan divides your annual property taxes into 12 equal monthly payments which are automatically withdrawn from your chequing account on the 15<sup>th</sup> of each month. Applications are accepted until May 1 of the year that taxes are due and payable. Your tax account must be paid up to date (e.g. if joining in May, taxes for January to April of the current year must be paid plus any arrears owing), and a specimen cheque marked “VOID” must be attached to the application.
- **Telephone or internet banking** through your financial institution (your seven digit roll number is your account number).
- At most **chartered banks, credit unions** and other financial institutions (Allow 7 days to process payment).
- **Mail your cheque** (payable to City of Fort Saskatchewan) and enclose the remittance portion of the tax notice.
- **In person** at City Hall (10005 - 102 St) between 8 am and 4:30 pm, Monday through Friday by cash, cheque or debit card (please check with your financial institution to ensure your single transaction limit is sufficient for debit card).
- **After hours payment** can be deposited in the “mail deposit” located at the main entrance to City Hall (please enclose the remittance portion of the tax notice).
- **In person** at other City Facilities (please bring the remittance portion of your tax notice) including the:
  - **Dow Centennial Centre** 8700 - 84 St
  - **Harbour Pool** 10001 - 94 Ave
  - **James E Graham Building** 11121 - 88 Ave

**Please note, credit cards or credit card cheques are not accepted for tax payments.**

## Does Alberta have a tax deferral program for seniors?

The Government of Alberta's **Seniors Property Tax Deferral Program** allows qualifying seniors to defer their property tax payment through a low-interest home equity loan with Alberta Seniors. Under this program, the Alberta government will pay your residential property taxes directly to the City on your behalf. You re-pay the loan, with interest, when you sell the home, or sooner if you wish.

To be eligible, a senior homeowner must:

- be 65 years of age or older;
- be an Alberta resident;
- own a residential property in Alberta; and
- have a minimum of 25% home equity.

For more information on this program, visit <http://www.seniors.alberta.ca/seniors/property-tax-deferral.html> or call the Alberta Supports Contact line at 1-877-644-9992 (780-644-9992 in Edmonton).





## CITY OF FORT SASKATCHEWAN

### **Bylaw C13-15 to Amend Land Use Bylaw C10-13 by Redistricting a Portion of SE ¼ section of 19-54-22-W4M from UR - Urban Reserve District to RC – Comprehensively Planned Residential District**

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#### **Motion:**

That Council give first reading to Bylaw C13-15 to amend Land Use Bylaw C10-13 by redistricting a portion of SE ¼ Section of 19-54-22-W4M from UR - Urban Reserve District to RC – Comprehensively Planned Residential District.

#### **Purpose:**

The purpose of Bylaw C5-15 is to redistrict lands for Southfort Meadows Stage 5 from Urban Reserve (UR) to Comprehensively Planned Residential (RC). This Bylaw will facilitate the next phase of residential development within the Meadows neighbourhood. Among other uses and regulations, the RC District allows single detached dwellings, semi-detached dwellings, duplexes and townhouses.

#### **Background:**

An application was received from WSP Canada Inc. (formerly Focus) on behalf of Southfort Development Corp. This subject area is located south of Southfort Estates and east of the existing Southfort Meadows neighbourhood, and includes approximately 1.79ha (4.42ac).

At full build-out, the proposed redistricting is estimated to provide approximately 35 dwelling units. The estimated density for the subject area is approximately 30 du/ndrha, which achieves the Capital Region Growth Plan density targets of 25 du/ndrha – 30 du/ndrha.

A redistricting application for the subject area was contemplated earlier this year under Bylaw C5-15. Originally, the applicant proposed introducing a pilot project that would test combining the side yard setbacks. Bylaw C5-15 was amended to remove the pilot project, and the districting for the subject area remained UR. The applicant is now proposing the RC district, which is a conventional zone that requires a 1.5m side yard setback.

#### **Plans/Standards/Legislations:**

The Municipal Development Plan (MDP), Community Sustainability Plan (CSP), and Southfort Area Structure Plan (SF-ASP) provide policy direction in relation to this application. An analysis of the application against relevant policies is provided as Appendix “B”.

The SF-ASP is a Council approved statutory document that provides policy direction to guide land use decisions for this area. The SF-ASP designates this area as *Low Density Residential* which is defined as:

*Low density residential...shall include single detached, semi-detached, duplexes, and multi-attached (townhouses), and shall not exceed a density of 35du/ndrha.*

Zoning the subject area as RC is consistent with the Plan for this area.

Further analysis regarding how this proposed amendment aligns with Council-approved plans will be outlined in the subsequent Public Hearing report.

Should Council grant first reading to Bylaw C13-15, advertisements will be published in the local newspaper for two consecutive weeks, as per the *Municipal Government Act*.

To ensure adjacent residents receive the same notification period as the previous application, notifications were mailed to adjacent residents prior to first reading. While this is not our typical procedure, Administration felt the extra notification period was warranted based on the precedence set by the previous application. Should Council choose to not grant first reading to Bylaw C13-15, a second notification would be mailed to residents advising that the Public Hearing has been cancelled.

**Financial Implications:**

Analysis on the financial considerations will be examined and outlined in the subsequent Public Hearing report to Council.

**Alternatives:**

1. That Council give first reading to Bylaw C13-15 to amend Land Use Bylaw C10-13 by redistricting a Portion of SE ¼ Section of 19-54-22-W4M from UR - Urban Reserve District to RC – Comprehensively Planned Residential District.
2. That Council not proceed with first reading to Bylaw C13-15, thus leaving the lands in their current legal designation, and advise how they wish to proceed.

**Recommendation:**

That Council give first reading to Bylaw C13-15 to amend Land Use Bylaw C10-13 by redistricting a Portion of SE ¼ Section of 19-54-22-W4M from UR - Urban Reserve District to RC – Comprehensively Planned Residential District.

**Attachments:**

1. Bylaw C13-15
2. Schedule "A" – Map Amendment to Appendix A of Bylaw C10-13
3. Appendix "A" – Air Photo
4. Appendix "B" - Relevant Policies
5. Appendix "C" - RC - Comprehensively Planned Residential District
6. Appendix "D" – Southfort Ridge/Meadows Outline Plan

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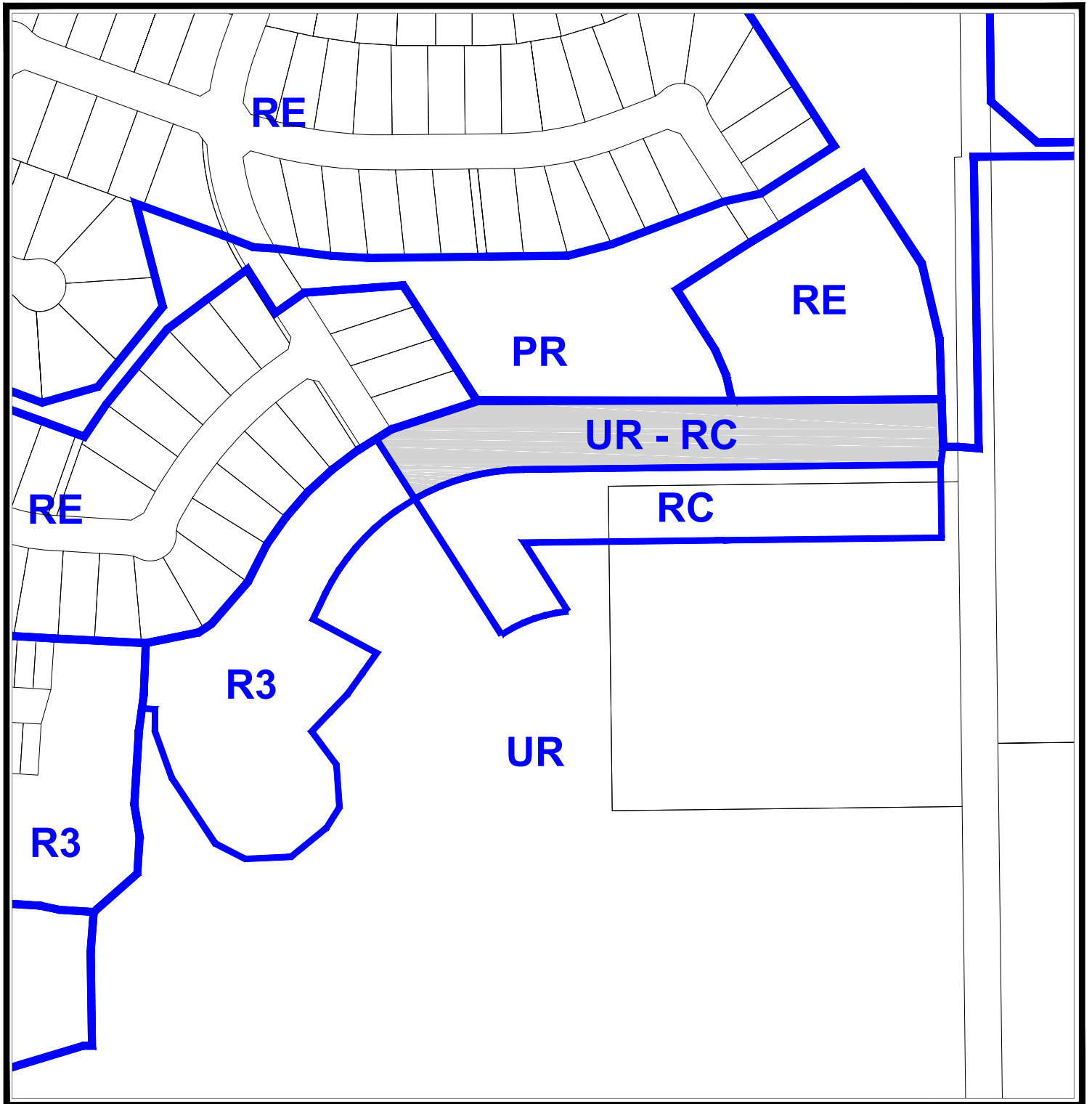
File No.: Bylaw C13-15

Prepared by:	Janel Smith-Duguid Director, Planning & Development	Date: April 17, 2015
Approved by:	Troy Fleming General Manager, Infrastructure & Community Services	Date: April 17, 2015
Reviewed by:	Kelly Kloss City Manager	Date: April 22, 2015
Submitted to:	City Council	Date: April 28, 2015



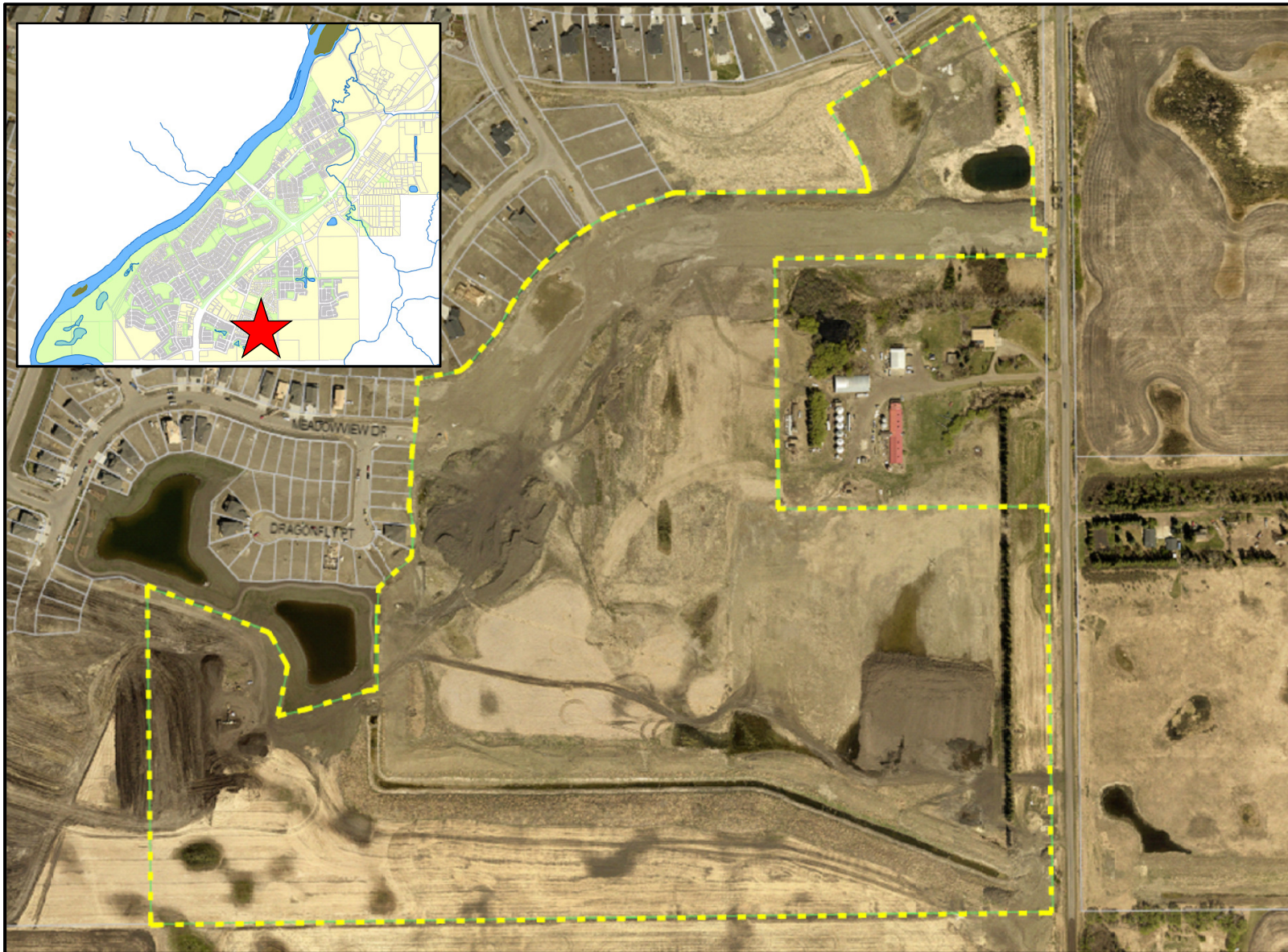
# BYLAW C13-15

## Schedule "A"



**SUBJECT AREA**

## APPENDIX A



**DISCLAIMER:** The information shown is for reference only. The City of Fort Saskatchewan disclaims all responsibility for the accuracy, completeness, timeliness and merchantability of information shown. Use this information at your own risk



**Related Policy to Bylaw C13-15  
Southfort Meadows Stage 5 Redistricting**

**Municipal Development Plan – Bylaw C16-10  
Designation: Developing Community Area**

<b>6.0 Developing Community Area</b>		
<b>6.4.7</b>	Reinforce the development of complete neighbourhood units by encouraging a range of dwelling unit types and densities, along with supporting services, in each residential neighbourhood within the Developing Community Area.	Above satisfactory
<b>7.0 Community Design</b>		
<b>7.1.4</b>	Recognizing the role that streets and parks play as a key feature of the public realm, encourage building and housing development that face public streets and parks, rather than turning its back on the public realm.	Above satisfactory
<b>7.1.7</b>	In undeveloped portions of Westpark and Southfort, promote small block sizes, encouraging the development of 60 to 100 metre block widths in order to encourage walking and cycling.	Opportune for improvement
<b>7.1.8</b>	In undeveloped portions of Westpark and Southfort, encourage the use of block shapes that can facilitate changes in future land uses.	Above satisfactory
<b>8.0 Mobility</b>		
<b>8.14</b>	When undertaking transportation planning, ensure that streets are designed for all users, with adequate facilities for pedestrians, cyclists, and users of public transit, as well as consideration for the effective operation of Public Works and Emergency Services.	Above satisfactory
<b>9.0 Housing</b>		
<b>9.1.1</b>	Encourage a range of housing types within all areas of Fort Saskatchewan, with close access to neighbourhood services and amenities.	Above satisfactory
<b>9.2.3</b>	Achieve neighbourhood targets of 20% of new housing units to be developed as affordable or attainable housing.	Satisfactory
<b>12.0 Sense of Community</b>		
<b>12.1.1</b>	Promote land use patterns and mobility connections that foster community interactions.	Above satisfactory

## Community Sustainability Plan – R173-14

UR – Urban Resources		
UR1	Rezone city to allow mixed use development, higher densities and a higher percentage of land (approximately 10-15% more) being dedicated to green spaces.	Above satisfactory
UR4	Develop the City around neighbourhood nodes so people can walk to their nearest node for daily needs and amenities.	Opportune for improvement
UR6	Emphasize the pedestrian experience in all urban design ensuring people have places to socialize and connect.	Above Satisfactory
UR19	Restrict maximum lot size and minimum density to promote higher density.	Above satisfactory
UR36	Promote alternate building form and materials that have low environmental impact for building and construction (e.g., straw bale, rammed earth, and sod buildings).	Opportune for improvement
NE – Natural Environment		
NE2	Incorporate the natural environment, greenways and parks in the overall design of the City.	Excels
CC – Compassionate Community and Sense of Community		
CC5	Adapt land use policies to allow for a greater range of housing options including mixed use and high density developments	Above satisfactory

## Southfort Area Structure Plan – Bylaw C7-13

### Designation: Low Density Residential

4.1 Overall		
	Neighbourhood character and quality shall be enhanced through public realm improvement such as boulevards, entrance features, street furniture, public art, and other landscape features.	Above satisfactory
4.2 Residential		
	Provide a variety of lot sizes and housing forms to provide choice and accommodate all residents in the community.	Excels
	Urban design shall be used to create a cohesive neighbourhood with a variety of architectural styles that encourages interaction with the public realm by orienting buildings towards public streets and parks.	Above satisfactory
	The overall targeted density for undeveloped lands at the time of the 2013 Updates shall be 25-30 dwelling units per net developable residential (du/ndrha), in line with the Municipal Development Plan and the Capital Region Growth Plan.	Excels
	In support of the City's Market Affordable Housing Strategy, consider	Above

strategies to provide market affordable housing options and supportive housing units.	Satisfactory
<b>4.6 Green Spaces</b>	
Consider landscaping with natural vegetation (xeriscaping) for parks to reduce water, energy and labour requirements.	Excels
Provide neighbourhoods with access to passive and active recreational opportunities.	Excels
Ensure all parks and open spaces, schools and recreational sites are connected through trails and/or walkways. Facilitate continued development of community and regional trail systems that provide connectivity for both leisure and commuting purposes.	Excels
<b>6.4 Transportation</b>	
Prohibit front driveway access to arterial and major collector roadways. Front drive access from minor collector roads may be permitted on a limited basis.	Opportunity for improvement
Where possible and considered necessary by the City, dwellings with front access shall face dwellings with rear access to allow one side of the street to be used for off-site parking and snow storage, especially in developments that are primarily semi-detached and multi-attached dwelling.	Above satisfactory

## Evaluation Criteria

Evaluation	Description
Excels	The proposal fully reflects the policy.
Above satisfactory	The proposal mostly reflects the policy. Minor changes within the proposal could improve policy implementation.
Satisfactory	The proposal partially reflects the policy. Major changes within the proposal could improve policy implementation.
Opportune for Improvement	The proposal does not reflect the policy. Changes will not be required prior to future development approvals.
Revisions required	The proposal does not reflect the policy. Changes will be required prior to future development approvals.



## 5.21 RC – Comprehensively Planned Residential District

### <sup>1</sup>5.21.1 RC Purpose

This District is generally intended to accommodate a range of dwelling forms and flexibility in the design and development of a neighbourhood not exceeding a maximum density of 35 dwelling units per net residential hectare. Development in this District may require a Neighbourhood Design Concept setting out the mix of land uses, lot sizes, housing types, streetscapes, relationships of buildings and architectural form and character.

### 5.21.2 RC Permitted and Discretionary Uses

#### **RC Permitted Uses:**

- Accessory development
- Duplex dwelling
- Home office
- Identification Sign
- Multi-attached dwelling
- Secondary suite dwelling\*
- Semi-detached dwelling
- Single detached dwelling

#### **RC Discretionary Uses:**

- Bed and breakfast
- Community garden
- Day care facility (limited)
- Group home (limited)
- Home business
- Show home
- Temporary sales centre

\*Subject to regulations in Section 4.35 Secondary Suites.

### 5.21.3 RC Site Subdivision Regulations for Single Detached Dwellings and Duplex Dwellings

	Interior Site	Corner Site
Site Area	309.4m <sup>2</sup> (3,330.4ft <sup>2</sup> )minimum	342.4m <sup>2</sup> (3,685.6ft <sup>2</sup> )minimum
Site Width	9.1m (29.9ft) minimum	10.6m (34.8ft) minimum
Site Depth	34.0m (111.5ft) minimum	

<sup>1</sup> C19-14

#### 5.21.4 RC Site Subdivision Regulations for Semi-Detached Dwellings

	Interior Site	Corner Site
<b>Site Area</b>	238.0m <sup>2</sup> (2,561.8ft <sup>2</sup> ) minimum	271.0m <sup>2</sup> (2,917.0ft <sup>2</sup> ) minimum
<b>Site Width</b>	7.3m (24.0ft) minimum	9.1m (30.0ft) minimum
<b>Site Depth</b>	34.0m (111.5ft) minimum	

#### 5.21.5 RC Site Development Regulations for Single Detached, Duplex and Semi-Detached Dwellings

	Interior or Corner Site	
<b>Front Yard Setback</b>	Front Yard*	3.0m (9.8ft) minimum with a lane
		<sup>1</sup> 4.5m (14.7ft) maximum with a lane
		*Where a semi-detached dwelling has front vehicular access to one unit and rear vehicular access via a lane to the other unit, the front yard setback for the unit with lane access may be increased to a maximum of 7.0m (23.0ft)
	Flanking Yard	6.0m (19.7ft) minimum without a lane
		7.0m (23.0ft) maximum without a lane
<b>Rear Yard Setback</b>	8.0m (26.2ft) minimum	3.0m (9.8ft) minimum on a corner site
		4.5m (14.8ft) maximum on a corner site
<b>Side Yard Setback</b>	<sup>2</sup> 1.5m (4.9ft) minimum	

<sup>1</sup> C19-14

<sup>2</sup> C19-14

### 5.21.5 RC Site Development Regulations for Single Detached, Duplex and Semi-Detached Dwellings

	Interior or Corner Site
<b>Principal Building Height</b>	<p>For single detached and duplex dwellings: Two and one half (2 ½) storeys not to exceed 10.0m (32.8ft) maximum</p> <p>For semi-detached dwellings: Three storeys not to exceed 11.0m (39.4ft) maximum. A maximum differential of one storey shall be allowed between adjacent sites.</p>
<b>Site Coverage</b>	<p>45% maximum for principal building over one storey, excluding decks</p> <p>50% maximum for principal building of one storey, excluding decks</p> <p>52% maximum for all buildings and structures where principal building is over one storey</p> <p>57% maximum for all buildings and structures where principal building is one storey</p>
<b>Density</b>	<p>For single detached dwellings: maximum of one dwelling unit per site, plus one secondary dwelling unit where permitted</p> <p>For semi-detached dwellings: maximum of one dwelling unit per site</p> <p>For duplex dwellings: maximum of two dwelling units per site</p>

#### 5.21.6 RC Site Subdivision Regulations for Multi-Attached Dwellings

	Interior Site	Corner Site
<b>Site Area</b>	187.0m <sup>2</sup> (2,011.9ft <sup>2</sup> ) minimum	271.0m <sup>2</sup> (2,917.0ft <sup>2</sup> ) minimum
<b>Site Width</b>	5.5m (18.0ft) minimum for an Internal unit  7.0m (23.0ft) minimum for an End unit	8.5m (27.9ft) minimum
<b>Site Depth</b>	34.0m (111.5ft) minimum	

#### 5.21.7 RC Site Development Regulations for Multi-Attached Dwellings

	Interior or Corner Site	
<b>Front Yard Setback</b>	Front Yard**	3.0m (9.8ft) minimum with a lane  4.5m (14.8ft) maximum with a lane  **Where a multi-attached dwelling has front vehicular access to one or more dwelling units and rear vehicular access via a lane to other units, the front yard setback for units with lane access may be increased to a maximum of 9.0m (29.5ft)
		6.0m (19.7ft) minimum without a lane  7.0m (23.0ft) maximum without a lane
	Flanking Yard	3.0m (9.8ft) minimum on a corner site  4.5m (14.8ft) maximum on a corner site
<b>Rear Yard Setback</b>	8.0m (26.2ft) minimum	
	6.0m ( 19.6ft) minimum where a garage or carport is attached to the principal building and is accessed from a lane at the rear of the site	

#### 5.21.7 RC Site Development Regulations for Multi-Attached Dwellings

	Interior or Corner Site
<b>Side Yard Setback</b>	<sup>1</sup> 1.5m (4.9ft) minimum
<b>Principal Building Height</b>	Three storeys not to exceed 11.0m (39.4ft) maximum. A maximum differential of one storey shall be allowed between adjacent sites.
<b>Site Coverage</b>	45% maximum for principal building
	52% maximum for all buildings and structures
<b>Density</b>	Maximum of one dwelling unit per site

#### 5.21.8 Additional Development Regulations for RC

- (a) All development and uses within this Land Use District are subject to the applicable provisions of Part 4 – General Regulations for all Land Use Districts, Sections 5.1 to 5.13 of Part 5 – Residential Land Use Districts, Part 11 – Parking and Loading, and Part 11 – Signs; and
- (b) No vehicular access to the street shall be permitted from the front yard when a rear lane is provided.

#### 5.21.9 Site Planning and Design Standards for RC

- (a) Development in this District shall generally follow a Neighbourhood Design Concept for the area which sets out the mix of land uses, housing types, streetscapes, relationships of buildings and architectural form and character; and
- (b) Neighbourhood Design Concepts shall demonstrate compliance with the following principles of urban design, to the satisfaction of the Development Authority:
  - i. Design sites and buildings with people as the primary focus and with setbacks that are generally consistent with existing adjacent development;
  - ii. <sup>2</sup>Create animated, active streetscapes with interesting building facades and human-scale building and setbacks, particularly at the street level. Use upper-storey setbacks to minimize the mass and shading of multi-storey buildings and provide additional design features on the first two storeys;

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<sup>1</sup> C19-14

<sup>2</sup> C19-14

- iii. Avoid blank facades and provide articulation or additional design features to break up long solid walls;
- iv. Create appropriate transitions in building scale and height to adjacent areas of lower intensity;
- v. Locate building entrances to connect directly with the public street network and clearly articulate building entrances through design and landscaping features;
- vi. Design sites and buildings that allow for convenient, universal access and have clear signage;
- vii. Promote pedestrian comfort with appropriate landscaping, furniture, weather protection and buffers from vehicular traffic;
- viii. Design for active and alternative transportation by providing convenient access to buildings from transit stops, and including bicycle parking and mid-block pedestrian connections where appropriate;
- ix. Design sites and buildings to facilitate social interaction by including patios, courtyards, plazas and sidewalk amenity space to the extent reasonably feasible, to enliven the public or semi-public realm;
- x. Design sites and buildings for visual interest and maximum use in different seasons and at different times of the day;
- xi. Locate vehicle parking, access and service areas to minimize their impact on pedestrians, surrounding properties and the public realm by:
  - a. Minimizing the width of driveways and curb cuts across sidewalks;
  - b. Providing underground parking where possible and locating surface parking to the side or rear of buildings;
  - c. Locating loading or other service areas to the side or rear of buildings and buffering or screening these areas; and
  - d. Integrating service connections, vents, mechanical rooms and equipment within the architectural treatment of buildings to the maximum extent feasible.
- xii. Ensure that parking areas, service areas and public spaces are well-lit and visible from other locations and clearly signed if they are not visible from the public street.

**<sup>1</sup>5.21.10**

a) Notwithstanding the above site development regulations, where a dwelling constructed prior to the adoption of this Bylaw (as amended) has a 1.2m (3.9ft) minimum side yard setback, it shall be considered to be in conformity with the Land Use Bylaw; and

(b) Notwithstanding the above site development regulations, where a dwelling is to be constructed on a site located in a subdivision with an application received and deemed complete prior to the adoption of this Bylaw (as amended), it may be constructed with a 1.2m (3.9ft) side yard.

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<sup>1</sup> C19-14



[illegible]



## **CITY OF FORT SASKATCHEWAN**

### **Bylaw C16-15 - Prohibit Alternating Flashing Lights on School Buses**

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#### **Motions:**

1. That Council give first reading to Bylaw C16-15, which amends Traffic Bylaw C4-09 by prohibiting the use of alternating flashing lights on school buses.
2. That Council give second reading to Bylaw C16-15, which amends Traffic Bylaw C4-09 by prohibiting the use of alternating flashing lights on school buses.
3. That Council provide unanimous consent to proceed with third and final reading to Bylaw C16-15, which amends Traffic Bylaw C4-09 by prohibiting the use of alternating flashing lights on school buses.
4. That Council give third reading to Bylaw C16-15, which amends Traffic Bylaw C4-09 by prohibiting the use of alternating flashing lights on school buses.

#### **Purpose:**

At the April 14, 2015 regular Council Meeting Administration was directed to bring forward a Bylaw amending Traffic Bylaw C4-09 to effectively prohibit the use of alternating flashing lights on school buses within the City of Fort Saskatchewan.

#### **Background:**

Since 2010, the issue of the use of alternating flashing lights by school buses in urban areas has come under review in several Alberta municipalities. Fort McMurray, Camrose, Edmonton, Red Deer, Medicine Hat, Grand Prairie and Calgary have each conducted a review of school bus operations, with a view to making their communities safer. All but Fort McMurray elected to continue with their current practice of prohibiting the use of this equipment in their urban areas. Some of their findings were:

- Where well-marked intersections and roadways are present, it is safer for students to use those markings and devices than to use flashing school bus lights.
- Allowing school buses to stop randomly mid-block and have children cross the street in front of the school buses increases the pedestrian/vehicle collision risk.
- Non-compliance with flashing red lights and stop arms is an identified problem in jurisdictions that mandate their use. This puts children at risk for collisions.
- Mandating the use of flashing red lights and stop arms cannot guarantee students safety during loading/unloading of the school buses; rather this could increase the risk of a collision by providing a false sense of security to the students while crossing the road.

The experience of Wood Buffalo/Fort McMurray has been mostly a positive one. The school bus routes are largely designed to follow the regular transit bus routes. The stops are cleared of snow and the majority of stops are designed for right hand side pick-up/drop off, so students do not need to cross the roadway at that location. However, there are problems with vehicle fly-bys and Municipal Enforcement sets up at certain locations to try to minimize the risk. There is no information on near misses or incidents.

Additional information from the Elk Island Public School Superintendent, Elk Island Catholic School Board, school bus drivers and parents was presented at the April 14, 2015 regular Council Meeting. The preponderance of information presented supported prohibiting the use of

this equipment within the City. The focus of information presented was on maintaining the safest possible environment for transporting students to and from school.

**Plans/Standards/Legislation:**

- City of Fort Saskatchewan Strategic Plan Guiding Principles: To work collaboratively with our colleagues, residents, partners and stakeholders. To use a forward thinking mindset and consider the impact of decisions on others.
- Community Sustainability Plan Update: Goal of a safe community.

**Financial Implications:**

The enactment of this Bylaw would maintain the current school bus operations within the City, and would have no financial implications.

**Internal Impacts:**

There are no internal impacts from the enactment of this legislation.

**Alternatives:**

1. That Council give three readings to Bylaw C16-15, which amends Traffic Bylaw C4-09 by prohibiting the use of alternating flashing lights on school buses.
2. That Council not give three readings to Bylaw C16-15, which amends Traffic Bylaw C4-09 by prohibiting the use of alternating flashing lights on school buses, and advise how they wish to proceed.

**Recommendation:**

That Council give three readings to Bylaw C16-15, which amends Traffic Bylaw C4-09 by prohibiting the use of alternating flashing lights on school buses.

**Attachment:**

Bylaw C16-15 – Amending Traffic Bylaw C4-09.

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Prepared by:	Josie Krokis Director, Protective Services	Date: April 20, 2015
Approved by:	James Clark Acting General Manager, Corporate & Protective Services	Date: April 22, 2015
Reviewed by:	Kelly Kloss City Manager	Date: April 22, 2015
Submitted to:	City Council	Date: April 28, 2015

